

Minutes of Pre-bid Meeting

RFP Enhancing the Spot Market to Attract Investments to Renewables for the Philippines
RFP/2023/49664

Date and Time : December 13th, 2023; 13.30-15.00 BKK Time

Location : Google Meet

UNOPS Representative : 1. Maria Fritzie Reyes Vergel (Programme Management Office - Senior Officer)
2. Ni Wayan Santi Dewi (Procurement Associate)
3. Nadiyah (Procurement Specialist)
4. Praewpan Intapanya (Project Management Office)

Suppliers Representative: 1. Bidder 1
2. Bidder 2
3. Bidder 3
4. Bidder 4
5. Bidder 5

Pre-bid Minutes:

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

1. Tender Outline Presentation

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

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2.Q&A session

1st Question: Do you have any ideas on how many days the workshops should be? Are there any reasons not to have the events at the same time which can impact the cost?

Answer: For TWG and focus group discussions, we requested bidders to indicate the cost as per bidders' proposals based on the deliverables. However, the actual cost will be reimbursable since we will depend on the beneficiary's final decision on how they want to have the TWG and FGD.

2nd Question: Since the work entails working with beneficiaries such as Philippine Electricity Market Corporation (PEMC), Independent Electricity Market Operator in the Philippines (IEMOP), and Energy Regulatory Commission (ERC), can you please detail the coordinations that are expected to be done with them. Also, it would be helpful if you could explain more on the context on how the study entails coordination with them?

Answer: The primary beneficiary is PEMC. We will introduce the winning bidder to all the beneficiaries through a formal kick-off meeting. Usually UNOPS and ETP will have first kick-off meeting with the winning bidder, then the second kick-off meeting with the beneficiaries. Once we've endorsed the consultant to the beneficiary, ETP will discuss with the beneficiary on how the coordination will be. Usually the beneficiary will also reach out directly to the consultant on the implementation of the project.

3rd Question: If there's any delay in the coordination, how do we expect to manage it?

Answer: In the project implementation, we will have regular project meetings, so we will keep to the workplan and timeline. If there is any delay, we should be able to plan ahead. If there's any difficulties in getting data or inputs from the beneficiary, ETP could discuss it with the beneficiary to ensure the delivery of the activity is timely. This could be discussed during the kick-off meeting on the potential risk we're seeing with the beneficiary so we can have a good plan during project implementation.

4th Question: Will all the services being discussed in the kick-off meeting and shared in the Inception Report?

Answer: Yes, during the kick-off meeting, we will discuss the work plan (from the consultant's proposal) and align the expectations during the meeting. And the inception report will capture all of that. So it will include agreements with the beneficiaries and ETP on how we'll go on the activities. Usually we'll start from the consultant's proposed methodology, detailed on how we'll work together, and some adjustments if any.

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

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