



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/CIWT/124873/008/2021

Assignment Name:

Consultant services to implement a National Baseline KAP survey to support communication strategy for a social marketing campaign – RE ADVERTISEMENT

Date/Time : Thursday, 4th March 2021 starting 1400 hours (GMT+7)

Place/Meeting ID : <https://undp.zoom.us/j/89576924391?pwd=Qkc1MHkwSkZ3bE15R0RtQUFhMIZRUT09>

Meeting ID : 895 7692 4391

Passcode : 006330

Closing Date:

Please refer to the e-tendering system with event ID: IDN10 0000008618

Link to the recorder:

https://undp.zoom.us/rec/share/K7wNoqMFLP8Q0GXC1CPfOU883AX3f0qFA29_42gqSDST92HwLGikoLECKldo2JGb.CERN201FgS5ibOv?startTime=1614842110000

Passcode: 9xwue7%k

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	Do we need to create new annex II form or is it just a guideline?
	A	Please use the existing Annex II provided in word document as an attachment to the tender document. Any supporting document can be submitted along with the technical proposal as attachment. The technical and financial proposal should be uploaded separately using letter head and duly signed. The Financial Proposal should be protected with password
2.	Q	Where do we need to sign, since the technical proposal and financial proposal is on a separated document?
	A	The bidder is requested to sign on the provided space as shown in the Annex II
3.	Q	In the Interview Index of hunters, is there any mandated specific locations? And please confirm whether the number of the informant will be 50 participants (10 participants for each location) or not?
	A	Specific locations for collecting information from hunters are, North Sumatera, Lampung, Manado, Province Banten and Surabaya North Java.

		Yes, the numbers of middleman (informant) for 5 (five) locations are minimum 10 participants and 15 persons maximum
4.	Q	Is it possible to mix the hunters (active and retired hunters) for the required interview? And is it acceptable if the retired hunters more than active hunters?
	A	It's possible, but preferably the interview data of retired hunters and active hunters is balance so we can have more information and enrich the data.
5.	Q	Please confirm the requirement of the middleman of the illegal wildlife trade in the locations? Do they count as interviewee candidate? Also, do middleman must be available in every location?
	A	Referring to the TOR middleman count as an interviewee candidate, and it is mandatory to obtain information from middleman.
AMENDMENT TO THE RFP		
1.		<p>Para 5, Sub Heading D. Scope of Work, Annex 3, page 18 should read as follows:</p> <p>IDI will be conducted for active and retired hunters of big mammals, small mammals, birds, and reptiles that should be gathered in 5 (five) locations, those are: North Sumatera (Medan), Java (Surabaya), Kalimantan (Pontianak), North Sulawesi (Manado) and Eastern Indonesia (Ambon) with a minimum of 10 participants and maximum 15 participants for each location.</p>