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BID CONFERENCE – MINUTES OF MEETING
ITB/UNDP/EU-MTRE3/32176/015/2017

Assignment Name:
Microhydro Power Plant Development at Lubung Bangkar Village Batang Asai Sub-district, Sarolangun District, Province of Jambi

Date and Time:
4 December 2017 at 13.30 hrs (Nias Room, Menara Thamrin Building 7th floor, jl. M.H. Thamrin Kav. 3, Jakarta)
5 December 2017 at 14.00 hrs (Diamond 1 Meeting Room, Aston Hotel Jambi 2nd floor, Jambi)

Closing Date:
14 December 2017 at 23.59 (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Bid Conference was opened with following agenda: 1. Explanation on ITB 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 Scope of Work 4. Explanation on the General Technical Specification and related services 4. Explanation on the Submission Forms 5. Q & A (going through all sessions)
Q&A session is incorporated into the below minutes		
1.	Q	a) What is the acceptable currency? b) Does consortium or any kind of sub contracting requires registration from UN to join this tender? c) Do we have to attach previous contracts with previous clients?
	A	a) The acceptable currency for this tender is Indonesian Rupiah (for local vendors) and US Dollars (for international vendors). b) UNDP does not require official registration from bidders to join this tender. Bidders only need to submit their bids using the provided format and in case those formats are not sufficient, annexes can be attached to bids.

		c) No, we only require the list of top five previous clients from past ten years with contract amount stated in the same list.
2.	Q	a) When is the latest confirmation time to join site visit? b) Will there be a transit on the way to site visit? c) Is the site visit mandatory? d) Who will be the person in charge for site visit?
	A	a) The latest confirmation time to join site visit can be done until Tue (5/12) morning. b) Yes, a transit will be made in Kabupaten Sarolangun which is five hours drive far from the targeted villages. c) No, however, we expect bidders to do site visit for technical requirement i.e. measurement and to check the conditions of project site that may relate to bidder'proposal. d) The person in charge for site visit will be Ms. Feby Utari, Mr. John Benjamin and Mr. Heri Tabadepu from UNDP.
3.	Q	a) Does this tender require bid security from the bidders? b) Does this tender require performance bond? If yes, should it be indicated in English? c) One of the required documents is SBU. Do we have to submit SBU mechanical or technical? d) Does the SBU have to be specified based on subclassification?
	A	a) No, bid security is not required for this tender. b) Yes, template for performance bond (bank guaranteed) has been provided in Appendix I. c) Bidders have to submit both SBU mechanical and technical. d) No, any certified SBU of the required field is allowed. e) How the bidders could get tax exemption (VAT) statement from UNDP?
4.	Q	a) Why is this village, particularly Lubuk Bangkar, selected for the location of micro hydro planting? b) How can we know the structure of the river? c) How is the legal permit procedure for this civil works? Will it be borne by UNDP or selected bidder? d) The selected bidder may request a letter of tax exemption from UNDP.
	A	a) Because the selected village still has no network to PLN, also no PLTMH (micro hydro) has been developed within the area. b) The structure of the river can be acknowledged through site visit. c) The legal permit will be taken care by UNDP and selected bidder will be introduced to the people of the village including chief of districts.
5.	Q	a) For 250 households, is MCB 2A will not be too big? b) Are the bidders required to submit Detailed Engineering Design (DED) as part of the bid submission?
	A	a) No b) Yes, the bidders are required t to submit DED as part of bid submission. The DED of selected bidder will be reviewed and adjusted further when a contract is awarded.