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BIDDERS CONFERENCE – MINUTES OF MEETING
RFQ/UNDP/BRG/ 45503/034/2018

Assignment Name:

Renovation of Command Center in Manokwari

Date and time: Tuesday, 17 April 2018 at 14.00

Place: Balai Pengamanan dan Penegakan Hukum LHK Wilayah Maluku Papua d/a Jl. Serma Suwandi, Kompleks BLK Kehutanan, Sanggeng, Manokwari, Papua Barat, 98312

Participants:

4 personnel from UNDP

1 personnel from Balai Pengamanan dan Penegakan Hukum LHK Wilayah Maluku Papua

3 personnel from potential bidders

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 Submission Forms3. Explanation on the Term of Reference (TOR), drawing and BoQ4. Site visit to location to explain where the building will be built. <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	How to get the complete tender document.
	A	<p>The complete documentation can be downloaded at UNDP procurement notice http://procurement-notice.undp.org/view_notice.cfm?notice_id=45436 .</p> <p>In addition UNDP also send the document to participants.</p>
2.	Q	There will be revision of the drawing and BoQ based on recent discussion with Kepala Balai. UNDP will provide the revised drawing and BoQ thru the procurement notice and invitation to participants.
	A	Participant understood

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Manokwari, 17 April 2018