



Bidder's Conference – MINUTES OF MEETING

Assignment Name:

RFQ/UNDP/OPS/PACK 1/071/2019; RFQ/UNDP/OPS/PACK 2/072/2019; RFQ/UNDP/OPS/PACK 3/073/2019; and RFQ/UNDP/OPS/PACK 4&5/074/2019 - Renovation UNDP Office 9th floor at Menara Thamrin Building

Date and Time:

Tuesday, 17th December 2019 starting 1400 hour in Menara Thamrin Building Jl. M.H. Thamrin No.3, RT.2/RW.1, Kb. Sirih, Kec. Menteng, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10250.

TO ALL INTERESTED BIDDERS

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

NO	Introduction & Guidance	
Info	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> 1. Explanation on RFQ document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Scope of Work (Annex 1) 3. Explanation on the Submission Forms (Annex 2) 4. Explanation on the General Terms and Conditions of Service (Annex 3) 5. UNDP will issue revision to the Scope of Work, Technical Drawing, and Bill of Quantity 6. The revision will split the design layout into two zone. The first zone will be contracted in 2019 and the second zone will be made as an option. The option will be executed through an amendment to the initial contract due to pending budget availability in 2020. The evaluation will be done for the total cost of zone 1 and zone 2. <p>The above explanation had been stated on the RFQ document. Bidders were encouraged to <u>carefully</u> read the RFQ document before preparing the offer.</p>	
1	Q	Should we match the product based on the brand or equivalent to the brand?
	A	UNDP allows the submission using the brand or other which is equivalent to it.

2	Q	If the existing data cable is broken or cannot be used, should we pull the new cable to replace the existing one?
	A	Contractor shall always optimize the use of existing cable for efficiency purpose. If such case does occur, UNDP has allocate in revised BOQ, a separate line to cover any replacement with maximum ceiling as percentage from your other lines price. The use of this line cost can only be made after receiving approval from UNDP.
3	Q	Could we propose customized furniture?
	A	Bidders should propose furniture equivalent to the specifications. There may not be sufficient time if the furniture proposed are custom made.
4	Q	Please explain whether each zone will have their own RFQs?
	A	In the revised RFQs, each RFQ will consists of 2 zones, in which the first zone will be contracted in 2019 and second zone is optional subject to budget availability in 2020.
AMENDMENT TO THE TENDER DOCUMENT		
1		Bidders are welcome to apply for more than one package in the four RFQs, however UNDP will only award the contract for one package if the bidder is selected for more than 1 package.
2		The work could only start after the working office hours or during weekends.
3		RFQ 074 for Package 4 is not allowed for partial quotes. The contract will be awarded to the bidder who is offering the lowest price technically responsive for all items in the BOQ and Scope of Work.
4		Please refer to the revised Annex 1, Annex 2, BOQ, and revised technical drawing (pdf and cad) for your complete reference.

Jakarta, 18 December 2019