



ONE ASEAN
ONE RESPONSE

Minutes of Meeting

Pre-bid/Technical Meeting - ASCEND Trial Simulation EO`

Monday, 12 September 2022

(1:30 PM – 2:20 PM JKT Time)

Participants:

1. AHA Centre
 - a. Anna (Procurement)
 - b. ASCEND PMT (Andrew, Excel, Haura and Dara)
2. Bidders
 - a. PT Gandewa Pramadya Arta (Gandewa Event Creator) - Sabila Yunita
 - b. CV Ditya Reka Kreasi (nuforce communications) - Ruji & Siska
 - c. Gandewa Pramadya Arta (gandewa Event Creator) - Dirga Octafiant
 - d. DAMIA CONVEX - Tiara Hasibuan
 - e. Sejahtera Kreasi Nusantara - Ibnu Rusd Asyakir

Point of Discussion

1. Administration Process

- a. Technical specifications (as mentioned on the tender dossier).
- b. Schedule: The deadline for the submission is on 23 September 2022 at 23:00 JKT time. Any late submission will be rejected, and all submission documents must be submitted in a password enclosed document and the password will be shared the following day.
- c. Bidders must direct their queries to Procurement team at procurement@ahacentre.org with cc to Ms. Excel Botigan at excel.botigan@ahacentre.org and Ms. Haura Mayang at haura.mayang@ahacentre.org before 15.00 JKT time of 14 September 2022. All queries will be replied at the following day on 15 September 2022 the latest.

- d. All PPTs will be shared to the meeting participants alongside this meeting minutes after the meeting concludes.
- e. For the Tender Dossier, bidder should use the templates provided by the AHA Centre, but feel free to make component adjustments within the scope of the templates.
- f. All the item cost should already include the EO fee and tax. The AHA Centre could not pay any separate EO fee that's not included within each item.
- g. If possible, please include travel insurance for participants on the quotation that covers COVID-19 related services and can accommodate foreign nationals and foreign currency transfer.
- h. AHA Centre is eligible from Tax Exemption and will prepare the necessary documents as needed.

2. Technical Process

- a. Flight ticket specification: All flight tickets should be reserved with the most direct and economical tickets available. The EO is responsible for contacting the participants directly to confirm their arrangements (dates, name, time, etc) in a formal manner. Hence, fluently in English is necessary.
- b. Land transportation cost, for participants who prefers to travel with train/taxi from outside of Bogor (ex: Jakarta, Bandung, or other city) will be paid according to the actual cost. However, if participants decided to use their own car, AHA Centre approval is needed to reimburse the gasoline.
- c. DSA (Daily Subsistence Allowance) will be transferred to participants directly by AHA Centre. If bidders want to provide AHA Centre with additional service for DSA transfer effectively, please bear in mind that the DSA will be distributed in USD.
- d. The appointed EO is responsible to arrange the airport transfer (airport – hotel – airport) for all participants.



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- e. Please make sure the hotel has a stable and fast internet connection (if additional arrangements or charge is required, please state so).
- f. All design will be provided by AHA Centre. The appointed EO will only need to support the printing process of all the visibility materials.
- g. For all tentative service, kindly separate it from the fixed components and just include it as options or the adds-on within your service. The tentative service seeks by the AHA Centre are:
 - Surveillance camera or just any regular camera to observe the trial simulation process.
 - Hybrid meeting arrangement equipment. Including the video recorder and sound system setting for enabling hybrid meeting.
 - Edited video from the day-1 and day-2 documentation.
- h. Official welcoming dinner will be conducted on Day 3. The venue can be arranged in the hotel or within the walking distance from the hotel. We could not cover the extra transportation cost for this item.
- i. Hotel-accommodation related question:
 - i. As for now, hotel/accommodation of the participants should be located in Bogor City (preferable) or Sentul area. Please bear in mind that, since the AHA Centre will not provide participants with dinner, hotel location should have close proximities to restaurants.
 - ii. Hotel should be at least a 4-star hotel.
 - iii. Room arrangement: 1 room per participant, double bed.

Q & A session is already included on the Point of Discussion above and is already categorised according to the process.

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