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BID CONFERENCE – MINUTES OF MEETING
RFP/UNDP/CSA/011/2017

AMENDMENT 1

Assignment Name:

Provision of Security Guard Services for UN Premises Located within Jakarta, Bogor, Depok, Tangerang and Bekasi (Jabodetabek)

Date and Time:

15 June 2017 at 11.00 hrs (Nias Room, Menara Thamrin Building 7th floor)

Closing Date:

4 July 2017 at 17.00 (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

No.		Introduction and 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 & A (going through all sessions)6. Site visit to UN offices in Menara Thamrin Building <p>Bidders were encouraged to carefully 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	<ol style="list-style-type: none">a) Should we submit both hard copy and soft copy?b) Should financial proposal be submitted in a sealed envelope?

		<p>c) Should we give the original document for important letters, such as company certificate?</p> <p>d) Should the financial proposal be submitted in excel format?</p>
	A	<p>a) Bidder can choose one for efficiency</p> <p>b) Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope For e-mail submission, PDF files only, Financial proposal should be password protected password that will be given by bidder to UNDP only when the technical proposal passed the minimum score</p> <p>c) No, what we mean by original is a copy of required document with acknowledgment (stamped or signed) from authorized person. We also need a copy (back up) so in total we require two copies of proposals (original + copy)</p> <p>d) No, the proposals (technical and financial) should be submitted using the forms that UNDP has provided, which were annexed in the tender document. If the proposals are submitted electronically, it should be in PDF format.</p>
2.	Q	Are the term "premises" only applicable to offices or are there houses too?
	A	<i>There are houses too but currently in Jabodetabek there are only offices</i>
3.	Q	From which year should the latest audited financial statement be submitted?
	A	<i>Year 2013, 2014 & 2015</i>
4.	Q	Will the presentation session be done by the proposed personnels or management team of the bidders?
	A	<i>The management team of the bidders</i>
5.	Q	When will the presentation session be held?
	A	<i>We will announce at soonest after the technical evaluation and review proccess are done.</i>
6.	Q	When will the existing contractor completed their contract?
	A	<i>In September 2017</i>
7.	Q	Should there be any document (i.e. education certificate) attached in the CVs?
	A	<i>As stated in tender document page 48; minimum requirement that copy certificate of Garda Pratama must be submitted with the CVs for Chief of Security Guard and Chief of Teams. And refer to page 32; submission of copy certificate of Garda Pratama to propose General Security Guard is required.</i>
8.	Q	How do you mean by "rate per hour"? Most companies only have rate per requirement (per 12 hours or per day)

	A	<i>UNDP requires 24 hours security service. There are shifts to work for 12 hours therefore, bidders is required to submit overtime cost per hour.</i>
9.	Q	Are the required personnels different between day and night shifts?
	A	<i>Yes they are. Currently there are 12 personnels per shift. In nights, usually there will be 9 persons.</i>
10.	Q	Will there be any communication equipment required?
	A	<i>As mentioned in tender document page 52, bidder is required to provide Radio Communication Point to Point (PTP)</i>
11.	Q	How much is the maximum for overhead cost?
	A	The company should be able to determine the overhead cost
12.	Q	Does the price increase refer to previous increase?
	A	Yes
13.	Q	Is UNDP following government rule about minimum wage?
	A	Yes
14.	Q	How much is the Fidelity Bond required since we have to put it in planning of the financial proposal?
	A	The Fidelity bond should be applied to all proposed personnel
15.	Q	Shall the bidders prepare a fidelity bond to submit proposals?
	A	<i>No, it's only applicable for the selected vendor.</i>
16.	Q	How much is the liability cost for personnels?
	A	<i>USD 1,000 for each personnels with aggregate amount is USD 2,000 (Tender document p. 37)</i>
17.	Q	Will UNDP provide the tax-free statement for selected vendor?
	A	Yes
18.	Q	Is there any rigid rule regarding gender-based recruitment?
	A	<i>There is no statement indicating that, but we hope there will be female personnels</i>
19.	Q	How long will each shift be working? How is the current division for each sector?
	A	<i>It is 12 hours shifting security arrangement. Car checking – 3 shift; X-Ray, days only – 3 persons; Guard for lobby – front lobby only days/back lobby 24hrs; Basement – 24 hrs; Posko – 1 person for parking arrangement; 7 & 8 floor – 24 hrs @ 2 persons;</i>
20.	Q	Who is going to provide medical check up for x-ray guarding personnels?
	A	<i>Bidder</i>
21.	Q	How many personnels are required for vehicle checking?
	A	<i>Four persons (indicated in tender document)</i>
22.	Q	Should the medical check up for x-ray personnel be done annually?
	A	<i>Yes, based on Bappeten suggestion</i>
23.	Q	Is whole Menara Thamrin the office for all UN?
	A	No
24.	Q	Is the uniform color already defaulted as blue?
	A	No
25.	Q	The minimum wage for each region is different should we submit different price for each region?

	A	<i>Bidder must submit financial proposal for Jabodetabek area</i>
26	Q	<i>Tender document page 50; A-Cost breakdown, to get the total price should it calculate AXB or AXC</i>
	A	<i>It is A X C</i>
27	Q	<i>Data sheet page 20; no. 16-Deadline for submitting clarifications/questions, is it seven days or five days?</i>
	A	<i>7 days</i>
28	Q	<i>As Hari Raya holiday is approaching, can the Deadline of submission extended?</i>
	A	<i>The deadline of submission is extended until 4th July 2017 at 1700hours COB (Jakarta local time)</i>
29	Q	<i>Datasheet page23; no.29; Latest expected date for commencement of contract 1st August 2017, can it be changed? Normally needs one month for preparation eg: recruitment, training , mobilization etc.</i>
	A	<i>It change to 1st October 2017</i>
Amendment to the RFP	1	Data sheet: no.16: Deadline for submitting request for clarifications/questions is seven (7) days before deadline submission no.21: Deadline of submission is 4 th July 2017 no.29: Latest expected date for commencement of contract is October 1, 2017

Jakarta, 22 June 2017