



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/SPOI/122778/036/2020

Assignment Name:

Consultant to Develop the Peat Ecosystem Protection and Management Plan Documents for Riau Province

Date and Time: 8th January 2021 starting 1400 hour (GMT+7)

Meeting ID: 831 9805 5764

Passcode: 540804

Closing Date:

Please refer to the e-tendering system with event ID: IDN10 7932

Link to the recorder:

[https://undp.zoom.us/rec/share/JOIIZ4ZTN1pVBkCzl6jm-](https://undp.zoom.us/rec/share/JOIIZ4ZTN1pVBkCzl6jm-NhgFDBTsLQuiGGCpmCleA7rpPs7slrzTHaKsc9eL_gZ.83kyTSOYBL08y0SK)

[NhgFDBTsLQuiGGCpmCleA7rpPs7slrzTHaKsc9eL_gZ.83kyTSOYBL08y0SK](https://undp.zoom.us/rec/share/JOIIZ4ZTN1pVBkCzl6jm-NhgFDBTsLQuiGGCpmCleA7rpPs7slrzTHaKsc9eL_gZ.83kyTSOYBL08y0SK)

Passcode: 1=R!xP8Q

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Bid Conference was opened with following agenda: <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 the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions)
1		Q Please confirm if budget availability will be shared or not A UNDP does not disclose any budget allocation for each tender
2		Q Please advise on how to register in the etendering system A Please refer to the userguide available in the website and etendering and if problem persisted you may send email to those two email address, available in the tender document
3		Q If P4W wish to participate using LPPM which is a board of research within the same University, would it be considered eligible A It is bidder's prerogative on how to participate this tender and it is recommended to refer to the tender on how bidder could participate in this tender including required document and its qualification.
4		Q In the provided forms, there are number of certificates that is being asked, is it mandatory or not

	A	It is part of bidder's information and if bidder(s) has the certificate, should be attached as part of proposal
5	Q	Is it possible if a bidder under Foundation/Yayasan eligible to participate in this tender
	A	Any bidder that is not listed in the list of ineligible vendors are eligible to participate and please refer to clause/article 3. Eligibility of the tender document
6	Q	If one of the proposed personnel works for UNDP, is it qualified or not
	A	Please refer to Clause/Article 4. Conflict of Interest of the tender document
7	Q	Please explain on the requirement of Power of Attorney
	A	It is a letter that give the power to act for another person, the principal
8	Q	Are all the key stakeholders that are outlined in the RFP should be mentioned in the proposal or are the applicable method and approach sufficed?
	A	The key stakeholders mentioned in the RFP are only our suggestion. So they don't necessarily need to be mentioned in the proposal but the group of institution, i.e. government, private sectors, NGO/CSO, academician, etc. should be mentioned. The type of key stakeholder is crucial to be mentioned to ensure multi-stakeholder approach and calculate the financial proposal.
9	Q	Please confirm if the target of the service is only until the draft Regulation or signed by the local authority (Governor?)
	A	Yes, the target of service is until the regulation is signed by the Governor, as indicated in the 4 th deliverable.
10	Q	Will UNDP facilitate any secondary data for the peat landscape ecosystem?
	A	Yes, UNDP can share any secondary data that we have. For any updated data from Ministries or Government Agencies should be requested through Riau Province Environment and Forestry Office.
11	Q	Please explain the scope of primary data collection
	A	Primary data collection should be undertaken at 9 sub-districts, as mentioned in the TOR – travel to these sub-districts has been outlined in the TOR as well. The collected primary data should refer to Minister of Environment and Forestry Regulation No. 60/2019. For example, peat damage, land/forest cover, demography, environment, economic and social issues, and existing program in peat ecosystem.
12	Q	Please confirm if CV only applies for the main key personnel or all personnel as required in the tender document
	A	The provided format of CV should be used for all required personnel as specified in the tender document except for any additional personnel beyond the requirement.
13	Q	In the section breakdown of other cost, it is written deliverable 1, 2, dan deliverable 3 where it had been written twice, therefore please confirm whether it is a typo or not (as to our understanding based on the TOR, there 4 deliverable that need to be submitted where the 1 st deliverable will be the refine workplan and the remaining 3 deliverable)?
	A	We thank you for this correction and this is to confirm that the 3 rd deliverable written in the Form G had been written twice and therefore it is amended and should be 4 (four) deliverable as specified in the TOR. Please refer to the attached Form which is Form G Financial Proposal Form – Revised
14	Q	In section breakdown of other cost, whether it is a fix format or not? It is rather confusing in defining the UoM if there are cost for several units/number of units
	A	ANSWER: It is a fix format and as mentioned during the bidder's conference, bidders may provide additional information as an attachment to the form. Also, as a sample to your query, you may write down as follow: "20 (in the column quantity) unit month (in the column UOM) which can be considered as 2 units for 10 months or you could provide the detail information in the column "Description" in the bracket where you could write down as follow "Car Rental (2 units x 10 months)"

		As a sample:					
		Deliverable	Description	UOM	Quantity	Unit Price	Total Amount
		Deliverable 2	Car Rental (2 units x 10 Months)	Unit Month	20	30,000,000	600,000,000
		With an assumption that the cost of each unit of rental car per month is IDR 30,000,000, hence if its 2 units, will be IDR 60,000,000 / month and if its 10 months will be IDR 600,000,000					
AMENDMENT TO THE RFP							
1		Form G : Financial Proposal Form, Table 3 Breakdown of Other Costs had been amended and therefore please refer to the “Form G Financial Proposal Form – Revised” in submitting your financial proposal					

Jakarta, 8th January 2021