

## **Minutes of Meeting:**

### **Pre-Bid Conference ITB No. UNFPA/IDN/23/01: UNFPA Office Renovation (Construction Work)**

Monday, 8 May 2023 – 09.00-12.00

Aceh Room, Menara Thamrin Floor 7

#### Attendees:

1. PT. Nirmana Interni
2. PT. Adiprana Sentosa Indovesco
3. PT. Mandiri Multi Sejahtera
4. PT. Enera Teknik Utama
5. PT. Sekar Hati Jaya Maju
6. PT. Manthra Cipta Adhisaka
7. PT. Maniti Karya Utama
8. PT. Skala Mamma Griya
9. PT. Medsular Indah Sejati
10. PT. Alfa Romeo Kilo
11. Dezan Studio
12. PT. Wicaksono Widjaja Bangun Selaras
13. PT. Ervan Prima Abadi
14. PT. Sentosa Adhi Saka
15. UNFPA

#### Agenda:

1. Introduction and welcome.
2. Presentation and explanation on bidding document by UNFPA.
3. Presentation on layout plan by Dezan Studio.
4. Q & A session.
5. Tour to UNFPA office area.

#### Meeting Summary:

1. Introduction and welcome: The meeting was lead and opened by UNFPA by introducing the procurement team and the renovation consultant and it was confirmed that the purpose of the meeting was to discuss the upcoming office renovation project.
2. Presentation and explanation on bidding document by UNFPA: The key points of ITB document highlighted were:
  - Clarify any specific requirements, such as bid closing and opening dates, how to participate in the bid opening, official email address to send the proposal, required forms to be submitted including legal documents of company, working hour during renovation, and two phases of evaluation for ITB process.

- Discuss the importance of UNGM, such as info on list of banning companies, to encourage the bidders to register their companies in the UNGM, any changes related to bid solicitation will be posted in the UNGM.

3. Presentation on layout plan by Dezan Studio: The consultant explained the drawing lay out in every area of UNFPA office.

#### 4. Q & A Sessions:

- Any questions relating to the attached documents shall be addressed in writing to the email address of [novita@unfpa.org](mailto:novita@unfpa.org) and [jbenjamin@unfpa.org](mailto:jbenjamin@unfpa.org) no later than Wednesday, May 10th 2023 at 17.00 Jakarta Time
- Existing layout and its related documents can be downloaded from ungm at <https://www.ungm.org/> indicate the ITB number.

Title

Description

Reference

Published between  and

Deadline between  and

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	Title	Deadline	Published	UN organization	Type of opportunity	Reference	Beneficiary country or territory
<a href="#">Express Interest</a>	ITB No. UNFPA/IDN/23/01 - RENOVATION WORK AT UNFPA INDONESIA COUNTRY OFFICE	19-May-2023 23:59 (GMT 7.00)	28-Apr-2023	UNFPA	Invitation to bid	ITB No. UNFPA/IDN/23/01	Indonesia

- Related to electrical drawing i.e., sprinkle's location, cables have been included in BOQ, yet the specification is still estimation and need to be rechecked in the location.
- The proposal shall refer to specifications in the BOQ, any additional required will be discussed later.
- Brochures and detail specifications of all electrical items such as TV, coffee maker, microwave, etc should be included in the proposal. It is not allowed for bidders to mention specific brands. As for the TV, it should be having an HDMI port to connect the laptop.
- Bid submission will be sent via email/electronic to [ids.bids@unfpa.org](mailto:ids.bids@unfpa.org) only without copying others. Sending to other or copying other in the submission will make the proposal in compliance and will not be process.
- Penalty for delay is 10% maximum (1% per week).
- Quality Management System (QMS) is not mandatory; Only if it is available.
- Payment terms will be stated in contract draft (30%, 60%, 10%). Payment will be processed in 30 days after receiving valid original invoice.
- Performance security is not mandatory.
- All prices should be tax exempted (net price) due to UNFPA is free tax organization.
- Working hour will be after office hour except noiseless work and the work will be done partially (front and back areas). It will start from the back area first.
- All furniture will be disposed by the selected bidder (except one item of asset). Also, there will be safety deposit relocation.
- Demolish fee stated in BOQ is in lump sum.
- The selected bidder needs to process the entry permit before start working to UNDSS and Menara Thamrin Building Management.

5. Tour to UNFPA office area: UNFPA and the consultant lead the tour and showing the UNFPA working area to the participants.