

Minutes of Pre-bid Meeting

RFP Consultancy Service for Formulation of the Bangsamoro Sustainable Energy Master Plan in Philippines
Tender No. RFP/2024/50394

Date and Time : February 12th, 2023; 14.30-15.30 BKK Time

Location : Google Meet

UNOPS Representative : 1. Yoshiko de Villa (Programme Management Officer)
2. Nadiyah (Procurement Specialist)
3. **Natthida SIVAYAPRAM** (Project Management Associate)

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

Pre-bid Minutes:

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

1. Tender Outline Presentation

UNOPS ETP Team (Yoshiko) 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	<p>It seems there is a discrepancy on the personnel requirement in the Terms of Reference, between the information on Section IX C on the Minimum Positions, specified that there are 8 minimum positions required for this assignment, while the Section 3 of the assessment criteria (Section 3: Key personnel proposed and Sustainability Criteria) specified 9 positions.</p> <p>Could you please clarify this discrepancy?</p>	<p>Thank you for raising this point. Indeed there is this discrepancy on the position of Gender Specialist.</p> <p>Section IX C of the Terms of Reference does not include Gender Specialist, but the Section 3 of the assessment criteria mentions this.</p> <p>We will adjust this in a Terms of Reference revision, and just to clarify the position of Gender Specialist is required in this study.</p>
2	<p>Shall the bidder include the costs of doing the workshops in the financial proposal? Will this be a separate line item?</p>	<p>Yes, bidders should include the costs for workshops in their financial proposal. We suggest bidders to follow the formatting in the Returnable Bidding Form Financial Envelope where we detailed the components of the Terms of References including the workshops.</p>
3	<p>For the JVs, is there any limitation in the number of companies to do a JV?</p>	<p>No. There is no limitation per se on this, but UNOPS would remind bidders to consider how easy / difficult it is to manage a JV with too many participants</p>
4	<p>For the experts, will it be helpful to have an environmental impact assessment expert in the technical team? If so, will it be included in the criteria scoring?</p>	<p>UNOPS has specified the 9 minimum positions that are required for the assignment. Bidders are allowed to add additional position including environmental impact assessment expert, if they deem necessary. The additional personnel will not be included in the scoring criteria.</p>

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.


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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.

Prepared by,



Nadiyah

Procurement Specialist

UNOPS EAPMCO