



Bidder's Conference – MINUTES OF MEETING

Assignment Name:

RFP/UNDP/PBDEs & UPOPs/35638/014/2018 Developing technical guidelines to reduce UPOPs and Pilot Project on Reducing UPOPs in 3 Recyclers in West Java

Date and Time:

Monday, 17 July 2018, starting 1330 hour in Aceh Meeting Room, 7th floor, UNDP Office, Menara Thamrin Building, Jl. M. H. 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 Description of Requirement (Annex 1) 3. Explanation on the Submission Forms (Annex 2) 4. Explanation on the Term of Reference (Annex 4) <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	Please confirm that the amount mentioned in point D of “Cost Breakdown per Deliverable” (Annex 2 – Form for Submitting Service Provider’s Proposal) should be the same with point E of “Cost Breakdown by Cost Component”.
	A	Yes
2	Q	Please confirm whether or not the due dates mentioned in the TOR can still be changed
	A	Due dates mentioned in each deliverable are the estimates date which at the end will be agreed by both parties prior signing of contract with the selected bidder and the duration should not be different with the required delivery time mentioned in the TOR

3	Q	Please confirm if bidder wish to propose a personal/personnel who currently working with one of UNDP project would be acceptable or not.
	A	Yes and will be subject to further clarification
4	Q	Please confirm if the Team Leader should always be available in every meeting
	A	Yes
5	Q	Please elaborate further on the requirement of the “completion of draft of technical guideline”. What need to be indicated in draft technical guideline, whether any reference should be specified or not or “DOs” and “DONTs” should be specified, etc.
	A	The draft of technical guideline should has references to develop it. Any references used in developing the technical guideline should be declared in the draft
6	Q	Please confirm whether or not UNDP Project has identified any recycler within the specified districts that will be used as sample
	A	The certain recycler which use plastic waste (from e-waste, part of automotif) as raw material and those are processed by using extruder can be used as sample to be a pilot project
7	Q	Please confirm whether or not the contract can be amended in case there are additional tools and budget needed during the tryout period
	A	The selected contractor should be able to perform and submit the required deliverable based on the proposed approach, methodology and implementation plan which will be part of the contract.
8	Q	Please confirm whether or not bidders allow to propose three recyclers within one or two different district instead of one recycler in each districts
	A	It is recommended to propose one recycle in each district and if not, it will affect the scoring during the evaluation process.
9	Q	Would it be possible to propose additional tools or not during the contract period
	A	Please see the answer in point 7
10	Q	Please confirm if the survey should be done before or after the 1st deliverable
	A	The survey should be in line with the requirement and should be part of Bidder's proposal on the approach, methodology and implementation plan.
11	Q	Please confirm if Bidders allow to propose more personnel or not than the recommended ones mentioned in the tender document
	A	Yes
12	Q	Please confirm whether or not the final technical guideline will be legalized as PERMEN (Peraturan Menteri)
	A	Yes but it will not be part of the assignment of the selected contractor, however the final technical guideline will be used as the basis and reference for PERMEN

Jakarta, 17th July 2018