Jakarta, 9 November 2018

QUESTION and ANSWER

The question (Q) and answer (A) below is served to response the question and answer session of the Request for Quotation No. ARO RFQ 19-001 “Event Management YSEALI-ENGAGE WORKSHOP”.

Administration

1. (Q): Signed RFQ must be submitted along with the proposal or earlier?
   (A): The signed RFQ must be submitted along with the proposal.

Travel & Accommodation

2. (Q): What are the number of full-board residential meeting package to be ordered?
   (A): Total 52 pax total. The estimated distribution are 44 pax participants, 6 pax mentor, and 2 pax facilitators. Please note that lunches and dinners should be planned for 60 people.

3. (Q): What are number of rooms for participants needed?
   (A): The estimated number of rooms are 22 twin sharing for participants (assuming an equitable gender distribution) and 8 single rooms for mentor and facilitators.

4. (Q): From 6 mentors and 44 participants how many persons need ticket arrangement and what are the preference for the ticket class?
   (A): The ticket class preference is economy class. Mentors will come from Indonesia (2), Cambodia, Vietnam, Singapore, and Malaysia. Forty Four (44) participants are estimated coming from:
   a) Indonesia (based from Jakarta)
   b) Thailand (based on Bangkok)
   c) Singapore
   d) Malaysia (based on Kuala Lumpur)
   e) Philippines (based on Manilla)
   f) Vietnam (based on Ho Chi Minh)
   g) Myanmar (based on Nay Pyi Taw)
   h) Cambodia (based on Pnom Phen)
   i) Brunei (based on Brunei Darussalam)
   j) Laos (based on Vientiane)
k) Timor Leste (based on Dili)

The breakdown of source locations will not be known until later in the participant selection process. The vendor will make a best estimate now. The vendor will be responsible for facilitating travel from the participant’s location of origin to the workshop in Bandung, including when the participant comes from somewhere other than the capital city.

5. (Q) : What are the financing strategy for the airfare, the selected vendor will book the ticket for participants or reimbursement system?
   (A) : The selected vendor will book tickets for participants after handling all communication and ensuring that participants are comfortable with proposed itineraries.

6. (Q) : For the transfer in & out from Bandung Airport or also from Jakarta Airport what is the RTI preference, buy shuttle bus/car or reimbursement system?
   (A) : Shuttle bus or car from Bandung Airport would be fine; whatever the vendor prefers and ensuring that the participants are comfortable.

7. (Q) : Regarding visit to local community health center which local community health center will be visited, it is a half day or full day activity, does the vendor should arrange the transportation and responsible for the meals and snack, and how many times will be the site visit?
   (A) : It will be one-time, half-day activity. The selected vendor will be responsible to arrange the transportation and meals. The community health center will be decided jointly by the Dept of State and RTI later.

8. (Q) : As for the transportation for a visit to a local community, would there be any other program afterward like free program for shopping or else?
   (A) : We would welcome vendor recommendations.

9. (Q) : What is RTI expectation on visa arrangement?
   (A) : Selected vendor is expected to be responsible for visa arrangement for participants & mentors if needed (all ASEAN plus Timor Leste). One facilitator from India and one facilitator from the U.S. will also need visas, which the vendor may facilitate but which the facilitators will pay directly.

10. (Q) : When will RTI provide complete list of participants (LoP)?
    (A) : The complete list of participants will be provided by mid-February.

11. (Q) : Please confirm if the selected vendor shall make flight arrangement for facilitators.
    (A) : No. The flight arrangement for facilitators will be managed by RTI.
12. (Q): Refers to Fly America Act, from the majority of participants and facilitators country of origin there will not be American carriers in this regard will alliance of American carrier be acceptable?  
(A): Yes, this is acceptable.

13. (Q): Shall be the hotel is a US base international 3-star hotel chain and the rate follows the maximum lodging?  
(A): This is not a mandatory to use US based international 3 star hotel chain. In term of hotel rate, RTI is looking for hotel with a competitive price and also meeting the workshop requirements. The costing and hotel proposed will be considered as part of the evaluation process. Selected vendor shall submit a financial report with supporting document of the total actual expenses.

Program

14. (Q): Is there any initial workshop program can be shared for our reference?  
(A): Please see attached for a draft agenda, subject to revision. Please note that the date will be April 28-May 4, 2018.

