

## Minutes of Pre-bid Meeting

RFP Energy Transition Business and Change Management Centre of Excellence in Indonesia  
RFP/2023/50314

Date and Time : February 7th, 2023; 11.00-12.00 BKK/Jakarta Time

Location : Google Meet

UNOPS Representative : 1. Aang Darmawan (Programme Management - Senior Officer)  
2. John Robert Cotton (Senior Programme Manager)  
3. Nadiyah (Procurement Specialist)

Suppliers Representative: 1. Bidder 1  
2. Bidder 2  
3. Bidder 3  
4. Bidder 4  
5. Bidder 5  
6. Bidder 6

### **Pre-bid Minutes:**

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

### **1. Tender Outline Presentation**

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

### **2.Q&A session**

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No	Question	Answer
1.	Since this is a training project for PLN employees, how is this linked with PLN University?	UNOPS developed this TOR along with the PLN HR team and PLN Training Center.. It is not linked with PLN University . While PLN University provides training for PLN employees, it also opens the training for general participants. In any case, this project will not have an overlap with the PLN University
2.	Under that scenario, that means this project will be directly with PLN corporate. Is that correct?	Yes, it is correct
3.	Is there any maximum limit on the number of JV?	No, there is no maximum limit on the number of JV members. That being said, UNOPS would like to remind bidders that : <ul style="list-style-type: none"> <li>• The Terms of Reference requires bidder to engage with at least 1 International University and 1 National University</li> <li>• That the bidder's management structure and control is part of the evaluation criteria</li> </ul>
4.	Can a local company be the lead of the JV?	Yes, either international or local company can be the lead of the JV. UNOPS does not set limitations on this.
3.	Is it possible to share the budget limit?	It is against UNOPS procurement policy to disclose the budget limit in this regard. Therefore, we are not able to share this information.
4.	We take note that the Annex 1A and 1B of the Terms of Reference already contains an indicative outline of the curriculum. Is the consultant expected to design the curriculum, or do we just need to follow the Annex?	The consultant are expected to work with the PLN team to decide the curriculum, although they have provided an indicative expectation for the content as outlined in the Annex
5.	If we do have to redesign the curriculum, will there be additional time provided for this, noting that the 12 months is for the	The curriculum designing would have to be within the indicated timeline in the Terms of Reference. As you may see in the detailed timeline, we allocated up to 3

	delivery of the training?	months for the training preparation.
6.	This question is about the Lead JV. We understand that the lead is expected to be in Indonesia. If they are not, will this affect the score?	<p>There is no specific requirement for the Lead JV being based in Indonesia, but we would like to draw your attention to Paragraph 36 of the Terms of Reference:</p> <p><i>Considering the importance of close coordination with stakeholders in Indonesia, it is expected that the team proposed consists of consultant(s) who understand the local context and have worked in Indonesia. In particular, Program Counselor must be based in Indonesia. In addition, one of the following positions, upon bidders' discretion, i.e. Project Lead/Change Management and Business Development Specialist/Training and Development Specialist/Communication Outreach Manager is required to be based in Indonesia.</i></p>
7.	Will ETP Help us to engage with PLN?	ETP will introduce the focal points from PLN to the consultant, but the consultant is expected to also proactively communicate with PLN
8.	This question is related to the requirement to engage with the International Business School. Is there any specific requirement of the Business School?	UNOPS has added an additional Annex, Annex 4 which lists the potential partner universities.
9.	Can we get the presentation and the minutes?	Yes. The presentation and the meeting minutes will be accessible in the tender link
10.	As the first program is for the executive. How does UNOPS foresee the training for this? Will this be full day training?	Training requirements are as specified in the Terms of Reference. Any other details such as the time might be discussed during implementation but will not deviate from the number of hours indicated in the Terms of Reference.
11.	Will the consultant be tasked to enforce	No. Enforcing participation / attendance of the

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	<p>participation/ attendance?</p> <p>In addition, will % of attendance by the participants affect the assessment of the consultant's performance?</p>	<p>participants is with PLN</p> <p>No, it will not</p>
12.	If a consultant is requested by PLN to change the university during the implementation, will this be accommodated?	It would have to be managed on a case-by-case basis and will be managed during the contract implementation.
13.	We noted that in the Terms of Reference, the bidder must hire a guest lecturer. Will the guest lecturer deliver 40 hours of the course?	<p>We would like to direct your attention to Paragraph <b>12</b> point <b>h</b> sub-point <b>ii</b> of the ToR :</p> <p><i>ii. Benchmarking and exposure (40 hours delivered to 10 classes of students): A professional(s), either hired or invited by the implementing partner, as a guest lecturer, may deliver it to offer participants the chance to establish connections, and gain exposure to well-established energy infrastructure utilities and systems. This, in turn, can enhance PLN capacity to support Indonesia's energy transition and foster global relationships and networks of PLN staff.</i></p> <p>The total hours of the guest lecture must be 40 hours, it can be delivered by 1 professional or multiple professionals.</p>
14.	Will the training be delivered in English?	Yes, all materials should be delivered in English
15.	We take note that the Terms of Reference indicate "Courses" and "Guest Lecturer". Is it not the expectation that the experts are the ones facilitating the training? Are those 2 different? The expert and the guest lecturer?	<p>Again, we would like to direct your attention to Paragraph <b>12</b> point <b>h</b> sub-point <b>i and ii</b>.</p> <p>Under sub-point <b>i</b>, it is the expectation that the course will be delivered by lecturers from the university that becomes the team member.</p> <p>Under sub-point <b>ii</b>, it is the expectation that the practical class is delivered by guest lecturer(s) coming from professional background or the team member that has a professional background on energy</p>

		(electricity) sector.
16.	What would be your vision for the guest lectures?	The vision is to bring experts or professionals to share their professional experience . So, not only that the curriculum would include classes delivered by academics from universities, it will also be delivered by professionals from other electricity companies in the world.
17.	Will the screening be part of the scope of work for the consultant?	At the moment, no.

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.

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.

Minutes prepared by



Nadiyah

Procurement Specialist

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