

Minutes of Pre-bid Meeting

RFP Leveraging industrial decarbonisation options in Indonesia by anticipating international carbon tariff
Tender No. RFP/2024/51110

Date and Time : April 1st, 2024; 14.00-15.00 BKK Time

Location : Google Meet

UNOPS Representative : 1. Achmed Shahram EDIANTO (Programme Management Senior Officer)
2. Nadiyah (Procurement Specialist)
3. Sakuna Chotchaipattarapong (Procurement Senior Associate)

Suppliers Representative: 1. Bidder 1 6. Bidder 6 11. Bidder 11
2. Bidder 2 7. Bidder 7 12. Bidder 12
3. Bidder 3 8. Bidder 8 13. Bidder 13
4. Bidder 4 9. Bidder 9 14. Bidder 14
5. Bidder 5 10. Bidder 10

Pre-bid Minutes:

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

1. Tender Outline Presentation

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

2.Q&A session

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No	Question	Answer
1	Will the rapid assessment surveys be needed at the national or provincial level?	The rapid assessment, in this case, is about the scope between the analysis of CBAM compared to the other potential International carbon tariffs. As explained in the ToR, the bidder is expected to conduct an in-depth analysis on CBAM and rapid assessment for the other potential international carbon tariff. Hence, the rapid assessment for the other potential international carbon tariffs will be needed both at the National or macro level and provincial level.
2	Can we have the presentation material?	Yes, we will share the presentation slides as well as the minutes of the Pre-Bid meeting through e-sourcing.
3	In terms of scope can we focus on a particular industry or do the Ministry of Trade and Ministry of Industry already have a sector/industry in mind as well as the specific provinces?	<p>This will be part of the assessment as explained in the TOR for CBAM that they have a specific industry that needs to be addressed and be part of the main sector that needs to be decarbonisation.</p> <p>Component 1 will be an assessment based on the requirement of international carbon tariffs.</p> <p>Component 2 will be an assessment based on the requirement of the Ministry of Industry it already explained in the TOR what will be the priority sectors for the two deliverables 8 and 9 (Please refer to TOR pages 16-18). The Ministry of Industry has listed 3 sectors that need to be addressed as part of the capacity building for example as part of the MRV process, which is already in the TOR.</p>
4	How many in-person workshops are foreseen? How many participants are	It has been explained in the TOR, which depends on the deliverables. One of the examples is if we look

	expected?	into deliverable 2 this is the impact assessment at the macro level. We expect to have a workshop with a minimum of 30 offline participants. Another example is the dissemination event, which is the final report of the big event before closing the project. We expect at least 50 participants to join this Workshop or determination event. So please read these expected participants for each deliverable.
5	If there are any delays to data collection from the provincial level, how long can we wait for the data processing? Is there any limit from UNOPS about data collection for provincial modeling?	Thank you for raising this point. This is a very important deliverable. We cannot expect any delay for Deliverables 1 - 7 because we need to follow the timeline that we agreed with our beneficiaries. So within the six-month time frame, we expect that the seven deliverables will be finalized.
6	In deliverable 8, there is a capacity building for GHG Emissions Measurement, Reporting, and Verification. Is the consultant required to coordinate with KLHK as per their requirement since KLHK is not listed in the RFP? For our best understanding, KLHK is fully in charge of this GHG MRV.	This component falls under the component of the Ministry of Industry. Therefore, all administration support will be provided by the Ministry of Industry. The consultant will need to engage and communicate with the Ministry of Industry to seek their guidance on the engagement with the Ministry of Environment and Forestry. If it is deemed necessary, the Ministry of Industry will support the communication to the Ministry of Environment and Forestry.
7	As the ETP has been running for quite some time, please correct me if I am wrong that we may expect communication channels (at the Ministries, associations, , etc) to be in place.	The way ETP works is the bottom-up approach, in which all of our projects are developed together with the Ministries. We have already been engaged with both the Ministry of Trade and the Ministry of Industry at the DG level and the technical level. So in this case, we will conduct a kickoff meeting with both Ministries and introduce the awarded consultants, and then create a Communication

		channel between the three of us the ministry, ETP, and the consultant.
8	Can you please confirm that all workshop expenses are to be provided by the Consultants as part of the Financial proposal?	Yes, bidders are expected to include the cost of the workshop expenses in the Financial proposal.
9	Is there any budget ceiling for this assignment?	There's no budget ceiling for the assignment. We're not able to disclose any indicative budget or ceiling for any of our tenders. So we suggest that the bidders look at the expected outputs the key personnel and the non-personal cost which are expected in the terms of reference when prepared for the Financial proposal.

UNOPS representative informed that joining this pre-bid meeting is not mandatory. Hence, the bidders who can not join this pre-bid meeting can still 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.

Prepared by,



Sakuna Chotchaipattarapong

Procurement Senior Associate

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