



**BIDDER's CONFERENCE – QUESTIONS & ANSWERS**  
**RFP/UNDP/KALFOR/124131/018/2021**

**Assignment Name:**  
**Implementing the Ecological Fiscal Transfer (EFT) Mechanism at Provincial Level in Central Kalimantan**

Date and Time : 31<sup>st</sup> March 2021 starting 0930 hour (GMT+7)

Place : Zoom Online Meeting

Meeting ID : 898 1447 6189

Passcode : 476608

**Closing Date:**

*Please refer to the e-tendering system with event ID: **IDN10 - 0000008834***

**Link to the Recorder:**

<https://undp.zoom.us/rec/share/CTZ--50gP0YEBmILzljDEtMQER3jxNFFAHjHXiz4wrrL4lAlrsS5GxQg8-FELiZI.Fq3nE2Vk6EYsKGYz>

**Passcode:** K2ek^7fV

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
Information		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery place for submitting offer, contract award, etc.).</li><li>2. Explanation on Annex 1</li><li>3. Explanation on Annex 2</li><li>4. Explanation on Annex 3</li><li>5. Explanation on the E-tendering System</li><li>6. Q &amp; A (going through all sessions)</li></ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp;UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1	Q	Whether validation of the proposal within 90 days is including the announcement period of the winner

	A	Yes, the 90 days period will be including the announcement period of the selected vendor of the tender where it is expected to be completed earlier than the estimation
2	Q	Should the proposal be written in English
	A	Yes, it is mandatory to submit proposal in English but for the document/Certificates published by the GoI such as company business license, domicile letter, etc. don't need to be translated to English
3	Q	What type of contract that will be issued for this tender
	A	The type of contract that will be used is Professional Service Contract
4	Q	Is there any specific criteria for proposal that are accepted by UNDP
	A	<p>The criteria for the assessment of the proposals will be as follows:</p> <p><b>TECHNICAL PROPOSAL (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b></p> <p><b>FINANCIAL PROPOSAL (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP</p>
5	Q	Will UNDP announce the winner of the tender to all tender participants
	A	UNDP will publish the selected vendor if the tender value reach above USD 100.000 which will be available in UNDP Global Website
6	Q	Are the tender participants that are not attending the pre-bid conference eligible to participate in the tender
	A	Yes, since the bidder's conference isn't mandatory
7	Q	Is there any template for the proposal format
	A	Bidder may refer to Annex 2 in the tender document
8	Q	Who will be the Focal Point of this tender from the UNDP KALFOR
	A	<p>Mr. Agus Hernadi; <a href="mailto:agus.hernadi@undp.org">agus.hernadi@undp.org</a></p> <p>Ms. Sitti Haryani Kadir; <a href="mailto:sitti.haryani@undp.org">sitti.haryani@undp.org</a></p> <p>Mr. Septiandi; <a href="mailto:septiandi@undp.org">septiandi@undp.org</a></p>
9	Q	Is there any template for the financial proposal format
	A	<p>The guidance is available in Terms of Reference under ANNEX 2; FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL</p> <p>Proposal should include all the information as well documents that are mentioned in Annex 2 under the following subheading:</p> <ul style="list-style-type: none"> <li>A. Qualifications of the Service Provider</li> <li>B. Proposed Methodology for the Completion of Services</li> <li>C. Qualifications of Key Personnel</li> <li>D. Cost Breakdown per Deliverable</li> <li>E. Cost Breakdown by Cost Component</li> </ul> <p>Information concerning details on each subheading are not allowed to be merged whereas the technical proposal (Point A – C) should be submitted separately from financial proposal (Point D – E) using letter head and duly signed. The financial proposal should also be protected with password. Any supporting document should be uploaded as part of attachment to the technical proposal.</p>
10	Q	In the Cost Breakdown by Cost Component (Annex 2), it is stated that the project

