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BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment to the RFP
RFP/UNDP/KALFOR/75564/018/2019

Assignment Name:

System Development of Dynamic Tools and Knowledge Media for Regional Forest Management at APL

Date and Time:

26th August 2019 starting 0930 hour in Aceh Meeting Room, Menara Thamrin Building 7th floor

Closing Date:

As indicated in the etendering.partneragencies.org with event ID 4257

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 Term of Reference (TOR). 3. Explanation on the Submission Forms 4. 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	Please confirm if the proposed personnel can be replaced upon signing contract
	A	Yes the selected contract may replace the personnel but subject to approval from UNDP upon received of written request letter
2.	Q	Please confirm if proposal could be submitted in Bahasa Indonesia
	A	No accept for supporting document such as certificates, notarial deed, registration letter, etc. issued by the Government of Indonesia
3.	Q	Please confirm the total number of system and or application that need to be reviewed
	A	Please refer to the amendment specified below on the total number of the existing systems and or application that will be reviewed namely “Links to the Existing Systems”

4.	Q	Please confirm if the required service would be to create one system out of the existing system or not and come up with recommendation
	A	Yes, a simple system to give a conclusion of assessment and recommendation for the assessed system.
5.	Q	Please advise whether or not the selected Directorate owns PUSDATIN (Pusat Data dan Informasi – Central of Data and Information) and whether it is centralized or not? Also, whether or not the selected contractor would have access to PUSDATIN
	A	Yes. It is not centralized. Yes, the selected contractor would have access to PUSDATIN if needed since the current service will focus on what is available in Directorate General PKTL
6	Q	Please confirm if the result of project will be handed over to PUSDATIN or not and used as the basis for their end to enhance the existing systems
	A	There is possibility that the developed system will be used by PUSDATIN, however it is their prerogative whether or not they will adopt the system
6.	Q	Please confirm whether the required system or application would be used as a support system or learning
	A	The developed system will be used as a support system
7.	Q	Please provide glossary to all abbreviation specified in the Terms of Reference e.g. PKTL, KMST-DM, etc.
	A	PKTL – Planologi Kehutanan dan Tata Lingkungan; KMST-DM – Knowledge Management Simulation Tools and Dynamic Media Development.
8.	Q	What would be the arrangement in getting the access to the existing systems or applications since it will relate to the proposed time line and to anticipate any delay
	A	The PMU is directly under SekDitjen, therefore the selected company will liaise with PMU Secretariat. The PMU Secretariat will fully support the selected contractor to get formal permission from the SekDitjen PKTL as well as any information or data needed
	Q	Please clarify the grand idea of the roadmap for the required service and deliverable specified in this tender document
	A	The result of the required service and deliverable should be able to be used by Ditjen PKTL 5 years after the life of KALFOR Project. The profile of the project can be defined in https://kalimantanforest.org/
9.	Q	Please advise in detail the form of maps in the existing systems whether they are in form of “dots” or including its borders
	A	Form of map should be in polygons with geographical information.
10.	Q	Please confirm if the infrastructure of the new develop system should be based on the existing Simple K or not
	A	Yes, it should be based on the existing Simple K. The existing system still don't have map information, so the developing system should have spatial/map information of forest release permit. We will provide the spatial data but we need spatial interface in the website/application
11.	Q	Please confirm if there had been a connection to the OSS or not
	A	Not yet.
	Q	Please confirm if the newly develop Simple K should be connected on line or not to the OSS and whether it is part of deliverable or not. If . yes, please shows which part of deliverable it should be
	A	The newly developed system should be made on line
	Q	please confirm the flexibility that can be provided by the Project/UNDP if the selected contractor could not meet the agreed deadline specified in the contract due to number of reason and dynamic situation during the implementation? Do the Project/UNDP accept any changes in term of approach, methodology and implementation plan in order to comply with the dynamic situation that may be faced during the implementation of the project?
	A	Any changes in terms of approach, methodology and implementation will be subject to approval from the Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment

