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BIDDER’S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFP/UNDP/GOLD-ISMIA/109951/016/2020

Assignment Name:

Developing Guideline on Gender Mainstreaming in Artisanal and Small-scale Gold Mining (ASGM) Sector (Penyusunan Buku Pedoman Pengarusutamaan Gender di Sektor Pertambangan Emas Skala Kecil)

Date and Time:

18th August 2020 starting 1400 hour (GMT+7)

Venue:

Online Zoom Meeting

Meeting ID: 969 685 6558

Password: 794327

Closing Date:

As specified on the e-tendering system with event ID: 0000006783

TO ALL INTERESTED BIDDERS

	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 method for submitting offer, contract award, etc.).2. Explanation on Annex I3. 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>

I. Q&A session is incorporated into the below minutes		
1	Q	It is mentioned that the Financial Proposal must be encrypted with a password. Please explain the mechanism on how we can provide the password to open the Financial Proposal?
	A	As stated in the tender document, Annex I at section Criteria for the Assessment of Proposal, only bidder(s) who received minimum score of 70 points on the technical score will be requested for password to open the financial proposal and the password will be requested by email.
2	Q	Related to the currency in Financial Proposal, can we submit it with dual currency?
	A	The Financial Proposal should be submitted in one type of currency. Either USD for International Bidder(s) or Local Currency/IDR for the local Bidder(s).
3	Q	How can we count the 90 days for the validity of proposal?
	A	The 90 days of validity will be counted from the deadline of the submission.
4	Q	How much is the budget of this tender?
	A	UNDP does not disclose any budget information in every tender. We expected the bidder(s) to propose the most comprehensive and suitable proposals both in the technical and financial proposals.
5	Q	Is it possible to do a consortium?
	A	It is bidder(s) prerogative whether they would like to do a consortium or not. However, if the bidder(s) would like to do a joint venture, please make sure to submit the agreement between the joint venture companies as a part of the technical proposal.
6	Q	Is there any specific requirement for the bidder(s) who wants to join this tender? for example bidder(s) with legality as a <i>Yayasan</i> can join this tender?
	A	There is no specific requirement and please refer to the tender document for the required qualification
7	Q	Is the Indonesian National Action Plan available to the bidder(s)?
	A	Yes, please refer to the Annex of this Minutes of Meeting. It is the same document on the National Action Plan (NAP)
8	Q	Is the full text of the Presidential Regulation available?
	A	Yes, please refer to the Annex of this Minutes of Meeting. The National Action Plan on Mercury has been issued under the Presidential Regulation No. 21/2019

9	Q	What is the relation between the Guidance Book – as the objective of this program – with the 15 regulations that have to be reviewed?
	A	Actually we mentioned about the 13 guidance which we already reviewed, we found out those regulations and policies are not include the gender mainstreaming. This became the background why we need to develop the gender guideline in ASGM Management. Because there are no regulations and policies currently exist with the gender sensitive. We don't expect the partner to review all the 13 regulations and policies. Once the service provider selected, the Gold ISMIA team will share the result of study and other relevant documents to support the achievement Scope of Work I.
10	Q	Will you share the documents from scope of work (e.g. project document etc.) to the bidder(s) or only to the successful bidder?
	A	All the related document will be shared only to the selected bidder.
11	Q	Will stakeholders be determined by the project team and advise the successful bidder, or does the successful bidder have to propose stakeholders for engagement activities?
	A	We expect the bidder(s) to conduct desktop research, we will check and review from the bidder(s) proposal, as it is mentioned in the ToR regarding with several relevant institutions who are involved in the ASGM sector specifically in GOLD – ISMIA, we expect to receive the bidder(s) approach, technical judgment, expertise and mention all the relevant stakeholders and later on when the bidder(s) selected, we will conduct the kick off meeting together with the Project Management Unit GOLD – ISMIA. Beside the Implementing Partner that should be invited, there are also relevant stakeholder that should be determined by the bidder(s).
12	Q	Do we have an estimate on number of meeting participants for the budget reference?
	A	Yes, it is described in the tender document, Annex 2 point E. Cost Breakdown by Cost Component. It is described the minimum amount of meeting participants and also the expected participants who should be invited in the meetings.
13	Q	Is the meeting expected to be carried out offline? Or combination offline and online due to the pandemic situation?
	A	The type of meeting should be either online or offline because it will affect the financial proposals.
14	Q	Are additional roles (non-key personnel) permitted to be included in the team? Or only the three key personnel?
	A	Bidders are allowed to propose personal/personnel beyond the recommended list of personnel.

