



ONE ASEAN ONE RESPONSE

Meeting Notes

Pre-Bid Meeting

Full Stack Web Developer of Grant and Partnership Management Portal

17 March 2023, 14.00 – 15.00 Jakarta Local Time

Platform: Zoom

Participants: TNH, WIN, INA, NNF, Respective Bidders

A. Background:

The AHA Centre team conduct clarification for Term of Reference of Full Stack Web Developer of Grant and Partnership Management Portal Consultancy to Respective Bidders to raise questions.

B. Discussion

1. Proweb – How many team members of consultant AHA Centre prefer?

The number of team members is determined by vendors.

2. Infotech – Is the consultant will be working hybrid or onsite?

The consultant will be working hybrid and they should be working onsite too when needed.

3. Suitmedia – From the commercial aspect, will the consultant need to give dedicated resources for body hire?

It is depending on the resource person that vendor has. The team will consist of dedicated personnel who can work together to achieve its objectives.

4. PT Maginate Kreasindo – Please elaborate briefly what kind of website that wants to be built and the purpose of it?

The portal will be used for our internal purposes, with CRM Basis, for AHA Centre to compile and track Grant and Partnership in one web base, where the donor can also access our portal to see the milestones between AHA Centre and them.

5. PT Mostar Studio Indonesia – If we were working hybrid and when needed to be onsite at AHA Centre office, is the consultant expected to come in full team?

AHA Centre expects the consultant to send the representatives.



ONE ASEAN ONE RESPONSE

6. Infotech – When will the project be running?

It is expected to be running on 1 April 2023.

7. PT Maginate Kreasindo – What are the qualifications of scoring in terms of selection process of the vendor, based on the percentage of price, quality, experiences, capacity?

The scoring will be based on qualifications of Requirements stated on Terms of Reference, project experiences (portfolio, website project history, etc.), project team members' experience, and price offered. For the percentage of scoring will be considered internally.

Notes:

- a) Considering the limited time, the latest submission is changed on 16 March 2023, COB, to AHA Centre.

Questions from Email:

1. From the ToR (Term of Reference) document, Respective Bidder read that AHA Centre need a full stack developer to help AHA Centre to build an internal web application, is that correct? If yes, so the project type will be in the form of body hire/resource/outsourcing hire, instead of project base? How many full stack developers do you require?

AHA Centre need a full stack web developer to build our internal web-based application. This is not a project base, but a one-off consultancy for 8 months period. AHA Centre assume that Respective Bidders are in a team consisting of two or three members. Therefore, the consultancy works as a team rather than individual. Respective Bidders can decide themselves in the team the segregation of duty to ensure the outputs are achieved.

2. Respective Bidder saw that the timeline of the project will be conducted in 8 months working period, when do you wish the selected vendor should be available to be onboard to the project?

We expect the consultancy will start in April 2023 if all meet our requirements. The length will be 8 months with 2 months in between for User Acceptance Test (UAT) and final enhancement. Please be informed that this development stage is subject to the starting period of delivery.

3. From the required skill list, Respective Bidder saw that there are some programming languages that the full stack developer should have, is it still possible if the full stack developer only has skill on few programming languages? for example only in PHP?

AHA Centre team appreciate all skills the selected vendor has and also expect adequate requirements are met. Therefore, AHA Centre encourage Respective Bidder



ONE ASEAN ONE RESPONSE

to provide all skills set the consultants have and the value added including the latest portfolio for our team to consider.

4. The full stack developer should be working on-site or off-site (remotely)?

There will not be 100% on-site at our office, but the arrangement is that team should be sitting in AHA Centre's office three times or so in a week for ease communication and coordination. AHA Centre will also set an agreement later once you are selected.

5. What is the requirement skills list of Front-End Developer and which stack you would like to utilize?

As you are aware that Front-End deals with the layouts and language programming. At least, the consultants master PHP, Javascript, HTML and CSS. The consultants will need to have good ability to manage framework and library. To summarise this, we strongly encourage the Respective Bidders to submit your portfolio of website you have developed so far.

6. If Respective Bidders are unable to utilize WordPress stack, is it still acceptable?

AHA Centre team strongly recommend Respective Bidders to put the best personnel in a team with adequate skills to deliver the tasks. Therefore, we expect to receive your team's CV along with your portfolio for us to review.

Annex I. Participants:

1. Teuku Nasrullah (ICT)
2. Winarto (ICT)
3. Ilham (Resource Mobilisation)
4. Nadila (Procurement)

Confirmed attendance:

1. Suitmedia
2. PT Maginate Kreasindo
3. Diconic Indonesia
4. Proweb
5. Infotech
6. PT Mostar Studio Indonesia
7. Flitts
8. Logique
9. Onero Solutions
10. PT. Bentuk Warna Citra