



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
ITB/UNDP/KALFOR/0000151196/003/2021

**Assignment Name:** MEETING ORGANIZER KALFOR PROJECT

**Date and Time:**

*20<sup>th</sup> August 2021 by Zoom Online Meeting*

Meeting ID : 849 9938 3103

Passcode: 559293

Link to the recording: <https://undp.zoom.us/rec/share/-opuMVqU0Tw64pWt6kTOyxjWJp5J71J482ZcqXGriEsvQ9sji1OSlWCVPyHy59Q.lz423r9aPh15s369>

Passcode to the recorder: @%y1=bgK

**Closing Date:**

*Please refer to the e-tendering system with event ID **IDN10 - 0000010087***

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<b>Information</b>		<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 Section I – Letter of Invitation</li> <li>3. Explanation on Section II – Instruction to Bidders</li> <li>4. Explanation on Section III – Bid Data Sheet.</li> <li>5. Explanation on Section IV – Evaluation Criteria</li> <li>6. Explanation on Section V – Term of Reference (TOR)</li> <li>7. Explanation on Section VI – Returnable Bidding Form</li> <li>8. 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>
<b>Q&amp;A session is incorporated into the below minutes</b>		
1	Q	Is it mandatory to register the tender through UNGM's website <a href="https://www.ungm.org/">https://www.ungm.org/</a> ?
	A	It is not mandatory but there are benefits that the vendor could earn such as opportunity to participate in international tender.

2	Q	Bidder facing issue in accessing the e-tendering although already registered to the system and received user ID?
	A	<p>The UNDP e-tendering system has a very strict security level where bidder should clear the cache history on the internet browser to relog-in.</p> <p>It is advised that the bidder should retype manually the e-tendering web address to avoid the login issue with detail address as follow <a href="http://etendering.partneragencies.org">http://etendering.partneragencies.org</a> and avoid to use favourite or bookmark feature</p>
3	Q	Should the bidder already has user ID for e-tendering system that is received from previous tender participation, is it necessary to create new user ID to participate for this tender?
	A	<p>Bidder could use the existing user ID if the latest tender participation still within the past 2 (two) years</p> <p>Bidder may contact <a href="mailto:yusef.millah@undp.org">yusef.millah@undp.org</a> and <a href="mailto:vita.andriana@undp.org">vita.andriana@undp.org</a> if facing issue in utilizing the existing e-tendering user ID</p>
4	Q	Whether the tender awarding will be announced in e-tendering system or email?
	A	<p>Referring to the UNDP Programme and Operations Policies and Procedures (POPP), tender awarding will be announced in UNDP's website if the contract value above USD 100.000</p> <p>Bidder may contact <a href="mailto:yusef.millah@undp.org">yusef.millah@undp.org</a> and <a href="mailto:vita.andriana@undp.org">vita.andriana@undp.org</a> to receive further information concerning the above matter</p>
5	Q	Is it possible to receive updates concerning the stages progress start from qualification process, evaluation until awarding stage?
	A	<p>Referring to the UNDP Programme and Operations Policies and Procedures (POPP), the progress will not be informed to the bidders. The procurement process of this tender will take time approximately 40 working-days.</p>
6	Q	Whether there is opportunity that the tender will be awarded to more than 1 (one) bidder?
	A	<p>Yes, there will be possibility that each LOT will be awarded to different bidders depends on the competitiveness of the quotation that the bidders will submit.</p> <p>Bidder is allowed to submit quotation more that 1 (one) LOT with considering the minimum financial standing for each LOT as follow:</p> <p><b>If bidder participates only in LOT 1:</b> Minimum average annual turnover of USD 150,000 for the last 3 years (2018-2020).</p> <p><b>If bidder participates only in LOT 2:</b> Minimum average annual turnover of USD 100,000 for the last 3 years (2018-2020).</p> <p><b>If bidder participates only in LOT 3:</b></p>

