



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP No.: RFP/UNDP/ASSIST/196827/034/2022**

**Assignment Name: Technical Guideline for Thematic Municipal Bonds Issuance in Indonesia**

Date/Time : **Wednesday/2 November 2022 ; 02:00 PM (Jakarta, Indonesia)**

Location : **Zoom Online Meeting**

Meeting ID : **849 0005 9950**

Passcode : **385388**

Meeting Link : <https://undp.zoom.us/join/84900059950>

**Closing Date:**

*Please refer to the Quantum system with event ID: **UNDP-IDN-00017***

**Link to the recorder:**

[https://undp.zoom.us/rec/share/UuCOk\\_Et3PPpjtj\\_SdNfQj5wTDsoCB](https://undp.zoom.us/rec/share/UuCOk_Et3PPpjtj_SdNfQj5wTDsoCB)

[z0WUx8vLBALlGp4xGUBLUtkdXnIgyFwFp.U67YeU46IS4ORoTo](https://undp.zoom.us/join/84900059950)

Passcode: @h7Rt0&q

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<b>Information</b>		Bid Conference was opened with following agenda: 1. Explanation on RFP document – administrative issue 2. Explanation on Annex 1: Description of Requirements 3. Explanation on Annex 2: Form for Submitting Service Provider (Contractor)'s Proposal (pdf and word document) 4. Explanation on Term of Reference 5. Explanation on the Submission Forms 6. Q & A
1	Q	Is there any expectation on the level of detail that the operational manual needs to go into, that you'd like to lay out?
	A	Yes, we expect the technical guideline to be as detailed as possible since we envision it to be a handbook that covers the step-by-step process that are key to developing thematic municipal bonds and sukuk. The guideline thus needs to cover details from the pre-issuance—including the preparation phase, the feasibility study steps, etc.—moving on to the issuance phase e.g., the book building, the pricing, the structuring, and in the case of thematic municipal bonds, all the way to the post issuance requirements—these includes allocation and impact reporting. So, this would be very technical and practical handbook
2	Q	Also, could you confirm on the potential users for the manual - is this mainly for sub national governments that will be issuers of such debt?

	A	The main potential users would be the sub national government at the provincial level, regency level, or city level so the government at the sub national level is expected to benefit the most from this guideline.
3	Q	Can we get the soft file of the presentation materials that were/are presented?
	A	The files can be access here : <a href="https://procurement-notice.undp.org/view_negotiation.cfm?nego_id=591">https://procurement-notice.undp.org/view_negotiation.cfm?nego_id=591</a> <a href="https://www.ungm.org/Public/Notice/185409">https://www.ungm.org/Public/Notice/185409</a>
4	Q	For the 60 work days, will UNDP be helping us with the potential dates for interactions that will drive the workplan, or is this linked to the workplan submitted by us?
	A	It can work both ways. UNDP will try to identify some key milestones dates especially when it comes to interaction with the government and inform the service provider, but it is welcomed and expected that the service provider to actually identify themselves and we can make adjustments as we go—understanding that dynamics of working with the ministry institutions can sometimes will be challenging
5	Q	Should the technical and financial proposals be separated into different files?
	A	Yes, the technical and financial proposal submitted separately
6	Q	Also, could you please send us the CV in Word format? Because the link you provided only contained CVs in PDF format
	A	The sample of CV template is provided in pdf format only
7	Q	Is there a budget cap? I see that one of the document says this is for tenders below \$50,000
	A	The General Terms and Condition (GTC) that uses for this tender reference is GTC for Institutional (De Minimis) Contracts. However, the contract will be awarded to the highest combined score proposal based on the technical offer and price offer.
8	Q	Regarding the criteria (Personnel Competencies and Skill Requirement section) that all the experts need to be fluent in both Indonesian as well as English. Is that a necessary criteria? or we have be ready? We obviously fully understand that many of the conversation will be made widely bilingual. Some of the team can and some of them can not?
	A	Ideally, we would like to have all the team members to be fluent both in Bahasa and English. However, if some of the team members only fluent in one of those, we still can accommodate. As we mentioned that most of the conversation would be in Bahasa if not bilingual so at least one team members can converse in both.
9	Q	Just a confirmation referring to your explanation based on the TOR. So, this is actually first of all it's a guideline for the channel municipal bonds and also for the syari'ah or sukuk so it does not include green bond for example because previously based on the discussion with the Ministry of Finance, that if we want to build the guidelines it has to be very specific because it's type each of bonds have their own characteristics meaning that step by step process can be different right from the beginning. Just to confirm, so this project is actually for municipal bonds in general or in also syari'ah or sukuk ?
	A	Yes, it is a technical guideline and it cover municipal bonds as well as municipal sukuk bond or in Bahasa 'obligasi daerah' and 'sukuk daerah' those two are taken from Undang Undang HKPD from Law No. 1/2022. In this technical guideline, while we don't explicitly mention "green bond", we do expect thematic bonds. In principal, thematic bonds, whatever the labels, are quite similar in the sense that there are additional requirements that need to be fulfill by the issuer from pre-issuance to the

		post-issuance and some initial references can be seen in the footnote number 5 in Term of Reference Page 2.
10	Q	How about technical guideline for the submission of the proposal?
	A	This is the link for Quantum supplier guidance: <a href="https://procurement-notices.undp.org/docs/UNDP_Quantum_User_Guide_For_Suppliers_May_2022.pdf">https://procurement-notices.undp.org/docs/UNDP_Quantum_User_Guide_For_Suppliers_May_2022.pdf</a> And this is the recording of Quantum supplier webinar : <a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a>
11	Q	When conducting the technical evaluation, Will you only looking at the individual CVs credentials? or Would you also be consider the firm credentials?
	A	We would be looking into the CV the competency of the personnel and we also look at the track record and the competency of the institution itself. It's a holistic evaluation on the institution and individual level.
12	Q	Can we propose additional staff? As there are experts required for all interactions but there's other works that will work be done by more leverage level
	A	Yes, you can propose additional staff. Reassure that it fits your technical proposal' approach, methodology and also the financial proposal.
13	Q	If the supplier has a contract with UNDP before in ATLAS, Should we also need to register to Quantum?
	A	Yes