



BIDDER'S CONFERENCE – MINUTES OF MEETING

Reference:

**ITB/UNDP/BRG/ IDN-0000033520/018/2017
Provision of Enterprise Content Management
for the Intelligence Command Center at Peatland Restoration Agency
Indonesia Office**

Time & Venue:

Wednesday, 13th December 2017; 14.00 – 16.00 Jakarta Time [GMT + 7 hours]

Venue: 7th floor, Menara Thamrin Kav. 3, Jakarta 10250

ITB - Closing Date and Time:

Friday, 22nd December 2017; 17.00 Jakarta time [GMT + 7 hours]

TO ALL INTERESTED BIDDERS

Here below are Minutes of Meeting regarding the above assignment:

Part	Introduction and Guidance
I	<p>Bid conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on ITB document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.).2. Explanation on the Term of Reference (TOR).3. Explanation on the Submission Forms4. Q & A <p>Bidders were encouraged to carefully read the ITB document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</p>

Part	No	Question and Answer	
II	1	Q	For the DATA SHEET , No.8, it is stated the validity of the quotation is 120 days, is it counted from the deadline submission or from the date of the quotation created and submitted?
		A	120 days from the submission date
	2	Q	If the bidder submit the longer validity of the bid , is it allowed?
		A	The minimum validity bid is 120 days
	3	Q	For the delivery time stated 22 January 2018, will it be changed?
		A	Please refers to the amendment below.
	4	Q	For the certification or authorization letter, should it be from the distributor or principal company?
		A	If the bidder can provide both of them is better.
	5	Q	For the Written Self Declaration, is there any format for this?
		A	There is no standard format for Written Self Declaration. Bidders are free to use any kind of format and may refer to the Section 4.
	6	Q	Is the written self-declaration letter the same as Section 4
		A	No, it is different. The bidder should send both Section 4 and Written Self Declaration
	7	Q	For the Company Profile, should it in English?
		A	As per stated in the tender document it should be written in English and if the bidder has the company profile in Bahasa, should be attached as supporting document.
	8	Q	For the training, it is stated 5 days. Those 5 days training for the user and trainers will be implemented in the same day or different day?
		A	Please refer to amendment below
	9	Q	For the Section 7, No.1 ,is it inclusive the price for "Add On" facility as per stated in the Section 3 No.1a ?
		A	Please refer to the amendment below
	10	Q	For the Section 3, Table, No. 1a, related to the SAP, how many license needed? Both direct and indirect license?
		A	The user does not have any SAP license, the user need as per stated in the tender document, the required unit should have the ability to "export : file net CM,SAP database, file system". The data from ECM should be used or to be exported to the system existing such as Big Data, Oracle, Nutanix including SAP Hadoop.
	11	Q	For the Section 3, Table, No.2d, what is "Mapping Form"?
		A	Mapping form is an ECM system that can be used to define the type/format of document, in case there is a same type of document, the system will directly digitize without any formatting process to create the metadata.
	12	Q	How many kind of workflow to be executed and what kind of workflow (Refer to Section 3, table , No. 1c) ?
		A	The workflow should be minimum consists of 6 type moreover it should be in line with the needs of the work. 6 type of workflow are :

