

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

ITB-UNDP-PETRA- 143286-004-2021

Assignment Name:

Construction of Two Public Markets in Central Sulawesi

Date and Time:

10th June 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 **0000009324**.

TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance	
Information	Pre-Bid Conference was opened with following agenda: 1. Introduction on UNDP panelist 2. PETRA Project background, objectives, location and activities by PETRA National Project Manager 3. Explanation ITB technical aspect as 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	In the construction of the public market are there any existing buildings that must be demolished? <i>Dalam proyek pembangunan pasar rakyat ini apakah ada bangunan existing yang harus dibongkar?</i>
	A	Yes, for Pasar Omu and Pasar Sibado, there are some old los/block buildings that must be demolished, including the old foundations. <i>Ya, untuk pasar Omu dan pasar Sibado ada sebagian bangunan los/blol lama yang harus dibongkar termasuk pondasi lama.</i>

2	Q	Is the site visit mandatory by bidder? <i>Apakah kunjungan ke lapangan wajib dilakukan oleh peserta lelang?</i>
	A	Site visits are not a mandatory, but UNDP gave opportunities for those who want to visit by contacting the contact person Whisnu Anggono / Budhi Ulaen, Email: whisnu.anggono@undp.org / budhi.ulaen@undp.org, June 14th – June 18th 2021, from 9 AM to 3 PM WITA (GMT+8) in Sigi and Donggala, Central Sulawesi and in order to support local regulation to prevent further spread of COVID-19, UNDP encourage potential proposers who have representative in Palu to attend the site visit. The representatives of potential proposers must have travel permit from their company and health certificate. Potential proposers must follow COVID-19 Spread Prevention Protocol issued by National and Local Government. UNDP also provides a video profile and please click on the link below to access view file.cfm (undp.org) <i>Site visit tidak diwajibkan, tetapi UNDP membuka kesempatan bagi yang ingin berkunjung dengan menghubungi kontak person Whisnu Anggono / Budhi Ulae, E mail: whisnu.anggono@undp.org / budhi.ulaen@undp.org, ditanggal 14 – 18 Juni 2021 dari jam 09.00 sampai 03.00 WITA di Sigi dan Donggala dan dalam rangka mendukung peraturan daerah untuk mencegah penyebaran lebih lanjut COVID-19, UNDP mendorong calon pengusul yang memiliki perwakilan di Palu untuk menghadiri site visit. Para perwakilan calon pengusul harus memiliki izin perjalanan dari perusahaan dan surat keterangan sehat. Pengusul potensial harus mengikuti Protokol Pencegahan Penyebaran COVID-19 yang dikeluarkan oleh National and Pemerintah local. UNDP juga menyediakan video profile dalam dokumen dan silahkan mengakses link view file.cfm (undp.org)</i>
3	Q	1. During the implementing of the work, is the market still operating? 2. Can bidders change the BOQ in the tender document if there is any different a volume and the drawing? 3. For the hierarchy in tender documents, BOQ, Drawings and technical specifications, which document is higher as the guideline document for committee? <i>1. Saat pelaksanaan pekerjaan, apakah pasar masih beroperasi? 2. Apa bisa peserta lelang bisa merubah BOQ dalam dokumen tender apa bila ada volume yang berbeda dengan gambar? 3. Untuk hierarki dalam dokumen tender, BOQ, Gambar dan spesifikasi teknis, dokumen mana yang lebih tinggi sebagai dokumen pedoman panitia?</i>
	A	1. During the construction of work, the activities of the pasar Omu and the pasar Sibado were moved to other locations by the relevant department of the district government. 2. The BOQ cannot be changed or revised and this becomes part of the price comparison of each bidder in the evaluation by the committee and if there is a change or different in the BOQ with drawing or technical specifications, please send an email to: sylvia.indriani@undp.org cc. martin.kurnia@undp.org to ask for clarification information and if there is a revision, an amendment will be made in the BOQ and will be shared on the UNDP website. 3. The BOQ is the most important document in the document tender, such as explanation of number 2, if there is a difference between the BOQ, drawing and specifications, please send an email to get clarification. <i>1. Selama pekerjaan kontruksi berlangsung, kegiatan pasar Omu dan pasar Sibado telah dipindahkan ke lokasi lain oleh dinas terkait di daerah setempat. 2. BOQ tidak boleh diubah atau direvisi dan ini menjadi bagian perbandingan harga dari setiap peserta lelang dalam penilaian oleh panitia dan apabila terjadi perubahan atau perbedaan dalam BOQ dengan gambar atau spesifikasi teknik, silahkan peserta</i>

