

BID CONFERENCE – MINUTES OF MEETING

RFP/UNDP/ENV-SPOI/34903/029/2018

Assignment Name:

Workforce and Staffing Services for Landscape Personnel for UNDP’s Good Growth Partnership (GGP) Programme

Date and Time:

15 November 2018 at 10.00 hrs (Aceh Room, Menara Thamrin Building 7th floor)

Closing Date:

28 November 2018 at 23.59 (Jakarta Local Time, GMT+7)

Participants:

Four (4) from UNDP

Four (4) from potential bidders

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**TO ALL INTERESTED BIDDERS**

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| **No.** | **Introduction and Guidance** |
| **Information** | 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 Term of Reference (TOR).
3. Explanation on the Submission Forms
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 |
| **Q&A session is incorporated into the below minutes** |
| 1. | Q | Who’s paying for the Tax Revenue? |
|  | A | Please refer to the tender document, annex 4 ToR; income tax is to be at the expense of the personel. |
| 2. | Q | Who will pay the national health insurance? |
|  | A | Please refer to the tender document, annex 4 ToR; Employee, on top of the take-home pay, will receive benefits according to Government of Indonesia’s labor rules and regulations (i.e. BPJS Ketenaga Kerjaan, BPJS Kesehata, THR, days off, etc.). |
| 3. | Q | Are the required consultants, coming from the local projected area or it may come from other area? |
|  | A | the preference is local consultant from the projected area. |
| 4. | Q | Does the travel cost include on payment fee? |
|  | A | No, local travel will be using reimbursed system. |
| 5. | Q | On what basis the consultant will be paid? |
|  | A | Based on their attendance. |
| 6. | Q | What about the management fee? |
|  | A | The Management Fee can be as part of Annex 2 (two), Section E point III “other related cost”. |
| 7. | Q | Are the payment based on lumpsum or actual cost? |
|  | A | The payment will be based on lumpsum. |
| 8. | Q | How do the selected company provide religious fee (THR) |
|  | A | The company can reimbursed the religious fee since we never use advance technique. |
| 9. | Q | About the financial proposal on section E, what the “for example” mean? |
|  | A | It means the bidder can use their own template for the E section but for section D, the bidder must use the provided template in section D otherwise will be rejected. |
| 10. | Q | In regards to the Section D on Annex 2, is it deliverable based or monthly based |
|  | A | The requirement will be monthly instead of deliverable. |
| 11. | Q | Does the tax include on payment terms? |
|  | A | Yes but the project will provide exempt letter after the invoice were submitted. |
| 12.  | Q | Does the psychological test are needed? |
|  | A | No, just written test and interview. |

Jakarta, 15 November 2018