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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A & Amendment to RFQ

RFQ-UNDP-HPMP-161892-045-2021

PROVISION OF LONG TERM AGREEMENT (LTA) DEMO EQUIPMENT FOR REFRIGERATION
AND AC TRAINING CENTRE (RE-ADVERTISEMENT)

Date and Time:

16-March-2022 @ 14.00 hrs (GMT +7) via Zoom Meeting

TO ALL INTERESTED BIDDERS

Introduction and Guidance		
Information		<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFQ document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFQ document before preparing the offer and to check regularly UNDP website for any update/amendment to this tender document</i></p>
Q&A session is incorporated into the below minutes		
1.	Q	How long is the installation & commissioning period
	A	One (1) day
2.	Q	ANNEX 1 – Terms of Reference; Specification of equipment; Lot 6 - VARIABLE REFRIGERANT VOLUME AIR CONDITIONING SYSTEM; No. 1 - VRV OUTDOOR UNIT Daikin Model RXQ6AY14 or equivalent.; page 11 Should we propose Daikin only?
	A	There is no preference, however, bidder is suggested to refer specifications as Daikin's specifications.

3.	Q	ANNEX 1 – Terms of Reference; Specification of equipment; Lot 6 - VARIABLE REFRIGERANT VOLUME AIR CONDITIONING SYSTEM; No. 7-ACCESSORIES; Page 12-13 → Note: All civil work on-site (such as frames for the AC units) shall be done by the equipment recipient and not in the scope of the vendor. Please explain who will prepare all civil work on-site?
	A	Training centre will prepare the frames for the AC units.
4.	Q	ANNEX 1 – Terms of Reference; Specification of equipment; Lot 6 - VARIABLE REFRIGERANT VOLUME AIR CONDITIONING SYSTEM; page 11-12; No. 2-4 – Indoor Units. There are three (3) Indoor units required. 1) Please inform if the three (3) Indoor units will be placed in three (3) different buildings? 2) Where the outdoor units will be placed? 3) If the room is located on the second floor, would the HPMP project provide the tools eg. Ladder? 4) Please provide lay-out of the room
	A	1) The three (3) Indoor units will be placed in the same room on the second floor. 2) The one (1) outdoor unit will be placed in the same room with the three (3) indoor units 3) Bidder is suggested to bring their own tools eg. Ladder, drill tool, etc. 4) Please refer to the lay-out attached in this MoM as ATTACHMENT 1
5.	Q	ANNEX 1 – Terms of Reference; Specification of equipment; Lot 5 – ICE MAKER TRAINER; page 10. What is the expected result of the ice making? As no specifications.
	A	The training is to demonstrate icemaking process of ice tube with 2 PK.
6.	Q	ANNEX 3 TECHNICAL AND FINANCIAL OFFER – SERVICES; Technical offer; page 18. one of the request that Bidder to provide operation manual and objective of equipment in English and Bahasa Indonesia. How we provide operation manual when the equipment has not yet been produce & we don't know if we are the winner?
	A	We will amend the request from operation manual become function of the equipment in general in English & Bahasa Indonesia & The technical operation/manual/job sheet for the use of the equipment in Bahasa Indonesia should be provided along with the equipment when received Please refer to the Amendment to the RFQ attached to this MoM as ATTACHMENT 2

Amendment to the RFQ	1	<p>ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICESOR; page 18; Technical Offer</p> <p>Provide the following:</p> <ul style="list-style-type: none"> - a brief description of specification of equipment that is relevant to the Terms of Reference - picture of the equipment - operation manual and objective of equipment in English and Bahasa Indonesia <p>IT SHOULD BE WRITTEN & ADD AS FOLLOW:</p> <ul style="list-style-type: none"> - a brief description of specification of equipment that is relevant to the Terms of Reference - picture of the equipment - function of the equipment in general in English and Bahasa Indonesia <p>*The technical operation/manual/job sheet for the use of the equipment in Bahasa Indonesia should be provided along with the equipment when received</p>
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Note:

Bidder should use **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES - Revision**
When submitting the quotation

