

Minutes of Pre-bid Meeting

**Request for Proposal for
Studies on the Minimum Requirements for
Multilateral Power Market and A Strategy to Establish A Multilateral Power Trade in ASEAN
RFP/2024/52399**

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| Date and Time | 01 July 2024; 15:00-16:00 BKK Time |
| Location | Google Meet |
| UNOPS Representative | <ol style="list-style-type: none">1. Adritha SUBBIAH , Senior Program Manager2. Dimas FAUZI , Senior Program Management Officer3. Toan Manh DO , Senior Program Management Officer (ETP Country Coordinator for Vietnam)4. Nadiyah NADIYAH , Procurement Specialist5. Chandany UNG, Procurement Officer |

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 frobidders 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.m 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

UNOPS representative from the ETP Program (Dimas) presented the project background, scopes of the project/works including relevant stakeholders, deliverables, implementation timeline, and requirements to be fulfilled by the bidder and also highlighting the requirement of proposed personnel based in Jakarta, Indonesia to be included 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:

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| Pacific Countries | Thailand |
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1. Tender posting date was on 20 June 2024
2. Pre-bid meeting session 01 July 2024 at 15:00 - 16:00 PM BKK time
3. Deadline for submission of clarifications 12 July 2024 at 12:00 PM BKK time
4. Deadline for submission of the proposal is 22 July 2024 at 10:00 AM BKK time

2. Q&A session

| No | Query raised by the Bidders | Clarification given by UNOPS |
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| 1 | Is the staff based in Jakarta required to work full time during the implementation period? | Full time work for the Jakarta-based personnel is not mandatory as long as the bidder can commit that the proposed staff will be able to work at ACE's office for a few days a week as agreed by UNOPS and ACE during the project inception. |
| 2 | What is the qualification of the Jakarta-based personnel? | As per ToR, the Jakarta-based personnel must have the similar qualifications as the core team members, especially in terms of work experience where the minimum required work experience is 7 (seven) years so the personnel must be mid-level. |
| 3 | Does UNOPS have any flexibility on the extension deadline for proposal submission as it is quite short and some of the bidders are coming from different time zones, especially in Europe? | Currently, UNOPS has no plan for extension as we are having a stritch deadline on the ongoing initiative with APG. Hence, the bidders should proceed with the assumption of no-extension of the deadline. However, the bidders can still post this question/request through the eSourcing portal for our further consideration and responses. |
| 4 | How does UNOPS identify the winning bidder? Is it combined 80% for technical and 20% for financial or quality based and costs? | <p>UNOPS identifies the winning bidder from the cumulative scores of technical criteria plus financial criteria. As per the ToR, the score allocation is 80% for technical criteria and 20% for financial criteria.</p> <p>Any bidder who achieves the <u>highest cumulative scores</u> will be awarded.</p> |

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| 5 | Would UNOPS provide the information related to the costs estimates for the assignment? | With reference to UNOPS rules and regulation, we are not allowed to disclose the estimated budget for financial proposals as we adopt this approach to promote transparency and fairness of the process as well as allow the bidder to offer proposals in the most competitive ways following the best estimates of scopes of our requirements. |
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3. 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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