		<p>Minimum average annual turnover of USD 75,000 for the last 3 years (2018-2020).</p> <p><b>If bidder participates only in LOT 4:</b></p> <p>Minimum average annual turnover of USD 75,000 for the last 3 years (2018-2020).</p>
7	Q	Is there dateline to accept the invitation on the e-tendering system?
	A	Bidder is suggested to response the invitation at the soonest to submit the tender document systematically before the dateline specified in the etendering system with event ID: IDN10 <b>0000010087</b>
8	Q	Is there opportunity that the bidder could see the total bidders of the tender once the invitation on the system has been accepted?
	A	From bidder's user ID, this information could not be accessed, however In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened
9	Q	Bidder could not change the currency from USD to IDR in the e-tendering system
	A	Bidder may fill the total budget information in the system using USD currency, however the evaluation process will refer to the amount in the uploaded price breakdown cost per LOT (Form-F).
10	Q	Referring to the procurement notice, it is stated that the contract awarding will be announced on 27 September 2021, meanwhile on the price schedule there are meeting that will be conducted on early September 2021.
	A	The contract awarding date that is stated on the procurement notice is an estimate date. The implementation date of the meetings will be adjusted according to the actual awarding date and will be informed the awarded bidders during the Kick-Off Meeting which will be initiated by the Project.
11	Q	How many quantities of meeting participants for each LOT?
	A	Bidder may refer to the information in the TOR Sub Heading II. Scope of Service, expected output and Target Completion as well as the price schedule (Attachment Form-F, excel file)
12	Q	Where do the origin point of the meeting participants for each meeting?
	A	For offline meeting, the meeting participants will be from the local area where the meeting will be conducted meanwhile for the online meeting participants will be from various locations.
13	Q	Is the meeting package arrangement will be treated in lumpsum basis once the bidder submit invoice?
	A	<p>Please refer to Sub Heading IV. Payment Schedule where payment for the following items will be on actual basis according to the attendance list record and event recording:</p> <ol style="list-style-type: none"> <li>1. Meeting Package</li> <li>2. Room accommodation</li> <li>3. Resource Person fee (offline and online)</li> <li>4. Note Taker Fee</li> <li>5. Local Transport</li> </ol> <p>Referring to sub-heading II. INSTITUTIONAL ARRANGEMENT point d:</p>

		<p><u>Event Organizer should perceive the possible actual numbers of participant of the meeting referring to participant confirmation and should be adjusted on the meeting package and room accommodation requirement. The information should be reported to Project prior the event at the latest 3 (three) days prior the event conducted</u></p> <p>The bidders should inform the project on the total quantity of the confirmed meeting participants at the latest time according to the maximum day of cancellation from the hotel with enclosing the detail of the hotel's policy</p>
14	Q	Whether UNDP will compare the bidder quotation for hotels with UNDP Long-Term Agreement rate?
	A	UNDP will evaluate all price proposals among other bidders
15	Q	How the coordination system in distributing the resource person fee, note taker fee, and local transport
	A	Representative from UNDP KALFOR Project will participate on each meeting through zoom online meeting and will liaise with the vendor representative to ensure the allocation of the honorarium and local transport fee for participant.
16	Q	Where the bidder could put the cost for zoom account on the price schedule?
	A	The information is available on the revised Price Schedule (Attachment to Form-F) enclosed to this Pre-Bid Conference Minutes of Meeting
17	Q	Where the bidder could allocate the cost item for the vendor representative travel to venue location?
	A	Bidder may allocate all the necessary item for travel cost for the vendor representative under: <b><u>"Transportation and Per Diem Representative Selected Vendor"</u></b> in Price Schedule (Form-F)
18	Q	Who will provide the list of participant and resource person as well note taker?
	A	Please refer to the TOR sub heading III. Institutional Arrangement bullet point b where project will inform the vendor at the latest 2 (two) weeks prior the event including list of participants as well resource person and note taker
19	Q	Whether ceiling rate for each LOT will be published?
	A	No, under UNDP rules and guideline the information on ceiling rate for each LOT will not be published to bidders
20	Q	Whether the calculation of the management fee will refer to the total cost of meeting facilitation and personnel fee?
	A	Bidder may submit management fee based on bidders' discretion and should be in the form of percentage
21	Q	Who will be the quality assurance of the Minutes of Meeting that is produced by the Notetaker?
	A	Project will inform the notetaker name along with the list of participants and resource person. Project will be the PIC of the quality assurance of the MoM.
22	Q	Who will provide the graphic asset and design of the backdrop?
	A	Project will provide the design at the latest 2 weeks prior the event

