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BID-CONFERENCE – MINUTES OF MEETING
RFQ/UNDP/UNDSS/026/2013

Assignment Name:

Developing Closed Circuit Television (CCTV) Services in UN Jakarta Country Offices (Menara Thamrin)

Date & time:

Monday, 02 September 2013 at 10:00 AM, UNDP Office Jakarta (Kendari Room)

Closing Date of Tender:

September 11th, 2013

Attendants:

- Ms. Rida Dian Trisna (Presenter) – UNDP
- Ms. Kristin Susana Moko – UNDP
- Mr. Ade Feisal Siregar (Presenter) – UNDSS
- Mr. Eko Yulianto – Majesty Mulia
- Mr. Dadang Maulana – PT. Global Sekurindo Bersama
- Ms. Murti Gunawan – Integra

Site Visit Date & Time:

Monday, 02 September 2013 at 10:30 AM, UNDP Office Jakarta 7th and 8th floors

Attendants:

- Ms. Rida Dian Trisna (Presenter) – UNDP
- Ms. Kristin Susana Moko – UNDP
- Mr. Ade Feisal Siregar (Presenter) – UNDSS
- Mr. Eko Yulianto – Majesty Mulia
- Mr. Dadang Maulana – PT. Global Sekurindo Bersama
- Ms. Murti Gunawan – Integra

TO ALL INTERESTED BIDDERS

		SUBJECT
Info		<p>Bid conference was opened with the following agendas :</p> <ol style="list-style-type: none"> 1. Brief explanation order of conference 2. Brief explanation of tender documents 3. Brief explanation important requirements (Annex 1, Annex 2) <p>These clarifications were intended to clear for both parties. Questions should be asked on the spot, and if additional by e-mail at the latest three days before closing date.</p>
Q&A session is incorporated into the below minutes.		
1	Q	Is there any preference brand for all items?
	A	No there is not, we consider on the specifications
2	Q	What is the preference of the new DVR?
	A	The digital that can connect to current / installed CCTV cameras (Analog) and can be monitored/controlled through IP base.
3	Q	The TV monitor preference is LCD, however it's suggested to use LED instead since the product is easier to source in the market moreover the concern on longer warranty period particularly on spare parts availability
	A	The TV monitor can be either LCD or LED but do recall that the more added value you provide in your quotation and the more competitive you are, your quotation will be valued more.
4	Q	Do the warranty schemes for parts in ANNEX 1 & ANNEX 2 have different?
	A	We can confirm that the general warranty period is intended for 2 years
5	Q	What is the procedure within RFQ tender?
	A	<p>In general, we will award to the vendor who provides the best value for money. More, as per criteria set in the RFQ document (page 4), the evaluation criteria will be based on:</p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</p>

		<p>Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Others Please See Annex 1</p>
6	Q	When is the installation time for the equipment? Overtime cost should be charged into the quotation if the installation after office hour.
	A	Working period is not recommended during office hour. However it is flexibly as along as not disturbing office activity. The selected vendor should complete the working during the expected period regardless how many hours and what time they are working.
		<p><u>NEW INFORMATION</u></p> <ol style="list-style-type: none"> 1. For trade in scheme, the vendors are required to provide the price for changing the old cable should there is any. 2. Bidders should include bracket for TV monitor in the quotation as well. 3. The four (4) new cameras requested will be located on 8th floor and later connect to the server.

Jakarta, 2013-09-04