



Bidder's Conference – MINUTES OF MEETING

Assignment Name:

RFQ/UNDP/EU-PBDE/65231/016/2019 –Provision of Equipment for Mini Depot Cirebon
RFQ/UNDP/EU-PBDE/65231/016/2019 –Provision of Equipment for Mini Depot Cirebon

Date and Time:

Tuesday, 12 March 2019 starting 14.00 hrs in Nias Meeting Room in 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	Bid conference was opened with following agenda : <ol style="list-style-type: none"> 1. Explanation on RFQ 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 General Terms and Conditions of Service (Annex 3) 5. Explanation on the Terms of Reference (Annex 4) The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFQ document before preparing the offer.	
1	Q	RFQ document page 2; quotation must be exclusive of VAT and other applicable indirect taxes. Will UNDP provide the tax exemption letter?
	A	UNDP Will process the tax exemption letter to state secretariat, the selected company to provide faktur pajak & proforma invoice
2	Q	RFQ document page 2; latest expected delivery stated 90 calendar days, while in Annex 2; Table 3; stated that delivery lead time 90 working day. Please advise which one is correct?

	A	The correct one is 90 calendar days.
3	Q	Can you extend the closing date?
	A	Yes, it's now changed to 22 March 2019 COB (GMT+7)
4	Q	What is the meaning by Patent Registration Certification?
	A	If any of technologies submitted in the quotation is patented by the Supplier
5	Q	RFQ document page 4; type of contract to be signed. Why UNDP only issue Purchase Order ?
	A	because it only for purchasing of goods, however there is a general terms & conditions attach to the PO
6	Q	How about the payment system and schedule?
	A	Please refer to RFQ document page 4 – conditions for release payment. The bidder is also requested to provide timelines for delivery, installation, training
7	Q	Is the electricity has already exist at the depo?
	A	Yes, the existing power is 5,000 watt
8	Q	Is the waste disposal available in the depot?
	A	NO. bidder is recommended to provide the waste disposal
9	Q	who will operate the equipment?
	A	The locals/appointed persons by head of community
10	Q	How about down payment?
	A	No down payment for this RFQ
11	Q	Can we quote price in one lot? Eg. No. 2; it requires 3 different price items, we will submit one price for the whole 3 items.
	A	Yes, but the specification of the whole items must be provide in the submission
12	Q	How about the lowest price but not technically qualified, are they still can be the winner?
	A	We only choose the one who meet our requirements
13	Q	What is the expected capacity of the machine?
	A	approximately 2 tons per day (8 working hours) for production.
14	Q	Please email us the lay-out of the depo and the photos location
	A	We will send it today by email
15	Q	How long the payment process will take?
	A	The payment process will be done within 30 working days
16	Q	Is there any hand-over process?
	A	Yes, between the selected bidder & The Project
17	Q	How is the access to the depo?

	A	Only Small (3/4) truck can get to mini depo's location.
	AMENDMENT TO THE RFQ:	
	1	RFQ document; Annex 1 – Technical Specification; page 11; II-Automatic Control; II.1-Process Controller; process controller should based on International standard or equivalent to European standard,
	2	RFQ document; Annex 2 – page 13; Table 3; Delivery Lead Time should be 90 (ninety) calendar days.
	3	RFQ document; page 1 and 2 ; deadline of the submission is now changed to 22 March 2019 COB (GMT+7)

Jakarta, 13 March 2019