



## **BIDDER'S CONFERENCE – MINUTES OF MEETING**

RFQ/UNDP/SPOI/149579/018/2021

**Assignment Name: Web Developer RAN KSB Website**

**Date/Time : 10 September 2021, 14.00 GMT +7**

**Place: Zoom Meeting**

**Meeting ID : 874 9565 0622**

### **Closing Date:**

*Please refer to the e-tendering system with event ID: **IDN10 0000008291** date and time of the closing deadline*

**Link to the recorder:** [https://undp.zoom.us/rec/share/ly88udRB\\_6v2n-sm-0BCW7P-\\_qZz0I9gAfStQZQ77-MMDCRVd3VATIJTJrQGAKo6.EHpfilLVQMaJchGr](https://undp.zoom.us/rec/share/ly88udRB_6v2n-sm-0BCW7P-_qZz0I9gAfStQZQ77-MMDCRVd3VATIJTJrQGAKo6.EHpfilLVQMaJchGr) Passcode: CsF50ltz

### **TO ALL INTERESTED BIDDERS**

<b>No</b>		<b>Introduction and Guidance</b>
<b>Information</b>		Bid Conference was opened with the following agenda: <ol style="list-style-type: none"> <li>1. Explanation on RFQ document – administrative issue (closing date, submission &amp; method, delivery place for submitting offers, contract award, etc.).</li> <li>2. Explanation of 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		<div>Q can we get an extension for bid submission?</div> <div>A Please frequently check the Atlas E-Tendering System for more info about possibility of the extension.</div>
2		<div>Q Can you please confirm if non-Indonesian vendors can participate for this bid?</div> <div>A Yes, non-Indonesian vendors can participate for this bid</div>
3		<div>Q Do all documents have to be translated into English?</div> <div>A yes, except the government-issued or certificate did not have to be translated into English.</div>
4		<div>Q can bidders receive the recording of this meeting?</div> <div>A Yes you can find the recording of this meeting on the link above.</div>
5		<div>Q Is there a wire frame from undp or guidelines for standard colors and fonts for developing this website?</div> <div>A There is no specific wire frame from UNDP since the website will be owned by</div>

		the Government, however coordination would take place with the appointed government officer dealing with information system should there is any guidance on standard colors and fonts.
6	Q	The Technical Offer section in the RFQ document mentions 'Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing to be submitted'; however, doesn't have any further details. Can you please provide the same?
	A	You can use annex 2 and annex 3 from this RFQ as the format of your proposal.
7	Q	The Technical Offer section in the RFQ document mentions 'Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing to be submitted'; however, doesn't have any further details. Can you please provide the same?
	A	The statement 'Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing to be submitted' has been deleted/removed.

<b>Amendment of the RFQ</b>	
1.	Deadline in submitting proposal has been extended please refer to etendering system with event ID IDN10 0000008291

