**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=cnIvNDRKaWlWeGxGK1F3dXdWS3dudz09
Meeting ID: 814 4248 7809
Passcode: 942034

**TO ALL INTERESTED BIDDERS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Introduction and Guidance</th>
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| **Information** | Bid Conference was opened with following agenda:  
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)  

*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*** |

**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?
<table>
<thead>
<tr>
<th></th>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>How many MB can we upload document per transmission?</td>
<td>It is unlimited</td>
</tr>
<tr>
<td>4.</td>
<td>Do you have preference of male/female personnel?</td>
<td>No limitation on gender</td>
</tr>
<tr>
<td>5.</td>
<td>Is the function of Messenger for Internal or External?</td>
<td>Internal between UN Agencies in Menara Thamrin Building</td>
</tr>
<tr>
<td>6.</td>
<td>Should the assign personnel take Rapid Test?</td>
<td>Not required. However, all personnel must be provided with necessary quantity of PPE &amp; the supervisor must report by weekly on the condition of each personnel.</td>
</tr>
<tr>
<td>7.</td>
<td>How many sets of uniform per year?</td>
<td>4 sets of uniform &amp; 2 sets of shoes per year must be provided by contractor to all personnel.</td>
</tr>
<tr>
<td>8.</td>
<td>How is the payment process method?</td>
<td>Contractor must submit original invoice monthly along with <em>Faktur Pajak</em> with series of 080.</td>
</tr>
<tr>
<td>9.</td>
<td>Is the cost requested included Supply consumable?</td>
<td>The cost request for cleaning machineries and heavy equipment &amp; cleaning supplies and tools are attached to this MOM.</td>
</tr>
</tbody>
</table>

**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:
   - **Section C** – Cost Breakdown Cleaning Machineries
   - **Section D** – Cost Breakdown Cleaning supplies

Jakarta, 8 December 2020