



**BIDDER'S CONFERENCE – MINUTES OF MEETING, and Q&A**  
**RFP/UNDP/RESTORE/153732/031/2021**

**Assignment Name:**  
**Study on Disaster Insurance Readiness in Indonesia**

**Date and Time:**  
Tuesday, 28 September 2021 at 11.00 AM (GMT +7) in Zoom virtual meeting platform.

Recording available at:  
[https://undp.zoom.us/rec/share/oZNkn2Ahn6vfcblM\\_LvCY6PBgw0bn\\_FtGvLsK5to7JzFlmNDkoOEwPhSPjeY9Cep.17UVnUHU3i1jIPes](https://undp.zoom.us/rec/share/oZNkn2Ahn6vfcblM_LvCY6PBgw0bn_FtGvLsK5to7JzFlmNDkoOEwPhSPjeY9Cep.17UVnUHU3i1jIPes)

Passcode: ?C#k5CCn

**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance
<b>Information</b>	<p>Pre-Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Attendance List</li><li>2. UNDP team introduction</li><li>3. Explanation of Annex I - Description of requirements</li><li>4. Explanation of Annex II – Submission Form</li><li>5. Q&amp;A for Annex I and II</li><li>6. Explanation of Annex III – Terms of Reference</li><li>7. Q&amp;A for Annex III</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>	

BID SUBMISSION ASPECT		
1.	Q	In relation to the flexibility to propose the TA, please let us know the OE (Ownership Estimation)/HPS?
	A	We have the budget estimation however it is confidential. Bidder can submit their budget based on activities in the technical proposal.
2.	Q	When is the submission of responses/bids due?
	A	The closing time for this e-Tendering is on 06-Oct-21 @ 04:52 AM (New York time).
3.	Q	Is there a required template for filling out section B, Proposed Methodology for the Completion of Services?
	A	There is no template for methodology. Bidder may use their own template.
4.	Q	Is there also a specific format for the CVs of our personnel?
	A	There is no specific format for CV however as we need a statement from each personnel of his/her availability during the contract duration, bidder may add this statement in the CV and signed by the person.
5.	Q	Is it possible to extend the deadline of submission if we find the difficulty in submitting the proposal due to lots of documents that need to be attached in the e-tendering?
	A	UNDP will monitor the incoming proposal and there is a possibility to extend the deadline if necessary. Bidder may inform to UNDP should they find a problem in submitting their proposal in the system. UNDP will provide support to solve it.
6.	Q	In the tender document, it was stated that there is only 2 key personnel required for the technical assistance. Is it possible to add personnel for public police or legal as the reviewer for the existing regulations?
	A	The key personnel stated in the tender document was based on UNDP own analysis however bidder may add their key personnel if it is necessary in order to achieve the target stated in the proposal. Bear in mind that additional key personnel will also mean that the financial proposal will also become higher than anticipated.
7.	Q	Is the payment term of this contract in lumpsum based (fixed price) or unit price based (reimbursement)?
	A	The payment term of this contract will be in lumpsum based (fixed price).

END

October 4<sup>th</sup>, 2021.