



BIDDER'S CONFERENCE – MINUTES OF MEETING

RFP/UNDP/SPOI/015/132593/2021

Assignment Name: Develop the Sustainable Plantation Master Plan for Sintang District

Date and Time:

24th March 2021 by Zoom Online Meeting

<https://undp.zoom.us/j/83933619306>

Meeting ID: 839 3361 9306

Passcode: 654751

Closing Date:

Please refer to the e-tendering system with event ID 8799

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) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>	
Q&A session is incorporated into the below minutes		
1	Q	On the payment terms, can you describe a bit of details regarding the final draft that stated in the deliverable 4
	A	The final draft stated in the deliverable 4 is the final draft Government Regulation with the acknowledgement from Sintang Agriculture and Plantation Office and Legal Bureau. The consultant is not bound to have the regulation legalized due to the long and political process of Government Regulation. Sintang Agriculture and Plantation Office will continue the legalization process with the District House of Representative.
2	Q	Is the Payment term fixed or still can be adjustable?
	A	The percentage of payment term is fixed as outlined in the TOR.
3	Q	One of the classification for the member is have a training certificate, If our member are part of validator in KLHK or the trainer, are they eligible for the criteria?

	A	Yes, the training attendance certificate can be substituted with a SESA validator or trainer certificate.
4	Q	Whether UNDP have a budget if one of our member placed in duty station to working for this particular assignment?
	A	This will be up to the consultant when developing the financial proposal. UNDP only provides a recommendation on the budget component as outlined in the TOR.
5	Q	Are we allowed to put the additional component regarding the Covid-19 measurement such as rapid test?
	A	Yes, it is recommended in one of the budget components in the TOR.
6	Q	What is the language for each of document that we should to provide in each of deliverable?
	A	The language requirement is in Bahasa Indonesia only considering that the documents will be part of District Government Regulation.

Jakarta, 26 March 2021