



BIDDER'S CONFERENCE – MINUTES OF MEETING

Assignment Name:

RFP/UNDP/E-PASS/001/2016

“Enhancing systemic and institutional capacity for financially sustainable planning and management of Sulawesi PA system through the three PA Pilot Project Sites”

Date and Time:

Tuesday 23rd of February 2016 starting 14:00 hour in Aceh Meeting Room, UNDP, 7th floor, Menara Thamrin Kav. 3, Jakarta 10250

Closing Date and Time:

Friday, 4th March 2016, 23.59 Jakarta time [GMT + 7 hours]

TO ALL INTERESTED BIDDERS

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

NO	Introduction & Guidance
Info	<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 form & 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 <p>Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</p>

Questions and Answers		
No.	Description	
1	Q	Please provide a clear picture what exactly has already been done, and what we still need to do, for each of the deliverables since the deliverables/outputs are far too crowded in the first part of the project
	A	<p>1. The time lines for each deliverable will be revised accordingly upon selection of the contractor.</p> <p>2. Some of the tasks are report of base-line study and therefore they are not a new study, but the review and analysis of the past and existing studies which in some areas are almost completed (such as study of poaching in sulawesi, RBM, METT)). Therefore, most of the tasks will not start from zero and need to identify only the gap and analysis the priorities.to be done.</p>
2	Q	There are quite a lot of the outputs require a lot of mapping – yet there is no position for a GIS/Mapping person in the list of team members – I am not sure about the logic of that
	A	An expert of GIS is not part of the required personnel although a lot of mapping needed because some of the mapping can be based on the existing spatial map available in the District. However, should bidders feel the necessary to propose the experts, this would be at bidder's discretion. However, in case that the bidder do not feel that the experts in their firm have sufficient services required, they can also propose their methodology and more experts as needed
3	Q	A performance security (bank guarantee) for an amount equal to 10% of the value of the contract - in the form of Section 9 (the data sheet refers to section 8, but we are assuming that this is an error since the proposal security of section 8 is not required). Would you please clarify?
	A	Yes and thank you for the correction. The form should be used for the Performance Security is available in Section 9 and the amount equal to 10% of the value of the contract.
4	Q	The obligation to pay 0.33% in liquidated damages for every day of delay for each deliverable for a maximum delay of 30 days - after which UNDP can terminate the agreement. In the meeting UNDP said that this could not be waived, correct? This creates a potential risk because activities are sometimes delayed beyond the control of the Contractor. How will UNDP mitigate this risk?
	A	Should the contractor find any potential risk in delivering the required deliverables on time, the project should be notified as soon as possible on the condition or situation that may cause the delay. Once both parties have agreed and find the solution to the delay, the due diligence or contract termination may be waived.

5	Q	This requirement appears in the proposal submission form (Section 4) and reads: “We do not employ, nor do we anticipate employing, any person who is or was recently employed by the UN or UNDP”. What is the definition of recent, e.g. we have a finance/admin staff member who worked for UNDP from 2010-2012 then another organization and now our one. This person has had no involvement in the design of EPASS, so are they eligible to be part of our team?
	A	Recent refer to 2 (two) months prior signing of contract with the selected bidder or any staff member who involves in the procurement process of this tender.
6	Q	UNDP has the right to terminate without cause upon 15 days’ notice – which is quite a short notice to close a project. Further, UNDP would only cover reasonable costs incurred prior to the receipt of the notice of termination by WCS. May we therefore request that UNDP covers reasonable costs incurred by the Contractor <u>up to the effective date of termination</u> at the very least so it would include some of the costs of closing the project . May we also request that UNDP provides a 30 days’ notice.
	A	Yes UNDP will provide 30 days’ notice and will not cover reasonable cost incurred by the Contractor up to the effective date of termination at the very least to include some of the costs of closing the project.
7	Q	Please confirm if the IP provision can be changed, not least since we’ll co-finance this with other donor funds and would also wish to continue using certain materials (e.g. training manuals and METT scores) in partnership with KSDAE and UPT. May we suggested the inclusion of the following text, “UNDP hereby grants to the Contractor a non-exclusive, worldwide, irrevocable and royalty-free license to use, copy, publish, distribute, sublicense the work, data and other materials produced under this Agreement and to create derivative works for any non-commercial purpose in furtherance of its charitable mission.”
	A	For the use of any data, information or materials produced under the contract with EPASS for non commercial purposes and upon written approval from UNDP/Project, UNDP may grant the request. However, the approval will not be specified in the contract between UNDP and the Contractor and the request should be sent in writing apart from the submission of proposal
8	Q	In regards to the qualification of required personnel mentioned in the TOR, please confirm if bidders were proposing Bachelor Degree with 15 years of experience could be considered in meeting the qualification
	A	Please refer to the Criteria for the Award of Contract and Evaluation of Proposals for Management Structure and Key Personnel
9	Q	Please confirm if UNDP will inform the estimate contract value of this tender

	A	UNDP will not disclose any information in regards to the value of the contract of this tender
10	Q	Please confirm whether or not Bidders allow to make any changes to the Section 7 of this tender document
	A	The provided format should be used and any additional information can be provided as part of attachment. Should Bidders wish to propose additional personal/personnel, Bidders may add an additional row to the format to accommodate the additional personal/personnel.
Amendment to the RFP	1	Data Sheet No. 14: should be written as follow: Performance Security <input checked="" type="checkbox"/> Required Amount: 10% of the contract value Form: see Section 9
	2	Section 7 – Financial Proposal Form is revised and use the Attachment I of this Minutes of Bidders Conference

Jakarta, 29 February 2016