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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment to the RFP

RFP/UNDP/DGPRU-SDG/008/97574/2020

Assignment Name:

Provision of SDG Academy Indonesia Learning Management System and Massive Open Online Course Platform

Date and Time:

31st March 2020 VIA Online Zoom Meeting

Closing Date:

Please refer to the e-tendering system with event ID 5669

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>	
	<p>Q&A session is incorporated into the below minutes</p>	
1.	Q	Should we use English or Bahasa Indonesia in Proposal?
	A	Proposal should be submitted in English.
2.	Q	Is the work onsite or remote?
	A	Most-likely would be remote, however, working onsite will be informed as required.

3.	Q	Will the application be integrated with other application later?
	A	Application will most possibly only be connected / linked to SDG Academy Indonesia website, so visitors can directly go there.
4.	Q	For mobile platform, is it native or responsive?
	A	Please propose that you feel will suits best to the requirement.
5.	Q	Do you have suggested technology?
	A	Please propose that you feel will suits best to the requirement.
6.	Q	How many is approximately the users will be?
	A	In regard to the LMS for blended learning (SDG Leadership Certification) participants will be divided into several intakes per year, where 1 intake consists only 30-35 people. In total might be around 500+ user (although most of them might be finished, only for database). In regards to the MOOC for fully online learning (SDG Mobile Learning), this might be up to 1000 depends on the public participation.
7.	Q	Is bank guarantee required in this RFP?
	A	No, bank guarantee is not required for submission.
8.	Q	Are you open for a “readymade” LMS or does it have to be a built-from-scratch technology?
	A	Please propose that you feel will suits best to the requirement.
9.	Q	Do you have preference on hosting provider?
	A	Please propose that you feel will suits best to the requirement.
10.	Q	Do we supply LMS to this project? Or is it possible for the project to rent to our LMS?
	A	Please propose that you feel will suits best to the requirement.
11.	Q	What kind of contents do the Higher Education institution create? Specifically, the format? (e.g.PDF, video? PPT?)
	A	Content format from the higher education institution might vary; depends on their suggestion on how best to deliver each content. However, selected bidder will work together with higher education institution under coordination of SDG Academy Indonesia team to ensure seamless process and optimum product results.
12.	Q	How many years will the initial contract be for?
	A	The duration of work should be 4 months; however initial 6-month assistantship after that 4-month production period will be needed. The final contract timeline will be agreed with the selected bidder prior the contract signing.
13.	Q	You just need the LMS or we can provide an LMS along with set of courses?
	A	The courses content would be created by a separate higher educational institution. Selected bidder will work together with higher education institution under coordination of SDG Academy Indonesia team to ensure seamless process and optimum product results.
14.	Q	Would you need an onsite support or will remote support work well? Would you need support services for end users as well?
	A	Remote support will be basic idea; onsite support might be needed for few times. Support services for end user will be needed in the form of user experience guideline. Also that SDG Academy Indonesia will have an Instructional Design Technology Associate to support day-to-day

		learning activities, selected bidder will be required to do knowledge and credential transfer to the SDG Academy Indonesia team.
15.	Q	Does every member of the project team need to be a Bahasa speaker, or can we have a specialist in the team?
	A	Project team background is not an issue. The only matter is that the output needs to be in Bahasa Indonesia.
16.	Q	Do we have to also create custom content, or IS the scope of this project only to provide the LMS?
	A	This project's scope is to only build the LMS. Please see number 13.
17.	Q	When is the deadline of this submission?
	A	Please refer to the etendering.partneragencies.org
18.	Q	Since we have an LMS ready, therefore the commercial format is not applicable for us. Can we submit proposal in our own format?
	A	Unfortunately, no. You have to submit in format that has been attached in Annex II of the tender document.
19.	Q	I understand that the instructional design specialist should be a Bahasa speaker. Could you please confirm?
	A	Yes, he/she has to be able to communicate fluently in Bahasa to support learners.
20.	Q	The proposal should be in English, but the LMS in Bahasa?
	A	Yes, correct.
21.	Q	Is there any number of courses that we will digitalize? And how long would these courses expected to be?
	A	Referring to the TOR, courses priorities have been listed. For detail content that need to be digitalized (e.g. making videos / animation / podcast) will depend on the result of curriculum and learning materials development by higher education institution.
22.	Q	LMS and MOOC should have in all Android, iOS, web, or optional between them?
	A	Ideally, yes – or at least web and android. But please propose that you feel will suits best to the requirement.
23.	Q	Do you see the advantage of having the LMS and Digitized Content available in Bahasa and English?
	A	Our target audiences will mainly be government officials in national and regional/district level and Indonesian sustainable actors from various sectors, therefore using Bahasa will be more efficient.
24.	Q	What is the difference between mobile learning and the LMS?
	A	LMS will be used for blended learning in SDG Leadership Certification Program where participants are selected. Mobile Learning (with MOOC) is fully online learning where public can register themselves and can learn whatever we provided there.
25.	Q	Do you have specific features you'd like the platform to have?
	A	No, please propose that you feel will suits best to the requirement.

Jakarta, 1st April 2020