

Minutes of Pre-Bid Meeting

Specialised Workforce Development to Support Energy Transition in Indonesia (Retender)

Tender ref. RFP/2024/51824

Date and Time : 21 May 2024, 11.00 AM - 12.00 PM (local Jakarta time)
Location : Google Meet

UNOPS Representative : 1. Muhammad Fathahillah Zuhri (Country Lead for Innovation and Technology)
2. Natthida Sivayapram (Programme Management Associate - Fund Management)
3. Nadiyah (Procurement Specialist)
4. Thanaphone Thongmanivong (Procurement Officer)

Bidders' 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 and introducing UNOPS team members.

2. Tender Presentation

- Muhammad Fathahillah presented the 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, a number of questions were raised and UNOPS provided answers as follows:

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No.	Question	Answer
1	What are the key changes between the previous and the revised/current Terms of Reference (ToR)?	Please refer to Annex 1 - Summary of Key Changes in the TOR , accessible through the following link: https://www.ungm.org/Public/Notice/234505
2	Who owns the copyright of the module at the end of the project? Is the module ownership held jointly by all collaborators?	According to the UNOPS General Conditions of Contract for the provision of Services, UNOPS (as well as ETP) shall be entitled to all intellectual property and other proprietary rights of all the products/materials developed by the consultant. Please refer to Section 9. <i>Copyright, Patents and other Proprietary Rights</i> under this link for more information.
3	We noticed that the non-personnel costs (i.e., the costs for event arrangement) will be paid in lump sum rather than reimbursement. Are we expected to propose the overall lump sum amount per event?	Bidders shall provide a detailed cost breakdown for organising each meeting/workshop as much as possible. This includes quantity, unit cost, etc. Please note that some workshops will be held at an external/commercial venue while some will be organised at government offices. For the latter scenario, the payment will be made on a prorated basis.

4. Others

- UNOPS informed that joining this pre-bid meeting is not mandatory. Hence, those who did not attend the 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.

5. Closing Remarks

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

Prepared by,



Thanaphone Thongmanivong
Procurement Officer
UNOPS