		mengirimkan email ke: sylvia.indriani@undp.org cc. martin.kurnia@undp.org untuk meminta klarifikasi dan bila ada revisi akan dilakukan amendemen di BOQ dan akan diumumkan di website UNDP. 3. BOQ merupakan dokumen paling utama dalam dokumen lelang, seperti penjelasan nomor 2, apabila ada perbedaan BOQ dengan gambar, peserta lelang dapat mengirimkan email untuk mendapatkan klarifikasi.
4	Q	What is the function of the excavator used in this public market work? <i>Apa fungsi dari excavator digunakan pada pekerjaan pasar umum ini?</i>
	A	The function of the excavator in this project is for land preparation and foundation demolition. <i>Fungsi dari excavator dalam kegiatan proyek ini untuk mempersiapkan lahan dan pembongkaran pondasi.</i>
5	Q	1. How about the legality of the land in the construction of this market? 2. Should the price schedule be in Indonesian or English? <i>1. Bagaimana dengan legalitas lahan dalam pembangunan pasar ini? 2. Apakah dokumen RAB/price schedule menggunakan Bahasa Indonesia atau Bahasa Inggris?</i>
	A	1. The locations of the two markets are land owned by the local government and the legality of the land is clear. Development permits will be handled by the Dinas Perdagangan and Dinas Perindustrian offices in each region. 2. RAB /price schedule using the template that is already available in the tender document using English and the bidders does not need to develop a new format and if there are items in the RAB or price schedule that is not clear, please email to: sylvia.indriani@undp.org cc: martin.kurnia@undp.org to ask for clarification and if there is a revision, an amendment will be made in the BOQ and will be shared on the UNDP website. <i>1. Lokasi kedua pasar merupakan lahan milik pemerintah daerah setempat dan legalitas lahan sudah jelas. Izin pembangunan akan diurus oleh dinas perdagangan dan dinas perindustrian di masing masing daerah. 2. RAB /price schedule menggunakan template yang sudah tersedia dalam dokumen tender dengan menggunakan Bahasa Inggris dan tidak perlu dibuat dalam format baru dan bila ada item-item dalam RAB atau price schedule yang tidak jelas, silahkan di email ke: sylvia.indriani@undp.org cc. martin.kurnia@undp.org untuk meminta klarifikasi dan bila ada revisi akan dilakukan amendemen di BOQ dan akan diumumkan di website UNDP.</i>
6	Q	If the foundation still remains at the project site, which work item to include the cost of the demolition work? <i>Jika masih menyisakan pondasi di lokasi proyek, biaya pekerjaan pembongkaran masuk dalam item pekerjaan apa?</i>
	A	In the BOQ it has been explained, and please pay attention and this can be included in the work preparation component in item of site clearing. <i>Dalam BOQ sudah dijelaskan dan mohon diperhatikan dan ini termasuk dalam komponen persiapan pekerjaan di item site clearing.</i>
7	Q	How long is the duration of this Market construction? <i>Berapa lama durasi pelaksanaan pekerjaan pasar ini?</i>

