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BIDDER'S CONFERENCE - MINUTES OF MEETING, Q&A and Amendment to the RFP
RFP/UNDP/ENV-IWT/78219/019/2019

Assignment Name:

Consultant services to implement baseline KAP survey to support communication strategy for social marketing campaign on Illegal Wildlife Trade (IWT)

Date and Time:

25th October 2019 Starting 1400 hour in Aceh Meeting room, 7th Floor Menara Thamrin Building

Closing Date:

Please refer to the e-tendering system with event ID 4666

TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance	
Information	Bid Conference was opened with following agenda: <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	Please confirm the expected frequency of travel as there are discrepancy information between Annex 1 “Travel Expected” and Attachment 2
	A	The expected frequency of travel to those five location will be one time. Please refer to the amendment section mentioned below.
2.	Q	Please confirm if the points in selection criteria can be changed or not
	A	The points for each criteria will not be changed.
3.	Q	Please confirm if civil servant can be proposed as part of experts required in this tender

	A	He/she will be acceptable if there is a release letter from the respective institution for each proposed personnel who works as civil servant specifying that the person will not receive any benefit or salary during the life of the project/contract period					
4.	Q	Please confirm if there is a limit in term of number of page in submitting CV					
	A	There is no limit in term of page number for the CV of the proposed personnel, however it is recommended that CV should only consist of relevant educational background and experiences as required in the tender document					
5.	Q	Please confirm if bidders allow to propose additional personnel beyond suggested number of personnel as specified in the TOR					
	A	Yes, bidders are allowed to proposed more personnel and should be specified accordingly in the technical proposal and financial proposal					
6.	Q	What is the objective of the social campaign and whether it is a campaign to convey message as a prevention or awareness					
	A	To increase public awareness and its long-term goals to change people's behaviour about illegal wildlife trade through comprehensive behavioural change communication.					
7.	Q	Please confirm out of all those locations specified in the tender document, which one are more prioritize					
	A	All those locations specified in the tender document are prioritized					
8.	Q	Please confirm the subject of the research required in this tender document					
	A	The subject are communities related to communication strategy on law enforcement of combatting illegal wildlife trade. Especially community in the source and end user.					
9.	Q	Please confirm whether or not bidder should also submit CV for the additional personnel beyond the recommended one as specified in the tender document					
	A	Yes, any personnel who will be involved directly in performing the proposed approach and methodology should have their CV submitted					
10.	Q	How do bidders list down their list of experiences					
	A	The tender document has specified the required information needed to shows bidder's working experiences. Please refer to Annex 2, Section A point d.					
11.	Q	Please confirm if there are any consequences in submitting the required deliverable beyond the required due date					
	A	Yes, and possible will lead to termination of contract. Contract Extension may not be granted					
12.	Q	What is the main objective of the required service specified in this tender					
	A	As a baseline to develop and implement a communication strategy for social marketing campaign to increase awareness about IWT					
13.	Q	Please confirm the number of respondents for each location					
	A	Number of response for each location minimal 100 response (which consist of representative of local government, port authority, NGO, civil society, and animal lover community)					
Amendment to the RFP		Annex 1 – Travels Expected, should be written as follow: The list of locations for data collection (survey) are as follows: - TNGL (district around Gunung Leuseur National Park) - Bogani Nani National Park - Pasar Satwa Medan - Perak Port - Bitung Port <i>*note: 1 times survey for each location with duration minimal 3 days per each location</i>					
	2	Attachment 2 – Point 4 should be written as follow:					
		4.	Online survey	Minimal 100 response	3	1. Jabodetabek areas, 2. Surabaya / Malang, 3. Manado	Facilitate by Selected Contractor