



Empowered lives.
Resilient nations.

BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment to the RFP
RFP/UNDP/ISMIA-GOLD/78160/016/2019

Assignment Name:

Feasibility Study of reprocessing mercury-containing amalgamation tailing

Date and Time:

14 August 2019 at 1000 hrs (Aceh Meeting room, 7th Floor Menara Thamrin Building)

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 & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 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	If the degree of key personnel did not meet min. requirement means the score is 0, but if the experience and competency meet the requirement can that proposed personnel get the score?
	A	Yes. Please add in the personnel CV's year of graduation & submit copy of education certificate for each personnel
2.	Q	Form B; Bidder information form; ..in following document to be attached → Certificate of Incorporation/ Business Registration. Can we submit "Peraturan Menteri" and in Bahasa Indonesia
	A	Yes
3.	Q	Please explain in Form B; Bidder information form; Bidder's Authorize Representative Information.
	A	It is the highest-level position in the Institution/Company

		Contact person UNDP may contact for requests for clarification during Proposal evaluation → it is the person who got authorization to prepare tender document		
4.	Q	Section 3; Bid Data Sheet; Proposal validity period of 90 days. If during the mentioned period some of the price increased, can we change the proposal?		
	A	No. Bidder must estimate should there will be price increment when prepare the financial proposal		
5.	Q	Form E; Format of Technical Proposal; format of CV of proposed key personnel; professional certification, please explain		
	A	If the proposed personnel is holding training certificates		
6.	Q	Form G; Financial Proposal Form; Table 3 Breakdown of Other Cost. Can we change the description based on our needs?		
	A	Yes, that's only sample		
7.	Q	Section 6; Returnable Bidding Forms / Checklist; Form C: Joint Venture/Consortium/Association Information Form→ a) if the joint company more than one, can we submit one company one form? b) Proposed proportion of responsibilities (in %), Can we leave it blank?		
	A	a) Yes b) No		
Amendment to the RFP 016	Section 3; Bid Data Sheet to be amended as follow:			
	Destination	Number of Trip & Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Sekotong, NTB	1 time trip (max. 7 days)	Field survey for tailing identification and characterization	November 2019
		1 time trip (max. 15 days)	Testing the reprocessing Hg-containing amalgamation tailing separation technique	February 2020

Jakarta, 19 August 2019