		requires 4 (four) personnel, then why are there only 2 (two) personnel that is stated for the field activity
	A	Project has designed the all district/city areas in the province into clusters based and divided the meeting into online as well as offline meetings. With this design, it is expected that the activities under this TOR could be implemented effectively and efficient. Thus, to support the offline meeting, the Project assumes that 2 (two) representatives will be sufficient with each handling substance and logistic
11	Q	What is the usage of internet bandwidth support for offline meeting as stated in the Cost Breakdown by Cost Component (Annex 2)
	A	It is expected that each offline meeting should be also equipped with online conference and also to facilitate the representative from Implementing Partner as well as Project staff that could not join the meeting physically/offline
12	Q	Is it allowed to add Rapid Antigen cost for travel
	A	Yes, the bidder may add the additional cost for the above item
13	Q	In the Cost Breakdown by Cost Component (Annex 2), there is no information that states the vendor is entitled to receive Daily Substance Allowance for offline meeting
	A	The selected bidder may submit the said expenses under transportation allowance.
14	Q	Is it allowed to add more personnel quantity for the existing requirement OR is it allowed to add more personnel function outside the existing requirement
	A	Project has conduct assessment prior the tender concerning the implementation plan for this activity, and the current personnel requirement is considered sufficient to carry out the task as mentioned in the TOR. however, it is bidder's prerogative to propose additional personnel, but please make sure that the CVs of all personnel are submitted  As an additional information, the selected bidder will be supported by UNDP KALFOR Regional Facilitator, Project Assistant, Focal Point of Central Kalimantan on coordination
15	Q	In the Cost Breakdown by Cost Component (Annex 2), there is different rate concerning the fixed rate of transportation which are IDR 250.000 and IDR 500.000
	A	The cost of out of town >50km = IDR 250.000/trip, hence if it's round trip/return, it is equal to IDR 500.000
16	Q	Is it allowed to switch the positions of personnel for technical support and admin assistant
	A	The project assumes that the load of the activity under technical support will be more into desk review, meanwhile admin assistant will be required to support administration, logistic, cash distribution, venue arrangement and other logistic preparation in fields and thus the quantity of personnel and their respective positions as stated on the tender document are ideal under Project point of view. However, as specified above, it is bidder's prerogative to propose additional personnel
17	Q	Is it allowed to add management fee on the financial proposal and how much the ceiling
	A	It is bidder's prerogative to propose other cost beyond the requirement and any additional should be specified in detail
18	Q	Is it allowed to add translation fee since the deliverable report are expected to be provided in English version
	A	Yes, it is allowed, and bidder may specify any additional cost in section "any other cost" of Annex 2
19	Q	How the payment procedure on the Terms of Payment
	A	Payment will be on lumpsum basis, fixed based on agreed proposal regardless

