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**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment**  
**RFP/UNDP/ENV-IWT/78907/013/2019**

**Assignment Name:**

Supply and Implementation of A New Financial Management Information System (Accounting Software) for the Ministry of Health of Indonesia-Global Fund Programme Management Unit

**Date and Time:**

03 December 2019 at 1400 hrs (Papua meeting room, Menara Thamrin Building 7th floor)

**Closing Date:**


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

**TO ALL INTERESTED BIDDERS**

Introduction and Guidance		
Information		<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>
Q&A session is incorporated into the below minutes		
1	Q	In the tender document, there are hyperlink of some document, but we can't find it in the e-tendering system, could you share with us the files?
	A	Please kindly refer to the update e-tendering regularly. Every additional information related with the tender will be uploaded in the e-tendering system. And if there is any document that has not been uploaded yet, please notify us via email and we will upload the document in the e-tendering system.
2	Q	If we are already registered as a single company and then later on, we decided to joint venture, should we re-register?

	A	You can use the same bidder's name which already registered first. We provided the joint venture form in the e-tendering system. Basically, only the leading team need to be registered. However, all the information of the partner's document (joint venture company) should be uploaded in the e-tendering system.
3	Q	If we are a joint venture, should we submit the formal joint venture agreement?
	A	Yes, you should submit the MoU along with the proposal.
4	Q	Should we translate the permit or document that issued by local government?
	A	No, you don't need to translate it into English
5	Q	Is there any deadline for further question?
	A	Yes, the deadline for submitting requests for clarifications/ questions is 5 working days before the submission deadline
6	Q	When is the deadline submission?
	A	It is stated in the E-tendering system, at 17 December 2019. But, please remember that the tendering system use EST (New York's time zone)
7	Q	How about the template for the bid bond? Since every Bank has their own standard in providing the bank guarantee.
	A	You should discuss it with your bank to comply with our format in the form H (Proposal Security Form) in the e-tendering system, e.g.: duration, amount, validity. Please also be noted with some condition in the template form. While each bank may have its standard template, please ensure your proposal security should be <b>Irrevocable, immediately payable on demand, and unconditional</b> , otherwise it will lead to rejection of your proposal.
8	Q	How about the currency used for the bid bond?
	A	USD for foreign companies. Companies based in Indonesia may use IDR in submission, in that case the applicable exchange rate is <i>UNORE</i> and the amount must be equivalent and not be less than what is in the RFP tender document, otherwise the proposal may be rejected.
9	Q	There are Bid security and proposal security. We have 90 and 30 days, but we only need to pay USD 5000?
	A	Yes.
10	Q	There are bid security and advance payment bank guarantee that you should elect to have the advance payment. Is the USD 30,000 bank guarantee should be provided outside the USD 5,000 bid security?
	A	What we required here are; 1. Bid security for your proposal submission 2. Performance Security, this will be requested if you are selected as the winner 3. If during the process the selected bidder require an advance payment, UNDP is limiting up to a maximum of 20% of contract value or if it is exceeding the USD 30,000, whichever is less. The bidder shall submit a bank guarantee with the full amount of the advance payment.
11	Q	About the bid security, original bank guarantee should be sent? if we sent by courier, is it okay if they got no shipment tracking number?
	A	Yes, the original bank guarantee should be sent to UNDP Menara Thamrin Office 7 <sup>th</sup> floor and the soft copy should be submitted along with the proposal in the e-tendering system. The bidder can send the hard copy bank guarantee by courier, however, because it is international e-tendering system's guideline, please make sure that at least the courier

