



SECOND BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP /REDD+/185858/011/2022

Assignment Name:

Independent Assessor for conducting independent assessment of the GCF REDD+ Results-Based Payments project in Indonesia

Date/Time : Friday, 24 June 2022 / 14.00 GMT+7

Place: Zoom Online Meeting

Meeting ID : 862 1553 8946

Passcode : 222983

Closing Date:

*Please refer to the e-tendering system with event ID: **IDN10 0000012833***

Link to the recorder: <https://undp.zoom.us/rec/share/QsNc94-ShVmQRPlaQCcW8U8pC00HUecm412fAlnH0xjUGPn2nFGOao-8QoVTjDdg.PzjcPeGepJeQ8YX5>

Passcode: w90=6tQd

TO ALL INTERESTED BIDDERS

| No. | | Introduction and Guidance |
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| 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 | The contract will be with the HQ and we will work together to implement the project? |
| | A | The contract can be offered to your HQ or your Indonesia Branch. |
| 2 | Q | How do you plan for 30 working days in the project because we have other jobs and the people we employ also have other jobs? Because they don't have 30 working days available |
| | A | The working arrangement on how the bidders want to employ your team is up to the bidders themselves, you can employ more people if you think the suggested team members in the ToR is insufficient. However, bidders will have to consider how this will affect the overall financial proposal submitted. |
| 3 | Q | How much lead time do we have before the audit? How are the planning and the scheduling? |

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| | | And what if one of our staff resign when on the duration of the contract? |
| | A | <p>Please refer to the list of deliverable stated in the TOR as part of the RFP/Tender Document. However, those existing dates is subject to the finalization of the selection process</p> <p>The schedule for this assignment will be at least 1 request a year ranging from 2022 - 2025. The final assignment has to be completed before May 2025, which is when the project will close.</p> <p>Bidders are free to propose another staff as replacement as long as they have the same credentials, and qualifications which must be the same/better than the resigned staff. UNDP Indonesia will evaluate the qualifications of the substitute staff before giving approval to the staff change.</p> |
| 4 | Q | Is there a time period/timeline in the contract when the audit will be done? |
| | A | The contract duration will be for 1 month or at least 30 working days upon signing of contract by both parties to 2025. There is no definitive annual timeline on when the project will request the independent assessment because it will depend on readiness of the project's implementing partner. |
| 5 | Q | Is there any statement that specify how long between when the gov't make the request and when the contractor have to submit the required deliverables? |
| | A | Please refer to the TOR on the duration of the contract. The plan is to request the contractor to commence work as early as possible after the request is received. |
| 6 | Q | Will be the bidder be available to visit multiple forest unit in south Sumatra? Or one in south Sumatra and one in Papua? Will the bidder be given flexibility to economize and make it more efficient in terms the travel and etc? |
| | A | The requirement of visit to project site had been specified in the TOR, and it is up to the selected bidder on how to strategize the travel/data collections process. |
| 7 | Q | Is the bidder will be sampling every unit whether they have 0% preparation or 100% preparation? Or is the bidder sampling the one that already prepared? |
| | A | The sampling will be done on the location that meet the key performance indicators and social and environmental safeguard indicators. |
| 8 | Q | When is the revised draft methodology will be available? Can you explain more about the sampling process? |
| | A | The final methodology will be available sometime in August 2022. |
| 9 | Q | How all can be done in 30 days and would you expect that the expert would be split up/separate like some go to one site and the others go to the other sites or you expect that they will go together each sites? |
| | A | This is bidder's privilege in determining how the service will be performed within the required contract duration. |
| 10 | Q | Can the bidders have 2 teams that each team have 5 experts working parallel? |
| | A | This is bidder's privilege in determining how the service will be performed within the required contract duration. How ever, bidders must consider the value for money which will also be part of evaluation components. |
| 11 | Q | Could you describe the role of UNDP during the assessment? |
| | A | UNDP will consider and respect the independent nature of the assessment carried out off and on-site. |