23	Q	Whether it is possible to add more than 2 (two) persons to facilitate the meeting since there will be online meeting as well conducted simultaneously?
	A	It is bidders' prerogative to propose more personnel and the number of listed in the TOR and price schedule are the recommended type of personnel and its quantity
24	Q	Is it mandatory to undertake PCR/SWAB Antigen test for the meeting participant and where the budget allocation could be placed on the price schedule (Form-F)?
	A	Project will work closely with the local government concerning the policy to conduct the meeting on each location in 4 (four) LOTS, the Project will wait until the contract awarding date to adjust the policy that will be implemented at that time and will be informed on the Kick-Off Meeting. Project will be responsible for any cost that relate to this requirement
25	Q	Is it mandatory to submit audited financial report
	A	Please refer to Form B: Bidder Information Form on the section on document that need to be attached. Hence, it is mandatory for bidders to submit audited financial statement in order for UNDP to assess the ability of the vendor to financing the activities
26	Q	Is it permitted that contact person from the vendor could sign the tender document instead name that is stated in the company establishment certificate?
	A	Yes, it is permitted as long there is signed document of Power of attorney
27	Q	How is the treatment if the total participant that attend the meeting exceed the number that stated on the price schedule?
	A	Project will accommodate the additional cost that exceed the number refer/quantity to price schedule (attachment of Form-F)
28	Q	Based on Bidders' Conference, it is explained that the invoice will be prepared and submitted after each event, for example in LOT 1 there are 10 meetings and 10 invoices, therefore please explain how the invoicing should be prepared
	A	In terms of invoicing, all the costs for each meeting which consists of fixed cost and actual cost may be stated, meanwhile for total management fee will follow the percentage that has been specified by the bidder based on the fixed and actual cost of the meeting
29	Q	There are 6 different type of cost that will be billed using fix cost and actual and therefore the total contract amount could be different with the actual expenditure / cost
	A	Correct, for the items that are categorized as actual cost, the invoicing will be paid upon the crosschecking with the supporting documents, such as participants' confirmation before the meeting as well as the meeting attendance on the D-Day
30	Q	How is the calculation and distribution process of local transport for meeting participant?
	A	Local transport will only be given for local meeting participants (origin from venue location area) that attend physically (offline) to the meeting and will only entitle for 1 (one) way will calculation as

		mentioned in the price schedule. Local transport is applied only in LOT 2,3 and 4.
31	Q	How long duration for 1 (one) meeting session?
	A	Per session duration will take approximately 2 – 3 hours
32	Q	Would it be possible that in 1 (one) day there are 2 (two) meetings that will be conducted simultaneously?
	A	Yes, this may be possible between the LOTs
33	Q	When the Minutes of Meeting of the Pre-Bid Conference will be published?
	A	26 August 2021
34	Q	Whether the quantity of participant information stated in price schedule only applied for offline meeting? And how many online participants that will participate on each meeting?
	A	Yes, Correct. The quantity participant that has been stated in the price schedule will only apply for offline meeting and online meeting participant quantity will be various depends on requirement.  Project will inform the vendor both list of offline meeting participant and online meeting participant prior the event.

AMENDMENTS	
1	<b>FORM-F; Attachment to PRICE SCHEDULE</b>  Please refer to the revised attachment of Price Schedule Form F as reference in submitting Bid Price.