



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP/UNDP/ACCESS/ IDN-0000126190/002/2021**

**Assignment Name:**

**Community Development Service to Build Institutional Capacity of Renewable Energy Service Company (RESCO) in 23 Villages in Indonesia**

**Date and Time:** 5<sup>th</sup> February 2021, starting 0930 (GMT+7)

Meeting ID: **835 7041 7269**

Passcode: **429259**

**Closing Date:**

*Please refer to the e-tendering system with event ID: **IDN10 0000008411***

**Link to the recorder:**

**SESSION 1**

<https://undp.zoom.us/rec/share/73YI-tkml3KMqskswcql4HlaiTdoXdt0CAh3NXltCgn-YGK7hHIRzGxchkcYEj.LKaB6m1YW8vL7hit>

Passcode: \$kt\$7gEv

**SESSION 2**

[https://undp.zoom.us/rec/share/uVoDBQMb9X49eGYWtio1O4K9ThmaC3PvCHnYKruRdCuzbFJ1nEL6YHz4kLjb1c8V.O\\_jWsQEocG7fQQ70](https://undp.zoom.us/rec/share/uVoDBQMb9X49eGYWtio1O4K9ThmaC3PvCHnYKruRdCuzbFJ1nEL6YHz4kLjb1c8V.O_jWsQEocG7fQQ70)

Passcode: +a?Nu\*U6

**TO ALL INTERESTED BIDDERS**

No.		Introduction and Guidance
<b>Information</b>		Bid Conference was opened with following agenda: 1. Explanation on RFP 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)
1	Q	what is the bid due date?
	A	The due date can be found in the etendering.partneragencies.org and refer to event ID: IDN10 0000008411
2	Q	What does the amount of USD 12.000 means which stated In Bid Data Sheet (BDS)
	A	This is the amount that should be stated in the bid security and should be

		submitted in soft copy and hard copy (original). The soft copy should be submitted along with the technical proposal otherwise the proposal will be rejected. While the hard copy (original) should be delivered to the following address: UNDP Indonesia Office 7 <sup>th</sup> Floor , Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta
3	Q	How much percentage for performance security
	A	It should be 10% of the total contract amount and only apply to the selected bidder
4	Q	Whether bid security is the same as the bid guarantee?
	A	Yes, it is the same
5	Q	Do the bidders have full support for 18 months?
	A	Yes, UNDP will provide a full support for 18 months. The expected duration of the contract is 18 (eighteen) months calculated based on the contract starting date. Staffing structure is a described in the RFP, and key personnel, especially Team Leader and Village Facilitators must be engaged at all times (18 months).
6	Q	For the start date and implementation timeline, the RFP does not mention COVID-19 restrictions. What is the view of UNDP ACCESS on the implementation timeline during COVID-19 restrictions?
	A	Section 5 on TOR refer to risks and assumptions. Covid19 restriction might impact the implementation and regarded high probability. The company/organization must anticipate and prepare the mitigation plan accordingly. For example: staff must be informed and follow the health protocol in all aspects of project implementation, such as the training, mobilization, and community consultation activities.
7	Q	Is there any standard for the Financial Proposal for this tender and how much maximum rate of percentage for management fee
	A	ACCESS Project has conducted an assessment concerning the ideal item of Experts, activity approach, quantity of meeting/FGD, etc to implement the activity. Further information is available in for Form F and G  It is the bidder's prerogative to decide on the percentage of management fee. There is no restriction from UNDP on the maximum percentage of management fees.
8	Q	Does prior experience with similar community structures and renewable energy cooperatives in other countries count towards these evaluation criteria?
	A	Bidder may submit experience in another country and bidder should specify the model from previous experience that is applicable to Indonesia's (local) context for evaluation assessment. Furthermore, for this activity require bidder experience in Indonesia and location as mentioned in TOR will be an advantage considering the culture and personal approach with the community in village level.
9	Q	How does the turnover requirement of USD 500.000 applied to consortium
	A	It applies cumulative combine from each company under the consortium and not for each company.
10	Q	Should the bidder submit the CV for the 23 village facilitators?
	A	Yes, bidders should submit CV for the 23 village facilitators.
11	Q	that means it is not possible to cooperate with a small company
	A	In this Request for Proposal (RFP) cooperation with other company is possible
12	Q	Is it open for International Expert?
	A	International experts are not preferred as village facilitators because they have difficulty facilitating the community unless the international experts are fluent in Indonesian and familiar with the culture. However international expert can be proposed by the bidder for other key personnel position.
13	Q	There is statement mentioning that 1 (one) village 1 (one) facilitator, however

