



**BIDDER'S CONFERENCE – MINUTES OF MEETING**

**Assignment Name:**

**RFP\_UNDP\_PBDEs &UPOPs\_013\_2017 - Development Technical  
Guideline (BAT\_BEP) and Training Module**

**Date and Time:**

20<sup>th</sup> July 2017, at 09.30 – 11.30 hour in Nias Meeting Room, UNDP, Menara Thamrin Kav. 3,  
Jakarta

**TO ALL INTERESTED BIDDERS**

Here below are Answers to Questions raised regarding the above assignment:

NO	Introduction & Guidance	
<b>Info</b>	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> <li>1. Brief explanation on RFQ document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, etc).</li> <li>2. Brief explanation on the back ground of project scope for each lot.</li> <li>3. Q &amp; A</li> </ol> <p>The above explanation had been stated on RFQ document. Bidders were encouraged to <u>carefully</u> read the RFQ document before preparing the offer.</p>	
<b>1</b>	Q	<b>Should the proposal be submitted through electrical or manually (hard copy)?</b>
	A	Bidder may submit both ways. The electrical proposal can be sent to email bids.id@undp.org. Bidder can send the hard copy to UNDP Menara Thamrin Office Building with the address as specified in the Tender Document. Please make sure to get the stamp from our security before the deadline time.
<b>2</b>	Q	<b>Should the financial proposal be proposed in IDR?</b>

	A	If the company is registrated in Indonesia, the proposal should be submitted using IDR
3	Q	<b>Is there any template of CV (Curriculum Vitae) for Personnel?</b>
	A	Sample of Personnel Form is attached along with this MoM in Advertisement link. Or you may use your own template as long as covering the information that requested in the TOR
4	Q	<b>Please confirm if UNDP will inform the estimate contract value of this tender (Budget)</b>
	A	UNDP will not disclose any information in regards to the value of the contract of this tender.
5	Q	<b>Is possible foreign nationals as the trainer</b>
	A	Yes, is possible as long the rate in local IDR
6	Q	What city in east java and west java
	A	Name of city that bidder want to do training activity decided by each bidder thru their proposal, including targeted trainees.
7	Q	<b>Is possible Team Leader as Trainer also ?</b>
	A	No, Concurrent position not allowed
8	Q	Number of dissemination 30 person, for each location west java and east java or number of total
	A	Number of dissemination 30, east java : 15 person and west java : 15 person
9	Q	
	A	
10	Q	
	A	
11	Q	
	A	
12	Q	
	A	
13	Q	
	A	
14	Q	
	A	
15	Q	
	A	
16	Q	
	A	

<b>17</b>	Q	
	A	
<b>18</b>	Q	
	A	
<b>19</b>		

**Jakarta, 20<sup>th</sup> July 2017**