	A	The implementation of the work for the pasar Omu and pasar Sibado is 4 months in parallel after the handover of the land to the contractor. <i>Pelaksanaan pekerjaan pasar Omu dan pasar Sibado adalah 4 bulan secara parallel, sejak serah terima lahan kepada kontraktor.</i>
8	Q	Is electricity in the project area already available or must it be prepared by the contractor? <i>Apakah untuk listrik di area project sudah tersedia atau harus disiapkan oleh kontraktor?</i>
	A	The electricity network at the location already exists (PLN), but for working electricity a new connection or generator is needed and prepared by the kontraktor. <i>Jaringan listrik di lokasi sudah ada (PLN), namun untuk listrik kerja diperlukan sambungan baru atau genset yang mesti dipersiapkan oleh kontraktor.</i>
9	Q	The distribution of electricity usage capacity for each market los/block, is it the same or different? <i>Pembagian kapasitas pemakaian listriknya untuk masing masing los/blok pasar, apakah sama atau dibedakan?</i>
	A	1,200 kwh capacity in each los/blcok and there is no difference. <i>Kapasitas 1,200 kwh di setiap los dan tidak ada perbedaan.</i>
10	Q	The number of personnel offered is based on the tender document, is the certificate of expertise (SKA) according based on the position or is there an SKA classification for each employee? <i>Jumlah personel ditawarkan berdasarkan dokumen lelang apakah sertifikat keahlian (SKA) disesuaikan berdasarkan posisi atau apakah ada klasifikasi SKA setiap tenaga?</i>
	A	The SKA classification according in the tender document and it is very clear. The certificate of expertise (SKA) is adjusted based on the main expertise position & professional. <i>Klasifikasi SKA sudah sangat jelas disyaratkan dalam dokumen tender. Surat Keterangan Keahlian (SKA) disesuaikan berdasarkan jabatan keahlian & professional.</i>
11	Q	Will the project implementation schedule be based on each location? <i>Apakah jadwal pelaksanaan proyek akan dibuat berdasarkan masing-masing lokasi?</i>
	A	Yes, that is correct. The implementation schedule is made for each location and the implementation of the work for the two market shall be parallel in 4 months. <i>Benar, jadwal pelaksanaan di buat tiap masing masing lokasi dan pelaksanaan pekerjaan untuk kedua pasar tersebut dilakukan secara paralel dalam 4 bulan.</i>
TENDER DOCUMENT & ADMINISTRATION		
12	Q	Can you give us the estimate budget for this tender project? <i>Berapa pagu dari project ini?</i>
	A	Based on UNDP procurement rules and regulations, UNDP shall not disclose the budget. Therefore, we expect bidders to give us their professional estimate to implement the project.

		<i>Berdasarkan aturan dan regulasi pengadaan UNDP, UNDP tidak akan memberikan informasi anggaran/pagu suatu proyek. Oleh karena itu, kami mengharapkan penawar untuk memberi harga penawaran secara profesional untuk mengerjakan proyek ini.</i>
13	Q	Related to Covid-19 Prevention Protocol, how about the Covid 19 Protocol at the project site? <i>Terkait Protokol Pencegahan Covid-19, bagaimana dengan Protokol Covid 19 di lokasi proyek?</i>
	A	When the work is carried out, the Contractor is required to collaborate with one of the Health Facilities in order to handle Covid-19 cases if it happens at the project site and must follow COVID-19 Spread Prevention Protocol issued by Local Government. <i>Ketika pekerjaan dilaksanakan, Pelaksana diharuskan menjalin kerjasama dengan salah satu Fasilitas Kesehatan dalam rangka penanganan jika ada kasus Covid-19 di lokasi proyek dan harus mengikuti Protokol Pencegahan Penyebaran COVID-19 yang dikeluarkan oleh Pemerintah lokal.</i>
14	Q	Shall the implementation method for this tender be written in English or Indonesia? <i>Apakah metode pelaksanaan untuk tender ini menggunakan Bahasa Inggris atau Bahasa Indonesia ?</i>
	A	The implementation method, as well as any and all related document shall be written in English. <i>Metode implementasi pekerjaan dan juga semua dokumen terkait harus menggunakan Bahasa Inggris.</i>
15	Q	How does the bidder calculate the Average Annual Turnover (AATO) 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 2018, 2019 and 2020. The formula is: The average annual turnover = Total Revenue in last 3 years (in 2018+2019+2020/ 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 Pendapatan pada tahun 2018, 2019 dan 2020.</i> <i>Formula:</i> <i>Rara-rata pendapatan tahunan = TotalPendapatan selama 3 tahun terakhir (2018+2019+2020/ 3 (jumlah tahun)</i>
16	Q	What if the AATO do not meet the requirement in ITB? Will the bid be rejected or only reduce the evaluation point? <i>Bagaimana jika AATO tidak memenuhi syarat seperti yang diminta di ITB? Apakah</i>

