



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFQ/UNDP/SPOI/153201/028/2021

Assignment Name: Event Organizer for Sustainable Palm Oil Initiative's Series of Webinar

Date and Time:

September 17th, 2021, starting 1400 hour (GMT+7)

Location:

Zoom Online Meeting

Meeting ID : **811 6599 1033**

Passcode: **undpspoi**

Link to the recording:

https://undp.zoom.us/rec/share/SGRwOtm6sSZseqAA_66781BEnTCAjrPeKF1J_JRpBJjsx77tKmqHzTGfF-FeOMye.lhbMuq-ysreNRKeU

Passcode to the recorder: **A^Y7q\$RR**

Closing Date:

Please refer to the e-tendering system with event ID **IDN10- 0000010373**

TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance	
Information	Bid Conference was opened with following agenda: 1. Explanation on RFQ document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on Section 1 – This Request Letter 3. Explanation on Section 2 – RFQ Instruction and Data 4. Explanation on Annex 1 – Schedule of Requirement. 5. Explanation on Annex 2 – Quotation Submission Form 6. Explanation on Annex 3 – Technical and Financial Offer 7. Q & A (going through all sessions) <i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i>	
Q&A session is incorporated into the below minutes		
1	Q	Regarding the translation of the subtitle, will it be provided by SPOI team or selected bidder?
	A	The subtitle for the youtube video shall be provided by the vendor. The project will only provide interpreter during the webinar.
2	Q	Will all of the events be held online?

	A	Yes, all events will be held online.
3	Q	Will the timeline of the event be in weekly basis?
	A	The timeline of the event is planned weekly. However it may change depending the tender process as well as resource persons' availability. However, the number of webinar remains 10 webinars.
4	Q	Since the professional fee is not included on technical and financial offer, why should it be done by the bidder?
	A	The professional fee shall be included in the financial proposal. Please refer to Annex 3.
5	Q	Will the panelists and SPOI team be present on the meeting venue or just by remote? And then, will there be special request regarding the venue or is it decided by EO?
	A	For now, the arrangement is fully online. Should there be any changes, the project will take care the venue.
6	Q	What will be the main language of the webinar?
	A	The main language is Bahasa Indonesia but there are two webinars that involve foreigners so the language maybe adjusted accordingly. Nonetheless, there will be interpreter service from Bahasa Indonesia to English and vice versa.
7	Q	For the interpreter, will there be close caption or not in the credit? and will the transcription be uploaded to youtube?
	A	Yes there will be close caption and uploaded into youtube.
8	Q	Regarding the moderator, is it mandatory that the person should be news anchor?
	A	Yes, the moderator shall be news anchor or equivalent.
9	Q	Can the project explain the communication item on the breakdown cost part?
	A	The communication budget component is for the EO personnel's communication cost, i.e. phone and internet. The bidder is free to propose the number of personnel and communication cost in the financial proposal.
10	Q	For resource person allowance up to 40 persons, who are those 40 persons?
	A	The 40 persons are the total number of resource persons for all ten webinars.
11	Q	Is the total lumpsum price mandatory to be equal with the breakdown cost?
	A	Yes, it is. Please refer to Annex 3.
12	Q	Can we add the additional fee for moderator on the breakdown cost?
	A	Yes, please refer to Annex 3.

AMENDMENTS	
1	<p>Annex 1 – Schedule of Requirement, point no. 4. Scope of Work, sub point 2. D-day and 3. Post-Event, should be written as follow:</p> <p>2. D-Day:</p> <ol style="list-style-type: none"> a. Provide briefing session for all speakers b. Oversee and coordinate the webinar broadcasting system in Zoom platform and YouTube Livestream

	<ul style="list-style-type: none"> c. Ensure the interpreter (Indonesian to English, vv.) feature in Zoom platform can be utilized d. Provide moderator and MC service with the following roles: <ul style="list-style-type: none"> • Give introduction (including the housekeeping) and closing remarks (including the conclusion) of the event • Ensure the event flow according to the agreed agenda • Facilitate the discussion and Q&A session throughout the event e. Provide transcription service in Indonesian, and translate it into English, to be uploaded as subtitle for YouTube Livestream after the event f. Select and provide note-taker service, to develop minutes of meeting g. Control the traffic in Zoom and YouTube Livestream platform (including mute, unmute, facilitating chatbox, etc.) h. Oversee the waiting room feature in Zoom platform i. Facilitate the use of polling feature in Zoom platform (if needed, TBC) <p>3. Post-Event:</p> <ul style="list-style-type: none"> a. Conduct evaluation meeting with UNDP-SPOI b. Develop one short article on the webinar event (2-3 pages) c. Prepare the Implementation Report. d. Support the certificate distribution (with auto-filling system, if possible) and the event materials through Cloud link e. Upload the Indonesian and English subtitle in YouTube platform
2	<p>Annex 1 – Schedule of Requirement, point no. 6 Qualification of Key Personnel, should be written as follow:</p> <ul style="list-style-type: none"> a. Event Producer (1 person) <ul style="list-style-type: none"> • Bachelor’s Degree in any discipline • Minimum 5 years working experience on communication/media/event organizer b. Assistant Producer (1 person) <ul style="list-style-type: none"> • Bachelor’s Degree in any discipline • Minimum 3 years working experience on communication/media/event organizer c. Communication Specialist (1 person) <ul style="list-style-type: none"> • Bachelor’s Degree on communication, media, advertisement, marketing • Minimum 5 years of experiences in the field of communication, social media, digital campaign and digital creative • Has experience on writing article for media and op-eds d. Operator/technician (2 persons) <ul style="list-style-type: none"> • 3 years Diploma in any discipline

	<ul style="list-style-type: none"> • Minimum 3 years working experience on communication/media/event organizer <p>e. IT (1 person)</p> <ul style="list-style-type: none"> • 3 years Diploma on computer science, informatic, engineering • Minimum 3 years working experience on IT/media/event organizer <p>f. Guest Booker (1 person)</p> <ul style="list-style-type: none"> • 3 years Diploma on marketing, sales or related discipline • Minimum 1 years working experience on media/event organizer <p>g. Graphic Designer (1 person)</p> <ul style="list-style-type: none"> • 3 years Diploma on graphic design • Minimum 3 years working experience on media/event organizer <p>h. Moderator</p> <ul style="list-style-type: none"> • Master's degree in any discipline • Minimum 10 years working experience as national TV anchor or event <p>i. Note taker</p> <ul style="list-style-type: none"> • 3 years diploma in any discipline • Minimum 3 years working experience on media/event organizer or literature <p>j. Admin (2 persons)</p> <ul style="list-style-type: none"> • 3 years Diploma on marketing, sales or related discipline • Minimum 3 years working experience on media/event organizer
3	Annex 3 – Technical and Financial Offer – Service <i>Please refer to the Annex 3 Technical and Financial Offer -Service _REVISED</i>
4	The closing deadline for proposal submission extended into Monday, 27th of September 2021, 09.00 hour (GMT+7) <i>(please refer to e-tendering with event ID: IDN10- 0000010373)</i>