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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A
RFP/UNDP/IFL/106426/010/2020

Assignment Name:
CLIMATE CHANGE FISCAL FRAMEWORK (CCFF)

Date and Time:
Monday, 29 June 2020 @ 2pm

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 Sheet3. Explanation on the Term of Reference (TOR).4. Explanation on the Submission Forms5. 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	The project is collaboration between three development partners (UNDP, GGGI, GIZ). Do you know if tender from GGGI & GIZ will be launched? And if their deadline is the same with UNDP's deadline?
	A	Each development partner will announce their own tender and the duration will be depend on their own regulation.
2.	Q	How to ensure the accountability of the tender process evaluation? and resulted one winner for the three tenders. Is there any coordination between three development partners to get the same winner?

	A	UNDP only process the evaluation for UNDP's tender in coordination with Ministry of Finance which also coordinate the three development partners in selecting winner. It is mentioned in tender document that it is desirable for one consulting firm/organization to be appointed to implement and collaborate with the three organizations for the full task. However, it can be happened if the evaluation from three development partners resulted more than one company/institution.
3.	Q	Is there any risk, if one of development partner cancel the tender?
	A	The three development partners is led by BKF-Ministry of Finance, anything will be authority of BKF.
4.	Q	Can we get assistance in getting data with relevant ministry?
	A	Yes.
5.	Q	Based on tender document, the contract period will be for 15 months, how is the arrangement?
	A	Please refer to tender document "H – Deliverables". The schedule will be inline with other outputs that covered by other development partners.
6.	Q	Refer to qualification of personnel. Are those five experts only will get the score?
	A	Yes
7.	Q	Can we charge overhead cost? And what is the maximum charge?
	A	Yes, you can, no maximum charge, but it will affect to your financial proposal
8.	Q	Can we charge contractor's fee eg. Contractor's grafis & bahasa?
	A	Yes, you can put in no. III. Other related cost
9.	Q	Can you inform us budget's platform for this tender?
	A	No. UNDP never inform the budget for their tender
10.	Q	Annex II; A. Qualifications of the Service Provider; c. <i>Latest Audited Financial Statement</i> . for how many years should we submit?
	A	Should submit Latest Audited Financial Statement (min. 1 year) Correction from bid conference
11.	Q	What Business licenses that we need to submit?
	A	Copy of SIUP, Notarial deed, Tax payment certificate

12.	Q	Should I accept the invitation
	A	Yes, please
13.	Q	Is there possibility to travel outside Jakarta
	A	No
14.	Q	Is every bidder must participate in the three tenders from three development partners?
	A	Yes, it is mentioned in the tender document that a single consulting firm would still be expected to apply for the three separate RFP from development partners.
Question received from Email		
1		Is the document for b) & c) included in the submission in Annex 2?
	Q	Annex 2; C. Qualifications of Key Personnel; b) CVs demonstrating qualifications must be submitted if required by the RFP; and c) Written confirmation from each personnel that they are available for the entire duration of the contract.
	A	Yes. It's part of the Technical Proposal that must be submitted & you can use your own template.

NOTE:

Technical Proposal consist of:

- A. Qualifications of the Service Provider**
- B. Proposed Methodology for the Completion of Services**
- C. Qualifications of Key Personnel**

Financial Proposal Consist of:

- D. Cost Breakdown per Deliverable**
- E. Cost Breakdown by Cost Component**

Jakarta, 2 July 2020