

BIDDER'S CONFERENCE – MINUTES OF MEETING
RFQ/UNDP/SP4N-LAPOR!/106301/049/2020

Assignment Name:**Animated Video Production for SP4N-LAPOR! Project****Date and Time:**27th October 2020 by Zoom Online Meeting<https://undp.zoom.us/j/2270581228?pwd=ZTduWkVsNWRSNzk2SUNKQmNuWEVwZz09>

Meeting ID: 227 058 1228

Password: RFQ023

Closing Date:*As stated in tender document - 30 August 2020***TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
Information		<p>Bid Conference was open for the following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFQ document – administrative issues (closing date, submission & method, delivery places 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 website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	Is it possible to extend the closing date since 30 October is an Indonesian national holiday?
	A	Yes, it is possible. Please check UNDP's website for the update/amendment of the closing date.
2.	Q	Does UNDP expect the bidders to send separate financial and technical proposals through a separate email? Do we need to put passwords in a financial proposal?
	A	The bidders may send both financial and technical proposals in one email but the size of the file should not exceed 8MB. The bidders may send the financial proposal without passwords.
3.	Q	What are the evaluation criteria? Is there any weight score in evaluation bidders' proposal?
	A	For RFQ tender, the evaluation will be pass or fail method. It means that the bidders have to submit required documents as written in tender

		document page 3 (Documents to be submitted). Evaluators may proceed the evaluation of bidders' proposals if the required documents are completed. If the bidders do not submit the required documents, the bidders cannot be evaluated and automatically disqualified.
4.	Q	Is there any deadline for any queries regarding to this tender?
	A	There is no deadline for queries.
5.	Q	Is it allowed of the bidders make modification on ANNEX 2 based on our technical response?
	A	Yes, the bidders may make modification on ANNEX 2, but the bidders are only allowed to make modification to add more post or something that need to be added as supporting technical issues for this RFQ. It is not recommended to change the quantities or man-days as required in tender document.
6.	Q	There is no any exact location written in the tender document for the advertisement and video dissemination. Is it allowed to propose locations for this matter?
	A	We do not state exact locations and require bidders to offer UNDP for the prime locations.
7.	Q	Is it possible for the bidders to offer different methods if the bidders think there are other effective ways for video dissemination? For example, if we think elevator ads is not effective, can we suggest other options?
	A	No, the bidders only allow to offer as what required in the tender document. Concerning elevator ads, we do not have to advertise in elevator if it is not effective as the main goal is to advertise in prime public locations that can be in building/ elevator/ shopping malls, etc.
8.	Q	Regarding to the video dissemination in SP4N LAPOR!'s social media accounts, will the bidder have access to manage and disseminate the video?
	A	The beneficiary (KEMENPAN-RB) will work side by side with us on this.
9.	Q	Can you explain the part for the Pre, Middle, and Post Assessment of Online and Offline Advertisement?
	A	The aim of this assessment report is to measure the increase in brand awareness after advertising activities. When production is completed, you have to conduct the pre-assessment to measure how many people are aware of SP4N-LAPOR!. And then, you will conduct the middle-assessment after two weeks of dissemination of the videos to measure if there is an increase in brand awareness after implementing the activities. After that, you will submit the final report with expectation of 10% improvement of brand awareness from your pre and middle assessment.
10	Q	Does UNDP have baseline numbers for the advertisement?
	A	In general, we have baseline numbers showing the number of people who have used SP4N-LAPOR! by Province and Regency. However, in this context, it is difficult to give the exact baseline numbers for this assessment as it will measure brand awareness with advertising activities in the respective specific prime locations and platforms.. If brand awareness increases in these respective specific prime areas and platforms, it will hopefully affect the increased number of SP4N-LAPOR!'s users in general
11.	Q	Regarding M&E component, as it is not reflected in the key personnel, is it possible to add M&E personnel in our quotation?
		Yes, it is possible, please refer to section "other charge (pls. specify)" in table 1 of annex 2 concerning this matter.



12	Q	Regarding to the timeline, in terms of delivery, does it have to be aligned with what is written in tender document?
	A	In terms of the timelines for preparing the proposals, it has to be aligned with the tender document. During the time of production or dissemination for video, the vendor may have further discussion with project members if some changes are inevitable.

Jakarta, 29th October 2020.