

## **BIDDER'S CONFERENCE – MINUTES OF MEETING**

**RFP/UNDP/SP4N-LAPOR/106301/023/2020**

**Assignment Name:**

**Citizen Satisfaction Survey on SP4N LAPOR! in 2020**

**Date and Time:**

*1<sup>st</sup> October 2020 by Zoom Online Meeting*

<https://undp.zoom.us/j/2270581228?pwd=czNjK3BKRjBNclo3ek5kVnU1N2huUT09>

Meeting ID: 227 058 1228

Password: RFP023

**Closing Date:**

*Please refer to the e-tendering system with event ID **7084***

### **TO ALL INTERESTED BIDDERS**

<b>No.</b>		<b>Introduction and Guidance</b>
<b>Information</b>		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery place for submitting offer, contract award, etc.).</li> <li>2. Explanation on Annex I Description Of Requirement</li> <li>3. Explanation on Annex II - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL</li> <li>4. Explanation on Annex III - Term of Reference (TOR).</li> <li>5. Q &amp; A (going through all sessions)</li> </ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp; UNDP website for any update/amendment to this tender document</i></p>
<b>Q&amp;A session is incorporated into the below minutes</b>		
1.	Q	Does the timeline include report translation since the report has to be in two languages, Indonesia and English?
	A	The provided timeline includes translation process, thus the final report shall be on time as mentioned in tender document.
2.	Q	Can awardee use third party to as vendor to help achieve the target?
	A	it is bidder's prerogative on how to accommodate the required translated document
3.	Q	Is there any template for the report?
	A	The format of reporting can be discussed with the project during the kick off meeting
4.	Q	Is it allowed to add more key personnel apart from tender document?
	A	Yes, it allowed to add more personnel apart from the list of required personnel specified in the tender document, which will affect the price

		proposal. The mentioned posts are the result of project assessment for this tender but UNDP will not limit any bidder to add more personnel.
5.	Q	Regarding to the survey in project locations, is there any accompaniment conducted from project?
	A	Yes, there is. Furthermore the assistance during the survey from the project can be discussed during the kick of meeting since the service will be fully implemented by the selected contractor
6.	Q	Is it firm that the contract will start on November?
	A	This contract will start as mentioned in tender document which is on November, 1 <sup>st</sup> 2020, but if there is delay, UNDP Indonesia will seek confirmation to bidders.
7.	Q	Is there any budget standardization?
	A	Yes, referring to tender document in ANNEX II page 15, the budget standardization should refer to <i>Standard Biaya Masukan</i> (SBM).

Jakarta, 1<sup>st</sup> October 2020