Workshop Facilities

15. (Q): What is the requirement for the meeting room?  
(A): 1 (one) main meeting room (capacity 60 pax) and 2 breakout room (capacity 20 pax) will be used for full 5 days, with most likely be roundtable arrangement.

16. (Q): What are additional equipment for the workshop besides the basic ones (like flipchart, additional mikes, etc)?  
(A): The vendor should budget for a sound system, projector, flip charts, microphones, participant materials (nametags, stationery, pamphlets, training binders, and presentation flash disk). Please also plan to print 60 matching t-shirts for all participants and a group photo for all participants. Please provide one standing banner to advertise the workshop, but note that a backdrop banner will not be required, as we can project information about the workshop to the front of the room instead.

17. (Q): What kind of token of appreciation for participants that RTI expect?  
(A): The vendor will print certificates for participants. For mentors and local guests, the vendor could provide an Indonesian souvenir of the vendor’s recommendation. In addition, please plan to procure 55 token items that will be printed with the YSEALI-ENGAGE logo, such as small pouches/bags or reusable shopping bags that can condense. Please procure
10 portable chargers/power banks, which will be awarded to select participants during the workshop.

**Communication**

18. *(Q)*: Invitation list will be received from Workshop Committee?
   *(A)*: Yes

19. *(Q)*: For hard copy invitation, is it in letter format or in printed card format?
   *(A)*: Letter format, sent by email. We do not expect hard copies of invitations.

20. *(Q)*: Are all invitation should be sent via courier (even for overseas participants) or by email is sufficient?
   *(A)*: Email will be sufficient.

**Media Promotion**

21. *(Q)*: Is press conference needed prior to the workshop and during workshop (Day 1)?
   *(A)*: RTI prefers to have a press release instead of a press conference. The Department of State will facilitate press interactions, but will need inputs such as video clips and photos to promote.

22. *(Q)*: Please elaborate more specifically about “media promotion of the event”.
   *(A)*: Selected vendor may budget for a videographer to film the event and also to design the stationaries and communication materials such as video (full recordings of keynote speakers; video clips for selected other highlights), a group photo, certificates, 1 (one) podium board, 1 (one) standing display banner, and a registration desk. The vendor should take full video of the opening and closing ceremonies, and other priority sessions as advised. For the remainder of the workshop, especially the site visit, the vendor will take and quickly provide video clips, which YSEALI public affairs folks will disseminate. Audio recording is not necessary.
23. (Q) : How Many Media representative that targeted by RTI to be invited to the event?
   (A) : YSEALI will invite media representatives. The vendor will be responsible for welcoming representatives and providing content to be shared, such as the press release and video clips. The vendor should expect a VIP table of high-level dignitaries at both the opening and closing dinners, which may include a governor, mayor, and ambassador with their spouses. The vendor would be responsible to make these dignitaries welcome and follow appropriate protocols to honor them.

   **Speaker Fee**

24. (Q) : On pricing format, there is Speaker Fee component. How much is the cost and the payment arrangement?
   (A) : Vendor may budget a ceiling of $1,250 for speaker compensation; RTI will determine later how much is the final amount and selected vendor make the payment to them.

   **Catering**

25. (Q) : When the welcome Dinner will be held?
   (A) : on Workshop Day 1

26. (Q) : When the Farewell Dinner will be held?
   (A) : on Workshop Day 5

27. (Q) : During Welcome Dinner & Farewell Dinner, is it necessary to provide cultural performance or acoustic music or any other entertainment?
   (A) : Yes. Vendor can propose some cultural performance or activity.

28. (Q) : Do you need MC for the welcoming and farewell dinner?
   (A) : Yes.

29. (Q) : What are the maximum budget for meeting packages (2x breaks,lunch, and dinner)?
   (A) : Vendor refer to the available Meals and Incidental (M&EI, minus incidental). More detail information of the M&IE rate are available in this website [https://aoprals.state.gov](https://aoprals.state.gov). The rate is available under the Allowance rate section and the breakdown in Annex B under the per diem section.

30. (Q) : What is RTI preference for the lunch provide during the field visit, to have lunch at the restaurant or lunch boxes?
   (A) : Lunch boxes on the day of the field visit will be acceptable.
31. **(Q)**: Since lodging and meals are already provided, does RTI will pay for the daily incidentals?