18-March-2022

ATTACHMENT 1

Layout

Lot 6 - VARIABLE REFRIGERANT VOLUME AIR CONDITIONING SYSTEM; page 11-12

BLK Makassar Layout

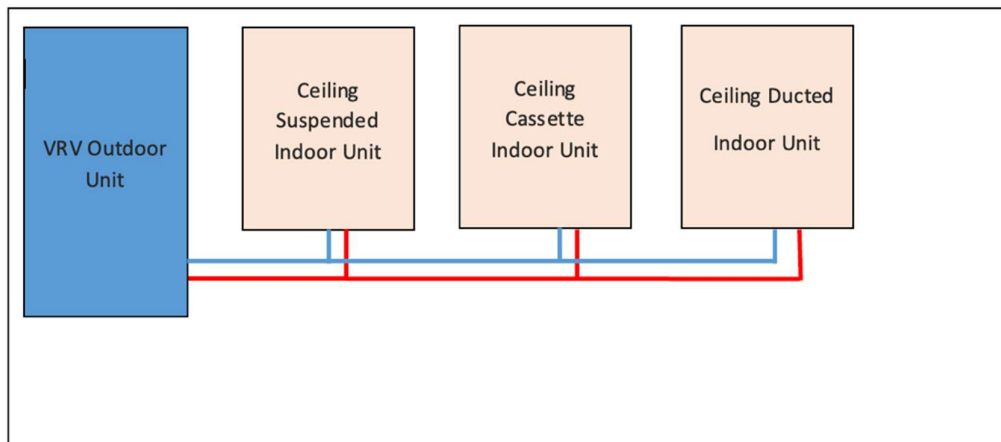
Second Floor



Room Length: 13,35 m.

Room width : 7,82 m.

Room height: 4 m.



BBPLK Bandung Layout

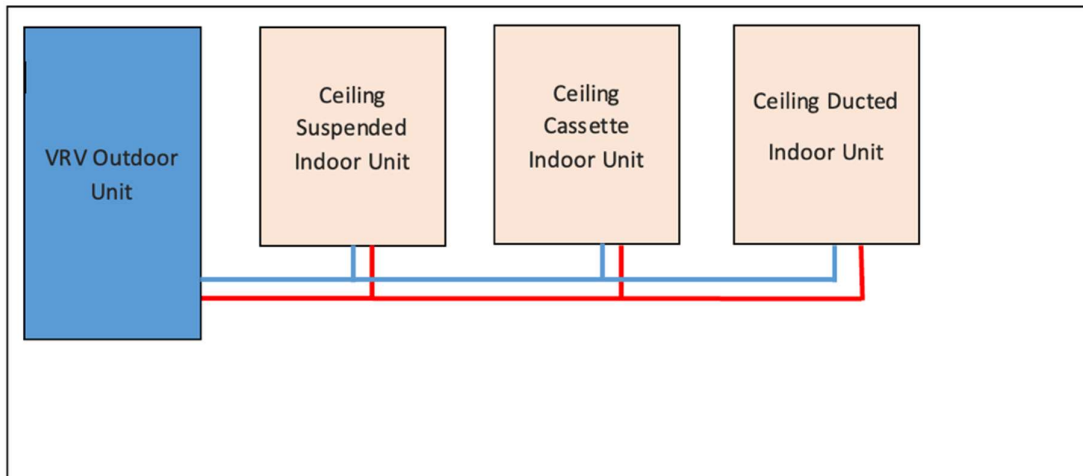
Second Floor



Room Length: 11,9 m.

Room width : 7,5m.

Room height: 3 m.



ATTACHMENT 2

REVISION

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:		Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of specification of equipment that is relevant to the Terms of Reference
- picture of the equipment
- function of the equipment in general in English and Bahasa Indonesia.

