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1st VIRTUAL BIDDER'S CONFERENCE – MINUTES OF MEETING AND Q&A
ITB-UNDP-PETRA-92264-002-2020

Assignment Name:

Procurement of Works: Construction of Health and School Facilities in Lombok

Date and Time:

19 May 2020 at 1400 hrs (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform (Meeting ID: 96641879799)

Closing Date:

30 June 2020 at 1900 hrs (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

	Introduction and Guidance
Information	<p>Bidder's Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Overview on the UNDP's PETRA Project (by the National Project Manager of PETRA).2. Overview on the Technical Specifications and Delivery requirements (by the Resident Engineers of PETRA and Representatives of PT. Arkonin Engineering Manggala Pratama JV PT. Dacrea Design and Engineering Consultants).3. Overview on the Competitive Bidding process, such as explanation on the ITB document, Bid Data Sheet, all the required documents for submission in ATLAS, minimum evaluation criteria and evaluation method (by the Procurement Analyst of PETRA).4. Guideline of using ATLAS e-Tendering system, especially on how to register bidder's profile, to download tender documents, to accept an event's invitation, and to submit a bid (by the Procurement Associate of PETRA)5. Q & A (going through all sessions). <p>Highlighted Points:</p> <ol style="list-style-type: none">1. Some highlights on the background of PETRA Project were informed to bidders, such as the main objective of PETRA that is to implement the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in 2 (two) provinces,

	<p>West Nusa Tenggara (Lombok) and Central Sulawesi. Fully funded by the KfW, the German state-owned development bank, UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods. These construction works of health and school facilities are the project activities under Output 1.</p> <ol style="list-style-type: none"> 2. Presentation on the Technical Specifications and Delivery requirements is delivered covering the Technical Specifications, Drawings, and Bill of Quantities of each site under the following LOT: <ul style="list-style-type: none"> - LOT 1: Construction of Health Facilities (10 sites in total) - LOT 2: Construction of School Facilities (4 sites in total) 3. As per recommendation by the Geological Agency (Badan Geologi) of Indonesia, all the 14 (fourteen) sites are safe for reconstruction. 4. Visual slide presentation (infographics) was given to inform bidders on the geographical coordinates, photos, road access, topographic measurement result, existing condition, cross section, the required elevation, floor plan, environmental drainage and sanitation (WASH management), electric power capacity, source of clean water, and general material specifications of each site under both LOTs of this tender. 5. Visual slide presentation (infographics) was also given to inform bidders on the working safety requirements (Occupational Health & Safety, Air Quality, Noise & Vibration, Traffic Management) and the required responsibility on COVID-19 Handling (Preventive Measures, Operations and Logistics Supply, SOP). 6. Bidders were advised to carefully read the ITB document prior to preparing and submitting a bid and to check regularly UNDP e-Tendering & UNDP website for any update/amendment to this tender document. 7. Bidders must ensure the correct validity period of Bid Security, which shall be up to 150 days (120 days of bid validity + 30 days) from the date of submission deadline. The Bid Security should follow the template from UNDP. 8. Although the opportunity to conduct physical site visit is opened for bidders, UNDP strongly encourage bidders to follow COVID-19 Spread Prevention Protocol issued by National and Local Government. UNDP's assistance will be limited only in connecting the interested bidders to the local authorities or the construction sites' focal points, so that they may arrange for themselves, and in providing any information through visual means on virtual platform. 9. Questions or request for clarification from bidders can be addressed through email to both sylvia.indriani@undp.org and
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		<p>martin.kurnia@undp.org. Deadline for submitting questions or request for clarification is 10 working days before the bid submission deadline.</p> <p>10. The contract will use UNDP Contract for Civil Works and UNDP General Terms and Conditions for Works. Bidders are encouraged to read these documents as they are attached in ATLAS or related online tender advertisements.</p> <p>11. UNDP has provided the ATLAS e-Tendering User Guide for Bidders in the attachment of tender documents in ATLAS or related online tender advertisements. UNDP encourage all bidders to refer to this User Guide when registering the bidder's profile, downloading tender documents, accepting event invitation, and submitting a bid.</p>
Q&A session is incorporated into the below minutes		
1	Q	For all sites, are the construction works planned on the same location?
	A	Yes, the reconstruction works will be done at the same locations for all sites. Bidders may refer to the Drawings or work plan already attached to the tender document.
2	Q	Related to the technical specification, some products are required by mentioning specific brands. Are the bidders required to provide only the brands mentioned?
	A	The brands are mentioned only to be the quality standard. Bidders may offer the same brands or offer other brands with at least the same or higher quality.
3	Q	Physical Site Visit is scheduled between June 2 nd – June 9 th , 2020. How is the arrangement for this agenda considering there is a travel ban and social-distancing practice due to COVID-19 that might still be applied during said schedule?
	A	Although the physical site visit is important part for this tender of construction works, please be advised that the physical site visit is not a mandatory requirement. UNDP provides the said schedule to give the opportunity to any bidders that would do a physical site visit. UNDP would only assist the bidders by communicating their visiting plan to the respective site focal points, so that bidders may arrange appointments by themselves with those focal points. Please first inform UNDP's focal points (Mr. Zaenudin and Mr. Giovani), via email to zaenudin@undp.org and giovani@undp.org , as stated in the tender document, if bidders would plan physical site visit. Be advised that the logistics arrangement and any consequences pertaining to the site visit would lie with each interested bidder's responsibility. In order to give as much information as possible to all bidders in a fairly manner, UNDP will present a video profiling all targeted sites by uploading it to the online platform that can be viewed by all interested parties.
4	Q	Is it possible for the bidders to quote for additional section covering only for the COVID-19 handling management (e.g. costs on rapid test, PPE, health insurance, etc.)?
	A	No, bidders cannot add additional section other than what have been determined in the Bill of Quantity (BoQ), as it would create many variations during bid evaluation. In the tender document, UNDP has informed and required any bidders to consider the standard of working environment safety (K3) and especially the COVID-19 handling scheme in their bid against the pre-determined Bill of Quantity (BoQ). Any expenses related to

