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BIDDER'S CONFERENCE – MINUTES OF MEETING AND Q&A
ITB/UNDP/001/2020

Assignment Name:

Long Term Agreement for Hotel Services

Date and Time:

Thursday, 23 January 2020 at 0930 hrs (Western Indonesian Time, GMT+7) at Aceh Meeting Room, Menara Thamrin Building, 7th Floor, Jl. MH Thamrin Kav. 3, Jakarta 10250

Closing Date:

Refer to the ATLAS e-Tendering, Event ID: 5177

TO ALL INTERESTED BIDDERS

	Introduction and Guidance	
Information	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Overview on the background of LTA Hotel Service needed by UNDP.2. Explanation on RFP document – administrative issue (closing date, submission & method, delivery method for submitting offer, contract award, etc.).3. Explanation on the Bid Data Sheet.4. Explanation on Evaluation Criteria.5. Explanation on Term of Reference (TOR).6. Explanation on the Submission Forms.7. Demonstration or simulation of registering bidders into ATLAS e-tendering.8. Q & A (questions and answers are mostly related to e-Tendering registration and forms that need to be filled out). <p>Highlighted Points:</p> <ol style="list-style-type: none">1. Bidders were reminded to carefully read the RFP document before preparing the offer and to check regularly UNDP e-Tendering & UNDP website for any update/amendment to this tender document.2. Bidders are encouraged to pay attention and comply to the Technical Requirements or mandatory documents to be submitted.3. Bidders may request clarification to UNDP in writing by email.	
Note	:	Almost all participants' questions are on the technicalities of ATLAS e-Tendering (registering, uploading, submitting) and the forms, of which UNDP provided technical demonstration and guidance to process it.

Jakarta, 30 January 2020