Questions & Answers
RFQ/UNDP/PETRA/002/2022

Assignment Name:
Provision of Cleaning and Security Services for PETRA Office in Palu

TO ALL INTERESTED BIDDERS

Q: In the fee breakdown for cleaning service, there is no price item for work equipment and cleaning/office supply. Please confirm whether this RFQ requires only manpower (personnel) or including the equipment and cleaning/office supply (e.g. cleaning machine, chemicals and other equipment)?
A: This RFQ only requires the manpower/personnel. Equipment and cleaning/office supply will be provided by UNDP.

Q: Will there be a pre-bid conference or aanwijzing for explaining the tender document?
A: There will be no pre-bid conference or aanwijzing conducted, as all information are provided in the RFQ document. However, should bidders require further clarification, they can email us until one (1) day before the closing date.

Q: Related to the Health Insurance (BPJS Kesehatan) and Social Worker Insurance (BPJS Ketenagakerjaan), would these fees be fully incurred to UNDP or partially incurred also to the service personnel?
A: Both insurances (BPJS Kesehatan & BPJS Ketenagakerjaan) are already included in the price items and shall be included in the monthly payment. Selected vendor must comply and provide these allowances accordingly. No incurred fee, beside what are stated in the quotation, shall be charged both to UNDP or service personnel in this regard.

Q: Related to Life Insurance, please confirm the fee rate and type of coverage for the allowance? Is this similar to the in and out-patient allowance?
A: Life Insurance is different with the in and out-patient allowance. The in and out-patient allowance are included in the Health Insurance (BPJS Kesehatan). UNDP requires the bidders to provide the Life Insurance for the personnel, as they shall be in the full responsibility of the service provider, not UNDP. Type of coverage and fee rate shall be based on the regulation by government. Bidders may check to the applicable regulation prior to propose the price/fee.
Q: We did not find the components of leave entitlement (sick leave, annual leave, maternity leave, etc) and cost for PPE (Personal Protective Equipment). Are we allowed to add these components to the cost breakdown?
A: No, you cannot add these new components to the cost breakdown as they may vary between one company to the others, for the purpose of comparing/evaluating fairly the proposed quotations between bidders (apple-to-apple). UNDP requires a full-time allocated service during the contract period. Those leave entitlements and provision of PPE shall be the full responsibility of the vendor. Hence in the TOR, UNDP requires that the vendor shall apply the mechanism for backup plan in case of failure of presence for security guard or cleaners in any condition without additional cost to UNDP. However, at their own calculation, vendors may include these allocations to the price items already set in the RFQ.

Q: In order to avoid discrepancy, please confirm that the current minimum wage (UMP) in Palu is IDR 2.390.739?
A: We encourage bidders to verify and comply with the latest regulated minimum wage in Palu or Central Sulawesi prior to determining the price in the quotation.

Jakarta, 20 January 2022