

## **Minutes of Pre-bid Meeting**

### **Request for Proposal for Strengthening Implementation of Government Regulation on Energy Conservation (Indonesia) RFP/2024/51109**

Date and Time	03 April 2024; 14:00-15:00 BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none"><li>1. Aang DARMAWAN</li><li>2. Achmed Shahram EDIANTO</li><li>3. <a href="#">Natthida SIVAYAPRAM</a></li><li>4. Chandany UNG</li></ol>

The Pre-bid meeting was participated by representatives of UNOPS for the ETP Project, Procurement Colleagues, and various prospective bidders.

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

The meeting was started by welcoming all the participants and self-introductions of UNOPS team members then followed by the introduction from the procurement officer (Chandany) to inform the bidders that UNOPS had arranged this pre-bid meeting session to allow UNOPS to explain the schedule of requirements with more clarity as well as to share the tender evaluation and submission process and also to allow the bidders to raise their concern/ questions related to this procurement exercise prior to hand over the floor to the Project team to address the technical requirements for this tender.

UNOPS representative from the ETP Program (Aang) 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 (Dany) also presented the procurement part on the evaluation criteria, timeline, and frequent issues of the bidders in the submission as per details in the presentation slides attached.

Important timelines to be aware of are:

1. Tender posting date was on 26 Mar 2024
2. Pre-bid meeting session 03 April 2024 at 02:00 PM BKK time
3. Deadline for submission of clarifications CoB 17 April 2024
4. Deadline for submission of the proposal is 26 April 2024 at 3:00 PM BKK time

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## 2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
1	Can we partnering this work in a form of Consortium? However, it's not an institution, but it's more like an Association.	Yes, you can as long as the Joint Venture has been submitted and disclosed through submission of Form A. All parties should be legally registered.

### Closing

UNOPS's representative closed the meeting and thanked the representative from the respective bidders for attending the pre-bid meeting and looking forward to receiving the proposals on or before the deadline.

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