

Minutes of Pre-bid Meeting

Consultancy Services for Voluntary Renewable Energy Market, Philippines

RFP/2024/51307

Date and Time	22 April 2024, 3.00 PM Bangkok Time
Location	Google Meet
UNOPS Representative	<ul style="list-style-type: none">• Maria Fritzie Reyes VERGEL• Xiaoyu Liu• Nadiyah• Sirima WAJCHAPAKDE

Pre-bid Minutes:

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

Tender Outline Presentation

UNOPS Representative (Fritzie) shared the presentation and explained the project details, and then the Procurement team (Sirima) explained the evaluation criteria and tender timeline (detailed presentation attached).

2.Q&A session

No	Question	Answer
1.	The question is related to the requirement of financial capacity for consortium. In case the requirement has been fulfilled by one of the JV partner members, are we	If one of the JV partner members have fulfilled the criteria, it is considered acceptable and we do not need to submit the financial statements of all the JV members

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

	still required to submit the financial statement of all the JV partner members?	
2	It's regarding this contract manager position which is mentioned in the document. So do we need to submit a separate CV for that contract manager or is there any particular requirement?	There is no requirement for the contract manager to submit the CV, since it is not considered as a key personnel.
3.	Is there any page limit for response in this tender? In previous tenders we have seen that there are specific page limits for each section	No, there is no specific limit for the number of pages for the response for this tender.
4	Regarding the past client reference, do we need to attach a letter of performance signed by the past client or should we just include the contact details of the project reference?	We just need the contact information of the past clients
5.	I would like to check on the number of consultations or primary interviews which need to be conducted as part of task one assessment. Is there any target including the target audience for this stakeholder consultation?	<p>It depends on the consultant's strategy and methodology.</p> <p>But as part of Deliverable 4: Policy Report on VREM and Implementation Framework , described in the Terms of Reference, at least 4 stakeholder consultation workshops need to be done, and we have listed different stakeholders in the Terms of Reference:</p> <ol style="list-style-type: none"> 1. PEMC 2. Relevant National Agencies 3. Renewable Energy Market Participants 4. Public and Private Sectors and any relevant stakeholders

6	In case a bidder would like to propose additional personnel more than the minimum personnel listed in the Terms of Reference, do we need to provide justification why the position is needed?	No, there is no requirement to add justification per se, but bidders are required to provide the CV of this additional personnel and explanation what specifically would be the role of this additional personnel
7	Of the consultation workshops that are included in the Terms of Reference, is it correct that the consultant would have to include the cost for organizing these workshops in our financial proposal?	Yes, it is correct. The consultant needs to include this in their financial proposal. We have included the assumptions of the number of participants for the workshops to facilitate the bidders in preparing their financial proposal
8	Is it possible for UNOPS to provide indicative number of days for the consultant (person/days) that UNOPS foresees would be required to complete this assignment?	The level of effort would depend on the methodology proposed by the bidder, and therefore this is not something that we can prescribe.
9	Is it possible to share the estimated budget for this?	Unfortunately this is not something we can share, since it is against our procurement policy to disclose such information
10	Can you provide more clarity on the communication component of the ToR?	The consultant is expected to come up with the communication plan as specified in the Terms of Reference, paragraph 18. The materials can have different content based on the stage of the project, for example the documentations of photos and videos from the consultation workshops, events and specific activities. All communication materials should be consulted with ETP communication specialists, and approved by PEMC

		before publication.
--	--	---------------------

The procurement team instructed all bidders to submit their questions through the e-sourcing platform rather than via email.

Closing

UNOPS representative closed the meeting and thanked the vendor representative for attending the pre-bid meeting.