



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/ATSEA/125154/005/2020

Assignment Name:

Facilitation Working Group (Pokja) on the Establishment of Marine Protected Area (MPA) in Kolepom Island, Merauke District

Date and Time: 15th February 2021, starting 1400 hour (GMT+7)

Meeting ID: **835 2627 3297**

Passcode: **235852**

Closing Date:

*Please refer to the e-tendering system with event ID: **IDN10 0000008464***

Link to the recorder:

<https://undp.zoom.us/rec/share/jgkd8rhZvNNon1A1eVrMt3BZb2Z9RVCRI1og6l5T6VkhV6b1vSEBNw4mp-88n3k.zalDaRnEhou60Sq0?startTime=1613372479000>

Passcode: 6Sn?bG+.

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 RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Annex 1 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms (Annex 2) 5. Explanation on the Etendering system 6. Q & A (going through all sessions)
1	Q	Please confirm if public consultation could be held more than 2 times
	A	Yes, it is possible and make sure it is stated in the proposal (technical and financial). The expected outputs from this service is to finalize draft document on the zoning plan for MPA in Kolepom Island.
2	Q	Under the Scope of Work 1, 1.1 stated that manage to recruit the expert team for field activities that collaborated with local stakeholder in the area. Please confirm whether the expert team is part of the required key personnel or not? either way, please explain
	A	The Expert team is not part of key personnel required in the TOR. The Experts team are Academician or any relevant party(ies)
3	Q	Do bidders allow to propose more personnel than it is required in the tender document
	A	It is bidder's prerogative to proposed additional personnel beyond the

		recommended list of key personnel but please make sure they are stated in the technical and financial proposal (CV and their rate)
4	Q	Is it possible for the contractor to propose different number of travel, destination, or days?
	A	Yes, it is possible and bidders are encouraged to use online platform to maximize the coordination activities
5	Q	
	A	
AMENDMENT TO THE RFP		
1		<p>The bidder's conference should be stated as follow:</p> <p>A bidders Conference will be held on : zoom meeting Date/Time: Monday, 15th February 2021 starting 1400 hour (GMT+7) Place: : https://undp.zoom.us/join/undp202102151400</p>
2		<p>Annex 3, Terms of Reference, Sub Heading A. General Information, Duration of Contract, should be written as follow:</p> <p>Duration of Contract: The expected duration of contract is 10 (ten) months calculated based on the contract starting date (please see the detail on the suggested staffing working time)</p>
3		Deadline in submitting proposal has been extended please refer to e-tendering system with event ID 8464 and websites for this RFP