

BID's CONFERENCE
MINUTES OF MEETING and Q&A and Amendment to the ITB
ITB/UNDP/CSA/009/2020

Assignment Name:

Common Services (Receptionist, Telephone Operator, Messenger, Cleaning Services and Supervisor) at UN Premises in Menara Thamrin Building – Jakarta

Date and Time:

4 December 2020 at 2.00 PM WIB (GMT+7)

Virtual Pre-Bid Conference:

<https://undp.zoom.us/j/81442487809?pwd=cnlvNDRKanlWeExGK1F3dXdWS3dudz09>

Meeting ID: 814 4248 7809

Passcode: 942034

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on ITB document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Section 1 - 6 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the ITB document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	Is the CV must be submitted for each personnel?
	A	Yes, signed CV of each proposed personnel must be submitted, one sheet per personnel.
2.	Q	Form D: Eligibility and Qualification Form; Financial Standing; Page 43. You are requested annual turnover for year 2019, 2018 & 2017. What exchange rate should we use?

	A	Please use the current exchange rate
3.	Q	How many MB can we upload document per transmission?
	A	It is unlimited
4.	Q	Do you have preference of male/female personnel?
	A	No limitation on gender
5.	Q	Is the function of Messenger for Internal or External?
	A	Internal between UN Agencies in Menara Thamrin Building
6.	Q	Should the assign personnel take Rapid Test?
	A	Not required. However, all personnel must be provided with necessary quantity of PPE & the supervisor must report by weekly on the condition of each personnel.
7.	Q	How many sets of uniform per year?
	A	4 sets of uniform & 2 sets of shoes per year must be provided by contractor to all personnel.
8.	Q	How is the payment process method?
	A	Contractor must submit original invoice monthly along with <i>Faktur Pajak</i> with series of 080.
9.	Q	Is the cost requested included Supply consumable?
	A	The cost request for cleaning machineries and heavy equipment & cleaning supplies and tools are attached to this MOM.
Amendment 1 to ITB 009	1	Please refer to FORM F: Price Schedule Form–Rev.
	2	Please refer to new documents below to be filled out by Bidder : <ul style="list-style-type: none"> - Section C - Cost Breakdown Cleaning Machineries - Section D – Cost Breakdown Cleaning supplies

Jakarta, 8 December 2020