



**BIDDER'S CONFERENCE – MINUTES OF MEETING**

**Assignment Name:**

**RFP/UNDP/DGPRU/018/2014**

**“Short Documentary as a Communication Tool of People-Centered Development Programme in Tanah Papua”**

**Date and Time:**

**23 December 2014, at 10.00 in Nias Meeting Room**

**Closing Date and Time:**

**Monday, 12 January 2015, at 23.59 Jakarta Local Time**

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**TO ALL INTERESTED BIDDERS**

Here below are Answers to Questions raised regarding the above assignment:

NO	Introduction & Guidance	
<b>Info</b>	Bid conference was opened with following agenda : <ol style="list-style-type: none"><li>1. Brief explanation on RFP document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, etc).</li><li>2. Brief explanation on the back ground of project scope for each lot.</li><li>3. Brief explanation on the Term of Reference (TOR).</li><li>4. Brief explanation on price schedule</li><li>5. Last day for RFP clarification</li><li>6. Q &amp; A</li></ol> <p>The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.</p>	
<b>1</b>	Q	<b>How many days does the bidder need to do the documentation? Does it depend on the bidder?</b>
	A	Yes, the duration of the contract is 2 months and UNDP will only receive the final result. Day to day process and communication will be managed by the selected

		bidder.  The selected bidder has to prepare an itinerary so UNDP project staff can assist and schedule the activities there.
2	Q	<b>Is there any film format required for this documentary as it is not stated in the RFP document?</b>
	A	It is not specifically determined. Bidders are free to use any format as long as it is presentable for Youtube and presentation in the training.
3	Q	<b>How does the availability of electricity in the targeted areas?</b>
	A	The electricity is available however it is not reliable so it is suggested that the selected vendor bring backup battery for the equipment.
4	Q	<b>How about the permission from the local government, who will manage the process and the expenses?</b>
	A	UNDP will assist the selected bidder in obtaining the permission however the cost and process will be managed by the selected bidder.
5	Q	<b>Please clarify the local language and if there is more than one language/dialect spoken across the district areas?</b>
	A	Most of the locals speak bahasa Indonesia, some might not but others will help.
6	Q	<b>It is unclear in the RFP as to the expected locations for production/shooting. Can you please clarify "choice of location" ? Will the successful bidder be expected to shoot in all districts across Papua and West Papua covering all five industries ?</b>
	A	The bidder may choose West Papua (Fakfak, Manokwari), Papua (Wamena, Sarmi and Bovendigoel) or both (5 locations – Fakfak, Manokwari, Wamena, Sarmi, Bovendigoel). UNDP does not select the locations for bidders.
7	Q	<b>Will a UNDP staff member travel with the crew and be involved during the production?</b>
	A	Most likely yes, but the UNDP staff will not be involved in the production.
8	Q	<b>Will UNDP assist in the translation?</b>
	A	No, UNDP will not assist in the translation, the selected bidder will be responsible for the translation.

Jakarta, 23<sup>rd</sup> December 2014