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BIDDER's CONFERENCE – MINUTES OF MEETING and Q&A
RFP/UNDP/UN/001/2018

Assignment Name:

Travel Management Service Provider (LTA)

Date and Time:

19 January 2018 at 1530 hrs (Papua meeting room, Menara Thamrin Building 7th floor)

Closing Date:

7 February 2018 at 1700 hrs (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

| No. | | Introduction and Guidance |
|---|---|---|
| Information | | <p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.).2. Explanation on the Data Sheet3. Explanation on the Term of Reference (TOR).4. Explanation on the Submission Forms5. Q & A (going through all sessions) <p><i>*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</i></p> |
| Q&A session is incorporated into the below minutes | | |
| 1. | Q | How long does it take to respond the question? |
| | A | We will wait few days to respond, to gather other bidder's question |
| 2. | Q | Documents in UNDP website, is section 4-7 in word version the same with PDF version? |
| | A | Yes |

| | | |
|----------------------|---|---|
| 3. | Q | Data sheet page 21; Latest Audited Financial Statement (Income Statement and Balance Sheet) for the past three years (2016, 2015, 2014). How to compile the reports? |
| | A | They can be print 2-4 pages per sheet and double sided |
| 4. | Q | Section 6; Technical Proposal Form; section 3 – personnel competence; CV format – page 74: How to prepare the CV? |
| | A | Bidder to follow the existing format, 1 page per personnel |
| 5. | Q | When is the deadline for the payment? Whether weekly statement is required? |
| | A | The payment will be settled within 30 days upon acceptance or approval. We require monthly statement |
| 6. | Q | Is the acknowledgement letter have to be signed by top management or can be signed by head of unit? |
| | A | Can be signed by head of unit |
| 7. | Q | What is cash advance/cash distribution? |
| | A | It's certain of amount to pay for activities in the meeting eg. Participant's DSA, printing, transport in remote are, etc. |
| 8. | Q | Can we get information of monthly production/spending report |
| | A | We cannot provide that information |
| 9. | Q | Since UNDP will award the LTA contract to 3 companies, how is the implementation? |
| | A | UNDP will request quotation to the 3 LTA's vendors at the same time for the same service, the most competitive quotation received will be awarded the Purchase Order (PO) |
| 10. | Q | What is the travel policy? |
| | A | To travel with the most economical airfare |
| 11. | Q | Is bidder free to set up service fee? |
| | A | Yes |
| Amendment to the RFP | 1 | Annex 2; Page 64: Cash distribution from May 2015 to December 2017 |

Jakarta, 24 January 2018