

**To Request for Proposals N° PTD/09/055**



**RFP Data Capture Project for the Department of  
Patents, Designs and Trademarks of Bangladesh**

**Summary of the pre-bid meeting  
&  
Questions / Answers**

## **I. CONFERENCE BIDDERS**

**Q1: What will be the selection criteria?**

**A1:** The evaluation criteria will include the company's understanding of the RFP, the completeness and quality of its technical proposal, proposed procedures for ensuring data accuracy and verification, its relevant project experience, its skills and competencies in the area of data capture and its financial proposal.

**Q2: How are the financial and technical proposals evaluated?**

**A2:** The technical proposal will be evaluated first and if it is considered lacking the minimum criteria listed in the RFP (Annex 1, Point 5, The Proposal) then it will be rejected regardless of its financial proposal. For those technical proposals that satisfy the RFP criteria then their full evaluation will include their financial proposals.

**Q3: Who will be the owner of the software for data capturing?**

**A3:** The owner of the data capture software developed under the RFP will be WIPO as detailed specifications are provided by WIPO for the bidder.

**Q4: Is there any partial acceptance system of data capturing?**

**A4:** If the question is linked to partial payments for partial acceptance during the period of the project then there is no partial acceptance foreseen in this RFP. Acceptance will be done at the completion of the data capture project by both DPDT and WIPO in coordination with the bidder. It is understood that the validation process will be an ongoing task throughout the project duration and that the DPDT will monitor and verify the data as part of its own responsibility. However, given that there are three distinct types of paper records to capture (i.e. Patents, Designs and Trademarks) with different volumes, it may be considered to do their acceptance separately when they are completed. For example, Patents and Designs have much lower number of paper records to capture, so if they are completed sooner then their acceptance and corresponding payments may be done sooner but this needs to be reviewed by the WIPO Procurement and Travel Division (PTD).

**Q5: Where and how the proposal to be submitted? About related documents which are not in English, how this can be used?**

**A5:** The proposal should be submitted directly to WIPO, in English, in a sealed envelope containing two copies of the Technical and Financial Proposals at the address provided in the RFP. If any bidder documents are not in English then they need to be translated into English and certified by a Notary.

**Q6: What will be time schedule and workspace for this job? Due to the time limitation given by the RFP of 12 months or less and the rather large number of paper records to capture, the contractor may need to work extra hours or do shift work.**

**A6:** DPDT working hours are from 9:00 AM to 5:00 PM. DPDT will provide adequate working space to the bidder to implement the RFP. Security access will also be given to the bidder's project staff. Bidders should be aware of the load shedding (power outages) problems with interruptions of one to two hours. If the contractor would like to have extended working hours (e.g. beyond 5:00 PM) then DPDT will consult with the Ministry of Industries as it impacts information security and access to the building. DPDT will inform the bidders later. DPDT will try its best, wherever possible, to assist the contractor in implementing the RFP.

**Q7: Will the contractor be allowed to use its own air-conditioners? If so, who will bear its electricity bill?**

**A7:** DPDT needs to discuss this matter with the Secretary, Ministry of Industries, who pays its electricity bill, and will inform the bidders later on this possibility.

## **II. QUESTIONS & RESPONSES**

**Q1: List of items, Schedule of Requirements, Scope of Works, Terms of Reference, Bill of material required.**

**R1:** Please refer to the invitation letter which includes all required documents.

**Q2: Soft copy of the Tender document through email.**

**R2:** A soft copy document could be sent by email following an expression of demand.

**Q3: Names of countries that will be eligible to participate in this tender**

**R3:** No restriction based on country origin of the supplier applies to this tender

**Q4: Information about the tendering procedure and guidelines.**

**R4:** Please refer to the WIPO procurement website at : [www.wipo.int/en/procurement](http://www.wipo.int/en/procurement)

**Q5: Estimated budget for this purchase.**

**R5:** WIPO does not provide this kind of information.

**Q6: Any extension of bidding deadlines?**

**R6:** Due to the very tight time schedule of the project, at the moment, WIPO does not envisage to extend any deadline for submission.

**Q7: Any addendum or Pre bid meeting minutes.**

**R7:** Same as Part. I

**Q8: How much do you consider that knowledge of Industrial Property International Laws would benefit the proposal in the evaluation criteria.**

**R8:** Knowledge of industrial property (IP) international laws is not essential for the data entry operators who will be capturing data from paper IP files into a database. However, some knowledge of IP procedures and international IP classification systems will be helpful for the project persons that will be doing the validation of the captured data. The final acceptance and validation would be done by the Bangladesh Department of Patents, Designs and Trademarks (DPDT). More important will be the experience and proven track record of the contractor in implementing large data capture projects with a high-level of control, security, efficiency, accuracy and completeness.

