

VIRTUAL PRE BID CONFERENCE – MINUTES OF MEETING AND Q&A
RFQ/UNDP/PETRA/030/2022

Assignment Name:

Procurement of Work: Construction of Waste Segregation Facilities in Gangga District, North Lombok, Indonesia

Date and Time:

3rd October 2022, 1400 hours (Jakarta Local Time, GMT+7) in Zoom virtual meeting platform.

Closing Date:

19th October 2022, 1700 hours (Jakarta Local Time, GMT+7).

TO ALL INTERESTED PARTICIPANTS

No.	Introduction and Guidance	
Information	Summary of agenda for the pre-bid conference is as follows: 1. Introduction on UNDP panelists. 2. PETRA Project background, objectives, location and activities by PETRA National Project Manager. 3. Explanation on the RFQ technical aspects as in scope of works and technical specification. 4. Q&A for technical aspects. 5. Explanation on bid submission aspects. 6. Q&A for bid submission aspects. <i>*Participants were encouraged to carefully read the RFQ document and annexes before preparing the offer and to check regularly on UNDP websites, especially where the RFQ is advertised, for any update or amendment to this Request for Quotation.</i>	
	Q&A session is incorporated into the below minutes	
1	Q	Can you share the technical presentation material to the bidder? <i>Apakah materi presentasi teknis dapat dibagikan kepada bidder?</i>
	A	Yes, we will upload the technical presentation material to UNDP Procurement Notice website that you can access through this link: https://procurement-notices.undp.org/view_notice.cfm?notice_id=96069 <i>Ya, kami akan mengunggah materi presentasi teknis ke dalam website UNDP Procurement Notice yang dapat Anda akses melalui tautan berikut: https://procurement-notices.undp.org/view_notice.cfm?notice_id=96069</i>
2	Q	How if the rain condition happens to be obstacle during the planned implementation period? <i>Bagaimana jika terjadi kendala hujan dalam masa pelaksanaan yang direncanakan?</i>

	A	The scope of works is relatively simple and not complex, the access to the site is considerably easy. The work period already anticipated potential rain impact. Therefore, 2 months work period is considered sufficient. Should any force majeure happened, the selected Contractor could coordinate with UNDP for the contract management. <i>Cakupan pekerjaan di sini cukup mudah dan tidak kompleks, akses ke lokasi pun termasuk mudah. Masa pekerjaan telah mempertimbangkan potensi dampak hujan. Jadi, masa kerja 2 bulan dianggap cukup. Apabila terjadi force-majeure, Kontraktor terpilih dapat berkoordinasi dengan UNDP untuk manajemen kontraknya.</i>
3	Q	Related to Cost for Labor, should we use standardized Cost for Labor in North Lombok District or in West Nusa Tenggara Province? Is that Cost for Labor strictly to follow? <i>Untuk Harga Upah yang dipakai apakah menggunakan Harga Upah Kabupaten Lombok Utara atau Harga Upah Provinsi Nusa Tenggara Barat? Dan, apakah harga upah tersebut sifatnya mengikat?</i>
	A	For the Financial Offer, Cost for Labor will not and must not be provided separately, but should be inclusive with the work component and materials. For your consideration, although not as strict preference, we referred Cost for Labor in the market of North Lombok. It is slightly higher or similar with the market of West Nusa Tenggara Province. Bidders are encouraged to survey the local cost for labor, before factoring it into the offer. <i>Untuk Proposal Finansial, Harga Upah Buruh tidak akan dan tidak boleh diberikan secara terpisah, namun sudah tergabung menjadi satu dengan komponen kerja dan bahan baku. Sebagai pertimbangan, meskipun tidak bersifat preferensi yang wajib, kami mengacu pada harga upah buruh di pasaran Lombok Utara. Sedikit lebih tinggi atau bahkan sama dengan pasaran Provinsi NTB. Bidder disarankan untuk melakukan survey atas harga upah buruh local sebelum memfaktorkannya dalam penawaran.</i>
4	Q	Just to ensure, related to the water for works and electricity, will the cost of installation and procurement be borne by the Contractor? <i>Untuk memastikan, apakah untuk air kerja dan sumber listrik, instalasi dan pengadaannya ditanggung oleh Kontraktor?</i>
	A	Cost for water and electricity, the purchasing and installation cost are already included in the Bill of Quantity (BOQ), as well as in the Technical Specification and bidders are expected to factor them accordingly. Bidders are strongly encouraged to review and study the Bill of Quantity (BOQ). <i>Biaya untuk air kerja dan kelistrikan, baik itu pengadaan maupun pemasangannya sudah tercakup di dalam Bill of Quantity (BOQ), juga di dalam Spesifikasi Teknis dan bidder diharapkan untuk memfaktorkannya di dalam penawaran. Bidder sangat diharapkan untuk membaca dan mempelajari Bill of Quantity (BoQ) terlebih dahulu.</i>
5	Q	How about the payment term? <i>Bagaimana dengan termin pembayarannya?</i>
	A	Information about the payment term can be found in the RFQ document, at the Section 2: RFQ Instructions and Data, Payment Terms, page 7. Negotiation to the payment term can only be done with the selected Contractor, not during tendering period.

