

**Summary Q&A
Open Tender
for on-Site Regional Workshop in Jakarta**

**Study on Investor-State Dispute Settlement (ISDS) Reform – Introducing
Safeguards in Modern Investment Agreements, 5-6 November 2025**

No	Question from Bidders	RT4D Response
1.	Whose Zoom account will be used?	We will be using RT4D official account. However, if the bidders have more complete feature (i.e. higher resolution Zoom video) that can also be used.
2.	Who is providing the internet connection?	We'll be using the venue/hotel's internet connection. If there is an extra cost for internet connection from hotel, they will charge directly to RT4D office. The EO will discuss with hotel regarding the required internet capacity for the 2-day workshop.
3.	Are items like goody bags or seminar kits, and souvenirs mandatory? Is there any specific design?	Correct, once selected RT4D will share the design with relevant logos. Bidders have to propose the items/category of the seminar kits in the proposal.
4.	How many speakers will be on stage? Should we provide sofas or chairs?	We'll be finalising the seating arrangement with the technical consultant soon, but most likely this will be the arrangement: few people (3-4) will provide opening remarks at day one morning. After that there will be open discussions (technical experts/facilitators will go around the roundtable), there may be a group discussion (but not required separate room), and no sofa / chairs will be required after day one.
5.	For multimedia, is an LED screen required or will a projector screen suffice? What are the specifications?	Projector screen will suffice. As long as online participants can hear and they can provide their feedback thru chat box, or online survey tools. A simple Broadcast System is needed for online meeting.
6.	What are the terms of payment?	Up to 50% can be paid before the event, and the remaining cost will be settled on actual cost basis, upon completing the event (following successful validation of complete receipts for the event). The payment term is 30 days since the invoice confirmed and approved by Program Manager.

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7.	Is travel insurance included or is it an additional cost?	Travel insurance for all funded participants flying internationally from other ASEAN Members States (AMS) should be added when booking their flights.
8.	How many local participants will receive a per diem?	None. Only international participants will receive per diems. RT4D will arrange/calculate the exact amount of per diem and will seek help from the selected EO to disburse (thru bank transfer) per diem to each bank account of all funded participants.
9	Please clarify, are you referring to 72 nights for 24 persons?	Hotel accommodation will be arranged directly by RT4D. However, selected EO will be required to coordinate with selected Hotel for arranging rooming list (correct it is 72 nights of 24 funded persons).
10	Will each room have single occupancy or double occupancy?	Single occupancy.