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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A
RFP/UNDP/EU-NASTRA CIWT/56849/002/2019

Assignment Name:

The Development of National Strategy and Action Plan for Combatting Illegal and Unsustainable Trade in Endangered Species in Indonesia (Nastra CIWT)

Date and Time:

1 April 2019 at 10.00 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

Closing Date:

15 April 2019 at 23.00hrs (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		<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 & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	Is there budget estimation that can be shared to enable us prepared the financial proposal?
	A	We do not inform our budget
2.	Q	RFP Document; Annex 1; Page 5; Value added tax on price proposal: must be exclusive of VAT and other applicable indirect taxes. Who will provide tax exemption letter?

	A	The vendor (the winner) to provide invoice to UNDP. The project will coordinate with Admin Unit, Setneg & Tax Office
3.	Q	RFP document; Annex 2; Form for submitting service provider's proposal; A. Qualification of the Service Provider. Numbers of document to uploaded are so many, can we provide with cloud's link instead?
	A	No, all documents must be uploaded in e-tendering. You can compress it with zip
4	Q	RFP document; Annex 2; Form for submitting service provider's proposal; C. Qualifications of key personnel. c). <i>Written confirmation from each personnel that they are available for the entire duration of the contract.</i> Is there any template for it?
	A	It is free template & the personnel should sign the letter of assignment
5	Q	The CV of the assign personnel must be submitted, max. how many pages?
	A	We do not limit number of pages of the CV but please provide only relevant information
6	Q	RFP document; Annex 2; Form for submitting service provider's proposal; E. Cost break down by cost component; I. Personnel Services – There's six personnel that must be proposed by bidder. Can we add additional expert personnel above those six personnel and administrative personnel?
	A	Yes, you can. However, the score given to the 6 personnel mentioned in the RFP document
7	Q	RFP document; Annex 3; Terms of Reference; Page 3; C. the Outlines. What is the outlines about?
	A	Outlines about NASTRA
8	Q	If the personnel from PNS, what should we do?
	A	The personnel must provide release letter from the government institution
9	Q	Is the tender meant for preparing the strategy and action plan for investigation in wildlife crime? or for drafting the strategy and action in facing wildlife crime?
	A	The required service under the solicited tender is meant to develop a national strategy of IWT and does not required any implementation of the strategy
10	Q	If an organization is a consortium of two or three organizations, is this still eligible to apply this UNDP RFP?
	A	Bidders allow to have a joint venture and please make sure there is a legal binding that legalize the consortium which also specify the leading institution/organization between those two or more
11	Q	RFP document; Annex 3; Terms of Reference; Page 20; Competencies of Wildlife Management Specialist; one of the requirements is having

		experience being a keynote speaker in various national and international media related to wildlife trafficking in Indonesia. Please clarify whether we should inform how many times they been keynote speaker?
	A	This information will be as the additional points for key personnel, please mention all experiences related to the required qualifications.
12	Q	What is the main concern of the development of National Strategy and Action Plan for Combatting Illegal and Unsustainable Trade in Endangered Species in Indonesia
	A	It's mainly for law enforcement concern not only focus in conservation

Jakarta, 5 April 2019