	Q	Please elaborate further on the requirement of Task 1 point D
	A	To provide review/analyze/inventories/profiling that basically shows the requirement to enhance/improve existing system in term of software, human resource, equipment, etc. as specified in the required deliverable
	Q	Please confirm if the project has certain criteria or benchmark to determine that the existing systems, tools, human resources or any other information or data that will be reviewed by the selected contractor need to be enhance or improve
	A	The criteria should be proposed by the selected contractor as part of technical proposal (approach, methodology and implementation plan). However, there is possibility on the need to modify it which should be agreed by both parties (Contractor and Project/UNDP) during the kick of meeting without changes on the price proposal. One of the basic requirement in this service is to create "mini Artificial Intelligent"
12.	Q	Please share the existing business workflow which will be used as reference for Bidders in submitting proposals
	A	https://kalimantanforest.org/
13.	Q	Please share any feature of all existing systems, data, module, framework as it may affect bidder's technical financial proposal
	A	Please refer to Attachment I
14.	Q	Please confirm if the selected Bidder would be allowed to submit a counter proposal upon signing contract
	A	No
16.	Q	Please elaborate further on the requirement of the point d of Task 1. Assessment of PKTL's Information System
	A	It should be a simple system to provide a conclusion of an assessed system by considering inputs given to the developed simple system.
17.	Q	What would be the standard review requirement of the existing system as required in the 1 st deliverable
	A	The deliverable 1 will be reviewed by PKTL, PMU and UNDP. Once all of the three institution approve the deliverable, then further process (payment) will be executed. The company should send the deliverable to PMU, and the PMU will request the PKTL and UNDP for doing review and give back results of the review to the PMU.
18.	Q	Please confirm whether Bidders would also be required to do profiling of the existing system
	A	No.
19.	Q	Please confirm whether the existing systems and or application are web based or not? And whether they are open source or not
	A	Some system are online and offline. All application are open source
20.	Q	Please confirm the flexibility in submitting the required deliverable and meeting the deadline specified in the contract considering the number of applications/systems that need to be reviewed and not all are open to public, number of Directorates who owns the application/systems, their availability, and other issue that may arise during the process
	A	The performance of the contractor and its activities will be monitored directly by the relevant Project Management Unit (PMU) and should there be any obstacle or challenge that may affect the performance of the contractor, should be raised in writing to the PMU immediately and followed up accordingly. PMU and UNDP will decide the proper action that will be taken
22.	Q	Please confirm the standard rate need to be used if Bidders needs to provide venue, reimbursement of travel expense, per diem, etc. of all participants during the training
	A	Please refer to the Amendment below namely on the "Travel Plan"
23.	Q	Please confirm on the requirement of maintenance upon final delivery of the service
	A	There will be a maintenance for 6 (six) months upon submission of final deliverable
	Q	Please state the responsible person in UNDP side

	A	The performance of the contract will be monitored by three parties as specified in the tender document where the Person in Charge from UNDP will be the Programme Manager/Officer that responsible for KALFOR Project.		
	Q	Please confirm if the training can be done centralized or not instead of visiting each locations/areas as specified in the tender document		
	A	It is bidder’s discretion to determine the method of training		
		AMENDMENT		
1.	Annex I Payment Terms and TOR: Section V. Deliverable and Payment Schedule			

	4	<p>Progress report of the implementation of the above mentioned tasks to include at least :</p> <ul style="list-style-type: none"> a. Guidance for evaluation of PKTL's system b. On-line user-based entry data with provide file attached firewall system c. Well run of the KMST-DM system to include prototype of user friendly reporting system to ease users in producing reports using a designed template as described in point B5 and upload/access system for related project documents that are provided by the KALFOR activities (e.g., technical guidance, government policy, regulations, and videos or animated media) grouped into specific themes as an integral parts of interactive online-library of KMST-DM. 	30 January 2020	15 %
	5	<p>Progress report of the implementation of the above mentioned tasks to include at least :</p> <ul style="list-style-type: none"> a. automated Tools for evaluation of PKTL's system b. User Testing of Simple-K for 4 pilot projects c. Well run of the KMST-DM system to include prototype of interactive system for capacity buildings and its measurement to the achievements of participants as required by point B4, and reporting systems for individual and overall capacity building activities. The tools include registration (user authentication & validation), educational materials (video, animated flash media, module, assignment, testing packages and results. The system will be completed with samples of flash media, video dedicated for three targeted tailored user's trainings d. Well run of the KMST-DM system to include prototype of data analysis, simulation, and visualization (point B3) for baseline data and information of the project sites to monitor the achievements at a specific time 	30 February 2020	15 %
	6	<p>Final report (narration-in a form of compendium) and well operated developed application system to include</p> <ul style="list-style-type: none"> a. Comprehensive Report Assessment of PKTL's Information System b. Final report of Simple-K testing and verification 	30 March 2020	20 %

