



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/CIWT/112154/020/2020

Assignment Name:

Development of Data Base of Protected Species and Mobile Application for the Wildlife Identification

Date and Time:

6th October 2020 starting 1400 hour (<https://undp.zoom.us/j/98477435285>)

Place:

Zoom Meeting ID: 984 7743 5285

Recording: https://undp-my.sharepoint.com/:v:/r/personal/intan_faradila_undp_org/Documents/RFP%2020/zoom_0.mp4?csf=1&web=1&e=Y2D6iT

Closing Date:

Please refer to the e-tendering system with event ID 7300

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 Annex I Description Of Requirement 3. Explanation on Annex II - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL 4. Explanation on Annex III - Term of Reference (TOR). 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>
Q&A session is incorporated into the below minutes		
1.	Q	To whom is the proposal addressed?
	A	Please address the proposal to Head of Procurement

2.	Q	Will this meeting record be disseminated to the bid conference participants?
	A	Yes, in the form of MoM
3.	Q	Related to the FGD, will the data validation be carried out in three locations (Bitung, Malang, Puncak Bogor)?
	A	No, it will be organized in Jakarta only
4.	Q	The UNDP personnel who will supervise the FGD, are they Indonesian or foreigner?
	A	Indonesian
5.	Q	For programming related to Post-GIS, has the license been equipped/available? Hence the requirement will be only to integrate the data and server exist in Ministry of Environment and Forestry? Do we only have to use GIS server in these activities or could use other application? This relate to activity in Phase 3 of the TOR (recording time starting 30minutes)
	A	Yes, we have already purchased a Post-GIS license which can be utilized by the successful vendor.
6.	Q	Is the latest audited financial statement supposed to be in English. Does it have to be audited by an independent institution?
	A	English is not required, but it must provide the income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. which you may refer in the tender document Annex II and yes, it must be audited by an independent legal institution
7.	Q	Does the Audited Financial Statement has to be submitted for the whole information and does it have to be from an independent auditor
	A	Please refer to Annex II, Section A - Qualifications of the Service Provider , bullet point C and yes it has to be from an independent auditor
8.	Q	Is the Annex II. A. Financial statement mandatory? Is it signed based on each section?
	A	Yes, it is mandatory. For the signature section, it is better to include in the two sections above: Sections A-C and D-E
9.	Q	Should the proposal be written in English? When is the submission due?
	A	Yes, the proposal should be written in English except for any certificates issued by the Government. Submission due date can be seen in our e-tendering system. We will show you at the end of the session
10	Q	Can Bidders propose civil servant (ASN) as part of the proposed expert
	A	Yes you may as long as release letter can be provided along with the submission.
11	Q	Please describe the technical aspect related to the content photography as there will be numerous species to be captured which to some extent there might be few species cannot be accessible and

		we need the illustrator to depict the species. As we refer to LIPI's data, is the illustrator allowed to use the LIPI illustration or has to remake it?
	A	Yes, the selected company should be requested for approval and advice from LIPI as stated on the term of reference (Illustration need to be validated by LIPI)
12	Q	Does the training, handover, hosting activities include in the proposal?
	A	Yes, it is including as a part of implementation process (Phase 3)
13	Q	Does the release letter for the proposed Civil Servant have to be submitted along with the Technical Proposal
	A	Yes
14	Q	Is the ToR included in the Procurement Notice?
	A	Yes, it is accessible at our official Procurement Notice UNDP website, https://procurement-notices.undp.org/view_notice.cfm?notice_id=70810
15	Q	To whom is the Annex 2 proposal addressed?
	A	Head of Procurement Unit UNDP Indonesia
16	Q	Regarding the 90-day bid validity, does the vendor need to add the validity period in the provided format or not?
	A	It is available in the etendering system and should be answered "YES" otherwise will be disqualified
17	Q	Is there a specific UNDP format for CVs? Is there a limited number of pages in submitting proposal?
	A	There is no page limitation and CV format is not available in this tender but make sure CVs have accommodated all required information as requested in Annex II part C Qualifications of Key Personnel
18	Q	If one proposed personnel has higher degree than the requirement specified in the tender document but has less experience, does the higher degree compensate the required number years of experience or not?
	A	The required number of experience for each required personnel specified in this tender document are the minimum requirement and each proposed personnel will be scored accordingly
19	Q	Does photos and illustrator will be provided by project or will be part bidder's proposal (questions start from minute 1hour:10 minute)
	A	Yes, the selected company should be requested for approval and advice from LIPI as stated on the term of reference (Illustration need to be validated by LIPI)
20	Q	Hand over, training, field testing has not been covered in the TOR does it mean part of bidder's proposal or not (questions start from minute 1hour:10 minute)
	A	There is difficulties in identifying the animal due to number of species therefore does the project has any intention to only provide sample or proof of concept instead of accommodating all species (starting 1 hour 22 minutes)
21	Q	For the field testing, is it made on the bidder server or directly on the KLHK's server?
	A	In the vendor's server first, then will be transferred to KLHK's server once we are in the implementation stage
22	Q	Is this project expecting the artificial intelligence too or just as a species dictionary reference? (Starting 1 hour: 18 minute)
	A	AI can be used but it's not mandatory

23	Q	One of the bid factor required for bidder to submit Audited Financial Statement for the past five therefore please confirm whether the requirement will be for the whole past five year or any of audited financial statement within the last five year
	A	The requirement will be one of the audited financial statement within the last 5 years but would recommend to submit the latest audited financial statement

Jakarta, 6th October 2020