

## Minutes of (Virtual) Pre-Bid Meeting

### RFP/2023/48400 - ASEAN Power Grid Advancement Program (APG-AP) - Retender

Date and Time : 07 September 2023, 16.00 - 17.00 PM (GMT+07)

Location : UNOPS Thailand Office and Google Meet

UNOPS Representatives : 1. Dimas Fauzil, Programme Management Senior Officer  
2. Yu Chong Nam, Programme Management Officer  
3. Praewpan Intapanya, Project Management Office  
4. Nadiyah, Procurement Specialist  
5. Thanaphone Thongmanivong, Procurement Officer

Suppliers Representative: Bidder 1  
Bidder 2  
Bidder 3  
Bidder 4  
Bidder 5  
Bidder 6  
Bidder 7  
Bidder 8  
Bidder 9

#### **Pre-Bid Minutes:**

##### **1. Opening Remarks**

Thanaphone started the meeting by welcoming all participants and opened the pre-bid meeting.

##### **2. Presentation**

- Dimas presented a brief project background and requirements as well as the summary of key changes in the revised TOR.
- Thanaphone explained the evaluation criteria and the estimated procurement timeline for this tender.

##### **3. Q & A Session**

During the meeting, the bidders raised several questions, and UNOPS representatives provided answers as follows:

No.	Question	Answer
1	UNOPS has made a requirement to have the lead based in Indonesia. This requirement limits	We duly noted the concern from the bidders. UNOPS has decided to relax this requirement by asking the bidders to identify at least one

	<p>the companies that can participate. Is UNOPS flexible on this location requirement?</p>	<p>personnel to be based in Jakarta on a full-time basis to lead the coordination and communications with ACE throughout the duration of the project. We have revised the ToR accordingly and bidders are advised to refer to the amendment made to the following points:</p> <ul style="list-style-type: none"> <li>• Para 10n (p. 7): changing the requirement for the Jakarta-based personnel to be team member instead of team leader. We also add a sentence clarifying that the bidders will need to identify who will be based there.</li> <li>• Para 20 (p. 18): We added a clarifying sentence that requires bidders to indicate the personnel to be based in Jakarta in their table of key personnel.</li> <li>• Table 5 point 1 (p. 18): We removed the note saying that the project lead is required to be based in Jakarta.</li> <li>• Section 3 point 3.1.1. (p. 23): We removed the note saying that the project lead is required to be based in Jakarta.</li> </ul>
2	<p>For international technical advisory service tenders, it is uncommon for the team leader to be required to stay in one location for over 6 months, especially when virtual meetings are possible. Could you please clarify the number of in-person meetings expected for the team lead in Jakarta?</p>	<p>The number of in-person meetings will depend on the coordination mechanism with the ASEAN Centre for Energy (ACE) as well as the dedicated APG-AP Project Management Unit (PMU) team and the data gathering methods proposed by the bidders. However, ETP estimates the international team to have 4 missions in Jakarta and/or other ASEAN Member States, with each lasting 3-4 days. Meanwhile, the three events (workshops/seminar) will depend on the agreed terms with ACE as they might need to link with ASEAN events in 2024 where Laos will assume the chairmanship.</p>
3	<p>How does physical presence in Jakarta enhance data collection, especially for non-Indonesia specific data such as those related to the Mekong Subregion and the Laos-Thailand-Malaysia-Singapore Power Integration Program?</p>	<p>Although data collection can be done online, it is vital for the consultant to be on the ground as this would enhance the coordination with key partners (e.g., ACE and CASE) and increase the visibility level within this particular project.</p> <p>In addition, the assumption for data collection is to involve both online collection and offline collection depending on the data sensitivity subject to the consultant's identification of data required for Output 2 as well as for the rest of</p>

