



BIDDER'S CONFERENCE – MINUTES OF MEETING

Reference:

**ITB/UNDP/011/2017
Provision of Long Term Agreement Event Organizer to Support
UNDP Projects in Indonesia**

Time & Venue:

Monday, 25th September 2017; 14.00 – 15.00 Jakarta Time [GMT + 7 hours]

Venue: 7th floor, Menara Thamrin Kav. 3, Jakarta 10250

ITB - Closing Date and Time:

Monday, 2nd October 2017, 17.00 Jakarta time [GMT + 7 hours]

TO ALL INTERESTED BIDDERS

Here below are Minutes of Meeting regarding the above assignment :

NO	Introducion and Guidance
Info	<p>Bid conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on ITB 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 Forms4. Q & A <p>Bidders were encouraged to carefully read the ITB document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</p>

Date	No.	Question and Answer	
		Description	
25 Sept 2017	1	Q	Is it allowed to send the quotation or proposal more than one time since it is not covered if only send once?
		A	Yes, it is allowed as long as before the closing date. In addition, please give the title with the name of tender document, for example ITB/UNDP/011/2017 – Part 1 (out of 4), Part 2 (out of 4), etc.
	2	Q	For the Pre-event or preparation of the event, should be the personnel located in the UNDP Office or at the bidders' office?
		A	It depends on the request from the requester. In practice, it is usually in the UNDP or project's office
	3	Q	For the cash distribution, is it the rate inclusive for the personnel?
		A	Yes, submitted rate is inclusive for the personnel. It is a part of management fee for cash distribution. For information, not all the event that will be held or managed by the bidders need the cash distribution. The bidders will be informed first if the event need the cash distribution.
	4	Q	If the cash distribution will be held out of Jakarta, how will the accommodation for the personnel be managed?
		A	The accommodation will be based on the table in the price form submitted by the bidders. For information, the personnel who manage the event should be different with the personnel do the cash distribution. This thing to prevent the overlapping job desk.
	5	Q	For the flight for EO personnel, should it be standardized as UN standard?
		A	It is better to follow the standard of security and safety of the UN but if the bidders will use the lowcost flight, it is also allowed. All the risk will be taken by the bidders. In the context of the high season, the bidders will take the risk for the over budget cost of the ticket and if the ticket price is lower than price submitted in the proposal, UNDP will also pay the ticket price as stated in the table price of the proposal.
	6	Q	Is there any minimum day for the requested event?
		A	There is no minimum day for the requested event.
	7	Q	Is there any possibility to come to the location of the event (in case out of Jabodetabek) before the event? For example, from Jakarta to Medan, before the event was held.
		A	No need to come at the event's location before the event. IF it is needed, it will be informed at the beginning when the requester ask for the quotation from the bidders.
	8	Q	In the context of urgent request. The request come 5 days before the event. Is it possible to add the number of the personnel due to the short time of preparation?
		A	The format and number of the personnel stated in this tender has been discussed together with the requesters.

	9	Q	Is there any possibility of project's overlapping? For example, Project A will held the event on 1 st Oct and same with the project B?
		A	Yes, it is possible. To anticipate this condition, it is suggested for the bidders to send minimum 4 CV's personnel. More CV's personnel is better.
	10	Q	In creating report, do the bidders need to compile and make it become a book?
		A	The report is expected maximum 5 pages.
	11	Q	For the accommodation, do the bidders have to stay at minimum 3 , 4 or 5 stars hotel?
		A	No, the bidders do not have to stay in the certain type of hotel or in the same hotel with the event take place. It depends on the bidders as long as the working time is manageable.

Jakarta, 26 Sept 2017