



Empowered lives.  
Resilient nations.

**2<sup>nd</sup> 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:**

*12 June 2020 at 1400 hrs (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform (Meeting ID: 97132697451)*

**Closing Date:**

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

**TO ALL INTERESTED BIDDERS**

	<b>Introduction and Guidance</b>
<b>Information</b>	<p>Bidder's Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Overview on the UNDP's PETRA Project (by the National Project Manager of PETRA).</li><li>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).</li><li>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).</li><li>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)</li><li>5. Q &amp; A (going through all sessions).</li></ol> <p>Highlighted Points:</p> <ol style="list-style-type: none"><li>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,</li></ol>

	<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"> <li>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"> <li>- LOT 1: Construction of Health Facilities (10 sites in total)</li> <li>- LOT 2: Construction of School Facilities (4 sites in total)</li> </ul> </li> <li>3. As per recommendation by the Geological Agency (Badan Geologi) of Indonesia, all the 14 (fourteen) sites are safe for reconstruction.</li> <li>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.</li> <li>5. Visual slide presentation (infographics) was also given to inform bidders on the working safety requirements (Occupational Health &amp; Safety, Air Quality, Noise &amp; Vibration, Traffic Management) and the required responsibility on COVID-19 Handling (Preventive Measures, Operations and Logistics Supply, SOP).</li> <li>6. Bidders were advised to carefully read the ITB document prior to preparing and submitting a bid and to check regularly UNDP e-Tendering &amp; UNDP website for any update/amendment to this tender document.</li> <li>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.</li> <li>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.</li> <li>9. Questions or request for clarification from bidders can be addressed through email to both <a href="mailto:sylvia.indriani@undp.org">sylvia.indriani@undp.org</a> and</li> </ol>
--	---

<a href="mailto:martin.kurnia@undp.org">martin.kurnia@undp.org</a> . Deadline for submitting questions or request for clarification is 10 working days before the bid submission deadline.		
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.		
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.		
<b>Q&amp;A session is incorporated into the below minutes</b>		
<b>TECHNICAL ASPECTS</b>		
1	Q	If we find discrepancy between components stated in BoQ and Drawing, are we allowed to propose a new item that is not yet stated in BoQ?
	A	Bidders may send queries via email to contact person as stated in tender document. UNDP would analyze and determine if such discrepancy is critical, to amend necessarily and disseminate it publicly. Otherwise, without prior clarification from UNDP, bidders are advised not to change or add new items to BoQ and Price Schedule.
2	Q	How do we anticipate Red Zone and Yellow Zone for areas in both LOTs?
	A	All areas in both LOTs are categorized as safe zone as per information by the Geological Agency. The information came with some notes, which already been anticipated in the design as well.
3	Q	Analysis Code is not included in the BOQ. Does bidder determine the Analysis by itself?
	A	The analysis will be based on the Indonesian National Standard (SNI). Please refer accordingly.
4	Q	What is the width of the flooring platform?
	A	The specification and volume of flooring materials are already determined in the Technical Specification and Drawing. Please refer to these documents.
5	Q	What kind of brand or type is required for the ceramics?
	A	The type of ceramics is already determined in the Technical Specification. Please refer to the document. Please note that any mentioning of brand is meant for reference of standard specification. Any other brands with at least equal quality and specification are also acceptable.
6	Q	What type of iron materials is required specifically?
	A	Types of iron materials are already determined in the Technical Specification. Please refer to the document. Please note that any mentioning of brand is meant for reference of standard specification. Any other brands with at least equal quality and specification are also acceptable.
<b>BID SUBMISSION ASPECTS</b>		
7	Q	How do we submit the proposal, shall we separate it into packages or in whole total?

	A	Bidders can only submit a bid either for LOT 1 or LOT 2 (one LOT only), or they may also submit bids for both LOT 1 and LOT 2. However, the bidders are not allowed to submit partial bid, in the context of only parts of LOT 1 or parts of LOT 2. Bidders shall bid the full scope of work of any participated LOT.
8	Q	When is the deadline to ask technical or non-technical questions via email?
	A	Please send it at the latest 10 working days prior to submission deadline.
9	Q	For a Joint Venture, can each member or company send a separate Bid Security to fulfil the total of requested amount?
	A	Yes, member companies of a consortium or Join Venture can send more than Bid Securities in lieu with what is already stated in the ITB document and to accumulatively meet the minimum amount required. Please ensure that the cumulative amount and the validity of bid security forms meet the requirement requested in the ITB document.
10	Q	Where can we find related documents of this tender?
	A	The ITB document and its related documents, including any modification or additional documents/references, are uploaded in the ATLAS e-Tendering, UNDP Procurement Notice, and UNGM websites. Prospective bidders are therefore advised to regularly check the ATLAS e-Tendering (Country: IDN10 and Event ID: 0000005922) or those websites mentioned.
11	Q	Can a bidder submit bid security and performance security issued by Insurance company?
	A	No. UNDP only receives Bid Security issued by a reputable Bank. It can be in the form of a bank guarantee or a bank-issued check. Please refer to Bid Data Sheet Point No. 6 and No. 9 of the ITB document.

Jakarta, 12 June 2020