		<p>the study of O3 and 4. Data collections in various ASEAN member states are expected and should be reflected in the proposal. As explained in Q2, ETP estimates the consultant to have 4 missions, with each lasting for 3-4 days.</p> <p>The presence in Jakarta is crucial given that the data collection with AMS will be centrally coordinated by ACE with the support available from PMU. Any offline trips required for data collection will be accompanied by ACE.</p>
4	How would a prolonged stay in Jakarta significantly improve coordination with ASEAN stakeholders compared to multiple extended visits?	<p>Being physically present in the country, especially the ACE premises, for the whole implementation period is necessary to the project in terms of communications that are required for data collection with AMS as well as for the required review and approval processes.</p> <p>All the communications with the ASEAN Member States will be done through ACE. Therefore, all the daily communication and coordination is attributed to the effective delivery of the project.</p> <p>ACE will lead and facilitate the required coordination for review and political endorsements of APG Roadmap products with ASEAN bodies (HAPUA, Renewable Energy Sub-Sector Network, Regional Energy Policy and Planning Sub-Sector Network, etc.) and ASEAN Secretariat, and the data collection with AMS.</p>
5	Would a 6-month visa be provided for an international team lead to be based in Jakarta?	<p>UNOPS will provide a confirmation letter certifying that the consultant is engaged in a contract with UNOPS which requires his/her presence in Indonesia for the duration of the project. However, UNOPS will not be directly working on the visa application process. The consultant is expected to include the visa application fee and associated costs in their financial proposal.</p>
6	For anticipating data sources from all AMS, will the consultant direct with the respective ASEAN Member States (AMS), or UNOPS/ACE will help to facilitate data collection?	<p>The consultant is not eligible to establish direct conversation/communications and reach out directly to the AMS. ACE will support the consultant by directly liaising with the AMS in order to obtain the respective countries' data. This means all the communications with AMS</p>

		will be through ACE.
7	The TOR mentioned about the 3 events (workshops/seminars), who are the targeted participants? And will logistics and invitation be arranged by the consultant?	<p>Of all the 3 events, the first two will be consultative workshops with key stakeholders, hence there will be a small group of participants. The final workshop will be for dissemination where the target group of participants will be broader.</p> <p>All 3 events will be led and managed by the consultant. This includes the invitation of key stakeholders and relevant logistics arrangements.</p>
8	Could you share the level of deliberation, review and approval, and clarify at which level it would be? SOME or AMEM?	<p>The final product's review and approval will be conducted by the APG-AP consortium entities of ETP, ACE, CASEA and ESCAP, and relevant ASEAN bodies (ASEAN Secretariat, HAPUA, Renewable Energy Sub-Sector Network, Regional Energy Policy and Planning Sub-Sector Network, etc.) coordinated by ACE.</p> <p>SOME and AMEM will provide an event platform to present the final product to the high-level audience for public endorsement.</p>
9	Will the project be concluded after the approval by SOME and AMEM?	<p>Please refer to the response in Q8.</p> <p>The final product's review and approval will be conducted by the APG-AP consortium entities of ETP, ACE, CASE and ESCAP, and relevant ASEAN bodies (ASEAN Secretariat, HAPUA, Renewable Energy Sub-Sector Network, Regional Energy Policy and Planning Sub-Sector Network, etc.) coordinated by ACE.</p> <p>SOME and AMEM will provide an event platform to present the final product to the high-level audience for public endorsement.</p>
10	Output 4 - pilot multilateral trading. Appreciate if you can deliberate further. On the Laos-Thailand-Malaysia-Singapore Power Integration Project (LTMS-PIP) - we have the understanding that this is already a pilot multilateral trading?	<p>Output 4 will not be part of the explicit scope of works for this tender since this output will come at the later stage.</p> <p>Nevertheless, the definition of a pilot trading is taken from the ASEAN Plan of Action for Energy Cooperation (APAEC)<sup>1</sup> as expansion of the current transmission arrangements toward</p>

