



BIDDER's CONFERENCE – MINUTES OF MEETING and Q&A

ITB-UNDP-PETRA-128542-002-2021

Assignment Name:

Construction of Health and School Facilities in Donggala District - Central Sulawesi

Date and Time:

18th February 2021, 1400 hrs (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Closing Date:

Please refer to the e-tendering system with event ID **0000008522**.

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Pre-Bid Conference was opened with following agenda: 1. Introduction on UNDP staffs 2. PETRA Project background, objectives, location and activities by PETRA National Project Manager 3. Explanation ITB technical aspect in terms of reference 4. Q&A for technical aspect 5. Explanation on bid submission aspect 6. Q&A for bid submission aspect <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>
Q&A session is incorporated into the below minutes		
TECHNICAL ASPECT		
1	Q	Where to dispose remaining debris of the construction work? And how many kilometers (KM) from the site? <i>Ke mana puing bangunan harus dibuang dan berapa kilometer jaraknya dari lokasi proyek?</i>
	A	There are spaces within or close to working site where contractor can dispose the debris on with maximum distance of 2 Km <i>Ada area di dalam atau dekat lokasi pekerjaan yang bisa digunakan untuk membuang puing bangunan dengan jarak maksimum sekitar 2 Km</i>

2	Q	In the BOQ, the doors and windows of Puskesmas Malei are written from wood while in the design drawing is of aluminum material, which one is the reference for calculation? <i>Di BOQ Puskesmas Malei pintu dan jendela tertulis dari kayu sementara di gambar adalah dengan bahan alumunium, mana yg menjadi acuan perhitungan?</i>
	A	The doors and windows of Puskesmas Malei are of aluminum material. There is a typo in the BOQ, "complete with Wooden frame" and we will revise the BOQ. Please note while each item of Doors and Windows in BOQ is Aluminum Doors and Aluminum Windows, according to the DED Drawing. <i>Pintu dan jendela Puskesmas Malei adalah dari bahan aluminium. Ada kesalahan penulisan di BOQ, "complete with wooden frame" dan BOQ akan kami revisi. Mohon dicatat bahwa masing-masing item Pintu dan Jendela di BOQ agar dipahami sebagai Pintu Aluminium dan Jendela Aluminium, sesuai dengan Gambar DED.</i>
3	Q	We haven't found the specifications for the Light Steel Structure, can you provide this information? <i>Kami belum menemukan spesifikasi untuk Light Steel Structure, apakah kami bisa di berikan informasinya?</i>
	A	The material specifications for Light Steel are in <i>Annex 1 - Statement of Work and Technical Specifications, page 106</i>. <i>Spesifikasi material untuk Light Steel ada di dalam Annex 1 - Statement of Work and Technical Specification, Halaman 106.</i>
4	Q	Considering the work is expected to commence in the fasting month of Ramadhan and Lebaran, how about the workforce schedule? <i>Mengingat pekerjaan akan mulai dilakukan di bulan puasa ramadhan dan Lebaran bagaimana dengan jadwal tenaga kerja?</i>
	A	It is expected that work will begin close to Ramadhan. However, this works has already takes these factors into account, the Contractor is expected to manage the works and time efficiently during Ramadhan, so that the work can be completed on time, for example during Ramadhan the Contractor may plan and focus in assuring materials stock, optimizing sites preparation and other pre-construction works. <i>Diperkirakan pekerjaan akan dimulai berdekatan dengan Bulan Ramadhan, hal yang sudah diperhitungkan dalam tender ini, UNDP berharap Kontraktor dapat mengelola pekerjaan dan waktu secara efisien, sehingga pekerjaan dapat diselesaikan tepat waktu, misalnya selama Bulan Ramadhan, Kontraktor dapat memastikan ketersediaan material, optimasi persiapan lokasi-lokasi pembangunan dan kegiatan-kegiatan pra-konstruksi lainnya.</i>
	Q	How about the accessibility of 4 targeted locations and also the availability of materials in each location? <i>Bagaimana dengan aksesibilitas di 4 lokasi sasaran dan juga dengan ketersediaan material di masing-masing lokasi tersebut?</i>

