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## **BIDDER'S CONFERENCE – MINUTES OF MEETING and Q&A**

### **Assignment Name:**

- RFP/UNDP/EU-KALFOR/50927/017/2018 - HCVF Baseline Development in Sintang District, West Kalimantan Province
- RFP/UNDP/EU-KALFOR/50930/018/2018 - HCVF Baseline Development in Kutai Timur District, East Kalimantan Province
- RFP/UNDP/EU-KALFOR/50929/019/2018 - HCVF Baseline Development in Kotawaringin Barat District, Central Kalimantan Province
- RFP/UNDP/EU-KALFOR/50928/020/2018 - HCVF Baseline Development in Ketapang, West Kalimantan Province

### **Date and Time:**

7 August 2018 at 1400 hrs (Nias meeting room, Menara Thamrin Building 7th floor)

### **Closing Date:**

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

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### **TO ALL INTERESTED BIDDERS**

<b>No.</b>	<b>Introduction and Guidance</b>
<b>Information</b>	Bid Conference was opened with following agenda: 1. Explanation on RFPs document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions)  <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>
<b>Q&amp;A session is incorporated into the below minutes</b>	

1.	Q	The RFP for HCVF Baseline Development was issued for four (4) different districts in Kalimantan. Can bidder submit for more than One (1) district?
	A	Yes, bidder can submit more than one (1) district or submit for all districts.
2.	Q	RFP Document; Datasheet; page 21; point 23: For Certificate of Registration, can bidder from the university submit either SK Kopertis/SK Minister/SK President?
	A	Yes
3.	Q	RFP Document; Data Sheet page 20; point 23: Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value in the past 5 years. Can we replace with cop of contracts?
	A	No
4.	Q	RFP Document; Terms of Reference; page 31; Scope of Bid Price and Schedule of Outputs; Deliverables and meetings. Who will pay the meeting cost?
	A	Bidder to quote the meeting cost and add in the Financial proposal
5.	Q	RFP Document; Terms of Reference; page 30; Expected output based on HCVF map scale. Please advise which district(s) supposed to be as sampling?
	A	Within the range of map scale.
6.	Q	Can we charge VAT in the Financial Proposal?
	A	No, UNDP is tax exempt
Amendment to the RFP	1	Please refer to the attachment I – point 12.1 (marked in yellow color)

Jakarta, 9 August 2018

**ATTACHMENT I  
(Amendment to the RFP)**

**Instructions to Proposers**

**DATA SHEET**

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

<b>DS No.<sup>1</sup></b>	<b>Cross Ref. to Instructions</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
1		Project Title :	<b><i>Strengthening Forest Area Planning and Management in Kalimantan (KalFor) Project</i></b> ;
2		Title of Services/Work:	<b><i>HCVF BASELINE DEVELOPMENT IN KOTAWARINGIN BARAT DISTRICT, CENTRAL KALIMANTAN PROVINCE</i></b>
3		Country / Region of Work Location:	Indonesia
4	C.13	Language of the Proposal:	✓ English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	✓ Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	✓ Shall not be considered

<sup>1</sup> All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state "N/A" but must not be deleted.

7	C.22	A pre-proposal conference will be held on:	<p>Time: 1400 hours</p> <p>Date: 7 August 2018</p> <p>Venue: Nias Meeting Room 7<sup>th</sup>Floor Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta 10250</p> <p>The UNDP focal point for the arrangement is:</p> <p>Rida Dian Trisna</p> <p>Address: 7<sup>th</sup>Floor Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta 10250</p> <p>Telephone: 021 29802300 ext. 512. Facsimile: 021 3145251</p> <p>E-mail: rida.trisna@undp.org</p>
8	C.21	Period of Proposal Validity commencing on the submission date	✓ 120 days
9	B.9.5 C.15.4 b)	Proposal Security	✓ Not required
10	B.9.5	Acceptable forms of proposal security	✓ Not Applicable
11		Liquidated Damages	✓ <input type="checkbox"/> Will not be imposed
12	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<p>✓ United States Dollars (US\$) (from bidder outside Indonesia)</p> <p>✓ Indonesia Rupiah (<i>for bidder from Indonesia</i>)</p>
12.1		Value Added Tax on Price Proposal <sup>2</sup>	✓ <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
13	B.10.1	Deadline for submitting requests for clarifications/ questions	Five (5) days before the submission date.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

14	B.10.1	Contact Details for submitting clarifications/questions <sup>3</sup>	Focal Person in UNDP: Rida Dian Trisna/Yusef Saiful Millah Address: UNDP Menara Thamrin 7th Floor, Jl. M.H. Thamrin Kav. 3, Jakarta Tel. No. : (6221) 2980 2300 E-mail address dedicated for this purpose: rida.trisna@undp.org; yusef.millah@undp.org
15	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	✓ Direct communication to prospective Proposers by email or fax, and Posting on the website <sup>4</sup>
16	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original : One (1) Copies : One (1) for hardcopy submission only
17	D.23.1 D.23.2 D.24	Proposal Submission Address	7 <sup>th</sup> Floor Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta 10250 or by email to bids.id@undp.org
18	C.21 D.24	Deadline of Submission	Date: 14 August 2018 Time: At 1700 hours Jakarta Local Time
19	D.23.2	Allowable Manner of Submitting Proposals	✓ Courier/Hand Delivery ✓ Electronic submission of Proposals to <a href="mailto:bids.id@undp.org">bids.id@undp.org</a>
20	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<ul style="list-style-type: none"> <li>✓ Official Address for e-submission: <i>bids.id@undp.org</i></li> <li>✓ Free from virus and corrupted files</li> <li>✓ Format: PDF files only, password protected</li> <li>✓ Financial proposal is required to have a password</li> <li>✓ Max. File Size per transmission: 4 MB</li> <li>✓ Max. No. of transmission: 4</li> <li>✓ No. of copies to be transmitted: 1</li> </ul>

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

<sup>4</sup> Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

			<ul style="list-style-type: none"> <li>✓ Mandatory subject of email: <b><i>RFP/UNDP/EU-KALFOR/50929/019/2018 - HCVF BASELINE DEVELOPMENT IN KOTAWARINGIN BARAT DISTRICT, CENTRAL KALIMANTAN PROVINCE</i></b></li> <li>✓ Time zone to be recognized: Jakarta time</li> </ul>
21	D.23.1	Date, time and venue for opening of Proposals	No public bid opening
22	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, minimum passing score of technical is 70 points
23	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> <li>✓ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>✓ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>✓ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li>✓ Trade name registration papers, if applicable</li> <li>✓ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>✓ Latest Financial Statement (Income Statement and Balance Sheet) for 3 years (2017, 2016, 2015)</li> <li>✓ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value in the past 5 years</li> <li>✓ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> </ul>
24	C.15	Structure of the Technical Proposal	<i>Please refer to TOR</i>
25	C.15.2	Latest Expected date for commencement of Contract	<i>August 2018</i>

26	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Five (5) months
27		UNDP will award the contract to:	✓ One (1) Proposer only
28	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	<i>Please refer to TOR..</i>
29	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
30		Conditions for Determining Contract Effectivity	✓ Signature by both parties
31		Other Information Related to the RFP <sup>5</sup>	Not Applicable

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<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.