

## Minutes of Pre-bid Meeting

### **Request for Proposal for Innovating New Incentives Mechanisms for Energy Transition Projects in Indonesia RFP/2024/50328**

Date and Time : 6 February 2024, 13.00 - 13.50 (Jakarta Time)  
Location : UNOPS Bangkok, Indonesia Office and Google Meet

UNOPS Representatives : 1. Nadiyah, Procurement Specialist, Chair Person  
2. Sirima Wajchapakde, Procurement Official  
3. Achmed Shahram Edianto, Programme Management Senior Officer (ETP)  
4. Praewpan Intapanya, Programme Management Senior Officer Fund  
Management (ETP)

Suppliers Representative: Bidders - attended virtually

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

Procurement official for the tender (Sirima) started the meeting by welcoming all participants and introductions of UNOPS team members. Then procurement official gave the presentation to Achmed for TOR clarification.

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

UNOPS representative from ETP Program (Achmed) 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 (Sirima) also explained the overall procurement part on the evaluation criteria as per details in the presentation slides attached

Important timeline to be aware of are:

1. Tender posting date was on 30 January 2024
2. Pre-bid meeting session 6 February 2024 at 1:00 PM Jakarta time
3. Deadline for submission of clarifications 16 February 2024 at 4 pm. Jakarta time
4. Deadline for submission of proposal 26 February 2024 at 4 pm. Jakarta time

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

During the meeting, bidders raised numbers of clarification questions, and UNOPS representatives provided answers as follows:

##### **Question 1: Would it be possible to extend the deadline for submission**

**Answer:** Considering our target timeline with our beneficiary, we would like to keep the initial plan to have the 26th of February as the deadline for the submission.

**Question 2: Is it mandatory to have a local organization as a partner?**

**Answer:** It's not a mandatory but a suggestion, considering the importance of coordination with stakeholders in Indonesia. We expected that the proposed team would consist of consultants who understand the local context in Indonesia.

**Question 3: Is there any upper limit on numbers of project team members for this project?**

**Answer:** We don't have specific rules or specific numbers in mind on the maximum number of personnel. However, we would like to remind bidders that when we do the evaluation, we take into account the technical strength as well as the financial competitiveness. So the more personnel that is proposed, of course, that would affect the financial proposal, and that means the financial proposal is less financially competitive

**Question 4: Do you have an upper limit of the budget that you can share?**

**Answer:** It is against our policy to disclose any financial budget or financial limit for the project, so we were not able to disclose that information.

**Question 5: On the RFP that the team needs an energy expert (technical and policy). Should that be one expert or can the role be split between two people**

**Answer:** We can split between the two people. But as previously explained about the requirement of the evaluation process of the proposed personnel as we look at technical team strength as well as financial competitiveness.

**Question 6: Is there an upper limit of pages for the proposal?**

**Answer:** No, there's no paper limit of the pages for the proposal. When it comes to the formatting of the response, however, we have prepared the returnable bidding forms, and we suggest bidders to use those forms. The reason is that it would make it easier and more straightforward for us to do evaluation and to be able to find the specific portion of your technical proposal when we assess the specific component for the tender. So there's no upper limit of pages for the proposal but we request bidders to stick to the format that we have shared.

**Question 7: Can you explain the clarification process?**

**Answer:** Clarification process can be raised through the clarification request through the e-sourcing platform. So the bidders can ask a specific question. We have a deadline for bidders to submit the clarification questions. And when raising the questions, other bidders are not able to see who is raising the question. But they would be able to see what's the question that the specific bidder asked. Similarly, when we provide the response, the response would be visible to everyone.

**Question 8: Regarding energy expert: If two experts are to share the responsibilities, e.g., one for technical and one for policy, would both experts need to meet the requirements to get the full points or could they be shared between the two?**

**Answer:** The way we evaluate the proposals in case there are two experts, we would see which one would be proposed as the main expert or the main consultant. We would score that based on that one person. In case the bidder would like to add a complementary expert or an additional expert, it is fine but we're not going to assign the technical score for this complementary person or the additional person. The reason why we use this approach is to make sure that we are treating all bidders fairly. We've indicated that the position needs to be fulfilled by a minimum of one person. If some would like to complement others, it's okay. But we're not going to add the score or consider the expertise of the additional person to meet the criteria or to increase the score.

**Question 9: Is there any limitation to engage consultants based in Indonesia only or could we engage a team outside Indonesia?**

**Answer:** There is no specific requirement to collaborate with Indonesian entities. However, we consider that as an asset. So if the consultant is based in Indonesia, it's an asset, but it's not strictly required.

**Question 10: Could you please advise if the key personnel must be full-time staff?**

**Answer:** No, there's no requirement for the key personnel to be a full-time staff. We also do not require exclusivity. It's possible for the consultant to work on other assignments as long as the target deliverables is met, it's fine with us

**Question 11: On contracting, is the current draft contract negotiable?**

**Answer:** No. Actually, the acceptance to the conditions of contract is one of the earliest assessments that we do, as indicated in the tender document. So we're not in a position to negotiate the contract conditions.

**Question 12: For the Qualification Criteria, could you specify what constitutes 'similar projects' for evaluating experience? How will the combination of experiences in a Joint Venture be assessed for the qualification criteria?**

**Answer:** The similar project means that it's relevant to the project that we launched, which means first, it's relevant for the energy transition, and second, it's related to the incentive mechanism.

