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**BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A & Amendment**  
**RFP/UNDP/EU/89710/005/2020**

**Assignment Name:**

EAFM assessment and Pre-assessment in Shrimp in Aru District, Maluku Province and Barramundi in Merauke, Papua Province Towards MSC certification

**Date and Time:**

13 February 2020 at 1130hour hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

**Closing Date:**

24 February 2020 at 1800hour (Jakarta Local Time, GMT+7)

**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 place 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	Annex 2; Form for Submitting Service Provider's Proposal; page 12; D. Cost breakdown per deliverable E. Cost breakdown by cost component

		Are they parts of information to be submitted together with Technical Proposal?
	A	No. They are to be submitted as Financial Proposal MUST be protected with password and submitted separately with Technical Proposal
2.	Q	Annex 3 Terms of Reference; page 5; Organize 3 (three) two-day workshops / Focus Group Discussions Who should provide resource persons?
	A	Bidder should provide technical material, meeting agenda, list of participant and meeting coordination . Cost for meeting venue an resource persons are provided from the project
3.	Q	Annex 3 Terms of Reference; page 10; Expected place to travel; 1. is number of trip counts per personnel? 2. If we have office in Bali, we don't need to charge cost to travel, can we change the trip to Bali to other city mentioned in TOR
	A	1. It's bidder's decision 2. Yes, you can, however the report for Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi in Bali need to be reported.
4..	Q	Annex 3 Terms of Reference; page 10; Expected place to travel; which district is in Maluku?
	A	It's in Aru Archipelago district
5.	Q	What type of Barramundi need to report?
	A	Bidder should look for potential type of Barramundi that can be follow up by the project
Amendment to the RFP	1	Annex 1 Description of Requirements; Page 10; Annexes to this RFP: <input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submitting Service Provider's Proposal (Annex 2) <input checked="" type="checkbox"/> Terms of Reference (Annex 3) <input checked="" type="checkbox"/> Others: sample written self-declaration form
	2	Annex 3: Terms of Reference

Jakarta, 13 February 2020