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**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment**  
**RFP/UNDP/ENV-IWT/78907/012/2019**

**Assignment Name:**

Economic Value Assessment of Protected Wildlife to Support Legal Processes

**Date and Time:**

14 October 2019 at 1430 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

**Closing Date:**

*please refer to the e-tendering system for the detail deadline*

**TO ALL INTERESTED BIDDERS**

<b>Introduction and Guidance</b>		
<b>Information</b>		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery method for submitting offer, contract award, etc.).</li> <li>2. Explanation on the Data Sheet</li> <li>3. Explanation on the Term of Reference (TOR).</li> <li>4. Explanation on the Submission Forms</li> <li>5. Q &amp; A (going through all sessions)</li> </ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp; UNDP website for any update/amendment to this tender document</i></p>
<b>Q&amp;A session is incorporated into the below minutes</b>		
1	Q	What should we submit as an institution/organization, if we don't have any business licenses or business registration certificate?
	A	Bidder can submit a decree of the institution or organization establishment.
2	Q	We already produced a book in Bahasa Indonesia for our profile. Can we submit this book as our company profile?
	A	Please submit the company profile in English and please make sure that the company profile describing the nature of business, field of expertise, licenses, certifications, accreditations, which shows the credibility of the company/institution/organization.

3	Q	As a Joint venture, how can we register and submit the proposal in the e-tendering system? Should both of the companies register and submit the proposal in the e-tendering system?
	A	For a Joint Venture company, the Leading Company can register and submit the proposal in the e-tendering system.
4	Q	For the audit financial statement, should it be from the auditor? Or we can use other documents?
	A	The bidder can use internal revenue report with signature, which is stating financial stability, liquidity and credit standing.
5	Q	As a new organization, are we allowed to join the tender? We may not send the require document completely. Will we be rejected from the tender?
	A	We allow every bidder who is interested to join this tender and we will not reject it, however, it will decrease the evaluation point.
6	Q	Related with the composition of key staff, for the Number of Units (Man. Days) in total 575 days, can we add more people which will increase the total man. days?
	A	Minimum requirement of the key personnel is 7 persons. However, we allow bidders to add more personnel as long as it is reasonable with their technical proposal. However, the number of unit man.days is already fixed which is 575 persons, the bidder may arrange it internally with their team.
7	Q	About the evaluation of qualification personnel, what if one of the personnel have limited or even no experience? Will we be disqualified?
	A	We will not reject. However, it will reduce the evaluation point.
8	Q	From the ToR, there is a Team Leader that have a role of an evaluator, what if we replace it because he/she lacks experience in the related field?
	A	It will reduce the evaluation score, because everything needs to be complied with the ToR
9	Q	The deadline of tender submission is October 18 at 08:00 am, could you add one week to the submission deadline?
	A	We will discuss it with the project and the Implementing Partner. If there is an extension of the deadline submission, it will reflect in the e-tendering system.
10	Q	For the location and species, are those already fixed?
	A	Yes, but it will vary depend on methods in the technical proposal.
12	Q	How much is this project budget?
	A	We don't disclose the project budget. Please make sure that the financial proposal is reasonable with the technical proposal.
13	Q	There are 3 methods in the ToR, can we use the same methods but with the different approach?
	A	The approach can be varying as long as it is using the same methods as we mentioned in the ToR.

Jakarta, 21 October 2019.