



Bidder Conference – MINUTES OF MEETING

Assignment Name:

RFP/UNDP/PBDEs &UPOPs/018/2017 - Technical assistance for strengthening national of restriction of hazardous substances on plastic base industries and improving capabilities of testing laboratory

Date and Time:

Monday, 2nd October 2017, at 10.00 hour in Aceh Meeting Room, UNDP, Menara Thamrin Kav. 3, Jakarta

TO ALL INTERESTED BIDDERS

Here below are Answers to Questions raised regarding the above assignment:

NO	Introduction & Guidance	
Info	<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 Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms <p>The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.</p>	
1	Q	Venue for training must in B4T Laboratory in Bandung?
	A	<p>Yes, because all laboratories equipment's (including GCMS) only available in B4T Bandung</p> <p>And GCMS need to calibrate 1st before using to meet requirements from KAN (THE NATIONAL ACCREDITATION COMMITTEE) with the machine only available in B4T Bandung</p>

2	Q	Proficiency Test by accredited provider in 5 (Five) laboratory at Singapore and Thailand, depend on their schedule which cannot met with duration of work of this tender 6 Month, Final report on May 2018.
	A	accredited 5 (Five) laboratory in Singapore and Thailand have available time to received samples test from Indonesia
3	Q	Is it possible to add number of personnel example Assistant Trainer from 1 (one) person to 2 (two) or more, the additional needed for training preparation
	A	As stipulated in TOR number personnel needed only 1 (one) for each Team Leader, Trainer, Assistant Trainer and Project Assistant. By adding number of personnel will increase the cost of the bidder
4	Q	Travel to Bandung for Training in B4T with duration 10 (Ten) Man Days, is it including preparation before and after the event of the training ?
	A	10 (Ten) Man Days only for training event not for preparation

Amendment to the RFP

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1.

Annex 1 Description of Requirements:

- Expected duration of work **5 (Five) Month** amended to **6 (Six) Month**
- Latest completion date **April 2018** amended to **May 2018**
- Travel Expected target date **30 November 2017** amended to **January 2018**
- Payment Terms, its amended with detail as follow:

Outputs	Percentage	Timing
1 st payment-upon completion of training preparation (venue, planning, schedule)	20 %	16 Nov 2017
2 nd payment – upon completion of training activities and preparation to be accredited by KAN	50 %	15 March 2018
3rd Payment - Final report of all activities (training, reference standard availability, data compiling, comparison test, and proficiency test) submitted in English and Indonesian including a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all activities presentation, photos, and all data result)	30 %	15 April 2018

Amended to

Outputs	Percentage	Timing
1 st payment-upon completion of training preparation (venue, planning, schedule)	30 %	December 2017
2 nd payment – upon completion of training activities and	40 %	March 2018

	<div>preparation to be accredited by KAN</div> <div>3rd Payment - Final report of all activities (training, reference standard availability, data compiling, comparison test, and proficiency test) submitted in English and Indonesian including a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all activities presentation, photos, and all data result)</div>	30 %	May 2018	
2	<p>Annex 4 Term of Reference : Academic Qualification for Assistant Trainer</p> <p><u>Bachelor degree in Chemical Sciences, Chemical Analysis or other related fields</u></p> <p>amended to</p> <p><u>Diploma degree in Chemical Sciences, Chemical Analysis or other related fields</u></p>			
3	<u>EXTENSION OF CLOSING DATE</u>			
	<p><u>TO ALL INTERESTED BIDDERS</u></p> <p>THIS IS TO INFORM ALL INTERESTED BIDDERS THAT THE UNDP PROCUREMENT UNIT DECIDED TO EXTEND THE CLOSING DATE OF THIS REQUEST FOR PROPOSAL TO <u>WEDNESDAY, 11th OF OCTOBER 2017 – 16.00, [JAKARTA LOCAL TIME].</u></p> <p>LATE QUOTATIONS WILL BE REJECTED</p>			

Jakarta, 4th October 2017