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**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment**  
**RFP/UNDP/EPASS-TIGER/82489/0027/2019**

**Assignment Name:**

Development of Financing Plans in Protected Areas in Sumatera and Sulawesi

**Date and Time:**

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

**Closing Date:**

Please refer to the e-tendering system with event ID 4655

**TO ALL INTERESTED BIDDERS**

Introduction and Guidance		
<b>Information</b>		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery method for submitting offer, contract award, etc.).</li> <li>2. Explanation on the Data Sheet (Description of Requirements)</li> <li>3. Explanation on the Term of Reference (TOR)</li> <li>4. Explanation on the Submission Forms</li> <li>5. Q &amp; A (going through all sessions)</li> </ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp; UNDP website for any update/amendment to this tender document</i></p>
<b>Q&amp;A session is incorporated into the below minutes</b>		
1	Q	Is there any local partner in the location?
	A	The Project had established a local partner with local Government and there is no NGO
2	Q	Do Bidders allow to use the local partners to coordinate meetings or any similar activities, because the local partners knows better about the location.
	A	No unless the local partner specified in the technical proposal and form a joint venture
3	Q	Please confirm if bidders allow to propose more personnel than the recommended one specified in the tender document

	A	Yes, the number of personnel specified in the ToR are recommendation only. Bidders could add more and need to be specified in the technical proposal where the CV should also be attached.
4	Q	In the ToR, it said that the personnel must be Full-time. What if the personnel had another project will it affect the score?
	A	Bidders have the prerogative in proposing their personnel as well as their working period as long as it does not affect the performance of the contractor during the period of the project
5	Q	In Annex 2 of list of expected minimum number of activities, is it fixed numbers?
	A	Yes, however bidders can propose more depending on the approach, methodology and timeline
6	Q	Is it still allow to send more questions beyond this bidder's conference
	A	Yes bidders are still allow to submit more queries with limit upto 3 (three) days before the deadline and queries should be submitted by email to the address specified in the tender document.
Amendment 01 to the RFP	1	In Section 6 of the form, delete form F (Security). Its only need forms A-E

Jakarta, 31 October 2019