

Minutes of Pre-bid Meeting

RFP Development of Vietnam Smart Grid Roadmap for period up to year 2030, with a vision to 2050
RFP/2023/47584

Date and Time : July 12th, 2023; 14.00-15.00 BKK Time

Location : Google Meet

UNOPS Representative : 1. Thuy Ngoc Nguyen (Programme Management Officer)
2. Ni Wayan Santi Dewi (Procurement Associate)
3. Nadiyah (Procurement Specialist)

Suppliers Representative: 1. Bidder 1
2. Bidder 2
3. Bidder 3
4. Bidder 4

Pre-bid Minutes:

UNOPS representative (Santi) started the meeting by welcoming all participants.

1. Tender Outline Presentation

UNOPS ETP Team (Thuy) shared the presentation and explained the project details, then UNOPS Procurement (Santi) explained the evaluation criteria (detailed presentation attached).

2.Q&A session

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1st Question: I have noticed that this Technical Assistance (TA) activity aligns closely with the objectives of the 'Smart Grids for Renewable Energy and Energy Efficiency (SGREEE)' project implemented by GIZ and ERAV. I would like to inquire whether there is any overlap in the TA content between the two initiatives.

Answer: UNOPS has been working closely with ERAV and obtained their official letter requesting for supporting the work on developing Vietnam's Smart Grid Roadmap. They also confirmed that this project does not overlap with any other projects.

2nd Question: What are the specific expectations from both ETP and ERAV (difference to the output from SGREEE?) that the consultant should consider? Additionally, I would like to inquire whether the consultant will be given access to the SGREEE project documents.

Answer: Please refer to ToR where all requirements regarding deliverables and activities are included. If any supplier is selected, they will work together with ETP and ERAV to conduct the project. The major outputs of this project include a study report on the current status of smart grid development in Vietnam, study on international experience, and recommended Smart Grid Development Roadmap for period up to 2030, with a vision to 2050 for ERAV to conduct consultation.

3rd Question: For qualification criteria, will experience in related development of roadmap work or it has to be specific to the smart grid sector?

Answer: Please refer to ToR where we listed all qualifications for consultant. Consultants with experiences related to grid, smart grid, and roadmap development are acceptable.

4th Question: Can we consider ongoing projects also under qualification criteria?

Answer: Yes, ongoing projects is considered meeting required experiences under qualification criteria, as long as it's meeting the other criteria (minimum 5 years of continuous experience)

5th Question: Should we submit all deliverables in both English and Vietnamese language?

Answer: Yes, all deliverables need to be submitted in both English and Vietnamese. We require the English versions to be submitted first and once approved, the Consultant can translate them into Vietnamese.

6th Question: Will ETP provide support for the consulting work with ERAV to collect the Grid data, or is the consultant expected to work directly with ERAV?

Answer: Please refer to ToR. The Consultant is expected to coordinate closely with both ETP and ERAV. The Consultant is required to work closely with ERAV to meet their requirements.

7th Question: Does UNOPS require all deliverables to be submitted in presentation slides or is it only for the 2 stakeholder workshops? Since there's a requirement that every deliverable be submitted together with the presentation slides.

Answer: Please refer to ToR where we have a column on deliverables and lists of detailed description for each task. All deliverables regarding studies/ reports need to be submitted with catchy, public-facing presentation slides in ETP's powerpoint template. The Consultant is also required to conduct presentations to the ETP's team regarding the key findings of the deliverables.

After each workshop we require consultant to submit a post workshop report that is aligned with the requirement. The list of components that we expect to have in the post-workshop report are listed in the TOR, but some of them include the description of the workshop, workshop proceedings, gender considerations, next steps, annexes, etc. Regarding the presentations at the workshops, you can attach the presentation slides as supporting material under the annex section.

8th Question: Do you have any instruction/consideration whether the scope of work will be divided between international experts and local/national personnel?

Answer: We want the percentage to reflect the amount of work to execute the deliverables. But we have no preference. It's up to the consultant's proposal. However, please be noted that international consultants must be present in important events, and also must contribute proactively in developing deliverables and in quality control to ensure the quality of the products.

9th Question: During the stakeholder workshops, is it any requirement for the international consultants to be present? For example 1 or 2 people need to be present. Or can the international consultant attend it online?

Answer: There needs to be the representation of both local and international consultants in Vietnam at important events.

10th Question: In the ToR, it says one of the experts needs to be domestic. Does it mean that one of the power experts must be from Vietnam?

Answer: We prefer the combination of International and Vietnamese experts to utilise international experience and local understanding for the project.

UNOPS ETP Team (Thuy) added information on representation of local and international consultants. The consideration of the number of days and number of works is totally up to the consultant's proposal. UNOPS will review and evaluate based on the appropriate needs and requirements of the project. But please be aware that there needs to be the representation of both local and international consultants in Vietnam at important events and for quality control.

Nadiyah informed that if there's any discrepancy between the information presented verbally at the meeting and this minutes, please refer to the minutes.

UNOPS procurement highlighted the information needed for Returnable Bidding Form (Form E: Format for Resume of Proposed Key Personnel) for the item Position indicated in the form is for the **Role as per required in the TOR**, not the personnel's position within the company. And that joining this pre-bid meeting is not mandatory. Hence, the bidders that can not join this pre-bid meeting still can submit a proposal for this tender.

UNOPS representative closed the meeting and thanked the vendor representative for attending the pre-bid meeting.