**(A)**: We will pay participants for incidental expenses on travel days only. The vendor will organize and make this payment.
Exhibit 3: Proposed schedule for the 2019 YSEALI-ENGAGE Workshop

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4</td>
<td>March 5</td>
<td>March 6</td>
<td>March 7</td>
<td>March 8</td>
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<tr>
<td>Learning</td>
<td>Ideation</td>
<td>Solution generation</td>
<td>Testing</td>
<td>Implementation</td>
</tr>
<tr>
<td>09:00 Breakfast</td>
<td>09:00 Breakfast</td>
<td>09:00 Breakfast</td>
<td>09:00 Breakfast</td>
<td>09:00 Breakfast</td>
</tr>
<tr>
<td>10:30 Welcome and introduction to the 2019 YSEALI-ENGAGE Workshop&lt;br&gt;RTI and US Embassy, Jakarta</td>
<td>10:00 NCD and mental health prevention strategy development at local and global levels</td>
<td>10:00 Solution generation&lt;br&gt;YSEALI leaders present their problems and possible solutions to the wider group&lt;br&gt;(Lightning presentations: 3 minutes, 5 slides)</td>
<td>10:00 Advocacy and direct action organizing:&lt;br&gt;How to strategize your NCD and/or mental health prevention campaign for impact</td>
<td>10:00 Local action to global impact—Understanding &amp; influencing national policy and practice for improved NCD and mental health prevention in the context of the global NCD agenda</td>
</tr>
<tr>
<td>11:00 Getting to know each other</td>
<td>11:00 Health break</td>
<td>11:30 Health break</td>
<td>11:00 Health break</td>
<td>11:00 Health break</td>
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<tr>
<td>11:30 Keynote address: importance of building NCD action and leadership in Southeast Asia</td>
<td>11:30 Communications bootcamp</td>
<td>12:00 Solution generation&lt;br&gt;(continued)&lt;br&gt;YSEALI leaders present their problems and possible solutions to the wider group&lt;br&gt;(Lightning presentations: 3 minutes, 5 slides)</td>
<td>1:30 Action planning&lt;br&gt;YSEALI leaders create action plans for implementing their solutions with their mentors</td>
<td>11:30 Implementation&lt;br&gt;YSEALI leaders present their final implementation plans to mentors and the US Embassy YSEALI coordination team</td>
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<tr>
<td>12:15 Lunch</td>
<td>12:15 Lunch</td>
<td>01:30 Lunch</td>
<td>02:15 Lunch</td>
<td>12:30 Lunch</td>
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<tr>
<td>01:15 Panel discussion: Understanding the context: Burden and risk factors of NCDs and mental health</td>
<td>01:15 Breakout session: Ideation&lt;br&gt;YSEALI leaders think of one solution to address their ‘problem’</td>
<td>02:30 Implementation of prevention strategies: Capacity building at the socio-ecological level</td>
<td>01:15 Testing&lt;br&gt;Peer feedback session: YSEALI leaders present their action plans to other YSEALI leaders&lt;br&gt;(Lightning presentations: 3 minutes, 3 slides)</td>
<td>01:30 Implementation&lt;br&gt;YSEALI leaders present their final implementation plans to mentors and US Embassy YSEALI coordination team</td>
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<tr>
<td>02:30 Health Break</td>
<td>02:30 Visit to community health center: Getting to know the public health system in Indonesia</td>
<td>03:00 Health break</td>
<td>04:30 YSEALI leaders—mentors meet up</td>
<td>02:30 Health break&lt;br&gt;02:30 Health break&lt;br&gt;03:00 Wrap-up and Next steps&lt;br&gt;03:30 Certificate ceremony</td>
</tr>
<tr>
<td>03:00 YSEALI leaders—mentors meet up</td>
<td>04:30 YSEALI leaders—mentors meet up</td>
<td>07:30 Dinner</td>
<td>07:30 Dinner</td>
<td>07:30 Farewell dinner</td>
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<tr>
<td>04:30 Breakout session: Problem refining</td>
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<td>07:30 Dinner</td>
<td>07:30 Dinner</td>
<td>07:30 Farewell dinner</td>
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<tr>
<td>07:30 Welcome dinner</td>
<td>07:30 Dinner</td>
<td>07:30 Dinner</td>
<td>07:30 Dinner</td>
<td>07:30 Farewell dinner</td>
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