5	A	Access to all locations are very good and can be accessed by heavy vehicles. Please refer to the video for all locations (Annex 12) to get a visual understanding on the existing conditions . In addition, there are opportunities to visit locations on between 22nd – 25th February 2021. For the availability of materials in each location, UNDP encourage bidders to seek out information with local information sources, for accuracy. <i>Akses ke semua lokasi sangat baik, dapat dilalui oleh kendaraan berat. Silakan mengacu pada Profil Video tentang semua lokasi (Annex 12) untuk mendapatkan pemahaman visual akan kondisi terkini. Di samping itu, dibuka kesempatan untuk berkunjung ke lokasi antara tanggal 22 - 25 Februari 2021.</i> <i>Untuk ketersediaan material di masing masing lokasi, UNDP menyarankan peserta lelang supaya mencari informasi kepada sumber-sumber setempat untuk keakuratannya.</i>
6	Q	For ceramic materials, ceramics "Roman" and "Mulia" are not equal in specification and price. Please decide which ceramic brand / quality to refer? <i>Untuk material keramik, keramik "Roman" dan "Mulia" tidak setara secara spesifikasi dan juga harganya. Mohon diputuskan merk / kualitas keramik mana sebagai acuan?</i>
	A	UNDP recommends to use "Roman" or any other brands that is equivalent. <i>UNDP menyarankan untuk menggunakan "Roman" atau merk lain dengan kualitas yang serupa.</i>
7	Q	For the distribution panel or main panel, are we going to use the existing or new? <i>Untuk panel distribusi atau panel utama, apakah akan menggunakan yang sudah ada atau yang baru?</i>
	A	Contractor should install the new panel. <i>Kontraktor memasang panel yang baru.</i>
8	Q	For the Quality Control, shall we include the costs for mix design and quality testing of concrete and steel? <i>Untuk Quality Control, apa dimasukan juga biaya mix design dan pengujian mutu beton dan baja?</i>
	A	Yes, please include all costs of Quality Control, concrete testing, steel and rebar test and other materials testing / work related to Quality Control in the offer. <i>Ya. Mohon untuk memasukkan seluruh biaya Quality Control, pengujian beton, baja dan pengujian material lainnya/pekerjaan yang berhubungan dengan Quality Control dalam penawaran harga.</i>
9	Q	For this tender, is it allowed to change the BOQ (to increase or decrease volumes, change items, etc)? If there are changes or differences with the design in the implementation, shall the quantity be adjusted?

		<i>Untuk tender ini apakah diperbolehkan merubah BOQ (menambah / mengurangi volume, merubah item BOQ, dsb)? Apabila ada perubahan atau perbedaan terhadap gambar selama pelaksanaan, apakah kuantitasnya dapat disesuaikan?</i>
	A	Bidders are NOT allowed to change BOQ or to make variations during tender. Bids must be based entirely on the BOQ published by UNDP. If later there is a difference between BOQ with the DED during implementation period, it would be adjusted as well as amended in the contract. <i>Peserta lelang TIDAK diperbolehkan merubah BOQ atau menawarkan variasi selama proses tender. Penawaran harus sepenuhnya berdasarkan BOQ yang ditetapkan oleh UNDP. Jika ada perbedaan antara BOQ dengan Gambar DED selama proses implementasi, penyesuaian dan amendment akan dilakukan seperlunya pada kontrak.</i>
10	Q	For the installation of PLN electricity, it usually depends on the distance of the building from the PLN main pole (sometime it is also required to install a new pole), can you give an idea of the distance between the building and the main PLN pole? <i>Untuk pemasangan Listrik PLN biasanya sangat tergantung jarak bangunan dari Tiang Utama PLN (terkadang diperlukan juga untuk memasang tiang baru), apakah bisa diberi gambaran jarak bangunan ke tiang utama PLN?</i>
	A	The distance to the PLN connection point does not require additional poles and if there are additional poles installation will be discussed in the next stage to the winner. Please submit the bid price according to the BOQ. <i>Jarak titik penyambungan PLN tidak memerlukan tiang tambahan dan bila ada tambahan pemasangan tiang akan dibicarakan dalam tahapan selanjutnya kepada pemenang lelang. Mohon penawaran harga penawaran dibuat sesuai dengan BOQ.</i>
11	Q	For the rebar brand, is there a special specification? <i>Untuk merk besi apakah ada spesifikasi khusus?</i>
	A	UNDP never specifies the brand and please refer the rebar specification in the technical specification document of the ITB (Annex 1). <i>UNDP tidak pernah menentukan Merk dan mohon mengacu kepada spesifikasi besi dalam dokumen Technical Specification yang ada dalam dokumen ITB (Annex 1).</i>
12	Q	Shall the cost of field team be included in the unit price because it does not appear separately in BOQ and if there is additional work (time extension) how do you calculate it? <i>Untuk biaya tim lapangan apa sudah harus termasuk dalam harga satuan karena tidak ada muncul tersendiri di dalam BOQ dan apabila ada pekerjaan tambah (perpanjangan waktu) bagaimana cara perhitungannya?</i>
	A	Yes. The cost for field team must be calculated / included in the unit price. There are no separate items for field teams. If there is additional work or time extension, it will be discussed during the implementation period with the selected Contractor.