<sup>1</sup> APAEC 2021-2025: Action Plan 1.2 of the 1st Outcome

		multilateral basis across ASEAN. By this definition, the pilot project could include an expansion of the existing LTMS-PIP among other interconnections to other AMS.
11	Will ACE or UNOPS Indonesia provide office for the lead in Jakarta?	The team lead will be stationed at the ACE office in Jakarta, Indonesia. He/she will be allocated a specific office space at the Programme Management Unit.
12	The team lead should be expected to attend in Jakarta and why would it not be possible for those meetings to take place during, say, three, two-week trips in Jakarta, supplemented by virtual meetings? If three two-week trips would not be sufficient, then would three one-month trips be sufficient, and if not, why not?	As responded in Question 4 above, the objective of having a presence in Jakarta at ACE's office is to ensure coordination and ease of communications with all relevant stakeholders within APG and APG-AP. For the details of the required trips, it will be up to the bidders to propose.
13	Will the study include modeling/simulation work? And will the scope be based on review of reports and data from AIMS III study?	<p>There will not be any modeling or simulation work. This will be carried out during the technical analysis phase which falls under Output 3.</p> <p>In terms of scope, this project will focus on developing a Roadmap and Financing Framework (Output 2), therefore the consultant is required to identify data from the AIMS III study in facilitation of the development of such a roadmap and framework.</p>
14	Are the country-level power development plans to be covered in this study? If yes, please elaborate on facilitation support that UNOPS will provide in terms of data collection.	<p>The data requirements should be identified by the consultant. ACE will provide support to obtain the previous data that had been developed by previous consultant work that ACE had been working on or from AMS directly.</p> <p>Prior to the consultant's engagement with ACE in order to collect the data, the consultant must sign a non-disclosure agreement on the data, and the data will strictly belong to AMS and it will not be owned by the consultant.</p>
15	Will report, data and deliverable from previous studies be provided by UNOPS or it is within the scope of the consultant to collect the same from relevant stakeholders?	Unless it is publicly available, the consultant should liaise directly with ACE to obtain the necessary information, reports and deliverables from previous studies to develop the roadmap.

16	For every position mentioned in table 5, it is stated that 'experience of working in the ASEAN context is desirable'. How much weightage does this statement have? Is it mandatory?	Having personnel with work experience in the ASEAN context would be a great asset, but is not mandatory. We are not able to quantify specific numbers for ASEAN experience for each position, since the assessment for the personnel would be made in a holistic manner based on the overall profile, and experience in ASEAN context is only one of the components.
17	Besides the location of the team lead, extended summary, communications and dissemination, is there anything that is strategically different about this tender from the previous one that the ETP is looking for?	All the changes have been summarized in the summary of changes file attached to the tender which include team location, extended summary report, and specific communications products, among others. We consider these changes to be major and hence require a retendering process.
18	For expressions of interest in the system, when is the deadline for us to do so?	<p>There is no specific deadline for expressing interest in the eSourcing system. If you are interested in this tender, it is recommended that you indicate your interest in the system as soon as possible.</p> <p>Bidders that have expressed interests will receive an auto-generated notification if there is any amendment on the tender documents or any changes in this tender. Those who do not submit an expression of interest will not receive any direct notification. Hence, we urge you to indicate your expression of interest if you are interested to submit a bid for this tender.</p>
19	Could you confirm if the timeline stated under target delivery also includes the review time by the client?	Yes, the timeline provided in the TOR includes the review time of one month for each report.
20	<p>In the updated TOR we note that the Project Team Lead is required to be based in Jakarta, Indonesia to lead the data gathering and coordination with ASEAN counterparts. In regard to this:</p> <p>1) Is it necessary for the person to be a national Indonesian-based consultant fluent in Bahasa, or is it acceptable to relocate an</p>	<p>1) The team lead can be of any nationality and is not required to be fluent in the local language, Bahasa. However, he/she must be fluent in English since it is a regional programme which involves a lot of communications with multi-national stakeholders.</p> <p>A national (Indonesian) or international team lead is welcomed to be positioned in Indonesia. It depends on your project team composition and his/her availability.</p> <p>2) Yes, we have made adjustments to this</p>

	<p>International consultant to Jakarta to perform this role?</p> <p>2) For this role, must this person also be the project Team Leader, or would it be acceptable to assign this person the role of Team Coordinator / Deputy Team Leader, while the Team Leader remains as an International expert?</p> <p>3) Can the requirement to have an in-country presence position be rotated between two project team members – so long as one is always present in Jakarta for the project's duration?</p>	<p>requirement. Please refer to the response in Q1 and the amended ToR.</p> <p>3) We require someone from the consultant side to be based in Jakarta on a full-time basis to lead the coordination and communications with ACE and other development partners. We leave it to the consultant to come up with the proposal on how they would like to approach this. Please refer to the response in Q1 and the amended ToR.</p>
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#### 4. Closing Remarks

Thanaphone closed the pre-bid meeting and thanked the bidders' representative for attending the meeting.