		differences on the actual expenditure
20	Q	Has the Project established a multi-stakeholder forum for this RFP OR is it part of bidder's scope of work
	A	Yes, the Multi-stakeholder Forum has already been established and is currently waiting for the Decree (SK pembentukan)
21	Q	For each activity that will be conducted both online and offline, the invitation letter and any other related material should be written under the vendor's name or UNDP KALFOR?
	A	The selected vendor is responsible to develop draft TOR and invitation for each event and forward the information to Regional Facilitator UNDP KALFOR Central Kalimantan where furthermore will be consolidated with the Province Forestry Service.  Province Forestry Service will issue the invitation letter for each activity.
22	Q	Re. The total number of personnel on each offline meeting, is it fixed number and does it already include personnel from selected bidder
	A	Yes, it's fixed number since the Project encourages that the quantity meets UNDP Regulation under the COVID19 Protocol AND Yes it is including the representative from the selected vendor
23	Q	Is there any opportunity to re-model the meeting plan schedule
	A	The Project has designed the area with cluster basis and the existing meeting schedule as stated in the Cost Breakdown by Cost Components (Annex 2) is considered as the most effective plan
24	Q	Whether the structure of regulation that we can refer to is a fiscal regulation or more heavy on ecological mechanism?
	A	The final output of the work includes draft governor regulation (ranpergub) that is developed based on the concept and mechanism of the EFT. The draft governor regulation and proposed concept and mechanism of the EFT shall be consulted with stakeholder to get their input and consensus.
25	Q	Does this activity also have to intersect with the strategic planning or Medium-term Development Plan (RPJMD) of the provincial government? If so, whether we should discuss with their team or not?
	A	Ideally, results of the works are adopted into the RPJMD. When/if the RPJMD has already been passed, then the FGD(s) should discuss about mainstreaming the EFT concept-mechanism into local government agency(ies)'s strategic plan (Renstra OPD) and local government annual plan (RKPD), and also potentially during RPJMD's review.
26	Q	Please confirm whether the required service in this RFP will be part of the Financial support (Bantuan Keuangan)
	A	The work is basically technical assistance that does not include financial support. The work and its results are to raise awareness and commitment of the provincial government to support and reward efforts on ecosystem/forest protection.  Regarding the tasks, the desk review shall include those related to scientific background and regulatory framework so that results of the work will be practical and can be adopted and implemented.
27	Q	Guideline on e-tendering system
	A	You may follow the following guidance: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</a>
28	Q	What is the deadline of the submission of proposal

	A	Please refer to the e-tendering system with event ID: IDN10 8834 and please note that the time zone is New York Time.
29	Q	The requirement of offline and online meetings, are they optional or fixed requirement? Also, are those offline and online meeting will be done simultaneously
	A	<p>The meeting schedule are formulized based on the Project prior assessment that has been conducted considering the effectiveness, efficiency as well COVID19 situation. Referring to the following condition, the Project has decided 2 (two) meeting mechanism with time schedule as explained in the Cost Breakdown by Cost Component (Annex 2):</p> <ol style="list-style-type: none"> <li>1. <b>Offline meeting</b>; required to be conducted in offline basis and equipped as well with online conference to facilitate the KALFOR Monev Team that could not participate physically in the meeting</li> <li>2. <b>Online meeting</b>; required to be conducted ONLY through online conference basis</li> </ol>
30	Q	Please confirm if the selected bidder is responsible for sending out the invitation to all participants or not (for FGD)? If not, please confirm who will be responsible?
	A	No, all invitations will be issued by the Forestry Service (Dinas Kehutanan / Environmental Service(Dinas Lingkungan Hidup) of Central Kalimantan Province.
AMENDMENTS		
1		<p>Sub-heading <b>V. DELIVERABLES AND PAYMENT SCHEDULE</b></p> <p><b><i>Written as follow:</i></b></p> <p>Expenses to accommodate all the consultation and meetings as mentioned above should be part of bidder's price proposal including personnel fee, accommodation, meeting facility, transportation and per diem for meeting participant etc. The consultation should be in line with the proposed approach, methodology and implementation plan to achieve output/deliverable. The final output of this activity shall be achieved at the latest by end of <b>May 2021</b>. The recommendation in the form of draft governor regulation (<i>Ranpergub</i>) shall be delivered to Central Kalimantan Province upon approval from KALFOR PMU and Ditjen PKTL</p> <p><b><i>should be written as follows</i></b></p> <p>Expenses to accommodate all the consultation and meetings as mentioned above should be part of bidder's price proposal including personnel fee, accommodation, meeting facility, transportation and per diem for meeting participant etc. The consultation should be in line with the proposed approach, methodology and implementation plan to achieve output/deliverable. The final output of this activity shall be achieved at the latest by end of <b>October 2021</b>. The recommendation in the form of draft governor regulation (<i>Ranpergub</i>) shall be delivered to Central Kalimantan Province upon approval from KALFOR PMU and Ditjen PKTL</p>
2		The <b><u>deadline in submitting proposal</u></b> has been <b><u>extended</u></b> and please refer to the deadline submission for event ID: <i>IDN10 – 0000008834</i>