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BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFQ/UNDP/UNRC/026/2019

Assignment Name:

Renovation of UNRC Office at Menara Thamrin Building

Date and Time:

27 May 2019 at 1000 hrs (Bali meeting room, Menara Thamrin Building 9th floor)

Closing Date:

15 June 2019 at 1500hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

		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 & method, delivery method for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Statement Of Work (SoW) 4. Explanation on the Submission Forms 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1	Q	Attachment Interior Shop Drawing Office: Where is Main entrance?
	A	There are two Main Entrances, one from the Directors' room side and the other is from Staff room
2	Q	Attachment Interior Shop Drawing Office: Where is Drop Ceiling? Because the Drop Ceiling is available in the BOQ, while the picture uses existing Drop Ceiling
	A	Please refer to the updated working drawing INT-109
3	Q	For the furniture, are all tables for the directors and staffs must be adjustable?
	A	No, and please refer to updated working drawing
4	Q	Do all adjustable workstation will be manually operated or motorized?
	A	All adjustable workstation will be operated manually

5	Q	How tall is the maximum height for the adjustable tables?
	A	The maximum height from the ground should be 70cm and the maximum height after adjusted should be 120cm (full height)
6	Q	Does the workstation Credenza CR02 for staff has to have 2 drawers exactly like in the pictures? As it usually only consists of 3 drawers. Does it have to be custom-made to resemble the one in the pictures or is it okay to use the standard ones?
	A	Please refer to updated BQ
7	Q	Please confirm whether or not all furniture are customize or off the shelf (available in the market)
	A	The items are available in the market, thus it's not custom-made
8	Q	Which class, brand or series of HPL will be used?
	A	Taco 135 AA or equivalent
9	Q	Would it be possible for UNDP to come up with the brand to ease bidders in submitting quotations for the required furniture
	A	Please refer to equivalent brand stated
10	Q	As for divider, you're using products for the cubicles. We checked the products and it is not available, so we need to custom-made it. Does it have to be as precise as the request?
	A	The divider can be customized with minimum specification as specified in the tender document
11	Q	Can we still inquire information via email after this bid conference?
	A	Yes and the latest would be one day before the deadline submission
12	Q	Is the entrance to the staff room a door or something else?
	A	Open corridor
13	Q	Will there be any disassembly for the Staff Room ceiling? The BoQ does not state that there would be
	A	Yes, please refer to updated working drawing
14	Q	On the staff room, will there be any changes in the sprinkler's locations?
	A	No
15	Q	Where does the cable data connects to?
	A	The center is on the 10th Floor
16	Q	Where is the Panel Room?
	A	The distance between the panel room and the working space is maximum 100 meter
17	Q	What brand is used for Parquet floor, Gypsum, Wallpaper, HPL, Working chair and meeting Chair?
	A	Please refer to updated BQ
18	Q	Some drawing detail and BQ on Built in Furniture and Cabinet are not the same size and also some detail drawing are not in the BQ. Which one that we have to use for calculating the price, detail drawing or BQ?
	A	Please refer to detail working drawing instead BQ

Amendment to the RFQ

1	Please refer to: 1. File Amendment-2 to RFQ 026 2. File Revised Drawing 3. File Revised BoQ – RFQ 026
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