



Bidder's Conference – MINUTES OF MEETING

Assignment Name:

RFP/UNDP/EPASS-TIGER/52727/021/2018 - Feasibility Study for Implementing a Sustainable Financing Mechanism

Date and Time:

Thursday, 19 September 2018, starting 0930 hour in Aceh Meeting Room in UNDP Office, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta

TO ALL INTERESTED BIDDERS

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

NO	Introduction & Guidance	
Inf	Bid conference was opened with following agenda : <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 Description of Requirement (Annex 1) 3. Explanation on the Submission Forms (Annex 2) 4. Explanation on the General Terms and Conditions of Service (Annex 3) 5. Explanation on the Terms of Reference (Annex 4) The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.	
1	Q	Why does UNDP able to reduce the duration?
	A	It is an estimation and subject to negotiation.
2	Q	Can the number of personnel changed?
	A	Yes. As it is only recommendation.
3	Q	How is the process of tax exemption?
	A	The price proposal should be tax exempt and to support that, UNDP will issue one of the following document:

		<ol style="list-style-type: none"> 1. A statement letter and its all supporting document for a tax exempt 2. Assist in getting restitution from BADORA 	
4	Q	Regarding personnels, should they be the employees of the company or can be subcontractors?	
	A	It is at bidder's discretion in hiring their expertise	
5	Q	Can group of experts form a company/institution participate in this tender?	
	A	As long as comply with the qualifications mentioned in the tender document	
6	Q	To replace CV, is it ok to submit P11?	
	A	CV is the requested document in the tender document.	
7	Q	Is there any consideration for price when there is an extreme exchange rate within 90 days period?	
	A	No	
8	Q	Will the payment for travel based on reimbursement?	
	A	No. we will pay based on approved deliverables.	
Amendment to the RFP			
1	<u>The expected travel mentioned in page 4 of the tender document should read as follow:</u>		
	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel
	Sumatra's TIGER Sites	7 days	Site observation
	Sulawesi's EPASS Sites	7 days	Site observation
2	<u>Section A of TOR: General Information on "Report to" part should be written as follow:</u>		
	Report to	<ol style="list-style-type: none"> 1. Director of Forestry and Water Resources Conservation, Ministry of National Development Planning/Bappenas 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Manager of EPASS 4. National Project Manager of TIGER 	

Jakarta, 19th September 2018