



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/RESTORE/143362/024/2021**

**Assignment Name:**

**System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara**

**Date/Time : Tuesday, 29th March 2021 starting 0930 hours (GMT+7)**

**Place/Meeting ID : Zoom On Line Meeting (<https://undp.zoom.us/j/85158864076>)**

**Meeting ID : 851 5886 4076**

**Closing Date:**

*Please refer to the e-tendering system with event ID: IDN10 0000009616*

**Link to the recorder:**

[https://undp.zoom.us/rec/share/K7wNoqMFLP8Q0GXC1CPfOU883AX3f0qFA29\\_42gqSDST92HwLGikoLECKldo2JGb.CERN201FgS5ibOv?startTime=1614842110000](https://undp.zoom.us/rec/share/K7wNoqMFLP8Q0GXC1CPfOU883AX3f0qFA29_42gqSDST92HwLGikoLECKldo2JGb.CERN201FgS5ibOv?startTime=1614842110000)

**Passcode:** 9xwue7%k

**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 Data Sheet</li> <li>3. Explanation on the Term of Reference (TOR).</li> <li>4. Explanation on the Submission Forms</li> <li>5. Q &amp; A (going through all sessions)</li> </ol>
1.	Q	Do we need to send our proposal to the emails that mentioned in the Tender Document?
	A	No, bidders do not need to submit to those two-email address. Bidders only submit the proposal in e-tendering system of the event ID mentioned in the Tender Document
2.	Q	Do we have to put Section A, B, C on one document or separate documents?
	A	Section A B C is part of technical proposal, but if the documents too large, bidder could upload the document each section separately. And please do not use any special characters at all, since it would be rejected by the system. While section D and E should be separated and protected with password
3.	Q	In the words documents that presented mentioned that meetings are held in 2 villages, but in the PDF from the tender document says 1 village (West Nusa Tenggara). Will it be nothing to be done in Sulawesi or is it already done in Sulawesi?
	A	The scope for the onsite activity of the RFP will only focus on one village, which is Bilelendo Village in Central Lombok.
4.	Q	Do we need to register 100 workers or will be provided after the meeting with the village?

	A	Based on the Ministry of Village communication, we expect to register around 50 workers in the system.
5.	Q	Regarding the project activity, the platform, If during the pilot we face some issue in the software, how will be the provider handling of the issue? Will it be on call to fix the minor issue or else?
	A	The CfW developers have committed to have a daily call during the pilot execution and fix any minor or mid-level issues found. Coordination to be done with zoom between onsite support, developers, and UNDP ICT to resolve any problems on the pilot activities.
	Q	How is the budget payment system for the village workers?
	A	At the end of each day on pilot execution, the facilitator will make a cash payment to the workers (no cash transfer). The source budget for worker's costs is from Dana Desa (Village Fund). The CfW application will calculate based on the total hours of work.
	Q	What is the coverage of the assessment that mentioned in the first deliverable? Do the assessment has been done and will be provided to the bidders?
	A	You should only limit assessment to the district, specifically the village pilot site (Bilelendo Village). Currently, we only have the Socioeconomic information from the Ministry of Village and the availability of a 3G internet connection on site. However, data such as IT infrastructure and what information system might have already available, we do not have yet.
	Q	Do we get a recommendation letter from Kemendesa for running the project to coordinate with the local government?
	A	The selected company will act as UNDP representatives. The Ministry of Village is in correspondence with the local district and village government for the activity.
	Q	For the Field Coordinator, should they be stationed on site for 44 days or only for several occasions?
	A	The ToR has shown that the Field Coordinator should be on duty for 44 days onsite. Admin resources to support only when there is an onsite meeting.
<b>AMENDMENT TO THE RFP</b>		
1.		<p>Article Contact Person for Inquiries (Written inquiries only) of Annex 1, Page 11 should be written as follow:</p> <p><i>Yusef Saiful Millah/Fariz Pradipta Mursyid</i>  <i>Procurement Unit</i>  <i>Yusef.millah@undp.org/fariz.mursyid@undp.org</i></p> <p>Mandatory subject of email: RFP/UNDP/RESTORE/ 0000143362/024/2021 - System Pilot Implementation of Digital Cash for Works (CfW) in Central Sulawesi and West Nusa Tenggara</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

1<sup>st</sup> July 2021