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Q&A (Clarification)
RFQ/UNDP/PETRA/054/2019

Assignment Name:

Provision of Long Term Agreement for Catering Service in Lombok

Closing Date:

25 October 2019 at 1700hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

Q&A – Clarifications to Questions		
1	Q	How is the serving method for the catering services required, with box or buffet? / <i>Bagaimana penyajian untuk layanan katering yang dibutuhkan, dengan kotak (box) atau buffet?</i>
	A	Snack, Lunch, and Dinner Box use environmentally-friendly box for packaging, while the half day and full day meeting packages use are served in buffet. Please be advised that UNDP encourages any potential service providers to not use Styrofoam and/or plastic material for product packaging. When serving water, service provider must use glass jug and glass cup. / <i>Paket snack, makan siang dan makan malam menggunakan kotak (box) yang ramah lingkungan, sedangkan paket untuk rapat setengah hari dan satu hari disajikan dengan buffet. UNDP menghimbau semua Penyedia Layanan supaya tidak menggunakan bahan Styrofoam dan/atau plastik untuk pengemasan. Penyedia Layanan wajib menggunakan teko kaca dan gelas kaca.</i>
2	Q	Is it for daily catering provision? / <i>Apakah ini untuk layanan katering harian?</i>
	A	No, this tender is not for daily catering provision. UNDP would only purchase catering service as needed by issuing Purchase Order. UNDP does not warrant that quantity of Services will be purchased during the terms of this Agreement. / <i>Tidak, tender ini bukan untuk layanan katering harian. UNDP hanya akan melakukan pemesanan layanan katering ketika dibutuhkan dengan cara menerbitkan Purchase Order. UNDP tidak menjamin kuantitas pemesanan layanan katering selama masa Perjanjian Kerjasama.</i>

3	Q	What is the minimum quantity or order per catering package in this tender? / <i>Berapa jumlah atau order minimum setiap paket katering dalam tender ini?</i>
	A	The minimum quantity or order for each catering package is for 20 pax, as written in the Annex 2 – Form for Submitting Supplier's Quotation, Table 1. / <i>Jumlah atau order minimum untuk setiap paket katering adalah untuk 20 pax, seperti tertulis pada Annex (Lampiran) 2 – Form for Submitting Supplier's Quotation, Tabel 1.</i>
4	Q	What is the payment method under the agreement? / <i>Bagaimana metode pembayaran untuk Perjanjian Kerjasama ini?</i>
	A	Payment method is by bank transfer upon full acceptance of Purchase Order and fulfilment of the Delivery Terms. Payment would be made within 30 days of receipt of the Supplier's original invoice for the services provided specified in the Purchase Order. Please see on the Page 2 of Tender Document "Payment Term." / <i>Metode pembayaran melalui transfer bank setelah Purchase Order diterima dan layanan sudah selesai dilaksanakan. Pembayaran akan dilakukan dalam waktu 30 hari setelah Invoice atau tagihan atas layanan diterima oleh UNDP.</i>

Jakarta, 18 October 2019