



BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFQ/UNDP/GOLD-ISMIA/134949/011/2021

Assignment Name:

Event Organizer for COP-4 Minamata Convention

Date and Time:

06th May 2021 starting 1300 hour (GMT+7)

Venue:

Online Zoom Meeting

Meeting ID : 826 6757 1478

Passcode : 794327

Closing Date:

As specified on the e-tendering system

TO ALL INTERESTED BIDDERS

Introduction and Guidance		
Information	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on RFQ document – administrative issue (closing date, submission & method, delivery method for submitting offer, contract award, etc.).2. Explanation on Annexes3. Explanation on the Term of Reference (TOR)4. Explanation on the Submission Forms5. 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>	
I. Q&A session is incorporated into the below minutes		
1	Q	Is the appointed EO will decide and provide the topic, theme and key message for each events and conferences?

	A	The Ministry of Environment and Forestry (MoEF) will decide and provide the theme, topic and key message for each events and conferences.
2	Q	Related to the company's competency for having social media, Is there a specific social media for the requirement?
	A	There's no specific social media for the requirement. Any kind of social media is allowed, such as Facebook, Instagram, Twitter, etc.
3	Q	For the publication, is it mentioned that the appointed EO has responsibility to invite the 10 medias, who will be responsible to supervise the 10 media until the articles are published?
	A	The appointed EO will also be responsible to handle the media until the media published the articles.

Additional Note	The Allowance rate for Speaker from University and International Organization are using SBU rate equal to Echelon II and 1-time OJ.	
	Please always check the e-tendering system gradually for any other information and/or revision related to the tender.	

Jakarta, 06 May 2021