

## Minutes of Pre-bid Meeting

**Consultancy Services for  
Facilitating Private Sector's Access to and Engagement in Vietnam's Energy Sector in  
Vietnam  
RFP/2024/52832**

Date and Time	26 July 2024, 3.00 PM Bangkok Time
Location	Google Meet
UNOPS Representative	<ul style="list-style-type: none"><li>● Chandany Ung</li><li>● Thuy Ngoc Nguyen</li><li>● Linda Thanaketsakul</li><li>● Sirima Wajchapakde</li></ul>

### **Pre-bid Minutes:**

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

### **Tender Outline Presentation**

UNOPS Representative (Thuy) 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.	For roles that accept max. 2 names, how is the score evaluation done on the 2 candidate's CVs for the same role?	The bidder should propose only one member for each key personnel required by the ToR. Bidder can propose additional staff deems necessary to support the assignment

		but scoring will be provided to the key personnel only, not additional teams.
2	For the workshops to be organized, are ETP or the Government agencies responsible for inviting the audience, or is it the responsibility of the Consultant	The consultant will be responsible for organizing workshops including logistics preparation and execution, invitation and agenda preparation, and identification of suitable stakeholders. All these will need to be submitted to UNOPS for approval. Upon approval, the consultant can share the invitation to relevant stakeholders. In certain circumstances, UNOPS will supplement the list of participants and will send the invitation to our partners
3.	Are there any priority sectors to be focused in energy transition area, and what is the rationale for organizing workshops in Long An and Quang Ninh?	Priorities sectors to be focused in the energy transition area. The rationale for the two areas is they receive investment and also are the key critical areas. Furthermore, they're the main points and also the requested in the beneficiary.
4	Our team is expected to be composed of both local and international consultants. Will the travelling cost for the international consultants to execute the workshop be reimbursed?	Under this contract, we will pay in lump sum contract not reimbursement. However, we will assess if your proposed pricing is reasonable and subsequently negotiate to the market rate in case of award.
5.	A part from DISE, who are key agencies stakeholders involved in this support (such as MOIT/PPP Depart/MOF ...)	Our main beneficiary is the ministry of planning investment and within that we have the focal Partners to Department

		of Industrial on service in economy who is responsible investment, but again within the landscape of private Capital mobilization, there's a lot of other relevant stakeholders that we need the bidders to identify the key stakeholder to engage.
6	Our understanding of the technical envelope template is that our main project credentials should be summarised in 1.1 of Form D. The guidance suggests that form F is reserved for customer references (at least 2, per guidance)	Form F is for qualification criteria and summary 1.1 in form D is more credentials specifically related to the scopes for technical proposal for our scoring.
7	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.

The procurement team instructed all bidders to submit their questions through the e-sourcing platform on or before the submission deadline of 13 August 2024 as the clarification channel is still open for further clarification.

### Closing

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