



Empowered lives.
Resilient nations.

BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment to the RFP
RFP/UNDP/ENV-SPOI/89554/003/2020

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

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	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