



BIDDER'S CONFERENCE – MINUTES OF MEETING

RFQ/UNDP/CIWT/119198 /065/2020

Assignment Name: Provision of Event Organizer for E-Learning Training (Online and Offline) for Law Enforcement in Combatting Illegal Wildlife

Date and Time:

04th December 2020 by Zoom Online Meeting

Meeting ID: 81889814158

Passcode: 3%BDZ5g0

Closing Date:

Please refer to the e-tendering system with event ID **0000007970**

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 RFQ document – administrative issue (closing date, submission& method, delivery place for submitting offer, contract award, etc.). 2. Explanation on Annex I – Description Of Requirement (ToR) 3. Explanation on Annex II – Quotation Submission Form 4. Explanation on Annex III – Technical and Financial Offer - Services 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFQ 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	Will the budget allocation be stated in this tender?
	A	No, UNDP does not disclose budget allocation in any tender
2.	Q	<ol style="list-style-type: none"> 1. The numbers in the price schedule are different from the numbers in the TOR? Please clarified 2. Can you explain the technical costs listed in the first paragraph of the Annex 3?
	A	<ol style="list-style-type: none"> 1. Will be revised in Annex 3 (table C.1). The difference is in the number of participants from Aceh, it should not be 20 persons but 26 persons. 2. In the first paragraph of the Annex 3, it is a budget given based on government regulations for technical cost on e-learning training.

3.	Q	Will transportation costs for local participants be reimbursed?
	A	Yes, for participants' local transportation will be reimbursed according to government standards (<i>Standar Biaya Masukan – SBM</i>)
4	Q	Is the report at cost or else?
	A	For the financial report which made by selected bidder is based on actual cost and related airplane ticket cost according using SBM (Government standard expense), but the invoicing to UNDP is based on the approved deliverable by user.
5	Q	There will be four activities. Meantime the target are 562 participants. Is it the total amount participants per activity or total amount of the whole activities?
	A	Target 562 participants is the total for 4 (four) training. Each training program has determined the number of participants. (Please refer to Annex 1. Schedule of Requirement (page 10))
6	Q	Are the criteria for participants determined by the bidder?
	A	The criteria for participants will be determined by the Ministry of Environment and Forestry
7	Q	Please confirm the duration for each training?
	A	Training 1 (e-learning for 5 days), Training 2 (e-learning for 7 days; offline for 4 days), Training 3 (e-learning for 4 days; offline for 4 days), Training 4 (e-learning for 8 days). Please refer to Annex 1. Schedule of Requirement (page 10)
8	Q	Second training has e-learning and offline. Is the implementation will be done separately or concurrently and are participants the same?
	A	Implementation is done separately. E-learning (online) is carried out first and then followed by offline training with the same participants.
9	Q	The duration of time it seems tight, does it not overlap? For training, whether only weekdays or include weekends?
	A	It's not overlaps because there is a spare time for 1 week for each training and the training will be held on weekdays.
10	Q	In second and third training courses there are combined offline and online. Will they be placed in one place?
	A	In each training (offline) will be done in the same time in different location (Medan, Bogor, Malang, and Manado)
11	Q	How does the payment for internet allowance will be paid? pulsa or cash transfer?
	A	Cash transfer to all participant
12	Q	Regarding honorarium, it refers to SBM, does it use the upper or lower limit wages of the SBM?
	A	Based on maximum standard in government rate (refers to <i>Standar Biaya Masukan – SBM</i>)
13	Q	The qualifications between tutor and facilitator are the same. Is the honorarium based by the qualifications?
	A	The honorarium for tutors and facilitators refers to government standards and ranking (Eselon)
14	Q	Will there be support from the project / UNDP for internet payments?
	A	Payment will be made by the bidder. It is necessary to collect account number information during registration.
15	Q	If there is no letter of assignment, can the reimbursement fee be paid for the internet and others?

	A	Internet allowance is given to participants who attend training based on attendance and assignment letter
16	Q	Please give explanation about the basic of 70 pax in the TOR?
	A	70 pax in the offline training arrangement in Medan is maximum estimate based on the number of participants and additional pax such as for resource persons and the supervision of the KLHK team in the regions.
17	Q	Is there a certain format from UNDP/project for reports?
	A	There is no certain format from UNDP/project for reports. It can be subject to discussion during kick-off meeting.
18	Q	Is it necessary to provide airfare and any travel expense in the offer?
	A	Yes, bidder must provide travel expense based on breakdown of fee table in annex 3
19	Q	For participants who cannot go to the offline training location, is the travel fee reimbursed or not?
	A	No
Amendment to the RFQ	1	Annex 3. Technical and Financial Offer – Services Page 23, point C.1, quantity for transportation participant from Aceh (airplane ticket) and terminal allowance Aceh (2x) & Medan (2x), it should be 26 persons.
	2	Please refer to the revise Annex 3 form as reference in submitting your quotation.

Jakarta, 4 December 2020