



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

### **RFQ/UNDP/SP4N-LAPOR!/ 173547/011/2022**

**Assignment Name:**

Event Organizer for the 2nd and 3rd Annual Workshop

**Date/Time:** Wednesday, 25 May 2022, starting 14.00 hour (GMT+7)

**Place:** Zoom Online meeting

**Meeting ID:** 892 8378 2285

**Passcode:** 046904

**Closing Date:**

Please refer to the e-tendering system with event ID: **IDN10 - 0000012566**

**Link to the recorder :**

<https://undp.zoom.us/rec/share/NJ7t4FNeDyq5JO5yrfly6tgW9KhL7jOg7LDycxg5NJuv25wzG6PQ9G7fKyqAw1A6.pnULX6OBEXLW5ixP?startTime=1653462227000> (Passcode: S@0XmBim)

#### **TO ALL INTERESTED BIDDERS**

<b>No.</b>		<b>Introduction and Guidance</b>
<b>Information</b>		Bid Conference was opened with following agenda:
		1. Explanation on RFQ document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.).
		2. Explanation on the Data Sheet
		3. Explanation on the Term of Reference (TOR).
		4. Explanation on the Submission Forms
		5. Explanation on in etendering system (ABOVE USD 50K)
		6. Q & A (going through all sessions)
<b>Questions and Answers</b>		
1	Q	Please confirm the component for internet bandwidth since we did not see the item on the annex 3A, has it been included in the required service or we may propose by adding it to the financial proposal?
	A	We have revised and included dedicated internet for 100 Mbps in the annex 3A.
2	Q	Will this event being stream live in YouTube or any other social-media?
	A	Yes, the event will be aired live in LAPOR/KemenPAN-RB YouTube channel and the promotion officer assigned for the workshop, it will coordinate with KemenPAN-RB for the streaming process.
3	Q	What does it mean with headphones as stated in the ToR page 10, Is it headphones receiver for interpretation services? If it is not, what does it mean with 150 headphones?
	A	No, it is not for interpretation purpose but instead the headphones will be provided for those attend offline that wanting to also join online by zoom. As for interpretation services, it will be provided by the project/UNDP (not provided by the organizer).
4	Q	Is there any specification of airlines for the flight of 15 participants from 6 pilot locations by UNDP/related ministry?
	A	No, there is no specification for the flight, but the bidder may refer to the most economic and direct flight and liaise/coordinate further with UNDP project team.

5	Q	Please confirm whether the contributor that have been determined in the breakdown fees such as professional MC, moderator, note takers, resource persons and prayer person, will these contributors (the names) be provided by the project team?
	A	Yes, all the contributors will be informed by the project team, except for professional MC, the bidder may appoint the proposed professional MC.
6	Q	Please confirm whether the proposed venue has to be aligned with government standard cost (SBU) for the meeting and room package or is there any preference venue for by the project team?
	A	There is no specific standard/preference, but it has to be aligned with the qualification that has been stated in the term of reference page 8 and to be coordinated with UNDP & KemenPAN-RB in choosing the venue.
7	Q	Please confirm the layout set up in the main plenary room and break out room? Also please confirm whether the Day-3 will be using meeting room or ball room?
	A	Please refer to the explanation stated on the tender document on the page 8 regarding the setup layout (using the classroom set up).
8	Q	Please confirm whether the zoom account that will be used is zoom webinar or zoom meeting setting? If it's webinar, it will not be able to use breakout room and one account is only to be use for 1 breakout room (cannot be used simultaneously with the plenary).
	A	The breakout rooms stated in the term of reference are the breakout rooms in the hotel (offline), it will be in 3 separates rooms. Thus, it can be using the zoom meeting while each breakout room will be given different zoom link.
9	Q	Please share the link to access and download the tender documents
	A	Please refer to the following link: <a href="https://procurement-notice.undp.org/view_notice.cfm?notice_id=91464v">https://procurement-notice.undp.org/view_notice.cfm?notice_id=91464v</a>

Announcement	
The RFQ reference should be: <b>RFQ/UNDP/SP4N-LAPOR!/173547/011/2022 – Event Organizer for the 2nd Annual Workshop</b>	
Information regarding RFQ Reference in tender document page 1 was mistyped.	
<b>There are two (2) revised documents for bidders to use with file name as below:</b> <ol style="list-style-type: none"> <li>1. ANNEX 3 - RFQ-UNDP-SP4N-LAPOR-173547-011-2022 – Revised</li> <li>2. ANNEX 3 A - RFQ-UNDP-SP4N-LAPOR-173547-011-2022 – Revised</li> </ol>	

Jakarta,  
May 30<sup>th</sup>, 2022