		<i>Ya. Biaya tim lapangan harus diperhitungkan/dimasukan ke dalam harga satuan. Tidak ada item terpisah untuk tim lapangan.</i> <i>Jika ada pekerjaan tambahan atau perpanjangan waktu, akan dibicarakan dalam masa pelaksanaan dengan Kontraktor terpilih.</i>
13	Q	In this work, shall the existing building be demolished? <i>Di dalam pekerjaan ini, apakah bangunan existing akan dirobohkan?</i>
	A	Yes, the existing damaged buildings will be demolished, except for SMP Sindue Tobata where the construction will take place in new location. <i>Ya. Bangunan-bangunan eksisting yang sudah rusak akan dirobohkan, kecuali untuk SMP Sindue Tobata, di mana konstruksi akan dilakukan di lokasi yang lain/baru.</i>
TENDER DOCUMENT & ADMINISTRATION		
14	Q	Can you clarify about bid security? <i>Mohon dijelaskan mengenai jaminan penawaran</i>
	A	• Bid security is required in the amount of USD 10,000. Bid Security can be submitted in Indonesian Rupiah or USD Dollars. For Indonesian Rupiah, conversion rate must refer to https://treasury.un.org/operationalrates/OperationalRates.php • Please refer to Form G of the ITB or Attachment of this Minutes of Meeting for Bid Security template and request the Bank to release as per template (mandatory). • The bid security shall be valid from the date of bid submission (i.e. 8 March 2021 if there is no extension for bid submission date) until 150 days (i.e. 5 August 2021 if there is no extension date for bid submission date). • The copy of bid security shall be attached in your bid and it is part of bid document which shall be submitted before the closing date of the bid on 8 March 2021. The original of bid security shall be sent to UNDP office in Jakarta, subject to prior appointment with UNDP PETRA Procurement. • <i>Jaminan penawaran diperlukan dengan jumlah USD 10.000. Jaminan Penawaran ini dapat diajukan dalam mata uang Rupiah atau US Dollar. Untuk Rupiah Indonesia, nilai konversi harus mengacu pada https://treasury.un.org/operationalrates/OperationalRates.php</i> • <i>Form untuk jaminan penawaran harus menggunakan template di FORM G atau seperti terlampir pada Minutes of meeting ini dan mohon meminta Bank untuk merilis jaminan penawaran sesuai dengan template (wajib).</i> • <i>Jaminan penawaran berlaku sejak tanggal pengajuan penawaran (yaitu dari tanggal 8 Maret 2021, jika tidak ada perpanjangan untuk tanggal pengajuan penawaran), sampai dengan 150 hari setelahnya (yaitu tanggal 5 Agustus 2021 jika tidak ada tanggal perpanjangan untuk tanggal pengajuan penawaran).</i>

		Salinan jaminan penawaran harus dilampirkan dalam penawaran anda dan merupakan bagian dari dokumen penawaran yang harus diserahkan sebelum tanggal penutupan penawaran pada 8 Maret 2021. Jaminan penawaran yang asli dikirim ke kantor UNDP di Jakarta, pada jadwal yang telah ditentukan sebelumnya dengan UNDP PETRA Procurement.
15	Q	To whom bidders may contact for queries related to this ITB and Bid Security? <i>Siapa yang harus dikontak untuk pertanyaan terkait ITB dan Jaminan Penawaran ini?</i>
	A	Any queries can be sent via email to sylvia.indriani@undp.org; by cc to martin.kurnia@undp.org; and galang.wijaya@undp.org. <i>Pertanyaan bisa diajukan melalui email ke sylvia.indriani@undp.org; dan cc ke martin.kurnia@undp.org; dan galang.wijaya@undp.org.</i>
16	Q	Related to Covid-19 Prevention Protocol, what does it mean by "Operational Cooperation with Hospitals"? <i>Mengenai Protokol Kesehatan Covid-19, apa yg dimaksud dengan "Kerjasama Operasional dengan Rumah Sakit"?</i>
	A	When the work is carried out, the Contractor is required to cooperate with one of the appointed local health facilities in order to handle or mitigate Covid-19 in the project sites. <i>Ketika pekerjaan dilaksanakan, Kontraktor Pelaksana diharuskan menjalin kerjasama dengan salah satu fasilitas kesehatan setempat yang ditunjuk dalam rangka penanganan dan mitigasi Covid-19 di lokasi proyek.</i>
17	Q	How is the payment term for the contract? <i>Bagaimana termin pembayaran kontrak?</i>
	A	The proposed payment term is stated in the ITB document, page 39. Nevertheless, the proposed payment term can be negotiated prior to contract signing. <i>Termin pembayaran kontrak tertera pada halaman 39 di dokumen ITB. Termin pembayaran tersebut masih dapat dinegosiasikan sebelum penandatanganan kontrak.</i>
18	Q	Does the bidder allow to submit bid only for one lot? Or it must bid for all packages? <i>Apakah penawar dapat mengajukan penawaran harga hanya untuk satu lot? Atau harus mengajukan penawaran untuk semua paket pekerjaan?</i>
	A	The ITB does not divide into lot. The tender is one package that consists of 4 locations. The bidder shall submit bids for all four locations. The bidder doesn't allow for submitting partial bids. <i>Dokumen ITB tidak dibagi dalam bentuk lot. ITB hanya satu paket yang terdiri dari 4 lokasi. Penawar harus memasukan penawaran untuk seluruh 4 lokasi menjadi 1 paket ini. Penawaran parsial (sebagian) dari 4 lokasi akan ditolak.</i>

