



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/ENV/006/2020

Assignment Name: Development of a Project Preparation Grant

Date and Time: 17th February 2021, starting 1400 hour (GMT+7)

Meeting ID: 84659497742

Passcode: 357997

Closing Date:

*Please refer to the e-tendering system with event ID: **IDN10 8519***

Link to the recorder:

Passcode:

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 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	Do you have the expected percentage or proportion on each of cost that we proposed on financial proposal? And how much exactly the maximum fund ceiling for this particular tender?
	A	UNDP does not disclose any budget availability in any tender
2	Q	Is there a limitation to number of words inn filling out Annex 2 Sub Heading A, B and C
	A	No
3	Q	Please confirm whether ESMF is part of Scope of Work (SoW) and preparation of Project Document or not
	A	Yes, ESMF is part of the scope of work
4	Q	Do stakeholders engagement part of SoW as well or not
	A	Yes, stakeholder engagement is part of the SoW
5	Q	Please confirm if workshops/meetings have to be done virtually (online) or must be physical meeting (offline)
	A	Service company can proposed both type of meetings i.e. physical and/or virtual meeting/workshop where appropriate. The logistic cost(e.g. venue,

		reimbursement of travel expense for physical meeting/internet cost for any virtual meeting/workshop/FGD) will be covered by the service provider and included in the financial proposal. It is recommended for bidders to assess the availability of internet connection in each location where the online meeting will be held to ensure that the location(s) has/have a strong internet connection since some villages may not have a strong internet connection
6	Q	Please explain the requirement of security clearance as specified in Annex 1
	A	This is basically to inform the selected bidder prior any travelling to any locations, must seek confirmation first from the PIC of the Project/UNDP
7	Q	Please confirm if identifying Implementing Partners (IP) will be done by UNDP or by the selected contractor/Bidders
	A	Service company will work with UNDP CO identify and arrange implementing partners (IP) including carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments. Also to discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders.
8	Q	Please confirm whether the service company require security clearance for field team already on site or not
	A	This is basically to inform the selected bidder prior any travelling to any locations, must seek confirmation first from the PIC of the Project/UNDP
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, 17^h February 2021 starting 1400 hour (GMT+7) Place : https://undp.zoom.us/j/84659497742</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	<p>Annex 1, Criteria for Contract Award, page 8 should be written as follow:</p> <p><input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>	
4	<p>The first sub heading of page 17, Annex 3 Terms of Reference, should be written as follow:</p> <p>Financial Planning, Co-financing, and investment mobilized</p>	
5	The deadline in submitting proposal has been extended and please refer to the deadline submission for event ID: IDN10 8519	
6	<p>Please refer to the provided link for as the replacement to the link specified in the TOR:</p> <p>https://drive.google.com/file/d/1fUGpGLemXzO0C4Hx9a4-pTPyBKHDTc0p/view?usp=sharing</p>	