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BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFP/UNDP/KALFOR/78865/017/2019

Assignment Name:

Regulation Review for HCVF Management Established at Released Forest and APL in Developing Technical Procedure to Rehabilitate Degraded Forest

Date and Time:

15 August 2019 at 1530 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

Closing Date:

23 August 2019 at 1900hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

Introduction and Guidance		
Information		<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 & method, delivery method for submitting offer, contract award, etc.).2. Explanation on the Data Sheet (Description of Requirements)3. Explanation on the Term of Reference (TOR)4. Explanation on the Submission Forms5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1	Q	For submitting the proposal, is it mandatory to use the provided form in Annex 2 tender document or is it possible for us to use our template/form?
	A	Please use the provided form in Annex 2 since it is written a conformity with the requirements defined in the RFP. The form for technical and financial form must be submitted using the bidder's official letterhead and please be give the name and signature of the bidder's authorized person.
2	Q	Should we submit the written self-declaration in one file with the company profile or in separate file?

	A	The written self-declaration form should be submitted along with other document
3	Q	What is the requirement for submitting the proposal?
	A	Please kindly refer to the tender document. In the Annex 2, it is written the qualification of the service provider and please refer to the Term of Reference for the qualification of the contractor and qualification for the key personnel. For example, the qualification of the contractor, it is written that the qualification work experience on the relevant subject not less than 5 years.
4	Q	At the form for submitting the proposal, please clarify where is the proposal addressed to?
	A	Please address the proposal to United Nations Development Programme Menara Thamrin Building, 8th floor, Jakarta.

Jakarta, 19 August 2019