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BID-CONFERENCE – MINUTES OF MEETING
RFP/UNDP/CSA/002/2017

Assignment Name:

Provision of Common Services (Receptionist, Telephone Operator, Messenger, Cleaning Services and Supervisor) at UN Premises in Menara Thamrin Building

Date & time:

Monday, 9 March 2017 at 10.00 hours (Aceh Meeting Room, Menara Thamrin Building 7th floor)

Closing Date:

21 March 2017 at 5pm (GMT+7)

TO ALL INTERESTED BIDDERS

No	Introduction & Guidance
Information	<p>Bid conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.).2. Explanation on the Data Sheet3. Explanation on the Term of Reference (TOR).4. Explanation on the Submission Forms5. Q & A6. Site visit to UN offices in Menara Thamrin Building <p>Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</p>

Q&A session is incorporated into the below minutes		
1	Q	a) Is the Financial proposal to be sent when bidder passed their Technical proposal? b) What is the procedure if we send by courier? c) Can we choose one of submission method? d) Can we send the proposals via email and put the files in dropbox?
	A	a) Both Technical & Financial proposals must be sent at the same time b) If the proposals are send by courier/hand delivery, they must be in separate sealed envelopes. Please note that bidder must send two (2) sets: 1 original & 1 copy. If the proposals are send by electronic mail, the Financial proposal must be protected with password Both submission method must be sent no later than or before the closing date on 21 March 2017 at 17.00 hrs (GMT+7) c) Yes, bidder may choose to send by courier/hand delivery OR electronic mail d) Yes
2	Q	It's stated in tender document that the validity of the proposal to be valid for 120 days, when is the starting date count?
	A	Please refer to tender document page 12: Proposals shall remain valid for the period specified in the Data Sheet (DS no. 8), commencing on the submission deadline date also indicated in the Data Sheet (DS no. 21)
3	Q	Section 6; Technical Proposal form page 41; section 1:1; Methodology -> Should we write down in the existing template or can we put as attachment?
	A	The Technical Proposal form is available for the proposer in Words version for easy use, however if the space is not enough and proposer wants to submit the company's standard SOP, it can be submitted as attachment by indicating information in the table.
4	Q	Section 5; Documents Establishing the Eligibility and Qualifications of the proposer page 38; No. 10 -> Latest Credit Rating (if any), please explain
	A	That's rating given by company who provides commercial data to businesses on credit history, etc.
5	Q	Section 5; Documents Establishing the Eligibility and Qualifications of the proposer page 38; No. 13 -> Are you in the UNPD List 1267.1989 or UN Ineligibility List, can you explain this?
	A	In the case that entities and individuals have been sanctioned by the Chief Procurement Officer at the recommendation of the <u>Vendor Review Committee (VRC)</u> because they were found to have engaged in proscribed practices in UNDP Procurement Actions
6	Q	Section 6; Technical Proposal Form; Personnel; Page 44 -> Key personnel. Are they proposed personnel to be assigned?
	A	Yes, just use the form provided in document, 1 personnel = 1 form
7	Q	Section 7: Financial Proposal Form; 1. The Price Schedule must provide a detailed cost breakdown for each item for 1 (one) year, should we provide it?
	A	Yes

8	Q	What is overhead cost? what if there is a minimum wage increment?
	A	Operationg expenses. UNDP will follow government regulation
9	Q	Does UNDP pay for tax?
	A	No, UNDP is non-profit Intenational Organization that exempt from tax, your quotation must be exclusive of VAT and other applicable indirect taxes
10	Q	Section 6; Technical Proposal Form; a)Section 1:3; proposed mobilization plan, can you please explain? b) 1.3.2 Arrange replacement personnel for each position. Is it for personnel when the project is running (on project) or before contract starts?
	A	a)Proposer must explain recruitment process and replacement process b)When the contract is running to provide reliever(s)
11	Q	a)is the personnel must wear uniform? b)for the winner of this tender should the personnel be the same person as proposed in Technical Proposal?
	A	a)Yes, the design/color etc.according to their assignment b)No, but the qualification must according to the criteria required in tender document and as original proposal
12	Q	a)There is no assignment to wash the carpet? b)How big is the office space? c)How many floor should be coverage?
	A	a)Washing the carpet is scheduled. b)4,500m2. c) Floor coverage: 5,7,8,9 & 10
13	Q	How is the procedure of cleaning supplies as some of them have expiration date?
	A	Delivery of cleaning supplies should be periodically. Number of cleaning supplies & tools should consider of the office space and work schedule. The supervisor needs to prepare inventory list to schedule the delivery.
14	Q	a)Does the messenger also assign for external courier? b)Can we propose new working hour based on our practice? c) Refer to the Terms of Reference; page 33-> the working days and hours; can we charge overtime for Cleaning Service and Supervisor ?
	A	a)No, only in Menara Thamrin Building b)No, it's been set up based on UN's operational working hour c)No, as the total working hours is 40hrs in a week
15	Q	Data sheet; Page 23; point 26; c.15.1; Required document must be submitted; latest audit financial statement for the past 3 years, please clarify what year?
	A	Year 2015, 2014 & 2013
16	Q	Section 7 Financial Proposal Form; Price schedule III.Cleaning Supplies & Tools; No.36-> Please describe Plastic chamois medium size
	A	It's material that can absorb water, against dust and dirt from almost any surface.

Jakarta, 16 March 2016