

REQUEST FOR PROPOSALS
RFP/UNDP-REDD+/004/2016
PEAT RESTORATION IN BENGKALIS – RIAU PROVINCE AREA
SCOPING, DESIGN AND FEASIBILITY STUDY

UNDP REDD+ PROJECT
INDONESIA

Agenda : A Pre-Bid/Proposal Conference
Date : July 13th, 2016 at 10.00 – 11.30 AM
Venue : *UNDP- REDD+ office, Hall Meeting Mayapada Tower II, 14th Floor, Meeting Hall, Jl. Sudirman No. 27 – Jakarta*

Minutes of Meeting - MoM

Attendance:

- UNDP – REDD+, Procurement Officer, Halanson Simanjuntak, Halanson.simanjuntak@undp.org ,
- UNDP – REDD+, Project Advisor, Heracles Lang
- UNDP – REDD+, Arief Budiman
- UNDP – REDD+, Peat Restoration Expert, Johan Kief
- UNDP – REDD+, Operation Manager, Ichsan Sahputra
- UNDP – REDD+, Research Officer, Esther Boer
- UNDP – REDD+, Procurement Associate, Ferty Hutajulu
- INTERESTED BIDDERS

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- Opening Session conducted by Halanson Simanjuntak, Procurement Officer of UNDP-REDD+
 - A brief information about UNDP-REDD+ related to the Tender Process of RFP/UNDP-REDD+/004/2016 Peat Restoration in Bengkalis – Riau Province Area; Scoping, Design and Feasibility Study conducted by Heracles Lang, Project Advisor of UNDP-REDD+
 - Explanation and/or presentation of Tender Document #: RFP/UNDP-REDD+/004/2016 Peat Restoration in Bengkalis – Riau Province Area; Scoping, Design and Feasibility Study conducted by Halanson Simanjuntak, Procurement Officer of UNDP-REDD+
 - Scope/work explanation of the Tender Document : #: RFP/UNDP-REDD+/004/2016 Peat Restoration in Bengkalis – Riau Province Area;

Scoping, Design and Feasibility Study conducted by Arief Budiman and Johan Kief, Peat Restoration expert of UNDP – REDD+

- Question Session

- Discussion, questioning and feedback

Question 1a : Here in this tender document is mentioned clearly that the title of this tender is Scoping, design and feasibility study but in the scope of works, there is preparation of guide line and/or SOP which for me it is standard, which I think that is out of scope of works of this tender especially within 3 months works; my question is what the relevancy of this scope of work to this preparation of guide line/scope of works?

Answer : For preparation of SOP/guideline, yes, this must be made because the result of this feasibility study will be followed up by the contractor who will execute the physical works. For example: in the area of 10.000 of 70.000 ha specifically are needed 400 dumps and the 400 dumps are identified 3 types of dumps to be built. When the contractor will build 400 dumps with 3 types of dumps, the contractor will be confused how to build the dump without the guideline/SOP such as how they build the dumps, what the size, what material they need, etc. Since there is no currently any standard of dump. Without the guideline/SOP, it is going to be difficult for the contractor to construct the dumps. So on this feasibility study, there must be a guideline/SOP telling what kind of dump to be built, how to build, what materials needed and what the estimated cost for each type of dump. Those information are parts of this scoping, design and feasibility study. But be informed that the guideline and/or SOP should not be more than 50 and/or 100 pages but should be less but clear to the contractor which is going to build.

Question 1b : Is not just this feasibility study result only to determine proper and improper to build dumps in that area?

Answer : No, it is not. If it is not improper, what shall we do? We can't just leave it like that. We have to do something with it, that is why we mentioned here that Scoping, Design and Feasibility study. Not just a feasibility study but include the scoping and what the design. For example: at least 5.000 of the total 70.000 ha need to be restored and we have to do something with that with the result of this scoping, design and feasibility study.

Question 2 : On the criteria evaluation, there are 3 personnel will be evaluated but the total of the personnel are five, the other 2 personnel will be not evaluated?

Answer : *No, the 2 personnel will not be evaluated just the 3 personnel as mentioned on the tender document.*

Question 3 : is there any budget estimation from UNDP – REDD+ for this project?

Answer : *No, there is not, we leave it to the vendor/contractor to give us the total cost with best price and competitive price*

Question 4 : Regarding the deadline of proposal submission is quite tight, is there any possibility to extend a bit, remembering we just back from EID celebration?

Answer : *No, there is not. We understand that we just having eid celebration but we are not able to extend the deadline of proposal submission due to the tight time availbale which this work must done latest on Octber 2016. So we stick on July 20th, at 23.59 PM for email proposal submission and 16.00 PM for mail courier submissiion.*

Question 5: Following up the question # 2 where the scope of works is quite heavy which only will be conducted by 5 personnel, do we have space to add additional personnel for this work completion?

Answer: *Yes, you can have more personnel but will impact to the cost and we only considere the 5 personnel. You may submit another sheet for additional personnel as you want based the work relevance but it will be not taken into account.*

Question 6a: Regarding the timeline of this works which takes only 3 months, and based information you shared that there is some data will be shared by UNDP – REDD+ but still need for verification which means 3 months is very tight. Is there any possibility to extend and/or to add the duration of the work completion instead only 3 months?

Answer: *Yes, there are digital data and survey data but we have not yet checked it and we are strongly advice you to check it and what is the gap and just do your best within 3 months. We will share the data which have ever been collected by UNDP-REDD+ for the selected vendor later on.*

Question 6b: can you inform us, what kind of data that will UNDP-REDD+ share with the selected vendor?

Answer: *the data we have is related to the KHG itself such Data Gambut, Data tutupan Lahan, Data surface spatial with*

scale: 250.000 plus the data publication based on report which made by BRG and KLHK in that area.

Question 7: Regarding the timeline of this works which takes only 3 months, and based information you shared that there is some data will be shared by UNDP – REDD+ but still need for verification which means 3 months is very tight. Is there any possibility to extend and/or to add the duration of the work completion instead only 3 months?

Answer: *No, there is not. We have only 3 months for this work completion and we need the best effort of the selected vendor/contractor to complete the scope, design and feasibility study within 3 months.*

Question 8: What is the detail scale of the mapping which is mentioned on the tender document?

Answer: *The detail scale of Mapping is XY: 50.000 and 25 cm height of the Z in the area of the intervention will be done not in all area of the peat.*

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