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**BIDDER'S CONFERENCE – MINUTES OF MEETING AND Q&A**  
**RFP/UNDP/PETRA/73054/015/2019**

**Assignment Name:**

Consulting Service for the Design and Construction Supervision  
for Two Puskesmas and Twenty One Schools in Central Sulawesi

**Date and Time:**

Friday, 16 August 2019 at 1400 hrs (Function Room, Menara Thamrin Building LG floor)

**Closing Date:**

16 September 2019 at 1900 hrs (Jakarta Local Time, GMT+7)

**TO ALL INTERESTED BIDDERS**

		<b>Introduction and Guidance</b>
<b>Information</b>		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery method for submitting offer, contract award, etc.).</li><li>2. Explanation on the Data Sheet</li><li>3. Explanation on the Term of Reference (TOR).</li><li>4. Explanation on the Submission Forms</li><li>5. Q &amp; A (going through all sessions)</li></ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering &amp; UNDP website for any update/amendment to this tender document</i></p>
<b>Q&amp;A session is incorporated into the below minutes</b>		
1	Q	Could you explain further on the Environmental Impact Assessment (AMDAL) aspect of this work? Who would process it?
	A	The related info on AMDAL in this tender document is only general template required from the previous project on hospital and landfill (TPA), of which AMDAL is mandatory. For this school building reconstruction project, mostly AMDAL would not be applied, but worthy of consideration as necessary. For healthcare center (PUSKESMAS), AMDAL is of no requirement.

2	Q	But there is a regulation that AMDAL is required for a project with over 5000 m <sup>2</sup> in total area?
	A	Almost all of the 23 objects/locations to be reconstructed have less than 5,000 m <sup>2</sup> area, with exception of SMK Negeri 1 Sigi (to be confirmed). If SMKN 1 Sigi reach the 5,000 m <sup>2</sup> area, UNDP would enquire the Consultant to assist the local government in developing the AMDAL. The principal is that all the works are of reconstructing the already-collapsed buildings.
3	Q	Would it be implemented with a new master plan, in a new location?
	A	There would be no change of location. This work is for reconstructing the collapsed buildings on the same respective location. However, there might be needs to re-arrange the position of buildings.
4	Q	What language to be used in the proposal? In page 50 of the RFP, in Expected Output mentioned that Language should be submitted bilingually (both English and Bahasa Indonesia)?
	A	Language for proposal shall be in English. Page 50 in RFP refer to expected output such as technical specification, BoQ, report, drawings, etc shall be both in English & Bahasa Indonesia
5	Q	Related to the function, especially on assisting UNDP by liaising with the Government, is there any potential issue related to the working agreement with each local government that might cause a delay in construction phase?
	A	All the reconstruction plan in each location has been confirmed and approved by Provincial Government to be implemented as soon as possible. Basically, that means all buildings are ready for reconstruction and no delay is expected.
6	Q	Are these buildings still functional for now?
	A	No. All buildings are collapsed or demolished. Students are currently studying in temporary structures.
7	Q	What does it mean by the historical contract non-performance?
	A	As we may refer to the Form D, if any bidder may have issue with previous client(s) in the past which resulted contract termination or non-performance issue, bidder have to declare those issues in Form D. If the bidder does not declare the issue, and someday UNDP find that the bidder has historical contract non-performance, UNDP will terminate or cancel the contract immediately.
8	Q	As we are working with association like KSO ( <i>Kerjasama Operasional</i> ), should we attach only the certificate of association, or should it have added with a formal recommendation by a Notary?
	A	Please refer to the Form C (on Joint Venture). Please duly fill it as complete as possible, by attaching the relevant joint-venture certificate or agreement. If any bidder could obtain Notary's signature, it would be a plus, but not mandatory. Any relevant documents must be attached as per information given in the Form C.
9	Q	Related to the past experience, shall we attach all copies of certificate of acceptance by the clients or the acceptance of official report?
	A	The bidder is required to provide all copies of certificate of acceptance by the previous clients. Not the acceptance of official report.
10	Q	Is the currency used for bid security in USD or IDR?
	A	The bidder can use USD or IDR currency for bid security with the amount as stated in RFP.
11	Q	Would the contract be in lumpsum, ex price, or else?
	A	The contract would lumpsum contract with breakdown price per deliverable.