		the well-being of staffs/workers shall be at the awarded bidder/contractor's.
5	Q	Is the bidder allowed to allocate construction operational/warehousing facilities in the field?
	A	Yes, the bidder is allowed. Bidders may see at the Bill of Quantity (BoQ) that the allocation of this facility is already factored in.
6	Q	Is there any indicative ceilings and unit price analysis for these construction works that can be informed to bidders?
	A	No, any tender activities of UNDP and any other UN agencies would not indicate or disclose any indicative ceilings or unit price analysis in order to safeguard the integrity of the tender itself and to understand the professional capability of each bidder in preparing a bid against the pre-determined Bill of Quantity (BoQ).
7	Q	How is the evaluation method for this tender? Is it through scoring based on a weight basis?
	A	The award will be given to the lowest-priced technically responsive, eligible and qualified bid for each LOT. Firstly, the evaluation team shall review and evaluate the Technical Documents (Eligibility, Qualifications, any other compliance proofs to the technical requirements) on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications. The selection will be conducted with a Pass/Fail criteria. Secondly, the Financial Documents (Price Schedule) will only be evaluated from those bidders that are technically qualified. Hence, the lowest-priced bid from those technically qualified bidders will be selected and awarded.
8	Q	During the implementation of the contract, is amendment to the contract related to any variations to the work's quantity is possible?
	A	Amendment to the contract is possible only when there are justifiable requirements such as the extension of the duration, modification of the scope of works or other relevant aspects of the contract and shall be duly approved by the relevant authorities. Prior to the contract amendment, the selected Contractor shall obtain approval in writing from PETRA's Resident Engineer, who would in turn seek approval from UNDP's authorities.
9	Q	Can the building elevation of each site be modified, or we should follow what is stated in the tender document?
	A	Building elevation for each site has been analysed and determined in the Drawings and Bill of Quantity (BoQ). Bidders should follow what has been determined.
10	Q	As it is understood that UNDP has locked the quantity determined in the Bill of Quantity (BoQ) and Price Schedule's document, but some quantities are not displayed properly in the excel sheet, could you edit it by enlarging the columns and re-upload the documents so that they could be used by the bidders?
	A	Very well noted. UNDP will edit and re-upload the documents. The reason to lock the quantity is to avoid any changes or variations made by the bidders that would affect the evaluation process.
11	Q	If there are questions either of technical or administrative nature, or if there are clarifications needed due to technical differences between what is stated in the BoQ with the actual condition, to whom the bidders could address them?
	A	Bidders may address any sorts of questions or requests for clarification by sending them via email to sylvia.indriani@undp.org and martin.kurnia@undp.org . UNDP will provide answers or clarifications accordingly by uploading them to ATLAS and other online platforms, so that all bidders may receive similar information.

