



Bidder's Conference – MINUTES OF MEETING

Assignment Name:

RFQ/UNDP/EU-BIOFIN/57946/001/2019 –Provision of Event Organizer for Bio-Economy Business Expo

Date and Time:

Thursday, 10 January 2019 starting 10.00 hrs 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	
Info	<p>Bid conference was opened with following agenda :</p> <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. Brief explanation on the General Terms and Conditions of Service (Annex 3) <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>	
1	Q	How about the set production (stage, booth, etc)?
	A	It will be provided by other vendor. This tender is for event management team only.
2	Q	What does it mean with scope of work of assist UNDP in finding a co-sponsor for the event? How about the design of sponsorship packaging?
	A	The selected Event Organizer (EO) and UNDP will identify the potential sponsor for the hackathon's winner and approach them. Sponsorship packaging will be discussed with selected EO.
3	Q	How about fee for venue permit letter?
	A	The bidders can add it on their proposal.

4	Q	How many participants for each activity: seminar, talk show, expo, and hackathon?
	A	We will add the data on revised TOR.
5	Q	How about the quantity for each publication materials and souvenirs?
	A	The selected EO will only provide the designs.
6	Q	Who will provide the transportation for guests?
	A	It will be provided by other vendor.
7	Q	Who will do the documentation?
	A	It will be scope of work of the event organizer. We will amend the TOR and add qualifications for documentation.
8	Q	How about meals for the executive guests? Who will be the executive guests?
	A	It will be in a restaurant for high level personnel from ministry.
9	Q	If EO proposed additional personnel, where should we put it on the quotation?
	A	The bidder can add the quantity on the quantity column.
10	Q	Who will provide equipment for registration process?
	A	It will be provided by the selected EO.
11	Q	Is there any rules for design of publication materials?
	A	Yes, there is. The designer will coordinate with project management unit and UNDP communications unit.
12	Q	Does the project have information on the proposed venue of event?
	A	The venue will be Gandaria City, Piazza Ground Floor. Contact person: Mr. Dadang Sukandar (dadangsukandar@pakuwon.com)
Amendment		
1		Deadline for the submission of quotation amended to : Monday, 21st January 2019 at 1700 hours (GMT+7)
2		Please refer to document “Revised TOR and Amendment 1 to the RFQ” for your reference in submitting quotations.

Jakarta, 14 January 2019