



**Bidder Conference – MINUTES OF MEETING**

**Assignment Name:**

RFP/UNDP/EU-CIWT/56849/030/2018 - Consulting Service for Development of National Strategy and Action Plan for CIWT Project Activity 1

**Date and Time:**

Friday, 7 December 2018 starting 0930hour in Aceh Meeting Room in UNDP Office, 7<sup>th</sup> Floor, 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	
<b>Info</b>	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, contract award, etc.).</li> <li>2. Explanation on the Description of Requirement (Annex 1)</li> <li>3. Explanation on the Submission Forms (Annex 2)</li> <li>4. Explanation on the Term of Reference (Annex 4)</li> </ol> <p>The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.</p>	
<b>1</b>	Q	<b>The required service will involve 13 (thirteen) stakeholder/institutions and therefore please confirm whether or not an endorsement letter to engage those 13 (thirteen) stakeholders/institutions had been received</b>
	A	The selected contractor will be provided an appointment letter to engage those 13 (thirteen) stakeholders/institutions. Also, UNDP/The Project will introduce the selected contractor to those institutions. Moreover, please refer to the revised TOR where the involved institution will be 14 instead of 13
<b>2</b>	Q	<b>At the phase 1 it is stated that FGD will be implemented, therefore please confirm whether it should be done before or after signing contract</b>
	A	The FGD should be performed after the signing of contract which is part of 1 <sup>st</sup> Deliverable as specified in the TOR
<b>3</b>	Q	<b>Is there any additional information or data that can be accessed by bidders in developing the proposals</b>
	A	Bidders should come up with the methodology and approach including timeline in the development of their proposal, further the selected contractor will be provided with any data and information that will be provided by KLHK (Ministry of Environment and Forestry)

4	Q	Please provide further information on the objective of the required service and also confirmation on the output of this service will only be used as guidance by the relevant stakeholders to develop their vision and mission that relate to this project
	A	The result of this project will be used by all institutions mentioned above to enforce the law in the eradication of illegal wild life trade.
Amendment to the RFP		
1.	<u>Please refer to the revised TOR</u>	

Jakarta, 7 December 2018