

MINUTES OF PRE-BID MEETING

Procurement of Medical Equipment for ICU for severe COVID-19 Cases/Infectious Disease and BSL3 Laboratory for Virology Diagnostics (UNHAS), Makassar, South Sulawesi, Republic of Indonesia
ICB No. EU-UNHAS-48511-GOODS1 / KfW Tender ID: 511657

Date and Time : 19th of August 2025 at 02:00 PM (Makassar Time)

Venue : Building BCD, Simulation Centre department, Room Class B, 3rd floor, Hasanuddin University Hospital, JL, Perintis Kemerdekaan Km 11, Pintu II, UNHAS, Kecamatan Tamalanrea, Kota Makassar, Makassar, South Sulawesi, Republic of Indonesia

Introduction and Opening Remarks

The Project Coordinator of PIU, Mrs. Dr. dr. A. Indahwaty Sidin, MHSM, opened the meeting by introducing the participants, the project scope and by thanking the participants for their presence.

The Procurement Expert, Mr. Christian Jaminon, extended his gratitude and appreciation to the interested Bidders who attended the Pre-Bid Meeting. Mr. Jaminon explained that the purpose of this Pre-Bid Meeting is to provide a brief overview of the Bidding Documents and to address any potential requests for clarifications from the Bidders.

Mr. Jaminon emphasized that, this bidding process comprises two separate lots, where each lot is implemented in a different site, i.e. Lot 1 (ICU) on the 3rd floor of building EF and Lot 2 (BSL3 Laboratory) on the 6th floor of building A. Within this context it was emphasized that it is of utmost importance that Bidders make themselves familiar with the conditions of the sites, deeply check the Important Notice referring to the intermediate storage of equipment until taking-over of the Works and define and notify about the pre-installation requirements for each equipment item.

Further, it was highlighted that any clarification, circular or Addendum to the Bidding Document will be uploaded on the website as mentioned in the Bidding Document, Section II, ITB 7.1. All participants shall strictly adhere to the procedures outlined in the Bidding Documents.

Presentation of the Bidding Documents Part 1 - Bidding Procedure

Mr. Jaminon introduced the structure and the important clauses of the Bidding Document (please refer to the Power Point Presentation in annex) emphasizing the following:

- ITB 18.1: The bid validity period shall be **90 days**.
- ITB 19.1: The amount and currency of the Bid Security shall be: **2.5% of the bid amount in EUR** for each Lot. In case the bidder submits bids for more than one Lot, a Bid Security of 2.5% of the total combined bid amount in EUR is required.
The validity of the bid Security shall be **90 days (bid validity) + 42 days**.
- ITB 20.1: **In addition to the originals of the Bid**, the number of copies is: **2 (two) paper copies and one (1) digital copy (USB flash drive) as a single scan of the original hardcopy** of the Bid as PDF file. As per ITB 21.1 (b) If a bidder bids for more than one Lot, **the bids shall be separated by Lot into separately marked and sealed envelopes**, each one with a separate bid submission form.
- ITB 20.2 : **The written confirmation of authorization to sign on behalf of the Bidder must include a power of attorney for the Bid signatory**. If the Bidder is a JV, the power of attorney must be issued by the Lead Member.
- The bidders were reminded to follow the forms in Section IV, and not to change the content including footnotes or annexes, and to complete and sign the forms accurately. Further, the Bidders are reminded to not forget Appendix 1 as part of the Declaration of Undertaking. The Declaration of Undertaking constitutes an essential part of the bidding document. A missing Declaration of Undertaking (with signature) leads to rejection of Bid.
- ITB 7.1: the procurement expert reminded the bidders that the written requests for clarifications must be received **no later than 14 (fourteen) days prior to the deadline for submission of bids**

(05th of September 2025). The Employer will publish its responses and clarifications on the following web page: UNHAS Website: www.unhas.ac.id.

