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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A
RFP/UNDP/RCO/196154/030/2022
National Consultancy for Baseline Assessment on Inclusive HR

Date and Time:

29-September-2022 @ 14.00 hrs (GMT +7) via Zoom-Link

TO ALL INTERESTED BIDDERS

Introduction and Guidance		
Information		<p>Bid Conference was opened with following agenda:</p> <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. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	<p>Annex 2; E. Cost break down by cost component.</p> <ol style="list-style-type: none"> 1) Should we submit all the invoices? 2) Zoom licenses, is it a must?
	A	<ol style="list-style-type: none"> 1) No Need 2) Yes, you are suggested to have it as it will be used for training
2.	Q	Can we add number of personnel?
	A	As long the proposed of the additional personnel still in the scope of work
3.	Q	Where should we put the revenue?

	A	You can add line in II. Other Expenses
4.	Q	What about if qualification of the trainer is high school graduated (no degree)?
	A	It's acceptable.
5.	Q	If the assigned researcher is people with hearing loss, can we add cost for sign language translator?
	A	Yes, you can
6.	Q	Is the CV required for all proposed personnel?
	A	Yes, CV must be submitted for all proposed personnel.

3-October-2022