**Q9: In terms of evaluation Criteria, how much do you consider that having a specialized lawyers in Industrial Property with more than ten years of experience would be helpful and taken into account in order to select our proposal?**

**R9:** Same as R8 above.

**Q10: What specialization and knowledge about local laws would be provided to the contractor, during 12 months execution of the project?**

**R10:** The DPDT will provide the contractor information on the contents of the paper IP files, the data to be captured, the workflow status and any other information as necessary, including any information of local IP laws as appropriate.

**Q11: Do you consider that an already implemented product with sufficient flexibility would be applicable and best preferred solution that a development from scratch?**

**R11:** The contractor is free to use any existing product, as is or customized, or develop one for this RFP as long as it delivers the captured data according to the specifications given in the RFP Terms of Reference.

**Q12: Are there any restrictions to geographical location of the provider of hardware for the project, and for the contractor?**

**R12:** Due to the confidential nature of the IP files, it is expected that the contractor will implement the data capture project on the premises of the DPDT (including the project team and the supporting project IT infrastructure).

**Q13: Are there any restrictions in terms of technology used for develop final products?**

**R13:** There are no restrictions imposed by the RFP on the technology used to develop and implement the data capture project as long as the contractor delivers the captured data according to the specifications given in the RFP Terms of Reference. However, it is assumed that the contractor will select a technology that is current and not one that is obsolete.

**Q14: What technical aspects of the selected product would be helpful to remark besides of minimal requirements for final solution?**

**R14:** Same as R13 above.

**Q15: In terms of size of the project, how many people are there already working in the IP Office of Bangladesh? Are there any capabilities of contracting more people if necessary?**

**R15:** For this, please contact Mr. Enamul Hoque, Registrar and Project Director, DPDT, Bangladesh at telephone number +880 2956 0696.

**Q16: Do you consider that having outputs in physical documents for the users to sign and submit following the workflow would be a desired functionality?**

**R16:** Any procedures and mechanisms that can ensure efficient, timely and proper implementation of the project as per RFP will be desired functionality.

**Q17: Do you have an image of the IP hierarchical office structure in terms of human resources?**

**R17:** For this, please contact Mr. Enamul Hoque, Registrar and Project Director, DPDT, Bangladesh at telephone number +880 2956 0696.

**Q18: If all the aspects of installment and distribution of the software solution provided are automated do you prefer a window based solution with the intelligence and usability advantages that this may signify?**

**R18:** As mentioned in R13, the contractor is free to choose any technological platform as long as the technology is current and not obsolete and as long as the project deliverable is according to the specifications given in the RFP.

**Q19: If Bangladesh Office of Patent, Trade Mark and Design are not able to supply us the information, which are mandatory as per your proposed in Annexure-II, that what will be our strategy.**

**R19:** The Bangladesh DPDT, by itself or in coordination with WIPO, is able to provide any necessary information that a contractor may need.

**Q20: If Bangladesh Office of Trade mark does not maintain and unable to provide Vienna classification and Niche classification what will be our strategy.**

**R20:** The DPDT maintains Nice classifications in their trademark files. However, for Vienna classifications, DPDT will assist in providing the codes if they are not already present in the trademark files at the time of data capture.

**Q21: We can provide the capture solution, but do need to see actual samples of documents. Can you email samples? Save them as group 4 tiffs, 300 dpi. This way we'll be able to be definitive in this matter.**

**R21:** Samples of paper IP files will be made available by the DPDT to contractors on request at the DPDT. As mentioned in the RFP Annex II Section 3.1, "The logo for each mark must be stored as a JPG file (for color logos) or as a TIF file (for black and white logos)". The resolution 300x300 for color and 150x150 for black and white is sufficient for this purpose.

**Q22 : Can we appoint subcontractor?**

**R22:** WIPO is willing to consider proposals that involve the use of subcontractors. However the name of each sub-contractor should be indicated in the proposals and proposals should contain sufficient documentation to enable WIPO to evaluate the proposed sub-contractors.

**Q23: Can we submit the proposal jointly with other company?  
If yes, then what are the documents we need to submit with the proposal?**

**R23:** WIPO is willing to take into consideration proposals submitted jointly under the condition that all involved parties are fully responsible for the implementation of above contract.