12	Q	Will the tender for the Schools and Puskesmas construction/civil work be one tender of several tenders based on the nature of construction?
	A	The construction tender would be one tender with several LOTs based on the complexity of the works or geographical area.
13	Q	Does the defect liability period use lump sum mechanism or on-call basis?
	A	During defect liability period, if the consultant performs additional services after the issue of the certificate of substantial completion, the extent of these services shall be agreed on a case by case basis and shall be deemed to be an Additional Service under the Contract. Please refer to TOR page 48.
14	Q	Is this project is subjected to Tax?
	A	No. The proposal for this service must be exclusive for any Taxes. UNDP as a UN agency is exempted from any Taxes.
15	Q	Of all these 23 projected works, there might likely be of smaller and bigger scales, which could be finalized either in shorter or longer timeframe. Would there be any assistance from UNDP, especially in potential differences with the government's policy, e.g. a case where a process should depend much on the government's decision or the Consultant has a privilege to take a professional decision?
	A	There is a point of reference related to the value of building and the possible required assistance in Annex 4.1 and Annex 4.2. (1) First, there is indeed a reference related to the value of building mentioned in the government's Action Plan (RENAKSI). Please use it, especially when determining your estimation of values, only as reference not as primary guideline, as it was estimate costs being determined during emergency response period. (2) Second, in regard to the assistance to the government, UNDP would liaise accordingly, as UNDP already conducted assessment and verification to all these buildings. UNDP has already had working relationship with each building management and its respective local government. Any assistance would be conducted strategically and carefully by dissecting from the very beginning which would be prioritized in order. The assistance would also be a means of verification.
16	Q	How about the Building Construction Permit (IMB) of those buildings and their status of verification as assets?
	A	In the agreement between UNDP and Provincial Government, the Government would be responsible for all the necessary permits, including IMB. As for those buildings as assets, their current asset status will be abolished in the list and would be re-registered as new assets.
17	Q	In the TOR (Page 48, article 2.4), please explain further on the supervision services, especially on the training delivery and related procedures.
	A	It is related to the operational maintenance needed especially after the acceptance of the works, as there shall be aspects of the operation and maintenance that need to be coordinated to the Project's owner. It is more on the provision of documentation or guidelines, instead of training.
18	Q	In regard to the schedule of payment, in the Page 56 of article 4.0 on the construction supervision with the duration of 11 months and sub total of 40%, does it mean that the payment would be done after the supervision work is finished?
	A	Yes. The payment will be made after receiving the satisfactory performance from UNDP Engineer. The percentage of payment is still open for negotiation with the selected bidder.
19	Q	When the activity starts, would the home base be in Jakarta or also needed to stay in site location?
	A	For the planning process and assistance in contractor's bidding, the works could be done from Jakarta. But site supervision and monitoring must be

		done on site. The project locations are in four districts/municipality. For Palu and its nearby location, the office should be in Palu. But for Kulawi (in South Sigi) and Parigi Moutong, it would be needed to open sub office in each, as there would be difficulty in terms of access and time-effectiveness.
20	Q	Could you please share all the coordinate locations?
	A	Attached in Attachment 1 of this minutes. The coordinates file in kmz format can be opened in Google Earth. Bidder can also refer to Annex 4.1 and Annex 4.2 of the RFP.
21	Q	Could you also please advise on which building to be prioritized first?
	A	The Consultant should provide sound estimation and judgement to UNDP on priorities. The consultant could determine from all the 23 works which are easier or quicker to implement. This could be prioritized so that Phase 1 could also be initiated sooner. In the process of designing, for example, it is allocated for three months, but if some of the objects can be completed in one or two, UNDP can proceed to the next phase sooner.
22	Q	Could we add other expert to the required key experts, hence their formal CVs shall be added?
	A	The bidders also have to fulfil all key personnel required in the ToR. Bidders may add other experts as addition if considered crucial. CVs shall also be attached and fully signed. The additional experts/personnel will give additional value to the proposal, however it will not affect the scoring.
23	Q	Is the password for financial proposal is the one for the e-tendering site or only specific for the file/document?
	A	The Bidder have to provide a password for financial proposal,. The bidder who passed the technical score of 70% will be ask for the password to open the financial proposal.
24	Q	How much is the budget for this service?
	A	UNDP cannot disclose the amount of budget. The vendor has to make the best and reasonable estimate for this project/contract.
25	Q	During the defect liability period, should the experts stay on site, or it could by on-call?
	A	During the implementation and monitoring, the experts must be on site in accordance to the TOR and RFP, but they could be on-call during the defect liability period. The experts have to be on site to repair and investigate the identified defects.
26	Q	Between Planning and Monitoring Phases, must the personnel be of different person or we may use the same person?
	A	Both phases are different in the context of requiring specific experts to begin with. But as long as these experts could handle both accountabilities, they could of same person.
27	Q	Would the Team Leader be required full-time for all the duration of the works?
	A	Yes, Team Leader must be of full-time, especially during design phase, assisting to the government counterparts, and to the monitoring phase.
28	Q	Does UNDP determine the quantity of key personnel?
	A	It depends on the need and policy of each participating bidder/consultant, especially in allocating time and number of key personnel in an effective and reasonable manner.
29	Q	Are all of these building anew, without any strengthening works?

	A	Yes, they all of building a new, in accordance with the agreement with Provincial Government, as there must be asset deletion. If there is any repair/strengthening work involved, the asset deletion could not be justified, as one asset might be mixed with others.
Additional Answer	:	<b>Regarding question no.2:</b> It is confirmed that all objects size are less than 5,000 m2 area. The biggest object which is SMKN 1 Sigi has the total area of 4,300 m2.
Attachment 1	:	Coordinate for each location.
Note	:	For further clarification, please send your enquiry in writing at the latest 5 (five) days prior to the deadline. Such clarifications would be informed to all participating bidders.

Jakarta, 22 August 2019