



BIDDER’S CONFERENCE – MINUTES OF MEETING and Q&A
[RE-ADVERTISEMENT] 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:

16th September 2020 starting 1400 hour (GMT+7)

Venue:

Online Zoom Meeting

Meeting ID : 933 4268 9512

Passcode : 969465

Closing Date:

As specified on the e-tendering system event ID: 0000007110

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	In which part in the e-tendering system that the technical proposal should be submitted?
	A	Please kindly refer to the user guide for e-tendering as provided in the e-tendering system.
2	Q	Related to the submission of the latest audited financial statement, what is the latest refers to? Is it the latest that we owned regardless which year that we have or the latest of newest year e.g. in 2019? And if we don't submit the latest audited financial statement, will we be disqualified?
	A	The latest audited financial statement refers to the latest of newest year including auditor's report for the past three years.
3	Q	Please clarify what is the small-scale gold miners refers to? Is it the miners who owned the small-scale mining permit and/or without permit?
	A	The context of this program refers to the small-scale gold miners at the 6 project locations which owned and not owned the small-scale mining permit.
4	Q	Please clarify what is the Technical Expert refers to? Is it the technical expert in gender or technical expert in business proses at ASGM itself?
	A	The qualification for the technical expert is having experience related to gender mainstreaming issue (guideline formulator). We open the possibility for the bidders to propose the technical expert in ASGM sector and community development, but still with gender background as the main strength.
5	Q	Please clarify who will be the focal point and the field facilitator for this project?
	A	<p>The focal points consist of the local institution staffs who are involved in ASGM management at the local level, they are the representative staffs in 6 project locations from office of Environment and Forestry services, Bappeda-Litbang, Office of Energy and Mineral Resources Services in 6 project locations. Related to gender strategy, the project also has engaged with the Office for Women empowerment and child protection both in National and Provincial level.</p> <p>The field facilitators are the team of GOLD-ISMIA that facilitated the program at 6 project locations who are the representatives of GOLD-ISMIA for province level.</p>
6	Q	Please clarify why this tender is a re-tender?

	A	This is a re-tender due to the final result of the evaluation process. As a result, from the quantitative and qualitative review, the evaluator team found out that the proposals have deficiencies in elaborating the approach and methodology and considered not comprehensive enough to address the 3 scope of work in the tender document. In addition, there were several bidders who disclosed their financial offer in the e-tendering system, meanwhile, in the tender document is clearly stated that the financial offer must be submitted as a password protected document. Therefore, those bidders were automatically rejected by the system. Based on those reasons, we decided to re-tender this project in hoping to get more comprehensive technical proposal and emphasize to the bidder for not putting the price in the e-tendering system.
	Q	Please clarify what is the objective purpose for this project? Is the context orientation of this study guideline for business operation or we seek the gender equality from the supply and demand side, whether the supply and demand side from the ASGM sector are not gender friendly?
7	A	The purpose of this developing guideline is to support a range of decision making institutions, NGOs, development agencies, and other relevant institution in their efforts to improve the quality and gender-sensitivity in managing the ASGM sector and implement the intervention for ASGM communities in the field. It may be included from the supply and demand perspective, but still emphasized to the approach and methodology which can be adapted by all parties in the field who involved in ASGM governance.
	Q	Related to the condition for payment release, it is mentioned this will be upon approval of Project Management Unit (KLHK, BPPT, and UNDP). Please clarify what kind of approval that should be provided? Is it an approval letter or it can be requested by email? And who will be responsible to provide the approval letter? Could you clarify the mechanism?
8	A	The mechanism for the reporting and condition of payment release will be done through the internal meeting between the Project Management Unit (KLHK, BPPT and UNDP), GOLD-ISMI project and the partner (contractor). At the internal meeting, the partner will present the report of deliverable and the Project Management Unit will review and decide whether they will approve the report at that time or they will ask the partner to revise the report. If there is any revision, the partner will submit the revised report to UNDP and UNDP will request the approval to KLHK and BPPT.
	Q	Is there any budget ceiling for this tender?
9	A	UNDP does not disclose the budget ceiling.
10	Q	Related to the scope of work desk study with one of the approach is FGD to the relevant stakeholder. Is the FGD involving the communities at 6 project

		locations? Can we involve the focal points and the field facilitator at 6 project location for getting more guidance information related to the FGD?
	A	Related to the FGD with the stakeholders, we will facilitate the partner to inform and invite the field facilitator and the focal points to involve in the FGD. The field facilitator and the focal points will give the relevant information, related to the characteristics of ASGM at 6 project locations. In addition, the project has conducted several studies including gender analysis and mapping in the project target areas, rules & regulation reviews and these reports will be shared to the selected partner for their review during the desktop research. To be emphasized, the target of this developing guidance on gender mainstreaming is the institutions or communities in ASGM governance.

Jakarta, 16 September 2020