			<ul style="list-style-type: none"> - Workflow Direktorat Pencegahan dan Pengamanan Hutan - Workflow Direktorat Penanganan Pengaduan, Penagwasan dan Sanksi Administrasi - Workflow Direktorat Penyelesaian Sengketa Lingkungan Hidup - Sekretaris Ditjen Gakkum LHK - Ditjen Gakkum LHK 																
	13	Q	Section 3, Table, No.1d , related to System Monitoring and Reporting is it allowed for bidder to do the customization of the system or based on the existing software? How complex the system and please describe?																
		A	The meaning of this part is to emphasize on how the user can monitor ECM system, ECM user, user's performance and not to monitor system outside the ECM. This is also including the dashboard and its reporting																
	14	Q	For the license, it should be under UNDP or KLHK name?																
		A	The license under <i>Direktorat Jenderal Penegakkan Hukum LHK, Kementerian Lingkungan Hidup dan Kehutanan</i> .																
	15	Q	Is there any estimation for the contract amount?																
		A	UNDP will never disclose the value of the budget ceiling																
III	<p style="text-align: center;">Amendment to the ITB</p> <p>1. Data Sheet , No 2 Original :</p> <table border="1"> <tr> <td>2</td><td></td><td>Title of Goods/Services/Work Required:</td><td>The Provision of Big Data for the Intelligence Command Center of Directorate General Law Enforcement – Peatland Restoration Agency</td></tr> </table> <p>Amendment :</p> <table border="1"> <tr> <td>2</td><td></td><td>Title of Goods/Services/Work Required:</td><td>The Provision of Enterprise Content Management for the Intelligence Command Center of Directorate General Law Enforcement</td></tr> </table> <p>2. Data Sheet , No 13 Original :</p> <table border="1"> <tr> <td>13</td><td></td><td>Liquidated Damages</td><td><input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 2 weeks calendar after agreed Delivery Date (Delivery Date: 22 January 2018). Thereafter, the contract/PO (Purchase Order) may be terminated.</td></tr> </table> <p>Amendment :</p> <table border="1"> <tr> <td>13</td><td></td><td>Liquidated Damages</td><td><input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 2 weeks calendar after agreed Delivery Date (Delivery Date for Item/Unit: 22 January 2018) and (Delivery Date for Training : 5 February 2018). Thereafter, the contract/PO (Purchase Order) may be terminated.</td></tr> </table> <p>3. Data Sheet , No 28 Original :</p>			2		Title of Goods/Services/Work Required:	The Provision of Big Data for the Intelligence Command Center of Directorate General Law Enforcement – Peatland Restoration Agency	2		Title of Goods/Services/Work Required:	The Provision of Enterprise Content Management for the Intelligence Command Center of Directorate General Law Enforcement	13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 2 weeks calendar after agreed Delivery Date (Delivery Date: 22 January 2018) . Thereafter, the contract/PO (Purchase Order) may be terminated.	13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 2 weeks calendar after agreed Delivery Date (Delivery Date for Item/Unit: 22 January 2018) and (Delivery Date for Training : 5 February 2018) . Thereafter, the contract/PO (Purchase Order) may be terminated.
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	28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<p>IMPORTANT: Bidders are requested to complete and submit together with the bids the documentation required under Section 6 Technical Bid form of this ITB. THE FOLLOWING SHALL BE INCLUDED IN THE BID SUBMISSION (in addition to the documentation requested in Clause 26 above):</p> <p>A) COMMERCIAL</p>
				<p>A.i. Bid submission form: Fully completed and duly authorized (see Section 4).</p> <p>A.ii. Technical Bid form (Section 6)</p> <p>A.iii. Price Schedule form: Fully completed and duly authorized (see Section 7).</p> <p>B) TECHNICAL</p> <p>B.i. Terms of Reference: Confirmation that all service items requested in Section 6.</p> <p>B.ii. Bidder's Statement Regarding Deviations/Non-Compliance - Any departure from the provisions of the services shall be disclosed and clearly stated in the table provided for such purpose under Section 6.</p>
	Amendment :			
	28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<p>IMPORTANT: Bidders are requested to complete and submit together with the bids the documentation required under Section 6 Technical Bid form of this ITB. THE FOLLOWING SHALL BE INCLUDED IN THE BID SUBMISSION (in addition to the documentation requested in Clause 26 above):</p> <p>A) COMMERCIAL</p>
				<p>A.i. Bid submission form: Fully completed and duly authorized (see Section 4).</p> <p>A.ii. Documents Establishing the Eligibility and Qualifications of the Bidder (see Section 5)</p> <p>A.iii. Technical Bid form (Section 6)</p> <p>A.iv. Price Schedule form: Fully completed and duly authorized (see Section 7).</p> <p>B) TECHNICAL</p> <p>B.i. Terms of Reference: Confirmation that all service items requested in Section 6.</p> <p>B.ii. Bidder's Statement Regarding Deviations/Non-Compliance - Any departure from the provisions of the services shall be disclosed and clearly stated in the table provided for such purpose under Section 6.</p>
<p>4. Section 3, Table, No. 1a,</p> <p>Original :</p> <ul style="list-style-type: none"> • Document Recognition and Extraction <ul style="list-style-type: none"> ○ Handwriting recognition • Signature Validation add-on <ul style="list-style-type: none"> ○ Automatically locate and extract signatures on documents ○ Geometric <u>compariseon</u> ○ Fragment comparison 				
Amendment :				

- Document Recognition and Extraction
 - Handwriting recognition
 - Signature Recognition

The item "Signature Validation Add-On"