		<i>akan mengugurkan penawaran atau hanya mengurangi poin evaluasi.</i>
	A	If bidder failure to meet the requirement of AATO, this may cause rejection of its bid. <i>Jika peserta lelang gagal memenuhi persyaratan AATO, ini dapat menyebabkan penolakan pada penawarannya.</i>
17	Q	Is AATO the same as the company's income and the AATO calculation is obtained from net income or gross income? <i>Apakah AATO sama dengan pendapatan perusahaan dan apakah Perhitungan AATO didapat dari pendapatan bersih atau pendapatan kotor?</i>
	A	Yes. The AATO is calculated based on company's income. AATO for this tender is the average of company's gross income for the last 3 years (2018-2019-2020). <i>Ya. AATO dihitung berdasarkan pendapatan perusahaan. AATO untuk tender ini adalah rata-rata pendapatan kotor suatu perusahaan selama 3 tahun terakhir (2018-2019-2020).</i>
18	Q	Is the company required to attach a bid guarantee in this tender? <i>Apakah perusahaan diharuskan melampirkan jaminan penawaran dalam tender ini?</i>
	A	• Bid security is required with the amount of USD 5,000 or equal to IDR 71.425.000 (UNORE June 2021 IDR 14,285). Bid Security can be submitted in Indonesian Rupiah (Indonesian Company) or USD Dollars (Non-Indonesian Company). 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 1 of this Minutes of Meeting for Bid Security templet and request the Bank to release as per templet (mandatory). • The bid security shall be valid from the date of bid submission (i.e. 29 June 2021 if there is no extension for bid submission date) until 150 days (i.e. 25 November 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 29 June 2021. The original of bid security shall be sent to UNDP office in Jakarta and shall be based on appointment with UNDP PETRA Procurement. • <i>Jaminan penawaran diperlukan dengan jumlah USD 5.000 atau sama dengan IDR 71.425.000 (UNORE Juni 2021 IDR 14,285) . Jaminan Penawaran ini dapat diajukan dalam Rupiah (perusahaan yang terdaftar di Indonesia) atau Dollar USD (Bukan perusahaan yang terdaftar di Indonesia)</i> <i>Untuk Rupiah Indonesia, nilai konversi harus mengacu pada</i> https://treasury.un.org/operationalrates/OperationalRates.php • <i>Form untuk jaminan penawaran harus menggunakan templet di FORM G atau seperti terlampir mengacu pada Formulir G ITB atau Lampiran 1 dari Minutes of meeting ini dan mohon meminta Bank untuk merilis jaminan penawaran sesuai template (wajib).</i>

