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**BIDDER'S CONFERENCE – MINUTES OF MEETING AND Q&A**  
**RFP/UNDP/PETRA/73058/020/2019**

**Assignment Name:**

Consulting Service for the Design and Construction Supervision  
for Two (2) Landfills in Central Sulawesi

**Date and Time:**

12 September 2019 at 1400 hrs (Jakarta Local Time, GMT+7) at Aceh Meeting Room, Menara  
Thamrin Building, 7<sup>th</sup> Floor, Jl. MH Thamrin Kav. 3, Jakarta 10250

**Closing Date:**

4 October 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. Overview on the UNDP's PETRA Project.</li><li>2. Explanation on RFP document – administrative issue (closing date, submission &amp; method, delivery method for submitting offer, contract award, etc.).</li><li>3. Explanation on the Big Data Sheet.</li><li>4. Explanation on Evaluation Criteria.</li><li>5. Explanation on Term of Reference (TOR).</li><li>6. Explanation on the Submission Forms.</li><li>7. Q &amp; A (going through all sessions).</li></ol> <p>Highlighted Points:</p> <ol style="list-style-type: none"><li>1. Bidders were reminded 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.</li><li>2. Bidders must ensure the correct validity period of Bid Security, which shall be up to 150 days (120 + 30 days) from the date of submission. The Bid Security should follow the template from UNDP.</li><li>3. Bidders are stressed to ensure to protect their financial proposal by password. Failure to do so would result in disqualification.</li></ol>

	<p>4. Minimum average annual company's turnover of USD 1,000,000 for the last 3 years. For Joint Venture/Consortium/Association, that amount can be accumulatively accounted.</p> <p>5. Bidders are encouraged to pay attention and comply to the Technical Evaluation Criteria.</p> <p>6. Bidders should ensure to attach all CVs of both key personnel and non-key personnel.</p> <p>7. Bidders are encouraged to participate in the site visit in order to have a clearer picture about the current condition of the Landfills, and bidders may also get supplementary information and benefit to discuss directly with local authorities.</p> <p>8. Bidders are encouraged to focus on the Project Description, Scope of Services, and Expected Outputs as stated in the RFP.</p> <p>9. Bidders are encouraged to not overestimate or add irrelevant items that are not required in the TOR (e.g. extra works and deliverables, etc.) to the financial proposal..</p> <p>10. Bidders may request clarification to UNDP in writing by email no later than 5 working days before the submission deadline.</p>
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**Q&A session is incorporated into the below minutes**

1	Q	Are the conditions of all sites currently damaged?
	A	Yes, and new facilities will be built at the same locations.
2	Q	Is the scope of work only for the design or including the reconstruction as well?
	A	The scope of works for this tender are for design and construction supervision services not include reconstruction works. Please refer to the TOR for details.
3	Q	In regard to the landfill in Donggala, are you going to close the existing cell?
	A	Yes, after the new cell is built.
4	Q	Referring to Stage 5 of the scope of works (Page 44), what is the consultant role in the tender process of reconstruction works?
	A	The consultant's role in the tender process of the reconstruction works is to provide supplemental document for the tender, which consists of: Design drawings, BOQ, technical specification, scope of works, and provide technical advice during the pre-bid meeting and site visit. The tender will be conducted by UNDP based on UNDP procurement rules and regulation.
5	Q	Will UNDP lead the tender process and the design consultant support it with technical aspects of the work?
	A	Yes. UNDP will manage the tender process and the consultant will support as technical advisor.
6	Q	Does UNDP have compliance standards or a set of specifications to be followed by the bidder?

	A	The information about Reference and Compliance Standards is stated in RFP page 51. However, the bidder may follow other Reference and Compliance Standards if it is better than stated in RFP and meet the requirement in TOR.
7	Q	In what languages the outputs should be presented?
	A	Technical specification is both in English and Bahasa Indonesia. The drawing and Bill of Quantity (BoQ) can be in English only.
8	Q	Regarding the key personnel requirements, especially for those who have supervising roles, is there a requirement on the number of personnel for specific role?
	A	No, UNDP only determines the qualification criteria for each role. Bidders should decide the reasonable number of personnel to implement this project based on their professional judgement. The important thing is to optimize the key personnel with logical and reasonable number rather than maximize the number, which might affect the cost of bidder's financial proposal.
9	Q	The Inception Report will present the revised workplan, preliminary design, environmental, management plan and risk assessment, with the deliverable duration 1.5-months after contract signed, does this environmental aspect include the Environmental Impact Assessment (AMDAL)?
	A	No. The environmental aspect to be represented in the Inception Report is only general environmental aspect that must be considered, along with management plan and risk assessment, into the design. 1.5 month would not enough for Environmental Impact Assessment (AMDAL).
Note	:	For further clarification, please send your questions in writing at the latest 5 (five) days prior to the proposal submission deadline. All Q&As will be uploaded in UNDP Procurement Notice.

Jakarta, 18 September 2019