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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A & Amendment
RFP/UNDP/ISMIA-GOLD/72040/004/2019

Assignment Name:

Assessment and Capacity Development of business and financial products in ASGM sector

Date and Time:

9 May 2019 at 1000 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

Closing Date:

17 May 2019 at 1700hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

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 Sheet3. Explanation on the Term of Reference (TOR).4. Explanation on the Submission Forms5. 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	RFP document; page 2; bidder need to indicate Accept invitation but no later than 8 th May 2019. Can we do it after 8 th May 2019?
	A	Yes, you can
2.	Q	RFP Document; Annex 4 – General Terms and Conditions for Services; Pages 19; point 5.0 – Sub Contracting. If we are consortium of 4 companies, can we participate in this tender?

	A	Yes, you can. You must inform in the technical proposal. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.
	Q	ISMIA has 4 tenders, if we would like to participate in all tenders, can we submit the documents required one set for all tenders?
3.	A	You have to submit complete document for each tender. Please note that the tender is using e-Tendering where you need to submit all required document in each tender
	Q	Is there value of Financial for Tools kit?
4..	A	In our pro-doc is stated 12.4 million USD (total amount of funding) available to the ASGM sector through existing/new financial mechanism, and the target is 4.6 million USD (total amount of funding) allocated to the ASGM sector through approved loans
	Q	RFP Document; Annex 1; Pages 4 - travel expected; estimated duration 7 days, is there for two times trip or for each trip?
5.	A	7days estimated duration is for one trip
	Q	Annex 2 – Form for submitting service provider’s proposal; page 9 – E. Cost breakdown by cost component→ there are many numbers of personnel required. Can we reduce it?
6.	A	No, the post for each personnel has been estimated for deliverable of the project
	Q	RFP Document; Annex 1- Description of requirement; Pages 6 - Payment terms; can we request advance payment due to number of travels required so many?
7.	A	It is the UNDP’s preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment.
	Q	Annex 3 – Terms of Reference; page 12 – Scope of work 2: to have 1 signed MoU, is there any minimum amount of the MoU
8.	A	The answer refers to No. 4
	Q	Is there any maximum budget for this project?
9.	A	UNDP does not disclose the estimated budget.
10.	Q	a) Regarding travel expected that stated in page 4 and 5. For each location, its arranged 2 times of travelling to each site in the same

		<p>month. For example, to Kuantan Sangingi. 2 times travel, each 7 days of travel, in July. Do we have to conduct the trip exactly like it stated, because we need time to analyze the finding from the first visit to be use for the next visit.</p> <p>b) Are the days of travel max or minimum, or flexible depend to the field condition?</p>
	A	<p>a) The travel days is the amount that the bidder must put on the propose budget. For the execution on the filled will be depend on the company how the will doing it. Our expectation only on the delivery.</p> <p>b) Its maximum day that must be proposed on the budget</p>
Amendment to the RFP	1	Annex 2 – Form for Submitting service provider’s proposal; E. Cost breakdown by cost component; page 10; III. Overhead (max. 10%) to revise become → III. Other related cost (please specify)

Jakarta, 10 May 2019