***The technical operation/manual/job sheet for the use of the equipment in Bahasa Indonesia should be provided along with the equipment when received**

Financial Offer

Provide a lump sum for the provision of the goods and services stated in the Terms of Reference your technical offer. The lump sum should include all costs of goods and services. The shipping cost to delivery address must calculate separately.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables (Per Batch)	Total Price (IDR)
1.	1 st Payment 90% will be made upon submission of documents after goods arrived at specified delivery locations.	
2.	2 nd Payment 10% will be made upon submission of report after Installation, commissioning and on-site training to operate the equipment/commissioning completed	
Total Price		

LOT 1: Split Air Conditioning Build Up Trainer

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Split Air Conditioning Build Up Trainer equipment (Warranty 1 year spare parts), including:	set	2		

	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BDLHK Kadipaten (DAP)				
	Subtotal Price				
Total Price					

LOT 2: Split Air Conditioning Trainer

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Split Air Conditioning Trainer Equipment (Warranty 1 year spare parts), including:	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) to BLK Surakarta (DAP)				
	Subtotal Price				
Batch-2					
2	Split Air Conditioning Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery costs (include insurance) to BLK Kendari (DAP)				
	Subtotal Price				
3	Split Air Conditioning Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery costs (include insurance) to BLK Ternate (DAP)				
	Subtotal Price				
4	Split Air Conditioning Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				

	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery costs (include insurance) to BLK Sorong (DAP)				
	Subtotal Price				
5	Split Air Conditioning Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including:	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery costs (include insurance) to BLK Sidoarjo (DAP)				
	Subtotal Price				
Total Price					

LOT 3: Domestic AC Controls Trainer

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Domestic AC Controls Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including:	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BBPLK Serang (DAP)				
	Subtotal Price				
Batch-2					
1	Domestic AC Controls Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including:	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BLK Ambon (DAP)				
	Subtotal Price				
2	Domestic AC Controls Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including:	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				

	- Delivery (include insurance) costs to BLK Banda Aceh (DAP)				
Subtotal Price					
Total Price					

LOT 4: Double Door Domestic Refrigerator and Freezer Trainer

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Double Door Domestic Refrigerator and Freezer Trainer Equipment (Warranty 1 year spare parts and 3 year compressor) including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) to BLK Surakarta (DAP)				
2	Double Door Domestic Refrigerator and Freezer Trainer Equipment (Warranty 1 year spare parts and 3 year compressor) including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) to BBPLK Serang (DAP)				
Batch-2					
3	Double Door Domestic Refrigerator and Freezer Trainer Equipment (Warranty 1 year spare parts and 3 year compressor) including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- (travel cost (vv), hotel, meals & local transport to venue for trainer(s) included)				
	- Delivery (include insurance) to BLK Padang (DAP)				
4	Double Door Domestic Refrigerator and Freezer Trainer Equipment (Warranty 1 year spare parts and 3 year compressor) including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) to BLK Samarinda (DAP)				

5	Double Door Domestic Refrigerator and Freezer Trainer Equipment (Warranty 1 year spare parts and 3 year compressor) including	Set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to delivery target (DAP) at BBPLK Medan				
Subtotal					
Total					

LOT 5: Ice Maker Trainer

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Ice Maker Trainer Equipment (Warranty 1 year spare parts and 3 year compressor), including:	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BBPLK Bekasi (DAP)				
Subtotal					
Total					

LOT 6: Variable Refrigerant Volume Air Conditioning Unit

No	Demonstration Training Equipment	UOM	Qty	Unit Price (IDR)	Total Price (IDR)
Batch-1					
1	Variable Refrigerant Volume Air Conditioning Unit Equipment (Warranty 1 year spare parts and 3 year compressor) including;	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BBPLK Bandung (DAP)				
Subtotal					

2	Variable Refrigerant Volume Air Conditioning Unit Equipment (Warranty 1 year spare parts and 3 year compressor) including;	set	1		
	- Installation, commissioning and on-site training to operate the equipment for Instructor				
	- travel cost (vv), hotel, meals & local transport to venue for installation, commissioning and trainer(s) included				
	- Delivery (include insurance) costs to BLK Makassar (DAP)				
Subtotal					
Total					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Compliance to the required specification in ANNEX 1			
Delivery Lead Time (Max 3 months after PO issuance)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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