

Minutes of Pre-bid Meeting

Establishment of Long Term Agreement for Energy Transition Partnership
RFP/2023/48608

Date and Time	02 October 2023, 11 AM BKK Time
Location	Google Meet
UNOPS Representative	John Cotton Jonathan Thalla-Joel Praewpan Intapanya Nadiyah

Pre-bid Minutes:

UNOPS representative (Nadiyah) started the meeting by welcoming all participants and gave the floor to John Cotton for welcoming the participant.

1. Tender Outline Presentation

UNOPS Representative (John Cotton) shared the presentation and explained the project details, then Procurement team (Nadiyah) explained the evaluation criteria and tender timeline (detailed presentation attached).

2.Q&A session

No	Question	Answer
1.	Will the slides be shared to participants?	Yes, it will be shared along with the Minutes of the Pre Bid Meeting
2	Thank you for the presentation. Can I asked if NGO also eligible to be part of this tender?	Yes, NGOs are eligible to participate in the tender, provided that they are legally registered and meet the criteria indicated in the tender details
3.	What do you expect for the firm to elaborate on the proposed	Referring to the evaluation matrix, we expect bidders to provide outline on their general method in providing

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	methodology at this point given the broad services scope at this stage.	the services, including review and assessment of necessary deliverables, discussion on plan for oversight and quality assurance, as well as discussion on the approach to risk assessment, mitigation, and management
4	Does having this LTA exclude firms from bidding on other UNOPS tenders?	No, there is no such limitations. LTA holders are eligible to participate in UNOPS tenders
5	Is there any requirements for the teams to be at the specific country	At this stage, there is no requirement for the team to be located in a specific country. However, during a call-off order process for a specific assignment there might be a need for in-person presence / meetings in the country. It will be outlined in the Terms of Reference for the specific assignment
6	21 different profiles are to be evaluated and 24 marks are allocated for profile evaluation. It is more like an aggregated score which the bidder will obtain. Would request for scoring mechanism /framework to evaluate individual profiles more clearly.	Indeed the score would be an aggregated score for the positions offered by the bidder. As specified in the tender document, the scoring components are as follows: <ul style="list-style-type: none"> 1) Relevance of personnel's education 2) Relevance of personnel's past experience 3) Relevance of the team proposed with service and sector offered 4) Team's experience in countries where services are offered by bidder
7	For the rates, do we need to specify international and national expert rates	No. The rates of the personnel should be specified based on their level of experience, as outlined in the Terms of Reference
8	Do you have rough ideas on volume/percentage for the 4 types of services?	Referring to the past transactions in the last 12 months, UNOPS signed 20+ contracts with a total value of more than USD 5.5 million.

9	If we are interested in Lot 4, are we expected to cover the same types of services across the SEA countries?	To be eligible for Lot 4, bidder needs to have experience in minimum 3 ASEAN countries. The services the consultant offers can differ by country.
10	In the requirement, firms are encouraged to have a representative in the VIP countries. Does it have to be a physical/legal entity, or is personnel representative(s) sufficient?	Personnel representative will be considered sufficient
11	Do we need to be based in the country in order to provide services in the country? Or sufficient evidence of experience of delivering work in the country is enough.	No, there is no requirement for the company to be based in the country. UNOPS will assess the bidder's capacity and experiences providing services in the countries outlined in the specific lot, regardless where they are based.
12	What documents are you expected for us to demonstrate the financial capability of USD 150,000 turnover	Please submit the company financial statement to show compliance to this requirement
13	Can you please clarify on the numbers of companies that are expected to sign the LTA (20 companies across 4 types of services), is it for one Lot or covers all of the Lot?	UNOPS intends to sign a contract with maximum of 5 companies per lot. The tender is launched for 4 lots, and therefore as a result of this process, UNOPS intends to sign a maximum 20 Long Term Agreements
14	Will local experts be preferred?	UNOPS will evaluate the proposals based on the assessment criteria indicated in the tender. The emphasis is on the experience in the country as well as understanding of the country-context
15	Is there a minimum number of response / bid an offeror needs to bid for per lot?	There is no minimum number of responses. Bidders are allowed to bid on one or multiple lots on the tender, but for each lot, bidders are only allowed to submit 1 proposal

16	<p>Sorry, to clarify, once we win the lot, is there a min number of response / bid an offeror needs to bid per lot.</p> <p>For instance if a company is awarded the contract for Indonesia lot, when UNOPS launch a new tender for Indonesia, are the LTA holders expected to submit a proposal for all Indonesia tenders?</p>	<p>No. This LTA process should be considered separate from the open tenders launched through UNGM. When an LTA holder is selected , if UNOPS has a specific requirement that is assessed to be best managed through the LTA, UNOPS will contact the LTA holders for that specific lot for obtaining quotation and / secondary bidding among the LTA holders. This opportunity for secondary bidding will not be opened openly through UNGM.</p> <p>While being an LTA holder, there is no requirement for the consultant to always submit a proposal for open tenders if UNOPS launches an open tender for the same country.</p>
17	<p>Hello, do the ASEAN countries on Lot 4 include or exclude Indonesia , Philippines and Vietnam ? Thank you</p>	<p>It includes Indonesia , Philippines and Vietnam</p>
18	<p>If we indeed have cross-cutting regional experience in Vietnam, Philippines, and Indonesia, would it be sufficient to only apply to the SEA lot? I.e., would the SEA lot open us to all opportunities offered also in Country-specific lots?</p>	<p>During the contract implementation, being selected for the Southeast Asia lot would indeed open the opportunity to work on Vietnam, Indonesia, and Philippines. However, UNOPS would like to remind bidders that the evaluation will be done per lot. In this case, it is advised that the bidder submits a proposal for all the relevant lots.</p>
19	<p>Not sure if this was addressed already - Form B mentions "Proposal for the supply of service in [country/city] ... does this mean that if we are aiming to apply for multiple lots, we need to submit multiple proposals?</p>	<p>Bidder can adjust that statement by indicating all the relevant countries that the bidder bid for. However, UNOPS would like to remind bidders that evaluation on the relevance of the past experience and knowledge of the local context would be evaluated per lot.</p>
20	<p>Just to clarify, to be eligible to submit for ASEAN lot, we need to have experience for the last three years in three ASEAN countries?</p>	<p>Yes, it is correct</p>

Closing

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