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**BIDDERS CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/EU-SUSTAIN/37821/013/2018**

Assignment Name:

Survey Public Satisfactory on Court Services

Date and Time:

21 September 2018 at 14.00 hrs (SUSTAIN Project Office Meeting Room)

Closing Date:

28 September 2018 at 17.00 (Jakarta Local Time, GMT+7)

Participants:

5 personnel from UNDP

4 personnel from 3 potential bidders

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**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
<b>Information</b>	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 Submission Forms 3. Explanation on the Term of Reference (TOR) 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	
<b>Q&amp;A session is incorporated into the below minutes</b>		
1.	Q	As it's written in tender document, one of the district destinations is Lombok Praya. While the current conditions in Lombok Praya post big earthquake, do the surveyor team still has to do survey in Lombok?
	A	<b>For this case, we will give further notification and information about the availability.</b>
2.	Q	Can the winner surveyor take another surveyor team?
	A	<b>The surveyor team can hire another surveyor individually <u>but</u> not to sub-contractor.</b>

3.	Q	Can the winner surveyor change the submitted surveyor personnel in the future?
	A	<b>The name of surveyor personnel cannot be changed unless the surveyor team can give a strong reason such as sickness or death or other reasons that will be considered by the project.</b>
4.	Q	Do the bidders have to calculate all travel into the financial proposal?
	A	<b>Yes, the bidders have to calculate all travel aspects into financial proposal as it's written in the tender document ANNEX 2, point D and E.</b>

Jakarta, 21 September 2018.