



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/TIGER/ 134341/009/2021**

**Assignment Name:**

**Feasibility**

**Study and Detailed Engineering Design of North Sumatra Animal Rescue Centre: Preparatory Work for Sukuk as Potential Source of Financing (Re-Advertise)**

**Date and Time:** 19<sup>th</sup> May 2021, starting 1300 hour (GMT+7)

Meeting ID: 864 3585 1760

**Closing Date:**

Please refer to the e-tendering system with event ID: **IDN10 0000009191**

**Link to the recorder:**

[https://undp.zoom.us/rec/share/DW1SE74knWJTMtF6JmFZw1Ozk7XzAhMCFSU0kKo8i60nY4j8sVLZ5VErEhJfwovn.Atp2aGBDH\\_YUBFWW](https://undp.zoom.us/rec/share/DW1SE74knWJTMtF6JmFZw1Ozk7XzAhMCFSU0kKo8i60nY4j8sVLZ5VErEhJfwovn.Atp2aGBDH_YUBFWW)

**Passcode:** V%q!GnU5

**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
<b>Information</b>	Bid Conference was opened with following agenda: <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 the Annex 1</li><li>3. Explanation on the Term of Reference (TOR).</li><li>4. Explanation on the Submission Forms (Annex 2)</li><li>5. Explanation on the Etendering system</li><li>6. Q &amp; A (going through all sessions)</li></ol>	
1	Q	When the Location visitation will be held?
	A	Location visitation can be held after the service provider signed the contract. The exact time can be discussed with BBKSDA North Sumatra first, it is flexible as long as the result of location visitation can be reported in the expected output on time.
2	Q	Where the bidder can download the presented document?
	A	The presented document can be downloaded on the E-Tendering System and the UNGM and procurement notices website.
3	Q	When is the deadline for the submission?
	A	Bidders can check the deadline of the submission on the E-Tendering system and the UNGM and procurement notices website.
4	Q	When the vendor can be registered and submit the proposal in the E-tendering system?

	A	Vendor already can submit their proposal from opening of the advertised tender until the closing time of the advertisement.
5	Q	If the FS have to be approved by the BAPPENAS, is it possible to start the project on June?
	A	The FS and DED documents will be processed by the Ministry of Environment and Forestry's internal team to get BAPPENAS' approval for the SBSN fund next year (not in the scope of the service provider's work), so it is possible to start the project on June.
	Q	When is the allocated time for consultation and FGD with BBKSDA North Sumatera?
	A	Consultation and FGD with BBKSDA North Sumatra can be held after the service provider signed the contract on the agreed time. The time is flexible as long as the result of the consultation/FGD can be reported in the expected outputs on time.
	Q	Is there any possibilities to conduct an amendment or contract extension for this project due some travel restriction from COVID-19?
	A	As the Sumatran Tiger Project itself going to be closed on February 2022, it is impossible to conduct an amendment or contract extension beyond the FS and DED documents completion target in December 2021.
	Q	Can we outsource expert from outside the office? Will it affect the score of the proposal?
	A	Yes, the service provider can outsource the expert to meet the minimum personnel/positions required (Team Leader, Biodiversity Specialist, Policy Analyst, Social Environment Specialist, and Civil Engineering Designer). What will reduce the score is if there is an empty position on the minimum personnel required. But, if there is additional personnel (for example finance or administration staff) it will not increase the score.
	Q	Can the bidder travel longer than expected travel time on the tender document? And please elaborate the travel time table on the tender document?
	A	The duration of the travel is flexible and can be discussed later. The estimated duration to visit all 4 destinations is 7 days including travel time (starting point from Medan). The detail is as follows: <ul style="list-style-type: none"> <li>- Animal Rehabilitation Centre of Sibolangit – 1 day</li> <li>- Aras Napal 242 – 2 days</li> <li>- Pondok Buluh – 1 day</li> <li>- PLG Holiday Resort Medan – 3 days.</li> </ul>
	Q	If the Experience of the service provider has not reached 5 years, is will be affecting the score or it will make the bidder disqualified from the tender process?
	A	As the system used is scoring, it will only affect the score. The bidder will not be disqualified from the tender process.
	Q	For the public consultation fee, is it will be included on the proposed budget or there is any sharing cost from the government/UNDP?
	A	The public consultation fee, which includes the meeting package for a maximum of 30 participants, team allowance and travel cost should be included in the proposed budget/financial proposal.
	Q	Is there any price standards that will be used?
	A	There is no price standard used, but bidders can use the government price standards if needed.
	Q	Is there any SPPD for the Public Consultation
	A	No, the public consultation participants travel cost and allowance will be covered by their budget (APBD)
	Q	Please elaborate more about the job description/scope of work for the Policy Analyst
	A	The policy analyst will analyze the gap of the policies in the field. She/he can bridge the existed and needed policy which support the development and the operationalization of the PPS. For example, for the operationalization of the

		PPS, sustainable funding is needed. If there is no policy that regulate this, the policy analyst can analyze the recommendation for this matter.
	Q	Is the invitation for public consultation will be facilitate by the user or the selected vendor?
	A	Yes, BBKSDA North Sumatra will facilitate the invitation for public consultation and also help to determine the relevant participants.
	Q	How many months is the contract duration?
	A	Considering the proposal review and contract signing process, the duration of the contract is 6 months from June – December 2021.
	Q	Does the bidder participating in the tender from abroad need to follow the Indonesian national cost standards as well?
	A	There is no price standard used. But, as UNDP is looking for the most effective and economist budget proposal, a higher cost will be a drawback. The only difference for bidders from abroad is the currency used for the financial proposal, it needs to be submitted in USD.
<b>AMENDMENT TO THE RFP</b>		
1		Schedule of Payments: 1 <sup>st</sup> payment –August 2021 2 <sup>nd</sup> payment – September 2021 3 <sup>rd</sup> payment – December 2021
2		Expected date of report submissions: 1. Report preliminary study – End of July 2021 2. Report of analysis of existing and needs of North Sumatra Animal Rescue Center development – End of August/September 2021 3. Master plan of North Sumatra Animal Rescue Center End of October 2021 4. Report on feasibility study and technical proposals for North Sumatra Animal Rescue Centre – November 2021
3		Estimate travel duration for preliminary assessment: - Animal Rehabilitation Centre of Sibolangit – 1 day - Aras Napal 242 – 2 days - Pondok Buluh – 1 day - PLG Holiday Resort Medan – 3 days.

25 May 2021