		has a stamped receipt note as a proof that the document has been received by UNDP Indonesia.
12	Q	About registered entity? Should this be registered in Indonesia?
	A	It could be registered anywhere, but you need to give us the proof of legal registration in whichever country the company is registered
13	Q	Could a full foreign company apply for tendering?
	A	Yes, because it is international tendering, any company from any country can apply for this tender.
14	Q	Vendor registered? Should only in e-tendering system or also in UNDP system?
	A	Only in e-tendering system
15	Q	In the Previous experience, it mentioned 2 contracts of at least US 400,000, does it mean the total 2 contract US 400,000? Or each of contract?
	A	It should be each contract.
16	Q	Is it okay if we put the past experience the contract USD800,000 but only 2 accounting software
	A	Three contracts are required of same nature and complexity. At least two of these should each be of value not less than USD 400,000
17	Q	What if, the contract had the same customer?
	A	It is fine as long as it is in different project/contract.
18	Q	When is the expected date to demonstrate the software?
	A	It is not specified yet, but UNDP will inform the bidders who will have met the minimum passing score to demonstrate their software.
19	Q	Form D of the qualification form is it mandatory to fill all of it? And what if it doesn't cover everything?
	A	All the format should be filled out and the financial statement should be submitted along with the proposal beside the form D as an annex.
20	Q	Second paragraph, in the number of users is 402 users, is it accurate? Should we provide every system license to them?
	A	Like we stated in the RFP, user licenses is currently estimated at 153 users. The rest of them do not need system access but only a data import excel or csv template that that can be used to import their transactions in the system
21	Q	About asset and inventory management, when you stated the function, is it refers to building, warehouse, etc.
	A	Every asset that the ministry has purchased using The Global Fund resources needs to be traceable including machinery, medical equipment, vehicles, office furniture among many others. Drugs management have a different system that is used to capture issuance and utilization. The FMIS asset and inventory module should be able to track drug quantities purchased but not necessarily their distribution and utilization. The rest of fixed assets must have all primary assets inventory listing related information as per the RFP.
22	Q	About the functionality of the system, how much customization is needed?
	A	We are seeking an existing FMIS system which is customizable to meet the requirements of as detailed in the RFP within the set timelines.
23	Q	Could we have excel file about the module and intervention since it is the part of the scope?

	A	<p>These were provided already. In the attachments. The file below shows in the last tab an example of expenditure report by activity (Budget line) as per the last tab. Please note that all Reports should be able to be run on: the following date filter options: Monthly, Quarterly, Semiannually, Annually, Multi Year.</p> <div><p>Expenditure by Activity.xlsx</p></div>																				
24	Q	Related with the demonstration, if the bidder can not deliver some of the report as listed in the tender document since the system is a custom made?																				
	A	The demonstration is to prove and test what the proposed system is capable of doing i.e. its functionalities including reporting capability. It helps to validate capability stated in the proposal and not status of completion of customizable reports.																				
25	Q	The RFP requires the hardware to be procured, what happens if this is not procured on time?																				
	A	The service is organized to ensure such that the first deliverable is an inception report on systems requirement including their cost estimation. This provides sufficient time for the same to be procured on time prior to go live period.																				
26	Q	How do you determine the 6 months period of contract as enough?																				
	A	The contract period was bench marked with similar prior implementations																				
27	Q	Will the software be used to record every transaction for the health ministry or Global Fund?																				
	A	The systems will be used for The Global Fund Programme, but should have capability for other donor projects as well as reporting to the government on the project activities																				
28	Q	About the training, for the cost of the training will be included in our proposal or it will be handled by UNDP?																				
	A	The vendor bears all the training related costs except: Trainee attendance and training venue related costs.																				
29	Q	Will you disclose the budget for the procurement? And will you give us the attendance list																				
	A	No, both of them are not for public.																				
30	Q	Could you indicate the number of payroll staff number?																				
	A	MoH- Global Fund Project Payroll/Staff head count																				
		<table><tr><th>Component</th><th>PR</th><th>SR</th><th>Total</th></tr><tr><td>HIV</td><td>36</td><td>170</td><td>206</td></tr><tr><td>TB</td><td>65</td><td>529</td><td>594</td></tr><tr><td>Malaria</td><td>26</td><td>110</td><td>136</td></tr><tr><td>Total</td><td>127</td><td>809</td><td>936</td></tr></table>	Component	PR	SR	Total	HIV	36	170	206	TB	65	529	594	Malaria	26	110	136	Total	127	809	936
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31	Q	What is the meaning of contract performance in the performance security?																				
	A	The performance security is made to ensure that the contractor will perform in accordance with the obligation made in the contract. The non-performance will include withdrawing from the contract, delay in submitting the deliverables beyond the permitted period or when the																				

		liquidated damage maximum number of days have been exhausted but the deliverables still cannot be submitted.
32	Q	The RFP mentions that there was an assessment of the current software systems being used by the ministry. Can the report be shared?
	A	<p>Yes there report herewith attached.</p> <div data-bbox="536 324 587 389" data-label="Image"> </div> <p>Final Report - Software Assessment</p>
AMENDMENT		<p>Please kindly refer to the updated TOR section Scope of Work point <b>3.3. Install and implement an accounting software with the following capabilities against each functionality, Table 3.3.1 Detail system functionality/module requirement</b> attached to this Minutes of meeting</p>

Jakarta, 9 December 2019.