		<p>c. Well run of the KMST-DM system to include fully operational of the 1) Interactive GUI for media and publications, 2) managing project information, 3) data analysis, simulation, and visualization of collected database, 4) Interactive system for capacity buildings completed with samples of modules, flash media, and video dedicated for three targeted tailored user's trainings 5) user friendly reporting system for report production, 6) interactive e-library grouped by themes for managing available documents</p> <p>d. Readily available of android-based system for field survey and notification</p> <p>e. Manuals related to knowledge transfers of the developed systems</p> <p>f. Project reports and three trainings materials</p>			
	7	Will be paid upon appliance of maintenance procedure for data and information as a backup mechanism of hosting services for 6-month of project contract and 6-months of grace period	30 September 2020	10%	
2	<p>LINKS TO EXISTING SYSTEMS, should be written as follows:</p> <ol style="list-style-type: none"> 1. SIMONTANA: https://geoportal.menlhk.go.id/arcgis/home/ 2. SIPKH: http://ppkh.menlhk.go.id/index.php/panel/login 3. National Forest: https://nationalforest.com/ 4. AMDALNET: http://153.92.4.138/amdal/ 5. Web GIS KEMENLHK: http://webgis.menlhk.go.id:8080/kemenhut/index.php/id/ 6. There will be another 5 (five) additional system that need to be reviewed which can not be disclosed to the public and bidders need to anticipate in their technical proposal (approach, methodology and time line) as well in the financial proposal. There are some systems that does not have the data spatial where the existing data could be in the form of excel sheet/table. 				
4	<p>Annex I. Travels Expected and Sub Heading IV. Travel Plan should be written as follow:</p> <p>IV. TRAVEL PLAN and ADDITIONAL INFORMATION ON WORKSHOP, FGD, TRAINING AND SEMINAR</p> <p>This is a desk and field work with traveling to the following locations:</p> <ol style="list-style-type: none"> 1. Samarinda and Sangatta in Kalimantan Timur; 2. Pontianak, Sintang and Ketapang in Kalimantan Barat; 3. Palangkaraya and Pangkalan Bun in Kalimantan Tengah; 4. Jakarta; 5. Bogor; and 				

6. Yogyakarta

In each location there should be meetings, FGDs, seminars with at least twice for each activities in each locations. The cost for those activities should be part of bidder's proposal in preparing meeting package, venue, accommodation, reimbursement of travel expense of each participants and meals including personnel of the selected bidder's using SBM rate (SBM (Standard Biaya Masukan 2019: http://keuangan.unej.ac.id/wp-content/uploads/2018/08/SBM_2018_32_PMK.02_2018Per.pdf)). The detail information are as follow:

Location	Meeting	FGD	Seminar
Samarinda	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Sangatta	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Pontianak	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Sintang	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Ketapang	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Palangkaraya	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Pangkalan Bun	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Jakarta	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Bogor	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event
Yogyakarta	2 times; @10 pax/event	2 times; @30 pax/event	2 times; @30 pax/event

REQUIREMENT ON THE TRAININGS:

There will be three (3) time trainings held in Jakarta with the total number of 30 (thirty) people for each training with detail as follow:

1. Nine (9) staff from Province (3 staff from each province those are West Kalimantan, East Kalimantan and Central Kalimantan)
2. Twelve (12) staff from Districts (3 staff from each district those are: Kota Waringin Barat, Simpang, Ketapang dan Kutai Timur)

	3. Nine (9) Staff from Jakarta The standard rate used should be SBM (Standard Biaya Masukan 2019: http://keuangan.unej.ac.id/wp-content/uploads/2018/08/SBM_2018_32_PMK.02_2018Per.pdf)
5	Please refer to the revise Schedule Form
6	Closing Deadline Extended to 9 September 2019 with detail refer to the deadline indicated in the https://etendering.partneragencies.org .

Jakarta, 2 September 2019