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**BIDDER'S CONFERENCE – MINUTES OF MEETING and Q&A**

RFP-UNDP-PETRA-105957-012-2020

**Assignment Name:**

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

**Date and Time:**

3<sup>rd</sup> of July 2020, 1400 hrs (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Recording available at: <https://undp.zoom.us/rec/share/yupQd6ju7zIIrPD-mPkGZZ5IbrDX6a823JPrPMMyx3LQtquolah3TulhmokFxxL> Password: 2L.8k.lw)

**Closing Date:**

Please refer to the e-tendering system with event ID **6335**.

**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance
Information	<p>Pre-Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Introduction on UNDP staffs</li><li>2. PETRA Project background, objectives, location and activities by PETRA National Project Manager</li><li>3. Explanation RFP technical aspect in terms of reference (presentation deck attached)</li><li>4. Q&amp;A for technical aspect</li><li>5. Explanation on bid submission aspect (presentation deck attached)</li><li>6. Q&amp;A for solicitation documents</li><li>7. Explanation on ATLAS e-tendering system</li></ol> <p><i>*Bidders were encouraged 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</i></p>
Q&A session is incorporated into the below minutes	

TECHNICAL ASPECT		
1.	Q	Does the scope of work for both markets include other facility, say, operational office and praying space?
	A	Based on regional action plan of rehabilitation and reconstruction from Sigi district 2019-2020, it was not mentioned that praying space, parking area and operational office is required. The expected output in the RFP has been duly consulted with the government.
2.	Q	It was shown in the video that there is still an active transactional activity between sellers and buyers in the market. Do we have to manage this as well once the work begins?
	A	Yes, a coordination with the local government will be required.
3.	Q	Where does the water disposal go?
	A	At this time, both areas rely on the existing local drainage system. Even though there is a river in Pasar Omu location, it is still quite distant.
4.	Q	What about the ownership of assets in both markets? Are those owned by private sectors or the government? If private sectors, what affects would it have towards the work?
	A	Assets are owned by the government and managed by the District Department of Industry and Commerce.
BID SUBMISSION ASPECT		
5.	Q	When is the closing date for bid submission?
	A	The closing date for bid submission is on July 27 <sup>th</sup> , 2020. Bidders are suggested to regularly visit <a href="http://etendering.partneragencies.org">etendering.partneragencies.org</a> , event ID: 6335 for any future updates.
6.	Q	In the RFP tender document, page 12 no. 15, it was mentioned that the bidder shall submit only one proposal. Does that mean we can only submit for only one market?
	A	The RFP requires bidder to submit the proposal for design and construction supervision services for both markets, Pasar Omu and Pasar Sibado, in one proposal. If a bidder was a joint venture, they are allowed to submit only one proposal and any alternative proposal will be rejected.
7.	Q	In the RFP tender document, page 52 section VIII, it was mentioned in 2 <sup>nd</sup> deliverable that a “government notice to proceed with tendering” is expected. What does that mean?
	A	It means that the contractor would be expected to submit Final Design Reports and Final Tender Documents (Technical Specification, BOQ and DED) that have been agreed by the local Government and approved to proceed to tendering process.
8.	Q	In Annex 4.1 for both markets, it was stated that Pasar Omu and Pasar Sibado have “budget renaksi” of IDR 1 Billion and IDR 1,5 Billion, respectively. Does that reflect UNDP budget for the construction or the consulting service?
	A	Based on UNDP procurement rules and regulations, UNDP can’t disclose the budget or the estimated project contract amount. Therefore, we expect bidders to give us their professional estimate on the set up of services.

		. The stated budget in Annex 4.1. (budget renaksi) was part of the Government's indicative budget in the action plan of rehabilitation and reconstruction 2019-2020 proposed to the central Government. It does not represent UNDP budget.
9.	Q	Will the Bill of Quantity (BoQ) be shared in a form format?
	A	The bidder is expected to fill out price proposal with Form E and Form G, as attached in the RFP.
10.	Q	Will the presentation on this conference be shared?
	A	Yes, it will be shared in UNDP websites.
11.	Q	Is a proposal security form required?
	A	No, proposal or bid security is not required.

July 3<sup>rd</sup>, 2020.