BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFP/UNDP/ENV-SPOI/45678/028/2019

Assignment Name:
Develop a Monitoring, Evaluation and Reporting Framework

Date and Time:
7 November 2019 at 1000 hour (Aceh meeting room, UNDP Office, Menara Thamrin Building 7th floor)

TO ALL INTERESTED BIDDERS

	Introduction and Guidance
Information	Bid Conference was opened with following agenda: 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 Forms 5. Q & A (going through all sessions) *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*

		Q&A session is incorporated into the below minutes
1	Q	Please confirm if the due dates for each deliverable can be revised or it is fix due date.
	A	The due dates are subject to signing of contract. The selected contractor will receive a draft contract for review prior signing
2	Q	Please confirm if the Project site work can be adjusted
	A	No. The location of work is as stated in the ToR; the selection is based on the interest and objective of the SPOI project.
3	Q	Please confirm if the work only relate to SPOI project
	A	Yes. The work to be carried out is in relation to only the SPOI project.
4	Q	Please confirm if using other template in submitting proposal would be allowed.

	A	No. Bidders should use the available template that had been provided in word doc and any information that can't be accommodated in the template should be attached
5	Q	Please confirm if bid security / bank guarantee required
	A	No
6	Q	Please confirm if the required service also intended for other another industry
	A	No, only palm oil commodity/industry.
7	Q	How long the process of implementation will be started and taken
	A	Please refer to the TOR, as the guidance and preference of the SPOI project.
8	Q	Who will review the overall project implementation
	A	There will be PIC who will provide oversight the progress and performance of the project as well as activities. Exact details of PIC performing review is detailed in ToR.
9	Q	Please elaborate further the exact focus of National Action Plan for Sustainable Palm Oil (NAP SPO)
	A	The NAP focuses on improving governance of palm oil sector in Indonesia. Details of the SPOI project work on the NAP can be found at http://foksbi.id/en/home.
10	Q	Please confirm if the selected contractor will be responsible for the logistic of activities e.g. FGD, workshops, trainings, etc.
	A	No.
11	Q	Please confirm the requirements for the firm's origin and the project's site
	A	Please refer to the TOR
12	Q	risk and assumption number two, if the contractor find difficulties to communicate with relevant parties/stakeholders, how do the Project Management will assist
	A	The project will support in approaching and engaging the stakeholders/relevant parties. The project will also provide advice on how to deal with certain stakeholders.
13	Q	The project location specified in the TOR, do bidders allowed to propose another location.
	A	No
14	Q	Is there budget ceiling to this project
	A	UNDP does not disclose budget ceiling for any tender
15	Q	The period of contract signing
	A	Please refer to the commencement date specified in the tender document
16	Q	What is the next process after submitting the proposal?
	A	Evaluation will usually take place 3-4 days but it is subject to clarification needed to bidders during the evaluation process
17	Q	Do bidders allow to propose more personnel
	A	Yes
18	Q	When the project will be started?
	A	The estimated starting date has been specified in the TOR

Amendment 01 to the RFP	1	Please refer to the additional document as part of attachment to the TOR

Jakarta, 7 November 2019