Questions and Ad-hoc Answers

The Bidders formulated the following questions, which have been answered ad-hoc by the PIU/IC, as summarized below:

Questions from Bidders	Clarification from PIU/IC
<p>Shall the digital copy on USB flash drive comprise only one PDF file or can we submit the bid in several files?</p>	<p>As per Section II. Bid Data Sheet, [ITB 21. Sealing and Marking of Bids], <i>“in addition to the original of the bid, the number of copies is: 2 (two) paper copies and one (1) digital copy (USB flash drive) as a single scan of the original hardcopy of the Bid as PDF file.”</i>.</p> <p>The procurement expert insisted on the fact that the digital copy must be a single scan of the <u>original hardcopy</u> of the Bid as PDF file.</p> <p>The bidders were reminded that, as per Section I. Instructions to Bidders, [ITB 12. Declaration of Undertaking, Qualification Forms, and Bid Submission Form, Bidding Forms, Price Schedules], the Declaration of Undertaking, the Qualification Forms as listed in ITB 11.1(a), the Bid Submission Form, the Price Schedules, and the Bidding Forms as listed in ITB 11.1(b) <i>“shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.4. All blank spaces shall be filled in with the information requested”</i>.</p>
<p>Would it be sufficient to include only the name and function of the equipment in the specification documents?</p>	<p>No, the specifications must be provided in full and detailed form.</p> <p>Please refer to the Bidding Document, Section VII. Schedule of Requirements, 3. Technical Specifications, <i>“Bidders shall provide a clause-by-clause commentary (see attached table) on the Purchaser’s specifications, demonstrating the Goods’ and related Services’ responsiveness to those specifications or a statement of deviation and exceptions to the provisions of the Purchaser’s specifications. General replies to the Purchaser’s specifications, such as ‘acceptable’, ‘comply’, ‘yes’, etc., or simply copying the Purchaser’s specifications word-by-word, will be treated without exception as non-responsive during the technical evaluation; (...)”</i></p> <p><i>“The Bidder is requested to insert the specifications of the item offered and supply additional documentation if needed. The completed files shall be part of the Bidder’s offer and shall be evaluated.”</i></p>

Closing Remarks of Pre-Bid Meeting

Mr. Jaminon emphasized that bidders must complete and follow all the forms provided without alterations and without omissions. The table of contents in Section IV of the forms can be used as a checklist of the forms that must be submitted in the bidding documents

The minutes of the Pre-Bid Meeting, including questions, answers and the PPT presentation will be made available to all Bidders.

The Pre-Bid Meeting was concluded and closed at 03:15 PM (Makassar Time) on the same day and the Site Visit was started.

Site Visit

The site visit began immediately after the pre-bid meeting was completed, accompanied by PIU staff, consultant and users.

First the "Gym room" in the Rehabilitation Centre Department on the 4th floor of the BCD building has been visited. This room is currently empty and will be used for temporary storage of ICU medical equipment (Lot 1) supplied before the works related to the ICU have been taken-over.

This gym measures approximately 20 x 20 m and is equipped with air conditioning, lighting, and a lockable entry door. It was emphasized that damage shall be prevented during transport and storage, i.e. floors and walls need to be protected. Depending on the size and weight of the Equipment Items the existing (public) elevators can be used, which is also to be protected during shipping.

Second, the ICU area (site for Lot 1) has been visited on the 3rd floor of the EF building. This room is still empty and is in the process of works.

Third, the "office of the stem cell head room" on the 6th floor of building A has been visited. This room should be used for temporary storage of BSL3 equipment (Lot 2). This temporary warehouse room is equipped with a lock, air conditioning and lighting to temporarily store the Lot 2 equipment.

As this room is in good condition, it is emphasized that while its intended used as a temporary warehouse, it must be protected and kept clean.

Fourth, the actual BSL3 area (site for Lot 2) has been visited on the 6th floor of building A. This area is currently in the process of works.

The main interest of the site visit was to allow the interested bidders to witness the access and areas of the sites, as well as the transportation routes and conditions.

The site visit was concluded and closed at 04:15 PM (Makassar Time) on the same day.