



BIDDER's CONFERENCE – MINUTES OF MEETING, and Q&A
RFP/UNDP/RESTORE/161926/002/2022

Assignment Name:

Prototyping Waste Management Solution in Traditional Market

Date and Time:

Wednesday, 19 January 2022 at 10.00 AM (GMT +7) in Zoom virtual meeting platform.

Recording available at:

https://undp.zoom.us/rec/share/QNUiO8O1NMXCywp-df0kgL1VTV8dqTTBjX0sZzOeDUjN1VTyQmKS5Z8x_8ypxVq3.pYl6yavYeuEEy4jU

Passcode: L2gY?28m

TO ALL INTERESTED BIDDERS

No.	Introduction and Guidance
Information	<p>Pre-Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Attendance List 2. UNDP team introduction 3. Explanation of Section 1: Letter of Invitation 4. Explanation of Section 2: Instruction to Bidders 5. Explanation of Section 3: Bid Data Sheet (BDS) 6. Explanation of Section 4: Evaluation Criteria 7. Explanation of Section 6: Returnable Bidding Forms <ul style="list-style-type: none"> • Form A: Technical Proposal Submission Form • Form B: Bidder Information Form • Form C: Joint Venture/Consortium/Association Information Form • Form D: Qualification Form • Form E: Format of Technical Proposal • Form F: Financial Proposal Submission Form • Form G: Financial Proposal Form 8. Q&A for Section 3 and Section 6 9. Explanation of Section 5: Terms of Reference 10. Q&A for Section 5 <p><i>*Bidders were encouraged to carefully read the RFP 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	

TECHNICAL ASPECT		
1.	Q	Is the location for this project already determined? Or do we have the freedom to select the location, i.e., location in JABODETABEK, is it already determined?
	A	As stated in the tender document, the boundary areas are traditional market(s) in 3 metropolitan cities of Jakarta, Bandung and Surabaya. However, bidders are free to select area to find better solution in waste management.
2.	Q	What is the expected waste volume per day in tons and/or m3?
	A	It is one of the criteria requested on the tender document. UNDP expect that bidder can propose a solution for the problem on waste optimally in the traditional market. UNDP will evaluate the approach and methodology proposed as the solution for waste management. UNDP will highly consider if bidder can propose higher waste volume to process per day in the most cost-effective approach.
3.	Q	On the project implementation, should it be done on site at the traditional market, or can it be done elsewhere? Considering that not all market has a space for this issue.
	A	It is not specified in the tender document however there is a provision for the facility to process or sort out the waste. If bidder can find the solution, it should be indicated in the proposal in term of facility and place. Whatever facility that will be used, bidder should ensure that there is a permit.
4.	Q	Will there be additional funding or is it only for strictly 6 months period?
	A	Basically, UNDP cannot commit beyond what it has been stated in the tender document. It is possible to go beyond however it cannot be confirmed now.
BID SUBMISSION ASPECT		
5.	Q	Are you able to tell us the budget envelope for this piece of work?
	A	UNDP does not allow to disclose any budget availability
6.	Q	As stated in RFP, the local bidder must bid with IDR. Will it be accepted in the e-Tendering system which generally uses USD?
	A	Local Bidders should only submit/upload the financial proposal in IDR however the amount specify in e-Tendering system should be number 1 (One).
7.	Q	Is it still possible if we propose 3 Lot with same team members?
	A	In the tender document, it is not stated that bidder should proposed different team members if bidder want to participate for 3 Lots. So, it is possible if a bidder wants to propose same team members for each Lot. UNDP would negotiate further to replace the team members if the bidder selected for more than one Lot. The replacement should have the same qualification as mentioned in the original proposal. In relation to this, the proposal will be rejected if bidder failed to fulfil the request.
8.	Q	Is there any special guideline to submit more than one Lot in e-Tendering system?
	A	Bidder should specify the LOT number if planning to submit more than one LOT and separately for each Lot including the financial proposal.. Please refer to the Section 3 – Bid Data Sheet, No. 21 – Contract Awards for Lots and Section 4 – Evaluation Criteria part Financial standing of the tender document for further explanation on the submission for more than one Lot.

END

January 27th, 2022