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## **BIDDERS CONFERENCE – MINUTES OF MEETING** **RFP/UNDP/EU-SUSTAIN/38416/026/2018**

Assignment Name:

**Media Training and Communication Expert Consultant for Technical Leadership for the Court Leaders**

Date and Time:

18 October 2018, 09.30

Closing Date:

23 October 2018 at 12 H mode (Jakarta Local Time, GMT+7)

Participants:

4 personnel from UNDP

10 personnel from potential bidders

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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 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	In the Terms of Conference, one participant's output is an understanding of communication psychology. What aspects of psychology do you mean?
	A	<b>Our hope is that officials understand the psychological condition of the audience, so before he talk to audience he must understand the psychology of audience.</b>
2.	Q	how many softcopy collection activities report should be?

	<b>A</b>	<b>Report narrative 1 only, everything is stored on one disk.</b>
3.	Q	One of the expected outputs is the ability to communicate with stakeholders. Who is the stakeholder target from the external?
	<b>A</b>	We specifically target the media. For example, when the Chairperson of the Court experienced a large enough case, they were unable to overcome it so that it was related to the reputation of the judiciary in the eyes of the media.
4.	Q	Because there will be an addendum from 2 days of activity to 1 day there will be consequences, namely the existence of parallel sessions where there are two teams that will be responsible. What if we need more team members than is determined?
	<b>A</b>	<b>This is the discretion of each bidders. But it certainly has an impact on the price offer. Later the final results can be discussed with us and evaluated.</b>
5.	Q	If our team exceeds the requirement, will the travel expense be paid by UNDP?
	<b>A</b>	<b>All will be paid by UNDP.</b>
6.	Q	What language is used for presentation?
	<b>A</b>	<b>For training activities the language used is Indonesian, because the audience is judicial people. But for the modules used are dual languages namely, Indonesian and English.</b>
7.	Q	What is the expected video concept? Is it in the form of footage or edited including testimonials?
	<b>A</b>	<b>We want it in the form of testimonials, there will be an addendum about the video. We cannot say yes or no, but the subject to be discussed by the contractor.</b>
8.	Q	Is one of the required documents is CV submissions. The three required CV consultants should go down to the field or be just supervisors?
	<b>A</b>	<b>It becomes a discretion for the bidders in the submission of the approach and methodology. And the experience we requested must be each consultant, not the sum of the three experiences.</b>
9.	Q	The payment system is certain or adjusts to the proposal that we submit?
	<b>A</b>	<b>For payment according to output issued.</b>
10.	Q	When is the documentation given to UNDP?
		<b>At the end of the activity when the final report is given.</b>
11.	Q	what is the expected form of the activity report?
	<b>A</b>	<b>Photo activity report does not need to be comprehensive, which is complete only in the final report.</b>
12.	Q	In the proposal need to be listed not contact person who will be a consultant liaison with UNDP?
	<b>A</b>	<b>Of course.</b>
13.	Q	Is it necessary to include the NPWP SIUP etc?
	<b>A</b>	<b>NPWP is needed. In addition, it is also necessary to include track records and references from previous clients.</b>
14.	Q	What if there is a case that our consultant can only go to Manado and cannot go to Surabaya?
	<b>A</b>	<b>Subject to be discussed.</b>

**ADENDDUM**  
**RFP/UNDP/EU-SUSTAIN/38416/026/2018**

Refer to the "Proposal Submission Date" it is amended with details as:

Proposals may be submitted on or before **Tuesday, October 23, 2018** at 12.00 (Jakarta Local Time)

**Amended To**

Proposals may be submitted on or before **Thursday, October 25, 2018** at 12.00 (Jakarta Local Time)

Refer to the "Description of Requirements", it is amended with details as follow:

**1. Latest Completion Date**

Latest completion date	<b>December 2019</b>
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**Amended to**

Latest completion date	<b>December 2018</b>
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**2. Contract Person for Inquiries**

Contact Person for Inquiries  (Written inquiries only) <sup>1</sup>	<i>Putri Ghofari Azzahra / Yusef Millah</i>  <i>Procurement Unit</i>  <b>Email to <a href="mailto:Yusef.millah@undp.org">Yusef.millah@undp.org</a></b>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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**Amended to**

<sup>1</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 received.

