



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/JSB/186845/019/2022**

**Assignment Name:**

RFP-UNDP-JSB-186845-019-2022 - 'Development of emission profile blue carbon, MRV System and carbon pricing strategy for blue carbon ecosystems'.

**Date/Time :** Thursday, 11 August 2022 / 14.00 GMT+7

**Place:** Zoom Online Meeting

**Meeting ID :** 820 6209 0463

**Passcode :** 183544

**Closing Date:**

**Please refer to the e-tendering system with event ID: IDN10 0000013310/ date and time of the closing deadline**

**Link to the recorder:**

[https://undp.zoom.us/rec/share/ymc85JNZDCbSjWe49T2GeMrWJ6mtPWs11yBABVO25gd77PwSX\\_BPYA0t\\_zE9S0Esx.mootAP7Oo2Y0vK9E](https://undp.zoom.us/rec/share/ymc85JNZDCbSjWe49T2GeMrWJ6mtPWs11yBABVO25gd77PwSX_BPYA0t_zE9S0Esx.mootAP7Oo2Y0vK9E)

Passcode: 738\*@wwE

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<b>Information</b>		Bid Conference was opened with following agenda: <ol style="list-style-type: none"><li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery place for submitting offer, contract award, etc.).</li><li>2. Explanation on the Data Sheet</li><li>3. Explanation on the Term of Reference (TOR).</li><li>4. Explanation on the Submission Forms</li><li>5. Explanation on in etendering system (ABOVE USD 50K)</li><li>6. Q &amp; A (going through all sessions)</li></ol>
1	Q	What is the format of the proposal, Microsoft power point or Microsoft word ?
	A	The format is in PDF.
2	Q	in the UNDP Global Websites showed that this tender is "below 100k". So the max cap for this job is USD 100k?
	A	The amount showed in the websites, is not reflect the maximum cap of this tender.
3	Q	I previously have submitted proposal technical and financial in another tender with my Account. And now I can't open my account now. What can I do?

	A	If you have any problem with e-tendering, please kindly send an email to <a href="mailto:Sestyo.wicaksono@undp.org">Sestyo.wicaksono@undp.org</a> and <a href="mailto:yusef.millah@undp.org">yusef.millah@undp.org</a> .
4	Q	Has similar project been conducted previously? Or is this a brand new blue carbon profiling?
	A	This assignment is to support the Ministry of Marine Affairs and Fisheries to develop carbon profile and will be officially published by the government
5	Q	Is the in-scope blue carbon emission profile only limited to mangrove, seagrass, and tidal salt marshes?
	A	Yes, for the blue carbon it is limited to mangrove, seagrass, and tidal salt marshes.
6	Q	Is the carbon profiling only implemented in Jabodetabek area and not nation-wide?
	A	The scope of the work is national, not only Jabodetabek
7	Q	Does the UNDP team have experience applying the IPCC 2013 guidelines on wetlands?
	A	TOR written that the bidder should use IPCC 2013 guideline on wetland
8	Q	Is the consultant in charge of collecting the facility level data?
	A	If bidder need to go to facility level, this is part of the technical proposal written by the bidder
9	Q	Must the bidder be an Indonesia registered company or can it be a consortium / foreign firm?
	A	Yes, the company can be consortium or foreign firm.
10	Q	Our technical proposal is fill the criteria. but after financial proposal admit to open, we loss our chance. How bidders can improve our financial proposal?
	A	Company can improve the chance to win this tender by giving UNDP the best price that you can give.
11	Q	Is there a requirement for the 3 experts to be fluent in Bahasa Indonesia? It might be a bit challenging to find experts that fulfill both the academic & language criteria
	A	Fluent in Bahasa is not Mandatory requirements.
12	Q	If it is foreign company, would you elaborate what are the licenses needed to participate in the tender?
	A	You can use your country/state/federal government company registration, and tax license issued by Government.
13	Q	If the experts should be mostly on ground or can they join the engagement through virtual means?
	A	Yes, they can join the engagement via zoom or any virtual engagement. Although, you also can include the air fare in the financial proposal.
14	Q	Can we submit a base proposal + alternative proposal (with exclusions on certain scopes)?
	A	No, you only can submit 1 proposal.
15	Q	For university institution, could the business licenses means just Decree of Establishment letter from Rector or others explanation?
	A	Yes, you can use decree of establishment letter as the business license

16	Q	For the experts, can we hire the Civil Servants?
	A	Yes, but you must attach the release letter that stated that the personnel will not receive any salary when involved in the project from the organization.