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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A & Amendment
RFQ/UNDP/OPS/062/2020

Assignment Name:

Renovation of UNDP Office 3A floor at Menara Thamrin Building

Virtual Bidder conference by zoom:

Tuesday, 24 November 2020 at 14.00 hrs (GMT+7)

Location:

<https://undp.zoom.us/j/84967141082?pwd=ZUQ3NllhYWVSVR0VWRrV25MdGc5QT09>

Closing Date:

26 November 2020 at 1700hour (Jakarta Local Time, GMT+7)

TO ALL INTERESTED BIDDERS

	Introduction and Guidance
Information	<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 & method, delivery place for submitting offer, contract award, etc.).2. Explanation on the Scope of Work4. Explanation on the Annex 2 & Annex 3 Submission Forms5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFQ document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document at</i></p> <p>https://procurement-notice.undp.org/view_notice.cfm?notice_id=72870</p>
Q&A session is incorporated into the below minutes	

1.	Q	Due to so many documents to be submitted via email, can we submit them through google drive?
	A	No. all document must be submitted via email bids.id@undp.org
2.	Q	When is the renovation will start?
	A	After closing date, UNDP will conduct evaluation process in administration and quotation submitted, this includes process of verification document and clarification of quotation, those will take min. 2 weeks.
3.	Q	SOW page 8; Qualification of the Company, if our company has less of 5 years experiences, can we apply?
	A	As mention in RFQ Document; the Company should have min. 5 years experiences for building construction. Bidder must submit copy of Legal company's certificate, Company profile with max. 5 pages
4..	Q	BoQ_for RFQ_3A floor_ME and IT_pdf. Page 1; No.15; Supply & Install power box at staff table. Do you have any specific brand required?
	A	We do not have specific required brand.
5.	Q	BoQ_for RFQ_3A floor_ME and IT_pdf. Page 2; C – Mechanical Works; who will do the finishing? Contractor or Building Management?
	A	Point 1 -7 in Mechanical Works are conducted by Building Management
6.	Q	BoQ_for RFQ_3A floor_ME and IT_pdf. Page 2; A- Electrical works; No.20; balancing power supply report. Please advise where is the placement of Main Panel?
	A	Main panel will be replaced in the same area
7.	Q	What about cable tray? Through ceiling or under the floor?
	A	Cable tray for workstation should be installed in the workstation tray connected to floor (floor chipping)
8.	Q	BoQ_for RFQ_3A floor_FURNITURE_pdf. Page 2.1; Workstation; a) there are two different drawing, please explain. b) In column specification & finish, you mentioned the brand, please explain if only that brand can be proposed?
	A	a) Bidder is required to provide quotations for all options 2 , UNDP will then review and decide which drawing will be chosen. b) That just an example. It should be read as the workstation required is equivalent to the specification based on that furniture's brand

9.	Q	BoQ_for RFQ_3A floor_FURNITURE_pdf. Page 2; C-Filing Cabinet; Photocopy Cabinet (C-5) based on drawing : C-5 Printing Cabinet , please explain.
	A	Filing cabinet (top cabinet) with 1 single door does not need to have shelves.
10.	Q	Who will prepare diagram wiring?
	A	Contractor will provide diagram wiring as installed.
11.	Q	Due current COVID19. Should the contractor conduct Rapid Test for the assign personnel for this project?
	A	Rapid test is not a requirement. However, the assigned project manager must provide regular report of the personnel's condition. Necessary quantity of PPE to be provided to each personnel by the contractor: <ul style="list-style-type: none"> i. Mask ii. Face Shield iii. Gloves iv. Hand Sanitizer v. Thermometer
Amendment to the RFQ	1	RFQ Document page 2; After-sales service required; Others 10% out of total contract amount will be retained for 1 (one) month Should be written as Other 5% out of total contract amount will be retained for 6 (six) months from the date of handover

Jakarta, 25 November 2020