II. Amendment of the tender document	
1	BEFORE
	<p>ANNEX 1. Description of Requirements – Criteria for the Assessment of Proposal</p> <p><i>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal</i></p>
2	AFTER
	<p>ANNEX 1. Description of Requirements – Criteria for the Assessment of Proposal</p> <p><i>NOTE: Only bidder(s) who received minimum score of 70 points on the technical score will be requested for password to open the financial proposal</i></p>
2	BEFORE
	<p>ANNEX 1. Description of Requirements – Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p>
3	AFTER
	<p>ANNEX 1. Description of Requirements – Contract General Terms and Conditions</p> <p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p>
3	BEFORE
	<p>ANNEX 3. Term of Reference – Point IV. Scope of Work – Scope of Work 3</p> <p>b. Conduct a multi-stakeholder workshop to obtain input and validation on the 2nd draft by inviting relevant national and local stakeholders and from the Ministry of Law and Human Rights.</p>
4	AFTER
	<p>ANNEX 3. Term of Reference – Point IV. Scope of Work – Scope of Work 3</p> <p>b. Conduct a multi-stakeholder workshop to obtain input and validation on the 2nd draft by inviting relevant national and local stakeholders.</p>
4	BEFORE
	<p>ANNEX 3. Term of Reference – Point IV. Scope of Work – Scope of Work 3</p> <p>The sequence is not orderly neat</p>

Scope of Work 3: Completion of book on Gender Mainstreaming Guideline in ASGM Sector & proper handling of administrative and logistic matters which involves:

- a. Develop 2nd draft of gender mainstreaming book in ASGM sector based on the discussion with the relevant experts
- b. Conduct a multi-stakeholder workshop to obtain input and validation on the 2nd draft by inviting relevant national and local stakeholder.
- a. Submission of final report and final document of gender mainstreaming guideline book in ASGM sector including design-layout for printing (in English and Bahasa Indonesia)
- b. Filing of related documents resulted from all related activities, including attendance list, data results, presentations and pictures;
- c. The contractor is also responsible to provide logistic requirement such as, venue, meeting package (2x coffee break + 1 lunch), reimbursement of travel local expense for participants with number of participants for each event as specified in Annex 2 Cost Breakdown (SBU Jakarta province).
- d. The contractor is responsible to invite the meeting participants and also the confirmation from the meeting participants.
- e. Circulation of invitation and subsequently, seeking confirmation from the meeting participants. In doing so, the contractor shall ensure that the minimum number of expected participants is met.

AFTER

ANNEX 3. Term of Reference – Point IV. Scope of Work – Scope of Work 3

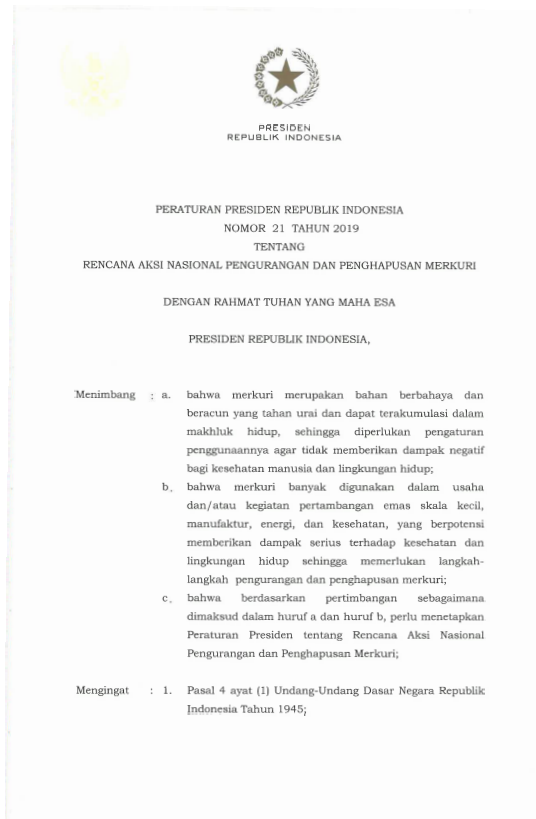
Revise the sequence

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ANNEX I

1. National Action Plan for Mercury Use Reduction and Abolishment (Presidential Degree No. 21/2019). <https://peraturan.bpk.go.id/Home/Details/106019/perpres-no-21-tahun-2019>



2. UNDP Guidance Document: Gender and Chemicals

<https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Chemicals%20and%20Waste%20Management/UNDP%20Guidance%20Document%20Gender%20and%20Chemicals-ENGLISH.pdf>