

Minutes of Pre-bid Meeting

Request for Proposal for Accelerating Clean Energy Scenario in the Philippine RFP/2023/49634

Date and Time	13 December 2023; 16.00-16.45 BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none">1. Nadiyah NADIYAH2. Maria Fritzie Reyes VERGEL3. Natthida SIVAYAPRAM4. Chandany UNG

The Pre-bid meeting was participated by representatives of UNOPS for ETP Project, Procurement Colleague and various prospective bidders.

1. Tender Outline Presentation

The meeting was started by welcoming all the participants and self introductions of UNOPS team members then follows by the introduction of the procurement specialist (Nadiyah) to inform the bidders that UNOPS had arranged this pre-bid meeting sessions to allow UNOPS to explain the schedule of requirement with more clarity as well as to share the tender evaluation and submission process and also to allow the bidders to raise their concern/ questions related to this procurement exercise prior to hand over the floor to Project team to address the technical requirements for this tender.

UNOPS representative from ETP Program (Fritzie) presented the project background, scopes of the project/works and requirements to be fulfilled by the bidder in the bid submission on the technical part. Next, the procurement official (Dany) also presented the procurement part on the evaluation criteria as per details in the presentation slides attached.

Importance timeline to be aware of are:

1. Tender posting date was on 01 December 2023
2. Pre-bid meeting session 13 December 2023 at 4:00 PM BKK time
3. Deadline for submission of clarifications CoB 02 January 2024
4. Deadline for submission of proposal 09 January 2024 at 3:00 PM BKK time

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2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
1	Is there room to extend the submission deadline? Just noting that the Holiday season is coming up. So many of our staff are going to be away for two weeks through the break. So it'll be tight for the timeline to complete the proposal. Or is the deadline really fixed on January 9?	We'll get back to you through the proper channel if there is an extension on the deadline for submission. We can consider your request and communication through the appropriate channel on the e Procurement/ eSourcing platform, hence the bidders can also monitor any amendment through the system on www.ungm.org and browsing for case reference number.
2	Question about the communications plan. Are the winners expected to do the publishing coordinating with the media for the publication or is it UNOPS that will handle the publication and the winning bidder will prepare the materials?	All press releases or any media releases first should be approved by the department of energy. In the Term of Reference, we have asked that Bidder should include in their financial proposal the cost for developing the communication materials, as well as the cost for publication of the press releases. The consultant will be the one who contacts the media and has them published. Social media content could also be developed.
3	Should the software licence fees be included in the proposal or the project will not cover the cost of subscription for the Consultants of PLEXOS and PSSE.	The beneficiaries, Department of Energy (DoE), Energy Regulatory Commission (ERC) and National Transmission Corporation (TransCO) have subscriptions to at least one or both PLEXOS and PSSE. Subscriptions to these tools for the use of the beneficiary or the consultants is not covered by this project.
4	Clarification on deliverables, as The consultant needs to identify the necessary grid infrastructure to support renewable capacities, what level of details do you require? This is just take that on the transformation level, or do you want substation distribution lines like those levels of detail?	It is not for the distribution level, the scope is limited to transmission only.

Closing

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UNOPS's representative closed the meeting and thanked the representative from the respective bidders for attending the pre-bid meeting and looking forward to receiving the proposals on or before the deadline.

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