		• <i>Jaminan penawaran berlaku sejak tanggal pengajuan penawaran (yaitu 29 Juni 2021 jika tidak ada perpanjangan untuk tanggal pengajuan penawaran) hingga 150 hari (yaitu 25 November 2021 jika tidak ada tanggal perpanjangan untuk tanggal pengajuan penawaran).</i> • <i>Salinan jaminan penawaran harus dilampirkan dalam penawaran anda dan merupakan bagian dari dokumen penawaran yang harus diserahkan sebelum tanggal penutupan penawaran pada 29 Juni 2021. Jaminan penawaran yang asli dikirim ke kantor UNDP di Jakarta dan harus didasarkan jadwal sesuai yg telah ditentukan bersama dengan UNDP PETRA Procurement.</i>
19	Q	What date is the last bid submission? <i>Kapan batas waktu pemasukan penawaran terakhir?</i>
	A	The closing of the offer is June 29, 2021. UNDP shall not consider any Bid that is received after the deadline for the submission of Bids. <i>Penutupan penawaran adalah tanggal 29 Juni 2021.</i> <i>UNDP tidak akan mempertimbangkan Penawaran yang diterima setelah batas waktu pemasukan Penawaran.</i>
20	Q	Do the financial audit statements require for the last 3 years in 2017,2018 and 2019 or 2018, 2019 and 2020? <i>Apakah laporan keuangan teraudit yang diminta 3 tahun terakhir pada tahun 2017,2018 and 2019 atau 2018, 2019 and 2020?</i>
	A	The bidders shall submit the Audited Financial Statement for the last 3 years (2018-2019-2020). <i>Peserta lelang harus menyampaikan Laporan Keuangan Teraudit selama 3 tahun terakhir (2018-2019-2020).</i>
21	Q	What does it mean the bidder shall have minimum two contracts value USD 150,000? Is the cumulative of two contracts USD 150,000 or each contract shall have a minimum value of USD 150,000? <i>Apa yang dimaksud dengan peserta lelang disyaratkan untuk memiliki pengalaman minimum 2 kontrak dengan nilai USD 150.000? Apakah jumlah akumulatif nilai dua kontrak tersebut USD 150.000, atau masing-masing kontrak mesti bernilai minimum USD 150,000?</i>
	A	Based on the previous experience criteria in ITB, the bidder shall have minimum two contracts where a contract shall have minimum value of USD 150,0000 or equal to IDR 2,1 Billion/contract with similar nature and complexity in Public Administration Commercial Building or Civil Constructions implemented over the last 5 years with previous clients. 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>Berdasarkan kriteria pengalaman pekerjaan yang disyaratkan di tender ITB, peserta lelang harus memiliki minimal dua kontrak dengan nilai masing-masing kontrak USD 150,000 (atau IDR 2,1 Milyar per kontrak). Kontak tersebut harus memiliki jenis dan kompleksitas yang sama dalam pembangunan gedung komersial administrasi publik atau Konstruksi Sipil yang dilaksanakan selama 5 tahun terakhir dengan klien sebelumnya.</i> <i>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>
22	Q	Who is responsible for signing Form G (Bid Security)? <i>Siapakah yang bertanggung jawab untuk melakukan tanda tangan dalam Form G (Jaminan Penawaran)?</i>
	A	Form G (Bid Security) shall be signed by officer of issuing Bank (Guarantor Bank). <i>Form G (Jaminan Penawaran) harus ditandatangani petugas Bank yang menerbitkan Jaminan Penawaran tersebut (Bank Penjamin).</i>
23	Q	The bid security shall be valid for 120 days + 30 days, please explain? <i>Jaminan penawaran harus berlaku selama 120 hari + 30 Hari, tolong penjelasannya ?</i>
	A	The bid security shall be valid up to 30 days after the final date of validity of bids. It means 30 days + validity of bid (120 days) = 150 days. <i>Jaminan penawaran berlaku sampai dengan 30 hari setelah tanggal akhir validitas penawaran. Artinya 30 hari + masa berlaku penawaran (120 hari) = 150 hari.</i>
24	Q	Please share all the presentation materials of this bid conference with the bidders. <i>Mohon agar semua materi dalam presentasi hari ini dapat dikirimkan kepada peserta lelang.</i>
	A	Presentation materials will be uploaded in UNDP Procurement Notice, Bidders were encouraged to check regularly UNDP Procurement Notice for any update/amendment to this tender document. <i>Material presentasi akan diunggah di UNDP Procurement Notice.</i> <i>Peserta lelang diharapkan untuk memeriksa secara berkala UNDP Procurement Notice untuk setiap pembaruan/perubahan dokumen lelang ini.</i>
25	Q	Does the contract for construction works of 2 public markets become one contract or two contracts? <i>Apakah kontrak untuk pekerjaan pembangunan 2 pasar ini menjadi 1 kontrak atau dua kontrak?</i>
	A	The tender is one package that consists of 2 locations. The bidder shall submit bids for all 2 locations. The bidder is not allowed to submit partial bids or only one location. <i>Therefore, the contract will be one civil works contract with lump sum payment based on the progress milestone.</i>

		Tender ini hanya satu paket untuk 2 lokasi pembangunan pasar. Penawar harus memasukan penawaran untuk seluruh 2 lokasi tersebut. Penawaran parsial (sebagian) atau hanya satu lokasi tidak diperbolehkan. Oleh karena itu, kontrak yang akan digunakan adalah satu kontrak pekerjaan sipil dengan pembayaran lumpsum dan berdasarkan milestone progress pekerjaan.
NOTE		The form of bid security for this tender is attached to this document (Attachment 1) <i>Format Jaminan Penawaran terlampir pada dokumen ini (Attachment 1)</i>

Jakarta, 14th June 2021

Attachment 1

FORM G: Form Bid of 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-143286-004-2021 Construction of Two Public Markets in 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 71.425.000,00 (Seventy One Million Four Hundred Twenty Five 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 71.425.000,00 (Seventy One Million Four Hundred Twenty Five Thousand Indonesian Rupiahs)** without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

OR: This guarantee shall be valid from **June 29, 2021** until 30 days after the final date of validity of bids which is on **November 25, 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]