Assignment Name:
Development of Peat Ecosystem Protection and Management Plan Documents for Pelalawan District – UNDP Indonesia - Indonesia

Date and Time:
14th February 2020 in Aceh Meeting room, UNDP, 7th Floor Menara Thamrin Building, Jakarta

Closing Date:
Please refer to the e-tendering system with event ID 5466

TO ALL INTERESTED BIDDERS

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<th>No.</th>
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<td>Bid Conference was opened with following agenda:</td>
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<tr>
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<td>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery place for submitting offer, contract award, etc.).</td>
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<td>2. Explanation on the Data Sheet</td>
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<td>3. Explanation on the Term of Reference (TOR).</td>
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<td>4. Explanation on the Submission Forms</td>
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<td>5. Q &amp; A (going through all sessions)</td>
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<td>*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</td>
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Q&A session is incorporated into the below minutes

1. Q Should we bid using both currencies?
   A No, for local bidder can only submit in IDR, and for International Bidder should choose one of the currencies

2. 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
3. Q What does it mean with "out of pocket expense", what component consist of?
   A Out of pocket expense means cost outside professional fee which can be proposed e.g. transportation, perdiem, tickets, etc.

4. Q What are component that include other related cost?
   A Other related cost may be referred as a cost that relate to activities outside out of pocket expense and professional fee

5. Q In quotation must be exclusive of VAT, which means we are not required to pay taxes?
   A The price proposal should be exempted from any taxes

6. Q Please confirm if the contract should be signed by the principal or not?
   A The contract can be signed by anyone who has authority to sign and should be proven by a letter if he/she signing on behalf

7. Q Please confirm if the final output will be based on written confirmation from the Ministry or not?
   A Not written confirmation needed, but technical approval from MoEF. Please refer to the provided

8. Q Please confirm what will happen if the price proposal is different with implementation
   A It is recommended when bidders submit their price proposal should have reference e.g. Standard Biaya Masukan (SBM), etc.

9. Q Please confirm if the selected contractor should always seek confirmation from the project when implementing any workshop/FGD/trainings, etc.
   A YES

Amendment To RFP 1 The deadline for submission has been extended and please refer to event ID 5466

Jakarta, 14th February 2020