12	Q	On Page 52 of the ITB document, bidders are required to provide information on minimum personnel to be assigned to the project, are the requirements stated there applied similarly to both LOTs, or different from one LOT to the other?
	A	The minimum personnel quantity and qualifications stated on Page 52 of ITB document are the same minimum criteria for both LOTs. Bidders shall comply to these set of minimum criteria. Otherwise, it would result in disqualification. In other case, should any bidders consider that the minimum requirements of personnel are unrealistically too few and should be increased due to the expected scope of work, bidders may suggest recommendation prior to the deadline of clarification request via email to sylvia.indriani@undp.org and martin.kurnia@undp.org . UNDP would respond accordingly with further clarifications to all bidders.
13	Q	In what language the Bid shall be prepared and submitted?
	A	The Bid and other required customized documents shall only be prepared and submitted in English. This tender has been advertised globally and solicited for open international competition.
14	Q	Would the construction debris be disposed inside the location area or outside?
	A	It would depend on what kind of materials consisted in the construction debris. For this work, it is divided into two categories, hazardous and non-hazardous materials. For hazardous materials, e.g. asbestos, UNDP will provide specific guideline to the Contractor on the dismantling, collection and disposal management. As for non-hazardous materials, the Contractor may manage the debris with the consideration of the environmental standards, also attached in the tender document, i.e. Environmental And Social Management Plan (ESMP)
15	Q	Is a bidder able to bid partially only for one LOT or to bid for both LOTs?
	A	Bidders may submit bid either for one LOT only or both LOTs as long as they bid for the full scope of works of any participated LOT. For example, there are 10 sites in total for LOT 1, bidders are not allowed to submit bid for less than 10 sites for LOT 1. It applies to both LOTs that bidders are allowed only to bid for the full scope of works.
16	Q	On Page 26, can you elaborate on the different minimum years of experience required for each LOT and the meaning of minimum 2 contracts of similar value or nature and complexity implemented over the last 7 years?
	A	On requirement of minimum years of experience, LOT 1 (Construction of Health Facilities) requires minimum 10 years of experience particularly in construction of health facilities, while LOT 2 (Construction of School Facilities) requires minimum 12 years of experience particularly in construction school facilities. For Joint Venture or Consortium or Association, all parties could meet the minimum years of experience cumulatively. As for the requirement of having minimum 2 contracts of similar value or nature and complexity, it means either the bidder has at least 2 contracts with similar contract value or at least of the same nature and complexity in the scope of work over the last 7 years, provided with any certificate of accomplishment issued by past clients.
17	Q	Is the average annual turnover amount required for the last 3 years covering only the profit gained annually?
	A	The average annual turnover is not necessarily referring to annual profit, but the whole financial standing during respective accounting year. It may include the investment and asset values.

Note	:	For further clarification, please send your questions in writing at the latest 10 (ten) working days prior to the bid submission deadline. All Q&As will be uploaded in UNDP Procurement Notice.
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Jakarta, 25 May 2020