



BIDDER'S CONFERENCE – MINUTES OF MEETING

Reference:

RFP/UNDP/SUSTAIN/007/2016
Survey Public Satisfactory of Court Services in Indonesia

Time & Venue:

Thursday, 1st September 2016; 11.00 – 12.40 Jakarta Time [GMT + 7 hours]

Venue: Aceh Meeting Room, UNDP, 7th floor, Menara Thamrin Kav. 3, Jakarta 10250

Closing Date and Time:

Tuesday, 6th September 2016, 23.59 Jakarta time [GMT + 7 hours]

TO ALL INTERESTED BIDDERS

Here below are Minutes of Meeting 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 Term of Reference (TOR).3. Explanation on the Submission Forms4. 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	As written in RFP, Contract will be start on October 3rd, is it exact date?
	A	Not exactly, depend on the Evaluation process. But the duration will be same four and half months.
2	Q	Is there any template of CV (Curriculum Vitae) for Personnel?
	A	Sample of Personnel Form is attached along with this MoM in Advertisement link. Or you may use your own template as long as covering the information that requested in the point C Annex 3 RFP.
3	Q	In Scope of the Survey is noted that the Survey will be conducted in minimum 100 courts. Where does the number 100 come from?
	A	As discussed with the Supreme Courts to cover 4 type of Court in Indonesia.
4	Q	What is the position of SUSTAIN Project in Oversight Body (BAWAS) and the Supreme Court?
	A	SUSTAIN is the project with the overall objective of enhancing public trust in the judicial system through support to the Government of Indonesia in strengthening the rule of law.
5	Q	Point 7 the Scope of Work about Monitoring and Spot Check, how far the Supreme Court & BAWAS will be involved on it?
	A	The selected bidder will have a kick-off meeting with the Supreme Court, BAWAS, and SUSTAIN project. This meeting will be arranged by SUSTAIN.
6	Q	For minimum 100 courts, does it mean combination of High court and District court?
	A	Yes
7	Q	Please confirm if the structure of Personnel in RFP can be modified
	A	It is written the minimum qualification (expertise) and minimum number of Personnel. Should Bidders wish to propose additional personnel, Bidders may add to the format to accommodate it.
8	Q	The total respondent on Try Out, will it be the same as the total respondent on Actual Survey later?
	A	It depends on the survey area and also the methodology that you approach and offer later.
9	Q	In Point E Annex 3 RFP mentions the overhead point is maximum 10%, Is it not minimum?
	A	Yes, it is maximum 10%.
10	Q	Please confirm if UNDP will inform the estimate contract value of this tender (Budget)
	A	UNDP will not disclose any information in regards to the value of the contract of this tender.

Amendment to the RFP	Point 3 Section VI Annex 2 Terms of Reference should be written: ➤ Present both proposal on a bidder expose session arranged by SUSTAIN
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Jakarta, 2 September 2016