

**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/SP4N-LAPOR/132111/029/2021**

**Assignment Name:**

Citizen Satisfaction Survey on SP4N LAPOR! 2021

**Date and Time:**13<sup>th</sup> September 2021 by Zoom Online Meeting
<https://undp.zoom.us/j/81077506821?pwd=QVBhMlhBbWpKNIBRdUJT01RR1RIQT09>

Meeting ID : 810 7750 6821

Password : 735689

**Meeting record:**
[https://undp.zoom.us/rec/share/hjz8\\_boatEFidqpcsX2\\_7AiXmN2qYLozRqrPtyz2w2ijecj3EFeGUTgiH3uecXHK.UiKNS9smG2QkJA15](https://undp.zoom.us/rec/share/hjz8_boatEFidqpcsX2_7AiXmN2qYLozRqrPtyz2w2ijecj3EFeGUTgiH3uecXHK.UiKNS9smG2QkJA15)

Passcode: hjJg8\*67

**Closing Date:**Please refer to the e-tendering system with event ID **0000010337****TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
Information	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 Annex I Description Of Requirement</li> <li>3. Explanation on Annex II - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL</li> <li>4. Explanation on Annex III - Term of Reference (TOR).</li> <li>5. 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	<b>As explained that enumerator will be supporting for offline data collection in 6 project pilot area, how about the other location as the survey aimed to cover 34 provinces?</b>
	A	The 20 enumerators will support for both online and offline data collection in which 6 pilot project area will be conducted offline and the other locations will be conducted



		online/by phone. The data have been provided with our government partner, thus the role of enumerator will be easier without looking for respondent but instead filtering from the data given to select the respondent such as user, admin and others. Then they can contact them for data collection. The number of 20 is a minimal number determined by project to conduct the data collection, but should the bidder propose more enumerator, bidder can propose the detail in the offer which will affect to the proposed budget.
2.	Q	<ul style="list-style-type: none"> <li>• <b>Can bidder propose the personnel from civil servant or should it be from private?</b></li> <li>• <b>For enumerator, should it also be included for the CV?</b></li> </ul>
	A	<ul style="list-style-type: none"> <li>• As stated in the bidder document, there is no limitation criteria, but should the personnel is an active civil servant, the bidder need to include statement letter from the institution which express no objection for the respective personnel to be included on the team and provide the work.</li> <li>• Each personnel including the enumerator should attached the detail CV to the proposal as per requested in the tender document</li> </ul>
3.	Q	<b>Has it been provided related to people with disabilities (PWDs) data/respondent?</b>
	A	In the data provided, there is already data related to people with disabilities that can be sorted/filtered to get respondents who can be contacted, but if it is not found, it can be done by snowballing method. In addition to using a quantitative approach, a qualitative approach is also used by conducting discussions/interviews with CSOs to take respondents with disabilities.

Jakarta, 14<sup>th</sup> September 2021