		<i>Informasi tentang termin pembayaran dapat dilihat di dalam dokumen RFQ, pada Section 2: RFQ Instructions and Data, Payment Terms, halaman 7. Negosiasi terkait termin pembayaran hanya dapat dilakukan dengan Kontraktor terpilih, tidak selama masa tender sedang berjalan.</i>
6	Q	Please inform the technical documents that are required and must be attached. <i>Mohon diinformasikan dokumen-dokumen teknis apa saja yang jadi persyaratan dan wajib dilampirkan.</i>
	A	For the technical documents, you may refer to the RFQ document, at the Section 2: RFQ Instructions and Data, Documents to be submitted (page 6) and in the Annex 3: Technical Offer Form, which specify any relevant documents to be attached. <i>Untuk dokumen-dokumen teknis, Anda dapat mengacu pada dokumen RFQ, pada Section 2: RFQ Instructions and Data, Documents to be submitted (halaman 6) dan pada dokumen Annex 3: Technical Offer Form, yang merincikan dokumen-dokumen yang relevan untuk dilampirkan.</i>
7	Q	Are the qualification of personnel and specifications of equipment already determined in the RFQ document? <i>Apakah persyaratan Personil dan Peralatan sudah ditentukan dalam dokumen RFQ?</i>
	A	Yes, you may find the qualification criteria for personnel and specifications of equipment in the Technical Specification. <i>Ya, Anda dapat melihat kriteria kualifikasi personel dan spesifikasi peralatan di dalam dokumen Spesifikasi Teknis.</i>
8	Q	Could you inform the financial budget threshold for this work? <i>Berapa Anggaran/Pagu Dana (EE/OE) yang tersedia untuk pekerjaan ini?</i>
	A	UNDP never discloses its financial budget threshold or cost estimate in all of its tenders. Bidders are expected to offer their technically compliant and best prices. <i>UNDP tidak pernah mengumumkan Pagu Anggaran atau perkiraan biaya dalam semua tender yang dijalankannya. Bidder diharapkan untuk memberikan penawaran yang sesuai teknis dan dengan harga yang terbaik.</i>
9	Q	If the current Company Qualification Certificate (SBU) is already expired, can the bidder attach the SBU certificate draft that is currently processed for extension? <i>Apabila SBU yang dimiliki sekarang sudah habis masa berlakunya dan perusahaan sedang memproses perpanjangannya, apakah boleh melampirkan draft SBU yang sedang dalam proses perpanjangan tersebut?</i>
	A	Yes, bidder can attach the SBU certificate draft that is currently in process for extension, along with the previous SBU. <i>Ya, bidder dapat melampirkan draft SBU yang sedang dalam proses perpanjangan, Bersama dengan SBU sebelumnya.</i>