



BIDDER'S CONFERENCE – MINUTES OF MEETING

Reference:

RFQ/UNDP/BRG/100/2017

**Consutruction of the Intelligence Command Centers at the Directorate
General of Law Enforcement of *Kementrian Lingkungan Hidup dan
Kehutanan* in Palembang**

Time & Venue:

Monday, 18th December 2017; 10.00 – 12.00 Jakarta Time [GMT + 7 hours]

**Venue: Jl. Mahoni, Kelurahan Srijaya, Kecamatan Alang-alang Lebar, Palembang - Law
Enforcement Unit Sumatera Region , Palembang Section Office , Provincial Office of The
Ministry of Environment and Forestry**

ITB - Closing Date and Time:

Friday, 27th 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	Bidder asked down payment for the scope of work performed.
		A	Down payment is possible to be asked by bidder in their proposal as long as not bigger than 20% of total contract amount. If the Down payment higher than USD 30,000 bank guarantee with amount equal to down payment is required.
	2	Q	With reference to amount to be proposed in BoQ, the bidder ask whether they need to provide detail calculation as a base of unit price proposed.
		A	They do not need to provide detail calculation for the unit price proposed in BoQ.
	3	Q	The bidder asked the possibility of changing volume of item stated in the BoQ of the tender document?
		A	The volume of item in BoQ may change during the implementation based on the real construction situation, however any change need to be reviewed and agreed by UNDP prior execution.
	4	Q	During the explanation of detail drawing, it was decided to that the design will be modified. The revised designed will be shared will all the bid conference participants and published in the UNDP procurement notice website. The bidder ask will it change the date of submission?
		A	The date of submission will be the same considering the change will affect the volume but not the item in the BoQ.

Jakarta, 18 December 2017