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**BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A**  
**RFP/UNDP/IFL/122644/037/2020**

**Assignment Name:**

Research on Youth Entrepreneurship Ecosystem of Indonesia

**Virtual Bidder conference by zoom will be held on:**

<https://undp.zoom.us/j/81946743453?pwd=eVhuRERVKzZPQjR0RfV5b05wUGpaUT09>

Date/Time: Tuesday, 22 December 2020, 15.00 hours (GMT +7)

Meeting ID: 819 4674 3453

Passcode: 580062

**TO ALL INTERESTED BIDDERS**

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 the Scope of Work</li><li>4. Explanation on the Annex 2 &amp; Annex 3 Submission Forms</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</i></p>
<b>Q&amp;A session is incorporated into the below minutes</b>	
1.	Q What year is Audited Financial Statement must be submitted?
	A Year 2019

2.	Q	What if the year 2019 and 2018 Financial Statement still in process by Public Audit Firm?
	A	You need to provide letter from the Public Audit Firm.
3.	Q	Please advise how to get data of the 5 pillars, and the plan and the synchronization?
	A	It will be discussed between the project and winner of thi RFP
4..	Q	When will be the contract awarded?
	A	Early January 2021
5.	Q	If the key personnel must National Consultant?
	A	It did not mention in RFP document, however, the proposed personnel must have qualification as required

Jakarta, 28 December 2020