



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP /KALFOR/184165/012/2021

Assignment Name:

Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas ((APL and State Forest) in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)

Date/Time : Wednesday, 25 May 2022 / 10.30 GMT+7

Place: Zoom Online Meeting

Meeting ID : 839 1848 4690

Passcode : 021720

Closing Date:

Please refer to the e-tendering system with event ID: IDN10 0000012446

Link to the recorder:

https://undp.zoom.us/rec/share/jkGJbk9MYgxu1MAJ9gyRY8Qz38qjkVbd_qXRf0XiGb5dM5CxHEHAcNioW9tdkVsn.decoan2JDF0JNVcG

Passcode: p#*Vz1v9

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Bid Conference was opened with following agenda: <ol style="list-style-type: none"> 1. Explanation on RFP 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)
1	Q	Is there a standard price for the price written in the table?
	A	There is no standard price that have to be followed, but bidders can use SBM rates as the price standard.
2	Q	Is it necessary to attach a bank guarantee?
	A	For this mini RFP, it is not necessary to get a bank guarantee
3	Q	Is there a CV format?
	A	There is no standard for cv format, as long as the required information as stated on the tender document has been written.
4	Q	How many years is the track record of the company requested?
	A	There is no limitation on how

5	Q	What are the contents of the CV?
	A	As stated in the ToR, the CV must contain: a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; b) CVs must be demonstrating qualifications must be submitted if required by the RFP; and c) Written confirmation from each personnel that they are available for the entire duration of the contract.
6	Q	Has the number of FGDs been fixed?
	A	Yes it is, if you want to change the number, you have clearly describe it in your technical proposal.
7	Q	What is the standard number of experts?
	A	The standard number of the experts is stated in the tender document page 26
8	Q	Accountability for finances whether lump sum or reimbursement
	A	The payment will be in lump sum based
9	Q	Is there a PAGU/HPS for the total bid reference?
	A	We cannot disclose the budget ceiling for this tender.
10	Q	What language do you use for proposals?
	A	The proposal must be in English
11	Q	Will the Meeting Package be included in the bidding budget?
	A	Yes, the meeting package must be included in bidding budget
12	Q	In the methodology is there a need for other data collection?
	A	The data has been attached on the tender document, but if the bidders see the other data collection is necessary, you can proposed another data collection method in the technical proposal.
13	Q	Is tender involvement for other projects allowed?
	A	The person/vendor that still have on going contract with UNDP can place the bid on this tender. However, you must state that the on going projects/contract will not affect the quality and result of this tender

**Amendment 1 to the RFP
Terms of Reference**

Adding additional information on the scope area under Sub-Heading **B. SCOPE OF SERVICE** from Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas **(APL Forest)** in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)

into

Study of Pragmatical Situation of Forestry And Area Planning and Management in Designated Areas **(APL Forest and State Forest)** in Sanggau (West Kalimantan) And Kutai Kartanegara (East Kalimantan)