



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/HEART/186477/013/2022**

**Assignment Name:**

Software (FMIS) Maintenance Support and Enhancement

Date/Time : Wednesday, 15 June 2022, 10.00 AM (GMT+7)

Place : Zoom Online Meeting

Regist link :

[https://undp.zoom.us/meeting/register/tZcqu2tpzMpHN09uR\\_WgGA8SEYnouBbiJUR](https://undp.zoom.us/meeting/register/tZcqu2tpzMpHN09uR_WgGA8SEYnouBbiJUR)

Meeting ID :

<https://undp.zoom.us/j/83754598369?pwd=dXNmNm9rek5RS3ZpaUJXTmVaOENOUT09> (837 5459 8369).

Password : 351167

**Closing Date:**

Please refer to the e-tendering system with event ID: **IDN10 - 0000012686**

**Link to the recorder:** <https://undp.zoom.us/rec/share/lfxHAMcvVhsHI0FBQgcUQ3IjUhKYtWL6DpY0gb-Ban-6iYY2mN-uZnaObUmCiUJT.8h5ZiJDIOG0d5cOe>

Passcode: FHF3Pb+r

**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
Information	Bid Conference was opened with following agenda: 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)	
	Questions and Answers	
1	Q	How to submit the proposal?
	A	<a href="#">All proposals need to be submitted through related eTendering. There are two documents uploaded (eTendering, Procurement Notice, and UNGM) to guide bidders on how to use eTendering.</a>
	Q	1. There are 4 work assignment mechanism, do bidder has to offer for four options? 2. For training, does UNDP faciliate the training and vendor assist virtually? 3. What is the submission deadline? 4. Does financial proposal has to be PDF format for the protected/encrypted with password?
	A	1. Yes, bidder does. 2. Yes, correct. 3. Please refer to the related eTendering.

		4. The file doesn't have to be always PDF. As long as it is protected/encrypted with password, it is still acceptable. Generally, bidders submit protected/encrypted financial proposal in PDF format.
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Jakarta,  
June 15<sup>th</sup>, 2022