<p>Contact Person for Inquiries</p> <p>(Written inquiries only)<sup>2</sup></p>	<p>Putri Ghofari Azzahra / Yusef Millah</p> <p>Procurement Unit</p> <p><a href="mailto:putri.azzahra@undp.org">Email to putri.azzahra@undp.org; Yusef.millah@undp.org</a></p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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### 3. Other Information

<p>Other Information</p> <p>[pls. specify]</p>	<ul style="list-style-type: none"> <li>- <b>Proposal submitted via Courier/hand delivery:</b>  <b>Official Address for hand delivery/Courier:</b>  United Nations Development Programme (UNDP)  Menara Thamrin Building, 7<sup>th</sup> Floor, Kav. 3, Jl. M.H. Thamrin,  Jakarta 10250, Indonesia  Tel: +62 21 2980 2300 ext. 410  Attn: Procurement Unit – <b>Armada Eras Pratama</b> and  Yusef Millah</li> </ul> <p>The submitted proposal <b>consists of original proposal and copy.</b>  The Financial Proposal and the Technical Proposal Envelopes <b>MUST BE SUBMITTED SEPARATELY</b> and each of them must be sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate.  Each envelope <b>MUST</b> clearly indicate the name of the Proposer.  The outer envelopes shall bear the address of UNDP, the Title Bidding “...” and shall include the Proposer’s name and address, as well as a warning that state “not to be opened before the time and date for proposal opening”.  The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.</p> <ul style="list-style-type: none"> <li>- <b>Proposal submitted via Email:</b>  Official email Address: <a href="mailto:bids.id@undp.org">bids.id@undp.org</a>  <a href="#">The technical proposal and financial proposal must be in separate file.</a>  Format: PDF files only, <b>password protected for the financial proposal only</b>  (Password must not be provided to UNDP until requested by UNDP which will be requested through email)  Signature: YES  Max. File Size per transmissions: 7 MB  Max. No. of transmission: N/A  Free from any virus or corrupted files  Mandatory subject of email: <b>RFP/UNDP/EU-SUSTAIN/38416/026/2018</b></li> </ul>
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<sup>2</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 received.

### **Amended To**

Other Information [pls. specify]

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**Official Address for hand delivery/Courier:**  
United Nations Development Programme (UNDP)  
Menara Thamrin Building, 7<sup>th</sup> Floor, Kav. 3, Jl. M.H. Thamrin,  
Jakarta 10250, Indonesia  
Tel: +62 21 2980 2300 ext. 410  
Attn: Procurement Unit – Putri Ghofari Azzahra and  
Yusef Millah

The submitted proposal **consists of original proposal and copy.**

The Financial Proposal and the Technical Proposal Envelopes **MUST BE SUBMITTED SEPARATELY** and each of them must be sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate.

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- **Proposal submitted via Email:**  
Official email Address: [bids.id@undp.org](mailto:bids.id@undp.org)  
[The technical proposal and financial proposal must be in separate file.](#)  
Format: PDF files only, **password protected for the financial proposal only** (Password must not be provided to UNDP until requested by UNDP which will be requested through email)  
Signature: YES  
Max. File Size per transmissions: 7 MB  
Max. No. of transmission: N/A  
Free from any virus or corrupted files  
  
Mandatory subject of email: **RFP/UNDP/EU-SUSTAIN/38416/026/2018**

Refer to the “Expected Output/s”, it is amended with details as follow:

#### **Annex 1**

#### **III. Output**

Training Package of Supreme Court for court leaders:

- a. Modul and curriculum
- b. Presentation materials: **Two (2)** days of facilitation of training for court leaders divided into 2 (two) classes in 2 (two) batches in Manado and Surabaya with materials mentioned on the objective.
- c. Documentation during training session (video and photos) in soft copy and hard copy

### **Amended to**

#### **III. Output**

Training Package of Supreme Court for court leaders:

- a. Modul and curriculum
- b. Presentation materials: **One (1)** day of facilitation of training for court leaders divided into 2 (two) classes in 2 (two) batches in Manado and Surabaya with materials mentioned on the objective.
- c. **Bilingual Report (Bahasa Indonesia and English)**, and documentation during training session (video and photos) in soft copy and hard copy.

Jakarta, 18 October 2018.