5. Section 3, Table , No. 3

Original :

3. Training
Subject <u>training</u> : 1. Training for User related to applications developed with training for trainers (5 days) for 22 participants 2. Training for related to applications developed with training for trainers (5 days) for 22 participants

Amendment :

3. Training
Subject <u>training</u> : 1. Training for User related to applications developed with training for trainers (5 days) for 22 participants 2. Training for related to applications developed with training for trainers (5 days) for 22 participants 3. Training should be delivered in Bahasa Indonesia <u>Notes</u> : the training will be held in the different time between Point No.1 and No.2, each is 5 days

6. Section 3, Delivery

Original :

Delivery

The software will be delivered to the below address:
 The Directorate General of Law Enforcement
 The Ministry of Environment and Forestry
 Manggala Wanabakti Building, Blok 4, Lt. 4
 Jl. Jendral Gatot Subroto, RT.5/RW.3, Senayan, Kebayoran Baru, RT.1/RW.3, Gelora, Kota Jakarta Selatan, DKI Jakarta 12190, Indonesia
 Delivery date : 22 January 2018

Amendment :

Delivery

The software will be delivered to the below address:
 The Directorate General of Law Enforcement
 The Ministry of Environment and Forestry
 Manggala Wanabakti Building, Blok 4, Lt. 4
 Jl. Jendral Gatot Subroto, RT.5/RW.3, Senayan, Kebayoran Baru, RT.1/RW.3, Gelora, Kota Jakarta Selatan, DKI Jakarta 12190, Indonesia
 Delivery date item/unit : 22 January 2018
 Delivery date training : 5 February 2018

7. Section 5 : (as attached)

Original :

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form^s

Date: *[insert date (as day, month and year) of Bid Submission]*
ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/ es in Country/ ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.
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We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

Amendment :

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form⁸

Date: [insert date (as day, month and year) of Bid Submission]
ITB No.: [insert number of bidding process]

Page _____ of _____ pages

1. Bidder's Legal Name [insert Bidder's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Bidder's year of registration]		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Bidder's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

Joint Venture Partner Information Form (if Registered)¹⁴

Date: [insert date (as day, month and year) of Bid Submission]
ITB No.: [insert number of bidding process]

Page _____ of _____ pages

1. Bidder's Legal Name: [insert Bidder's legal name]		
2. JV's Party legal name: [insert JV's Party legal name]		
3. JV's Party Country of Registration: [insert JV's Party country of registration]		
4. Year of Registration: [insert Party's year of registration]		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Party's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any): Click here to enter text.		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		

We remain,

Yours sincerely,

Authorized Signature (in full and initials): _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

Original :

No	Description	Qty	Unit Type	Unit Price* (IDR)	Total Price (IDR)	Remarks
ECM Requirements refers to the TOR						
1	Production Imaging Edition Authorized User Value Unit License+ SW Subscription & Support 12 months	100	user			

Amendment :

No	Description	Qty	Unit Type	Unit Price* (IDR)	Total Price (IDR)	Remarks
ECM Requirements refers to Section 3						
1	Production Imaging Edition Authorized User Value Unit License+ SW Subscription & Support 12 months (refers to the requirement Section 3)	100	user			

9. Section 7, No.2

Original :

	UAT & Training	1	Lot				
	<ul style="list-style-type: none"> - Deployment - UAT - Training for User related to Application Developed with Training for Trainer (5 days) 22 participants - Training for Administrator related to Application Developed with Training for Trainer (5 days) 22 participants 						

Amendment :

	UAT & Training	1	Lot				
	<ul style="list-style-type: none"> - Deployment - UAT - Training for User related to Application Developed with Training for Trainer (5 days) 22 participants - Training for Administrator related to Application Developed with Training for Trainer (5 days) 22 participants - Training will be delivered in Bahasa Indonesia 						

10. Section 7, *Note:

Original :

*** Note:**

Price of each item included Delivery cost, Installation, Commissioning and Warranty

Amendment :

*** Note:**

Price of each item included Delivery cost, Installation, Commissioning, Testing, Configuration and Warranty

11. Section 7, Table 2:

Original :

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (Arrival Date: 22 <u>January 2018</u>)			

Amendment :

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (Arrival Date for <u>Item/Unit</u> : 22 <u>January 2018</u>) (Arrival Date for <u>Training</u> : 5 February 2018)			

Jakarta, 15 December 2017