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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A & Amendment **RFP/UNDP/ENV-ATSEA/84306/029/2019**

Assignment Name:

Accelerating EAFM Implementation and Progress of Fisheries Improvement Project in Red Snapper Fisheries

Date and Time:

7 November 2019 at 1400 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

TO ALL INTERESTED BIDDERS

No.		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 place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. 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	RFP document; page 5; Facilities to be provided by UNDP (i.e., must be excluded from price proposal → Liaise with the relevant stakeholders, Workshop venue for 4 (four) Locations. Please explain
	A	Bidder have to Organize 4 (four) in two days workshops/Focus Group Discussions related to the scope of works above, including preparation of events such as confirmation of participants and secure the venue. The cost of meeting package will be borne by ATSEA Project ID 00100050. The consultant is expected to provide 3 (three) resource person, 1 (one) EAFM assessor, 1 (one) Pre-Assessment assessor and should also allocate their own cost of accommodation and travels to Jakarta

2.	Q	RFP document, page 5; Special Security Requirements → Security Clearance from UN prior to travelling. Please explain
	A	Due to safety reason, the contractor must inform UNDP for travel schedules and got travel clearance.
3.	Q	If there is price increment during the contract period, can the contractor ask for additional price?
	A	No. The price cannot be changed after bidder submit through e-tendering or after the closing date.
4.	Q	RFP document, Terms of Reference (ToR); page 16; Scope of work 1: Development EAFM Assessment for Red Snapper. Do you set up target for number of meeting?
	A	No
5.	Q	RFP document, Terms of Reference (ToR); page 23; Personnel → Fisheries Expert also as Team Leader is National Expert. Please explain category of National Expert as our proposal for the team leader is Foreigner/Expatriate.
	A	Indonesia citizen or Foreigner residing in Indonesia
6.	Q	RFP document, Annex 1 – Description of Requirements; page 5 → Travels expected: to four places they are Jakarta, East Java, Bali, Maluku. a) Can bidder propose other places? b) Is the estimate duration included travelling time?
	A	a) Bidder is required to travel to the mentioned four places, they are Jakarta, East Java, Bali, Maluku b) Yes, it is included the travelling time
Amendment to the RFP	1	RFP document, Terms of Reference (ToR) ; page 18; Scope of Work 6: Implementation of Red Snapper FIP; 6.5 Develop a profile of the Red Snapper fisheries to be inserted in the fisheryprogress.com and conduct at least quarterly update to the portal. It should be <i>fisheryprogress.org</i> instead of fisheryprogress.com

Jakarta, 11 November 2019