



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
RFP/UNDP/MTRE3/113716/027/2020

**Assignment Name:**

Detailed Feasibility Study for Application of Geothermal Direct-Use in Flores Island, NTT

**Date and Time:**

14<sup>th</sup> October 2020 by Zoom Online Meeting

<https://undp.zoom.us/j/85036539958?pwd=d2xpYnh2ektacmJ3TnN5TUFabG5MQT09>

Meeting ID: 850 3653 9958

Passcode: 686485

**Closing Date:**

Please refer to the e-tendering system with event ID **7423**

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<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	Can the bidder perform partnership such as main consultant/sub consultant or in the form of Joint Venture in submitting the proposal or it is only 1 company for 1 bidder.
	A	The bidder can perform partnership/consortium to join this RFP, please submit the letter agreement of the partnership/consortium
2.	Q	In the RFP, does UNDP allow for either expat or national to fill each position?
	A	The UNDP allows either expat and national expert to join this project

3.	Q	Personnel who will perform detailed FS should they be based in Jakarta or can be based anywhere in their home country in case of we employ the personnel out of Indonesia. Considering the issue of Covid-19, expat/foreigner is limited to enter Indonesia.
	A	As long as he/she can complete our requirements, they can do this project remotely.
4.	Q	What is your budget for this assignment?
	A	We are sorry that we cannot disclose our budget for this project
5.	Q	When is the submission deadline?
	A	You may refer to the e-tendering system.