



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP/ATSEA/150456/032/2021

Assignment Name:

- Building Early Warning System for Marine Pollution in Timor Seas, East Nusa Tenggara Province

Date and Time: 21th September 2021, starting 1400 hours (GMT+7)

Meeting ID: 879 5916 3542

Closing Date:

Please refer to the e-tendering system with event ID: **IDN10 0000010454**

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		<p>Bid Conference was opened with the following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offers, contract award, etc.). 2. Explanation on Annex 1 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms (Annex 2) 5. Explanation on the E-tendering system 6. Q & A (going through all sessions)
1	Q	Can bidders get a deadline extension for submitting the proposal?
	A	Yes, the deadline will be extend by 8 th October 2021
2	Q	Are the stakeholders of this project already determined?
	A	Minimum stakeholder that will be involved already determined based on the marine pollution task force in Nusa Tenggara Timur Province and local communities from 4 villages in Rote Ndao
3	Q	How many participants will be invited to the activity?
	A	Minimum of participant are 20 person from multiple stakeholder
4	Q	Should the bidders submit the Education Certificate of the key personnel?
	A	Although it is not mandatory, it will be helpful if bidders also submit the education certificate of the key personnel as proof of their CV
5	Q	What is the required language for all the documents?
	A	All the documents must be in English, except the documents issued by the government or certification.
6	Q	What is the format of the submitted document?
	A	All the documents must be in PDF Format. If copies using other formats are required, UNDP will communicate directly with bidders
7	Q	Is the project scope is based on oil spill or pipeline incidents?
	A	The objective of EWS refers to the lesson learn from Montara incident to

		strengthening capacity building of the local stakeholder and communication from national, local government and community. We want to develop a mitigation plan that can be implemented at the coastal community level
8	Q	Are the bidders will be developing the system in the form of a mobile app or something else or is it just a concept? What is the expected output like?
	A	The platform to be used depends on the bidder. The expected output from the project is a mechanism of information distribution (either top-down or bottom-up). The bidder can propose any kind of platform depending on their strategy (not limited by ATSEA), as long as the end product could be used/adopted easily by the coastal community
9	Q	Can you determine the locations of the village that will be used as a capacity-building location?
	A	The Focus area is in villages on the south coast of Rote Ndao, the journey from the district center is about 3 hours, no need to cross to the island. The number of villages has been determined as 4 villages by the project team, and analysis of marine pollution hotspot for the area is available.
10	Q	For key personnel, is the assessment of the proposal only assessed the 4 personnel mentioned?
	A	Only the 4 that will be assessed in the ToR will be assessed. For additional personnel, they do not give any additional score
11	Q	For 1 month organizing social activities, is it included in 9 months working duration?
	A	Yes, all the activity are inclusive within the contract period, except if there's any force majeure incidents
12	Q	Can you explain about the logistics and resource for that 1 month of organizing social activities?
	A	This will be considered based on the man days required as proposed by the bidders within the proposal.
13	Q	In terms of communication, is the contact person is only Mr. Sestyo and Mr. Yusef?
	A	Yes, all the questions must be directed to Mr. Sestyo and Mr. Yusef, they will discuss the question with the project team if the question is about the ToR.
14	Q	What is the currency that the bidder will be used on the Proposal?
	A	If the bidder is from Indonesia, please use Rupiah as the currency. And for the bidder from outside Indonesia, the currency will be in USD
15	Q	If the bidders are interested in submitting a proposal, should we first click on invitation acceptance, is it an obligation, and is it no later than the 17th?
	A	Yes, you should click the accept invitation. But the deadline not on 17 th September.

AMENDMENT TO THE RFP	
1	The closing deadline for proposal submission extended and please refer to the etendering.partneragencies.org with event ID: IDN10 0000010454