		in the table of location, there are some locations that two locations in the same village. Is it one person in one village or one person in one location?
	A	We expect 1 (one) facilitator for each location which in total there are 23 villages. Please note that though the name of sub-district is the same, the location can be far from each other, e.g. Desa Baliara, it is in two different islands
14	Q	Will the minutes include contact information for the participants in the bidders' conference? We will likely wish to partner with a capable Indonesian organization.
	A	The attendance list record will not be uploaded in Minutes of Meeting of this bid conference
15	Q	Is it possible to add experts beside the experts proposed in the bidder document? Or, could one position be shared by two persons with different profile?
	A	It is the bidder's prerogative to decide whether to propose additional personal/personnel beyond the list of required personnel or to proposed one position shared by two persons
16	Q	For expected output point 5, how long is the monitoring and evaluation process? is it short, medium or long term?
	A	The monitoring and evaluation refer to TOR deliverable 5 – 6.
17	Q	When is the construction of the PV installation performed? After this project or at the same time?
	A	The solar PV construction is expected to start in April and be completed in November/December, parallel with the deployment of facilitator community and establishment of RESCO.
18	Q	Who will cover the cost for the local operators?
	A	After the RESCO established, there will be 2 (two) components in RESCO, there are RESCO Board and local operators. For the operational cost it will be from the electricity contribution service. (refer to Scope of Work 4.1.6)
19	Q	From this project no technical training for local operator is required? Will this be done by the contractor?
	A	There will be technical training for local operator and they will be involved during the construction. On the Job training for local operators will be given by the selected contractor and later these operators will have a more intensive training and certification that will be provided by other institution. Village Facilitators' role is referred in the Scope of Work 3.
20	Q	Does UNDP will have a plan to issue a tender for the installation of PV plant? the EPC tender will be issued on public?
	A	Yes, there will be a separate tender for solar PV soon. Procurement notice for all tenders can be found and open for public at UNDP procurement website ( <a href="https://www.id.undp.org/content/indonesia/en/home/procurement.html">https://www.id.undp.org/content/indonesia/en/home/procurement.html</a> )
21	Q	Engineering and Construction of the Solar PV are not part of this tender scope of work?
	A	Correct, it is not part of this tender. There will be a different tender for EPC Construction for Solar PV
22	Q	Would UNDP also consider possibility of period extension beyond 18months to cater any risks delay due to Covid that will impact technical installations in 23 sites, importantly the processes needed in establishing RESCO which may rely on BUMDES establishment?
	A	We don't expect any extension because the establishment of RESCO is urgently required when the construction is complete.
23	Q	Should bidders arrange the whole logistic and workshop or only provide experts?
	A	Logistic and workshop cost should be included in the financial proposal (refer to Section G)
24	Q	Will the budget amount for this activity will be announced?
	A	No, under UNDP regulations, UNDP does not disclose the budget or funds availability for all tender

25	Q	Does this tender allow for the consortium?															
	A	Yes, bidders are allowed to collaborate with other companies. Bidders have the prerogative to decide with whom to collaborate. However, please note that all companies that collaborate must provide the same required documents as specified in this tender.															
26	Q	If the Bidder average annual turnover in the last 3 years is below USD 500,000, will the Bidder automatically failed to join this tender or it will only affect the Bidder's point/score?															
	A	This is mandatory and will be considered during the evaluation process															
27	Q	Whether if the bidder is register on the <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> website will be automatically registered as a UNDP vendor? if so, where can we find our vendor number?															
	A	If you are registering on <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> website, it does not make you registered as a UNDP vendor. It allows you to participate in any UNDP tender.															
28	Q	Is it mandatory to submit audited financial report for last three years?															
	A	Yes, it is mandatory															
29	Q	Can the bidder change the village facilitator from the one that has been proposed in the proposal to the one who will work later? given there are many and several remote locations															
	A	The village facilitator must be the same as the proposed CV, but during implementation if bidder wish to replace the village facilitator they can do so but the replacement must have the same qualifications.															
<b>AMENDMENT TO THE RFP</b>																	
1		Form G: Financial Proposal Form, please refer to the revised version attached to this Minutes of Meeting (Attachment I)															
2		Bid security should be valid for 150 days (120 days of bid validity + 30 days after the final date)															
3		<p><b>Sub Heading H. Qualification and Experiences, Bullet Point 3. Composition of Key Staff, page 35, the table should read as follows:</b></p> <table border="1"> <thead> <tr> <th>Description</th><th>Number of Key Personnel</th><th>Working Duration/person</th></tr> </thead> <tbody> <tr> <td>Team leader</td><td>1</td><td>18 Month</td></tr> <tr> <td>Community Development Officer</td><td>2</td><td>12 Month</td></tr> <tr> <td>Business development Officer</td><td>2</td><td>12 Month</td></tr> <tr> <td>Village Facilitators</td><td>23</td><td>18 Month</td></tr> </tbody> </table> <p>Community Development Officer and Business Development Officer working duration is reduced from 18 months to 12 months</p>	Description	Number of Key Personnel	Working Duration/person	Team leader	1	18 Month	Community Development Officer	2	12 Month	Business development Officer	2	12 Month	Village Facilitators	23	18 Month
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Village Facilitators	23	18 Month															
4		<p>Sub Heading G. <b>UNDP ACCESS RESPONSIBILITY</b>, bullet point 2, should be written as follow:</p> <p>The Company/Organization will:</p> <p>Cover all its management, operational, and activity related costs, including travel, materials, printing, telecommunication, FGD/Workshop/Training in the village level, and RESCO notarial deed. <b><u>Calculation for fee</u></b></p>															

	<b><u>disbursement of per diem and transport for resource person and/or meeting participant should apply with the latest Government General Cost Standards (SBU KEMENKEU)</u></b>
5	<b>Section 5. TERMS OF REFERENCE, additional Annex has been added. Annex 2. List of Activities</b>
6	<b><u>Deadline in submitting proposal</u> has been extended and refer to event ID: IDN10 0000008411</b>
7	<b>Bidders who wishes to submit the original bid security in hard copy, should notify two days in advance by sending email to the UNDP PICs mentioned in the tender document to set the schedule in receiving the original bid security</b>