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BID CONFERENCE – MINUTES OF MEETING
ITB/UNDP/EU-PBDE/35637/001/2018

Assignment Name:

Construction of Mini Depot in Bandung

Date and Time:

12 October 2018 at 10.00 hrs (Hotel Neo Dipatiukur Bandung)

Closing Date:

19 October 2018 at 17.00 (Jakarta Local Time, GMT+7)

Participants:

Three (3) from UNDP

Five (5) 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 ITB document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.)2. Explanation on the Bid Data Sheet3. Explanation on the Scope of Work4. Explanation on the General Technical Specification and related services5. Explanation on the Submission Forms6. Q & A (going through all sessions)7. Site visit <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>
Q&A session is incorporated into the below minutes		
1.	Q	Does 12 months period for the bank guarantee is a must? Since the construction project will only last around 6 months.
	A	Yes. Please refer to General Terms and Condition for Civil Works contract clause 47 and tender document Section 2 Instruction to Bidders clause 42 and Section 3 Bid Data Sheet clause 9.

2.	Q	Can we get the word format for the submission form?
	A	Yes and please visit our website regularly for any update
3.	Q	Can we get the file of construction on 3D format?
	A	Yes and please visit our website regularly for any update
4.	Q	How about adjustment on amount of contract after signing refer to the change of condition on field?
	A	Prior signing contract there should be a meeting to check on the final requirement and should be agreed by both parties. Also, please refer to Section 2 Instruction to Bidders Clause 38.

Jakarta, 15 October 2018