



Jakarta, 06 May 2021

Q&A to RFP
RFQ/UNDP/GOLD-ISMIA/134949/011/2021

Assignment Name:
Event Organizer for COP-4 Minamata Convention

1	Q	For speaker expert & international organization fee calculation, please advise whether we can use echelon 1 or echelon 2 rate. Please also advise how many OJ needed.
	A	Speakers from university or international organization are eligible for allowance equal with echelon 2 rate and 1x OJ.
2	Q	Can the bidder apply management fee in the budget?
	A	Yes, the bidder can apply management fee, however, please noted that UNDP is tax exempt.
3	Q	Please advise whether Moderator also conduct as an MC?
	A	MC and moderator will be handled by 1 person.
4	Q	Please advise whether statement "Lumpsum Webinar" include all the production cost and rental equipment?
	A	No, the lumpsum webinar is only cost for subscription of zoom webinar with the required number participants. The bidder can add the production cost, rental equipment, and other related cost separately. You may add those cost in the "Other Cost" column of the Annex 3 for the financial offer.

5	Q	Understood that the event will be held using zoom platforms. Please advise whether moderator also will be from their own place or we can invite moderator to the studio for shooting?
	A	We do not have any objection for those two methods. However, please kindly make sure to always follow the health protocol if you would like to invite the moderator to the studio.
6	Q	If we are allowed to invite moderator to studio for shooting, refer to your answer that lumpsum webinar is only cost for subscription of zoom webinar with the required number participants, please advise whether we can add more item for equipment (e.g. laptop, switcher, green screen, camera and lighting) that has not been stated in the budget?
	A	The bidder can add any other related cost that has not been stated in the Annex 3 of breakdown cost. You may add those cost in the "Other Cost" column of the Annex 3 for the financial offer.
7	Q	For the fee of influencer and moderator, please be informed that we will submit their fee on the budget proposal based on their quotation (not using SBU rate)?
	A	Yes, it is correct. The SBU rate is used for the speaker and moderator from the Government and the Institution.