BID CONFERENCE – MINUTES OF MEETING
RFP/UNDP/SUSTAIN/012/2017

Assignment Name:
IT Consulting Firm for SIKEP Architectural Blueprint Development

Date and Time:
7 July 2017 at 09.36 hrs (Aceh Room, Menara Thamrin Building 7th floor)

Closing Date:
21 July 2017 at 17.00 (Jakarta Local Time, GMT+7)

Participants:
Three (3) from UNDP
Twenty Seven (27) from potential bidders

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TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Bid Conference was opened with following agenda: 1. Explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.) 2. Explanation on the Term of Reference (TOR). 3. Explanation on the Submission Forms 4. Q & A (going through all sessions) Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document
Q&A session is incorporated into the below minutes		
1.	Q	a) Is hard copy of proposals mandatory to be submitted? b) If submission is via courier, how many proposals should we submit? c) Is the deadline for both submission method (courier/e-mail) the same? d) When submitting via e-mail and size of the email exceeds the limit (4 MB), can we provide link to dropbox?
	A	a) No

		b) Two copies (original + copy), each contains one technical and financial proposal on seperate envelope
		c) Yes
		d) No.
2.	Q	Will the presentation be done within 90 days of proposals' validity?
	A	Yes
3.	Q	Where to put "others" (e.g. requirements supporting the work of consultants requested) in financial proposal?
	A	We will amend the form in Annex 3 (cost breakdown) to be added "others" column
4.	Q	a) Will the travel cost (when required) only cover one (1) consultant?
		b) When travel is required, who will manage?
		c) Why are we required to travel?
	A	a) Yes - through reimbursement
		b) SUSTAIN
		c) Because our working basis is distributed to 800 district court (Pengadilan Negeri), which is working under one roof (SC). Thus, consultants might be required to travel to cities for further assesment
5.	Q	About the legal status of an agency, what documents should be submitted if we are registered under university?
	A	Any supporting document legalized by the university/government (in case of state-owned university)
6.	Q	SIKEP (Sistem Informasi Kepegawaian) is currently being developed. What is the progress now?
	A	Basic assesment with the governmet has been done already between SUSTAIN UNDP and Supreme Court (SC). We are currently looking for SIKEP Architectural in this tender
7.	Q	Who is going to follow up basic assesment (6.A) in this project?
	A	The selected vendor
8.	Q	What kind of prototype is expected from the consultants?
	A	It doesn't have to be an online prototype, but most importantly it can explain what kind of system will be applicable in this project
9.	Q	Will this SIKEP have other users beside SC?
	A	No, but it should have path for connectivity to other parties such as KPK, BKN, etc.
10.	Q	Who will maintain the connectivity thereafter?
	A	SUSTAIN
11.	Q	How will the coordination take place?
	A	There will be Public Relation Bureau (Biro Humas) from SC that also manage IT Development. Thus the vendor will be working altogether with the bureau and SUSTAIN
12.	Q	How exactly will this manual, modules and other documents be used?
	A	It will be used as a manual for SC as a platform for further SIKEP development, whether or not they want to proceed with the proposed prototype
13.	Q	So the selected vendor will not be working on the implementation of the prototype?
	A	No (please refer to the scope of work)
14.	Q	In the Annex 1 (ToR), is "payroll" included to the scope of prototype?
	A	No, because the payroll comes from government. However, should there be a revision towards it, we will use the clause of "et cetera"
15.	Q	The prototype itself should have a working system. What about the hardware usage because it will affect the license expiry?

	A	In the ToR, there is a clause stated "infrastructures requirements that follows" – which is meant for the whole system, not only for the prototype. Afterwards, SC will do the follow up
16.	Q	Do we have to create only one or two modules? Or for the whole lacking of modules in the SC?
	A	No, only one or two
17.	Q	Why are we only requested to create the prototype?
	A	Because the deal between SUSTAIN-UNDP and SC was to provide architectural design for the system. The rest is on SC itself.
18.	Q	If any vendor is selected, will the prototype be used in daily activities or only as their reference?
	A	It will be used daily
19.	Q	So the selected vendor will not be working on the implementation of the prototype?
	A	No (please refer to the scope of work)
20.	Q	In the Annex 1 (ToR), is "payroll" included to the scope of prototype?
	A	No, because the payroll comes from government. However, should there be a revision towards it, we will use the clause of "*et cetera*"
21.	Q	Do we have to insert financial proposal until implementation plan?
	A	No, only for designing architectural prototype
22.	Q	How much is UNDP budget for this?
	A	UNDP do not disclose any budget information to counterparts
23.	Q	Should the liability insurance be proposed after vendor is selected?
	A	Yes
24.	Q	How should the government employee (PNS) work for this consultancy?
	A	Please refer to government rules and regulation in hiring civil servant.
25.	Q	Will there be any additional assesment in the process with SC board of directors?
	A	No, because SUSTAIN has done it earlier
26.	Q	Will there be any assurance that this prototype must not be used for further implementation, regarding license expiry?
	A	A disclaimer can be attached in the proposal as additional information regarding the license
27.	Q	If the previous assesment needs revision, how should we take it as it's not part of the scope of work?
	A	It can be proposed in the workplan, such as sparing some days to do another assesment
28.	Q	Will the recruitment only take place internally or externally?
	A	Both, the recruitment can also take place outside ASN (Aparatur Sipil Negara)
29.	Q	Will the implementation be open source or close source?
	A	Still waiting the decision from user.
30.	Q	Should there be a declaration of interest to prevent any fraud?
	A	Yes, the document will be uploaded later.