

Minutes of Pre-bid Meeting

RFP Decarbonize Captive Power Market for Industrial Decarbonization (Indonesia) Tender Ref. RFP/2024/51178

Date and Time : 28 March 2024, 4.00 - 5.00 PM (local Jakarta time)

Location : Google Meet

UNOPS Representative : 1. Yanuar Fajari (Programme Management - Senior Officer)
2. Achmed Shahram Edianto (Programme Management - Senior Officer)
3. Nadiyah (Procurement Specialist)
4. Thanaphone Thongmanivong (Procurement Officer)

Suppliers Representative: 1. Bidder 1
2. Bidder 2
3. Bidder 3
4. Bidder 4
5. Bidder 5
6. Bidder 6
7. Bidder 7

Pre-Bid Minutes:

1. Opening Remarks

- Thanaphone started the pre-bid meeting by welcoming all participants.
- Nadiyah delivered the opening remarks.

2. Tender Presentation

- Yanuar presented a brief project background and requirements.
- Thanaphone explained the evaluation criteria, estimated procurement timeline, returnable bidding forms and common bidding issues identified in the past tenders (please see the slide deck attached).

3. Q&A Session

During the meeting, several questions were raised and UNOPS provided answers as follows:

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No.	Question	Answer
1	We would like to request for a deadline extension of at least 14 calendar days. We note the depth and breadth of the scope requirement, covering captive power plants, industrial decarbonisation technologies, industrial site selection with green energy procurement, among others, across 18 months of the project. The extension of the deadline would allow us to gather both local and international expertise and jointly put together a compelling proposal that will meet your project objectives and requirements.	After internal discussion and considering the holiday period, we have decided to extend the deadline from April 15th to April 26th, 2024, 5.00 PM (Jakarta time) .
2	We note that the site selection for Net Zero Industrial Park (NZIP) requires legal advisory services per Pages 3, 5, 11, and 25 of the TOR. Regarding this, will UNOPS (a) require the consultant to include legal expert position in the technical proposal, or (b) appoint or have nominated legal counsel which the consultant is expected to work with?	<p>a. Whether a legal expert is required in the technical proposal depends on the methodology proposed by the bidder. If the bidder believes that including a legal expert would strengthen their analysis, they are welcome to nominate such personnel as part of their team.</p> <p>b. UNOPS will not appoint or nominate legal counsel for the consultant to work with.</p> <p>For suggested required personnel, please refer to pages 26 - 29 of the TOR, and additional positions can be found on page 22.</p>
3	Regarding the legal counsel, the NZIP needs to incorporate legal advice. This is an expensive resource, how essential is it?	The legal counsel is not mandatory. It depends on the bidder's methodology. The legal aspect primarily concerns compliance with regulations, particularly regarding site selection to identify precise locations. The consultant must possess knowledge of land ownership status, and the acquisition process. Additionally, understanding taxation related to the proposed sectors within NZIP would be advantageous.

4	<p>Similar to Q2 above, and regarding Gender Equality and Social Inclusion (GESI), will UNOPS (a) require the consultant to include GESI expertise in the project team, or (b) appoint / nominate a GESI expert which the consultant is expected to work with?</p>	<p>a. It is not strictly required for the consultant to include GESI expertise in the project team. The required personnel are outlined on pages 26-29 of the TOR. However, additional positions suggested on page 22 are recommended to strengthen the team and methodology. These positions will be scored in the proposed methodology and approach section.</p> <p>b. UNOPS will not appoint or nominate a GESI expert for the consultant to work with.</p>
5	<p>How do Workshop, Post-Workshop sessions, and meetings differ?</p> <p>Are there any dissemination events scheduled?</p>	<p>A workshop typically serves as a coordination event involving relevant stakeholders to gather inputs or feedback. It may take the form of a technical working group, focus group discussion, or other formats, depending on the project's progress during implementation.</p> <p>Regarding the "post-workshop," this refers to a post-workshop report detailing the outcomes of the event. For further details about the post-workshop report, please refer to page 9 of the TOR.</p> <p>If it is necessary to conduct workshops to get more insights from the relevant stakeholders, then the project may have dissemination events. The topics that will be discussed during the dissemination events depend on the findings of the consultant during the project implementation phase, whether it is to disseminate the findings to seek feedback or just to get feedback from other relevant stakeholders. It depends on the progress and the methodology that the bidders proposed.</p>
6	<p>Are there specific beneficiaries identified for this project?</p> <p>Do we need an acceptance letter from a particular ministry after the project is completed, such as the Ministry of Industry?</p>	<p>Yes, the beneficiary of this project is the Ministry of Industry and the Just Energy Transition Partnership (JETP) Secretariat.</p> <p>Yes, the consultant is required to obtain an acceptance letter from the Ministry of Industry upon the project completion. If needed, UNOPS will facilitate the process, especially in engaging with the relevant stakeholders to</p>

		access data/information.
7	If we have already submitted bids for other UNOPS openings, are we still eligible to submit for this project?	Yes, there is no limitation for the number of bid submissions to UNOPS. If your company has submitted an offer to other UNOPS tenders, your firm would still be eligible to bid. There is no conflict of interest issues on this.
8	The requirement mentioned having experience in similar projects. If we have experience in delivering 2 out of the 5 project deliverables, would that be considered sufficient for an experienced company?	Yes, however the bidder's technical scoring might be affected. We recommend bidders to strengthen the proposal not only experience but also methodology, approach, implementation plan, key personnel, etc. These will together contribute to a higher technical score.
9	Is there a maximum limit on the number of joint ventures allowed?	There is no maximum limit per se. However, if the joint venture consists of too many companies, then it might be difficult to manage. We leave the decision at the bidder's discretion based on their assessment.
10	What is the expected level of effort or range of man-days for the different personnels?	We opt not to disclose the expected man-days for the different personnel. We believe that the allocation of man-days is closely tied to the methodology that you will propose, and it may vary depending on the approach adopted. The bidders shall refer to the Terms of Reference for assessing the level of effort for each personnel using their own methodology.
11	If the bidders are not qualified or failed, will they get reasons for the failure or scores for the proposals they sent?	<p>Unsuccessful bidders may send a written request for debrief (i.e., to inquire the reasons for not being awarded a contract) within 10 calendar days after receiving the tender result notification.</p> <p>The debriefing will provide feedback on the strengths and weaknesses of the proposal as well as suggest ways to improve the proposal for future submissions. However, UNOPS will not provide sensitive information such as evaluation scoring, the ranking of the bidders, financial or cost information about other bidders, etc.</p>

12	Will UNOPS also provide a debrief if the tender is cancelled?	If the tender is cancelled, UNOPS will normally provide in writing the reasons for tender cancellation along with the cancellation announcement. But in case the explanation is unclear, the bidders can contact and inquire UNOPS why the tender is cancelled within 10 calendar days.
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UNOPS 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 is any discrepancy between the information presented verbally at the meeting and this meeting minutes, please refer to the minutes.

4. Closing Remarks

Thanaphone closed the pre-bid meeting and thanked the bidder's representative for attending the meeting.

Prepared by,



Thanaphone Thongmanivong

Procurement Officer

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