For qualification criteria assessment for joint ventures, when we assess the qualification criteria, at least one of the joint venture members should fulfill the criteria. It doesn't have to be the lead, but at least one of them should fulfill the requirement of having five years continuous experience for the first qualification criteria. On the second qualification criteria, on the customer references, we can accept the combination of the experiences from the JV members. So the customer references can come from multiple of the JV members.

**Question 13: In terms of financial capacity, could you clarify the expectations regarding turnover and liquidity?**

**Answer:** We look at the financial capacity of the bidder to have a minimum annual turnover of \$350,000 in any of the past two years. For Joint Venture, the annual turnover would be calculated as a combination of the turnover of the JV members. If the bidder does not meet the criteria, then they would be assigned zero point for that particular criteria on the financial capacity.

**Question 14: Would qualification of a specified sub-contractor be taken into consideration to meet the criteria for the key staff?**

**Answer:** If the key staff comes from the subcontractor and they're the one specified for the specific position, we can consider the qualification of that personnel which comes from a sub-consultant.

**Question 15: In the RFP documents - it mentions about a couple of project references to be evaluated. Would you be able to clarify this requirement, please? Would UNOPS provide any project-documents related or the consultant basically can rely on public information?**

**Answer:** First, as mentioned, this is only an example in the Reference. It stated that this is some of the project, but not limited to. This is based on the assessment of the consultants, what kind of project that can be assessed as part of the assessing the incentive or disincentive mechanism in Indonesia.  
Secondly, the data gathering process is the responsibility of the consultant. We have our main beneficiary, the ministry, and then several other lines of ministries as an indirect beneficiary that could help the consultant to explore the data or the information, but it's not the responsibility for UNOPS to provide this information or the data to the consultant.

**Question 16: If there is a consortium with sub-contractors and not a JV, will the credentials of sub-contractors be considered for evaluation?**

**Answer:** No. So we can only consider experiences, meaning relevant past experiences in terms of projects if this is a JV setup. If this is a subcontractor, we cannot consider the experiences of the subcontractors

**Question 17: Regarding "Technical Criteria," could you detail how the Offeror's qualification, capacity, and expertise will be evaluated ? ( is there are some something specific being looked at)**

**Answer:** Everything is written in the TOR document. When we evaluate this component, we look at the returnable bidding form F. So we look at the relevance of the past experiences, the size (the dollar value), when the contract was executed, and all other details indicated in Form F. .

**Question 18: What specific experiences or qualifications is UNOPS looking for in the key personnel, especially the Energy Expert and Gender Equality and Social Inclusion Specialist? How will the balance between technical expertise and practical implementation experience be assessed in the bid evaluation?**

**Answer:** We have indicated in the tender document the requirement for the key personnel for the energy expert and gender equality and social inclusion specialist. We will see the relevance of the personnel's education as well as past experiences with this. And that would be both the technical expertise and the practical implementation

**Question 19: The TOR mentioned that activities such as workshops can be reimbursed. Is there a limit to the reimbursement of activities or terms of conditions?**

**Answer:** No, there's no limit to the reimbursement of activities. But it would have to be as indicated in the tender document. In addition to this, we would like to make sure that all of the proposed costs for the workshop or event activities should be as reasonable as possible as per the requirement of the TOR that we stated. Bidder needs to specify in their financial proposal the estimated cost for the workshop. The number indicated in the financial proposal will be used as a ceiling. Reimbursable cost during implementation period will be assessed against the estimated amount indicated in the financial proposal.

**Question 20: As the activities are included in reimbursables, does it mean that our financial proposals supposedly only mention the fee rates but not activity costs?**

**Answer:** It has to include both. When we say reimbursable, that means we would pay at cost. However, we would request bidders to come up with an estimate on how much it would cost for the reimbursable cost itself. So organization of workshops, dialogue, site visits, we would like to request bidders to include their estimate. These estimates would be included in the contract, and this would serve as a ceiling price. We will not be able to go beyond what is indicated as the estimated cost for these reimbursable components of the contract.

**Question 21: When we propose the activity costs and provide the number of activities that we will propose in our proposal. In cases that the client or UNOPS require for more activities, more than what we initially agreed, does that mean that it will be a sort of top up, because it's outside of the concept we propose since it's reimbursable?**

**Answer:** In case there are any changes to the scope of work or that includes additional activities that were not initially included in the terms of reference or in the original contract, it would be managed through a contract amendment.

**Question 22: Should the overseas trip costed to be to Germany or could another country be considered?**

**Answer:** The overseas trip should be based on the findings of the analysis of the deliverable 3 in the TOR. All the bidders are required to propose the financial proposal as per the TOR

and the indicative country in the TOR is for Germany. If you would like to add another country, you're welcome to add the country in the technical proposal. In case there are any changes later, it would be managed through a contract amendment. At this stage, we need bidders to consider that for the financial proposal to use the assumption in the TOR so that we can compare financial proposals from bidders fairly.

**Question 23: Is there any estimate on the number of participants expected for the overseas trip to Germany?**

**Answer:** We stated the indicative participants in the line 27 paragraph C point 5, a minimum of 10 participants from the relevant Indonesia government institutions. Representative of the consultant and the ETP member.

#### **4. Closing Remarks**

Sirima, UNOPS Procurement Associate closed the pre-bid meeting and thanked the bidders' representative for attending the meeting. And the procurement official noted that we will post the prebid meeting presentation and meeting minutes after it's reviewed in the e-sourcing and looking forward to receiving the proposals on or before the deadline.