19	Q	How does the bidder calculate the average annual turnover for the last 3 years? <i>Bagaimana cara menghitung the average annual turnover selama 3 tahun terakhir?</i>
	A	The annual turnover is calculated based on the total revenue of a company as stated in financial report. In order to calculate the average annual turnover for the last 3 years, the company shall know the total revenue in 2017, 2018 and 2019. The formula is: The average annual turnover = Total Revenue in last 3 years (in 2017+2018+2019/ 3 (total number of years) <i>Annual turnover suatu perusahaan diketahui dari total pendapatan per tahun suatu perusahaan yang tertera dalam laporan keuangan. Untuk menghitung the average annual turnover selama 3 tahun terakhir, suatu perusahaan harus mengetahui total revenue pada tahun 2017, 2018 dan 2019.</i> <i>Formula:</i> <i>The average annual turnover = Total Pendapatan selama 3 tahun terakhir (2017+2018+2019/ 3 (jumlah tahun).</i>
20	Q	Can UNDP provide the tender documents and technical specification in Bahasa Indonesia? <i>Apakah UNDP menyediakan dokumen lelang dan spesifikasi teknis dalam Bahasa Indonesia?</i>
	A	UNDP cannot provide the tender document and technical specification in Bahasa Indonesia. All document for this ITB shall be in English as one of UN official languages. <i>UNDP tidak dapat menyediakan dokumen lelang dan spesifikasi teknis dalam Bahasa Indonesia. Semua dokumen dalam ITB (tender) ini harus menggunakan Bahasa Inggris sebagai salah satu bahasa resmi di PBB.</i>
21	Q	Can you give us the estimate budget for this tender project? <i>Berapa pagu dari proyek ini?</i>
	A	Based on UNDP procurement rules and regulations, we can't disclose the budget. Therefore, we expect bidders to give us their professional estimate to implement the project. <i>Berdasarkan aturan dan regulasi pengadaan UNDP, kami tidak dapat mengungkapkan anggaran/pagu proyek ini. Oleh karena itu, kami mengharapkan penawar untuk memberi kami perkiraan profesional untuk mengerjakan proyek ini.</i>
22	Q	What is type of contract will be used? Is it based on lump sum or unit price?

