



### **BIDDER'S CONFERENCE – MINUTES OF MEETING**

**Assignment Name:**

RFQ/UNDP/ UNODC /001/2016

Renovation of UNODC Office Menara Thamrin Building 10th Floor

**Date and Time:**

26<sup>th</sup> Jan 16, at 1100 hour in Aceh Meeting Room, UNDP, Menara Thamrin Kav. 3, Jakarta

#### **TO ALL INTERESTED BIDDERS**

Here below are Answers to Questions raised regarding the above assignment:

NO	Introduction & Guidance	
<b>Info</b>	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> <li>1. Brief explanation on RFQ document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, etc).</li> <li>2. Brief explanation on the back ground of project scope for each lot.</li> <li>3. Q &amp; A</li> </ol> <p>The above explanation had been stated on RFQ document. Bidders were encouraged to <u>carefully</u> read the RFQ document before preparing the offer.</p>	
<b>1</b>	Q	<b>Should there be discrepancies information between hard copy and soft copy for bidders who wishes to submit both methods (soft copy and hard copy), please confirm which copy will be used</b>
	A	Both copy will be used if those bids were received before the deadline
<b>2</b>	Q	<b>If an additional requirement found during Site Visit or Survey, please confirm whether UNDP will amend the tender document or not</b>
	A	An amendment to the tender document is visible which will be done before the closing date and therefore it is recommended for the interested bidders to regularly check UNDP Global Website for this tender

<b>3</b>	Q	<b>Down payment or Advanced Payment</b>
	A	Advanced Payment upon signing of contract: <input checked="" type="checkbox"/> Allowed up to a maximum of 20% of contract or USD 30,000 whichever comes first

**Jakarta, 26<sup>th</sup> January 2016**