



Indonesia

QUESTION & ANSWER (BIDDER'S CONFERENCE)

JAKARTA, 3 JULY 2008

Project code:

RFP/UNDP/GOV-AJP/010/2007

Assignment Name:

Justice Education and Training (JET) Programme for Formal Justice Providers

Closing Date for the Submission of the Proposals:

31 July 2008 (Jakarta Local Time)

TO ALL INTERESTED BIDDERS

Bidder's Conference was opened with following agenda:

1. Brief presentation on the AJP project.
2. Brief explanation on the Term of Reference (TOR – Annex IV).
3. Brief explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting quotation, etc) – page 1 and 2 of the RFP.
4. Brief explanation on the Technical Evaluation Criteria (page 9 of the RFP).
5. Brief explanation on price schedule (Attachment III)
6. Some additional tips regarding the tender submission:
 - a. Stick to the TOR; it is not necessary to provide some additional activities that are not mentioned in the TOR.
 - b. Make sure that the technical proposal matches with the price schedule (e.g. activities that are mentioned in the technical proposal should also be mentioned in the price schedule along with the detail costing).
7. Q & A

The above explanation has been stated on RFP document. Bidders are encouraged to carefully read the RFP document before preparing the proposal. Any additional questions after the Bidder's Conference can be sent to karla.dalimunthe@undp.org and cc to francisca.soesanto@undp.org.

Here below are Answers to Questions raised regarding the above assignment:

NO		SUBJECT
1	Q	What is the different between the current Request for Proposal for JET with the earlier one issued in February 2008?

	A	The earlier tender include training for both the formal and informal justice providers whereas the current one only training for the formal justice provider. In addition, some revisions were also made to the TOR.
2	Q	Can bidders realign several numbers of trainings into one?
	A	Bidders have to make a judgment whether the target audience for the trainings that would be combined is the same.
3	Q	Considering that Registrars and Bailiffs have different needs, should Registrars and Bailiffs be trained separately?
	A	Yes.
4	Q	Where should the training be conducted; in the province or the sub-districts?
	A	It will be the bidders decisions as to where would be the best place to hold the training taking into account the number of person-days limit the resource persons/experts can have. If you have to go beyond the limit, a well-written justification needs to be provided.
5	Q	Is there any limit on the number of person-days for the Project Management Unit's (PMU) staff?
	A	It is expected that the PMU staff will work equal to the length of the project (i.e. 10 months). The PMU should be composed of one Office Manager/Team Leader, one M&E Officer, one Finance Officer, one Admin Assistant, and one Logistics Assistant. This aforementioned PMU structure is strongly recommended. Any deviation from the structure in the bidders' proposal will require a justification.
6	Q	Should PMU be based in Aceh?
	A	Yes. The Team Leader, however, along with some staff or expert as need be, would travel to Jakarta for technical meetings with Supreme Court and relevant institutions. Within 45 days, only one travel visit is allowed for four people for project purposes either from Jakarta to Banda Aceh or from Banda Aceh to Jakarta with maximum 4 days of stay.
7	Q	Can an international expert be replaced by a national one?
	A	Hiring of the International Expert is optional and could be replaced by a suitable national expert with person-days of up to 40. It is at the discretion of bidder to propose the composition of team and each key position.
8	Q	Who will be paying the logistical support (e.g. meal, accommodation) of the participants?
	A	The selected Responsible Party will be the one who will arrange the transport and accommodation of the participants as well as the per diems. An official government per diem rate uploaded in the UNDP website under this tender shall be used for the participants' logistical support.

9	Q	Can bidders do cost sharing with other project for the PMU?
	A	Yes. Bidders, however, should provide a breakdown on the activities and division of cost as detail as possible in the Price Schedule.
10	Q	It is written in the price schedule that all prices quoted must be exclusive of all taxes. Is this including salary for the staffs and experts?
	A	No. Bidders need to put the nett cost for the salary. If bidders require UNDP to provide supporting documentation related to the tax exemption for the other costs, UNDP will be able to provide this.
11	Q	Should bidders submit all CVs or only the five positions mentioned on page 21 of the tender document?
	A	At minimum, bidders have to submit the requested five positions mentioned on page 21. If bidders can provide more, it is alright. All CVs have to be signed by the correspondence person.