		<i>Jenis kontrak apa yang akan digunakan? Apakah berdasarkan pada sistem lumpsum atau harga satuan?</i>
	A	The contract will be a Civil Works contract with lump sum payment based on the progress milestone. <i>Kontrak yang akan digunakan adalah kontrak civil works dengan pembayaran lumpsum dan berdasarkan milestone progress pekerjaan.</i>
23	Q	If a company has revenue USD 450,000 / year, does it mean that the company shall has a minimum contract value of IDR 20 billion a year? <i>Jika suatu perusahaan memiliki pendapatan sebesar USD 450.000/tahun apakah berarti perusahaan tersebut harus memiliki minimal nilai kontrak minimal IDR 20.000.000.000 setahun?</i>
	A	Based on qualification criteria, the bidder shall have financial standing with minimum average annual turnover of USD 500,000 for the last 3 years (2017-2018-2019). It means that total revenue per year shall be minimum USD 500,000 equal to IDR 7 Billion (UN Rate Feb 2021). Based on the previous experience criteria, the bidder shall have minimum two contracts value USD 400,000/contract (equal to IDR 5,6 Billion) with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years with previous clients Please refers to the qualification criteria as stated in ITB for details. <i>Berdasarkan kriteria kualifikasi, penawar harus memiliki financial standing dengan minimum average annual turnover sebesar USD 500,000 selama 3 tahun terakhir (2017-2018-2019). Berarti total revenue per tahun harus minimal USD 500,000 atau IDR 7 Milyar (dalam UN Rate Feb 2021).</i> <i>Berdasarkan kriteria pengalaman pekerjaan, penawar harus memiliki minimal dua kontrak dengan nilai USD 400,000/contract (atau IDR 5,6 Milyar) dimana kontak tersebut memiliki jenis dan kompleksitas yang sama dalam Bangunan atau Konstruksi Sipil yang dilaksanakan selama 7 tahun terakhir dengan klien sebelumnya.</i> <i>Harap mengacu pada kriteria kualifikasi yang tertera di ITB untuk detailnya.</i>
24	Q	For work experience, if the previous contract did not reach USD 400,000, does it mean rejection or failed to comply? <i>Untuk pengalaman pekerjaan jika kontrak sebelumnya tidak mencapai \$ 400.000, apakah dapat menggagalkan penawaran?</i>
	A	Yes, as having previous contract with minimum amount of USD 400.000 is a mandatory requirement, the bid that does not pass the requirement would fail to comply. Hence, UNDP also encourage bidders, especially those who do not have previous contract with the required amount, to cooperate with other company by forming Joint Venture / Consortium. This might provide bidders with bigger chances in regard to requirement compliance.

		<i>Ya, karena memiliki kontrak sebelumnya dengan nilai minimal USD 400.000 merupakan persyaratan wajib, penawaran yang tidak lolos persyaratan tersebut akan gagal. Meskipun demikian, UNDP juga menyarankan peserta lelang, khususnya yang tidak memiliki kontrak dengan nilai yang disyaratkan, untuk bekerja-sama dengan perusahaan lain dengan membentuk Joint Venture atau Konsorsium. Hal ini dapat memberikan peluang untuk dapat memenuhi persyaratan administrasi.</i>
25	Q	Related to the tax, are the prices inclusive of VAT. <i>Apakah penawaran harga pekerjaan ini sudah termasuk PPN?</i>
	A	When bidders prepared the price schedule, please ensure that the price schedules must be exclusive of VAT and other applicable indirect taxes, as UNDP is not subject to any taxes. However, UNDP could provide notification letter for the Contractor's proposal of tax exemption. <i>Saat penawar menyiapkan penawaran harga, harap memastikan bahwa penawaran harga tersebut harus tidak termasuk PPN dan pajak tidak langsung lainnya, karena UNDP tidak dikenakan pajak apapun. Meskipun demikian, UNDP dapat memberikan surat pemberitahuan yang dapat digunakan Kontraktor dalam permohonan pembebasan pajaknya.</i>
26	Q	When is the deadline for submitting requests for clarifications/ questions? <i>Kapan batas akhir permintaan klarifikasi / pengajuan pertanyaan?</i>
	A	Two (2) working days before the submission deadline i.e. 3 March 2021. <i>Dua hari kerja sebelum batas pengajuan penawaran, yaitu tanggal 3 Maret 2021.</i>
NOTE		The form of Bid Security is attached to this document. <i>Format Jaminan Penawaran terlampir pada dokumen ini.</i>

Jakarta, 18th February 2021

Attachment 1

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
Menara Thamrin 7th Fl. Jl. MH Thamrin Kav. 3
Jakarta 10250, Indonesia

WHEREAS **PT. ABC**, address in **Jl. XYZ, Jakarta** (hereinafter called "the Bidder") has submitted a Bid to UNDP dated March 8, 2021 to execute goods and/or services **ITB-UNDP-PETRA-128542-002-2021 for Construction of Health and School Facilities in Donggala District, Central Sulawesi** (hereinafter called "the Bid");

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of **IDR 140.550.000,00 (One Hundred Forty Million Five Fifty Thousand Indonesian Rupiahs)**, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of **IDR 140.550.000,00 (One Hundred Forty Million Five Fifty Thousand Indonesian Rupiahs)** without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

Commented [SS11]: USD 10,000 equal to IDR 140,550,000 (UNORE Feb 2021, USD 1 = IDR

This guarantee shall be valid up to 30 days after the final date of validity of bids.

[OR: This guarantee shall be valid from **March 8, 2021** until 30 days after the final date of validity of bids which is on **August 5, 2021**]

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank: _____

Address: _____

Email Address: _____

[Stamp with official stamp of the Bank]

