

Minutes of Pre-bid Meeting

Request for Proposal for Smart Grid Transformation in the Power Distribution Sector, Philippines (Retender)

RFP/2024/51294

Date and Time	11 April 2024; 12:30-13:30 BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none">1. John Robert COTTON2. Yoshiko Zoe De VILLA3. Natthida SIVAYAPRAM4. Chandany UNG

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 explaining briefly about the project details, the schedule of requirements with a 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 (Yoshiko) presented the project background, scopes of the project/works including relevant stakeholders, deliverables, implementation timeline, 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, tender 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 05 April 2024
2. Pre-bid meeting session 11 April 2024 at 12:30 PM BKK time

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

208 Wireless Road
Building, Lumpini,
Bangkok 10 330,
Thailand
Tel: +66 2288161
Email: info@unops.org
www.unops.org

3. Deadline for submission of clarifications 26 April 2024 at 5:30 PM BKK time
4. Deadline for submission of the proposal is 06 May 2024 at 11:00 AM BKK time

2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
1	Is the implementation timeline 19 months?	The project is expected to be implemented in 18 months.
2	Who will perform GIS mapping	Ultimately, the project should be able to produce and submit 1) GIS maps of the 15 electric cooperatives and 2) ensure that both NEA and the 15 electric cooperatives are capacitated on this subject.
3	From the scope of works, there are a number of activities including workshop and training, and in the financial proposal template, there are various activities stated included such as training and workshop and also included breakdown description of cost for sub activities. We wonder if the payment of non personnel will be made under reimbursement and the quoted price will serve as the ceiling costs?	Based on our ToR and Financial Forms, we will pay the selected consultant in lump-sum contract value based on percentage of each deliverables.
4	If payment will be made in lump-sum percentage, is the consultant required to submit the supporting invoices such as hotel receipt...so on.	UNOPS does not require third parties invoices such as hotel receipt or others, however, as per ToR the selected consultant is required to submit the post workshop/meeting report since the payment will be made against lump sum amount only.

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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