

Minutes of Pre-bid Meeting

**Request for Proposal for
Consultancy Services For Enhancing Batteries' Supply Chain for Electric vehicles, Solar PVs, and
Energy Storage Systems (Vietnam)
RFP/2024/52913**

Date and Time	02 Aug 2024; 14:00-15:00 BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none">1. Thuy Ngoc Nguyen, Senior Program Management Officer (ETP Country Coordinator for Vietnam)2. Nadiyah, Procurement Specialist3. Sirima W, Procurement Associate

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

UNOPS representative from the ETP Program (Thuy) presented the project background, scopes of the project/works including relevant stakeholders, deliverables, implementation timeline, and requirements to be fulfilled by the bidder .

Next, the procurement personnel 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.

2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
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1	<p>Qualification criteria</p> <p>Academic qualification Education is quite specific (like degrees in Supply Chain). Does UNOPS consider similar degrees?</p>	<p>Yes, we do accept similar degrees, as specified in the Terms of Reference</p>
2.	<p>We see a lot of emphasis on experience in Vietnam. In case we propose a personnel that has relevant experience but lacks Vietnamese experience, how will this be scored?</p>	<p>Indeed for this project understanding of vietnamese context and experience is very important. Having said that, when evaluating the proposal, we look at the profile of the proposed personnel holistically. If a personnel proposed has very relevant experience but just lacks Vietnamese experience, it will be scored accordingly. In other words, we will not directly dismiss the personnel proposed just because they do not have Vietnamese experience.</p>
2	<p>Please clarify on Article 4, Instructions to Offerors. What document do we need to submit to demonstrate that we are eligible, based on Article 4 of Instructions to Offerors?</p>	<p>The Article 4, Instructions to Offerors is accessible in the tender document. Section I. Article 4 of the document details the bidder's eligibility.</p> <p>The bidders do not need to submit any other documents to show that they are eligible to participate in this tender, aside from all the documents that are included in the documents checklist, in the e-sourcing platform. UNOPS will verify the information on whether or not the bidder is eligible based on the documents they submit.</p>
3	<p>Does the team lead need to have a masters degree in engineering field or masters in business administration will work?</p>	<p>As stated in the Terms of Reference, the requirements for the Team Lead is as follows:</p> <p>Advanced university degree (Master's degree or higher education) in electrical engineering, renewable energy, supply chain management, or a related discipline is required. Bachelor's degree in a related field and two years experience are considered equivalent.</p>

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		<p>The evaluation panel will assess whether the proposed personnel meets the above requirements and whether alternative degrees are considered equivalent.</p> <p>Qualifications in a related field, such as an MBA, will be considered if the consultant can demonstrate a clear linkage between their degree and relevant professional experiences.</p> <p>Qualifications in a completely different field, such as agriculture or healthcare, won't be accepted.</p>
5	In the qualifications section it was mentioned that the firm/JV must have in-country presence in Vietnam. In case we bid as a JV, must it be the JV lead that has in-country presence in Vietnam?	<p>No, it does not have to be the Lead who is based in the country. It can be the :</p> <p>JV lead</p> <p>JV member</p> <p>Subcontractor</p> <p>What is important is there is a team that will be able to liaise directly with the government in-country</p>
6	What is the role of a consultant being envisaged for project communication requirements? Are we required to only create the content and submit to the UNOPS team for publishing? Are we required to handle any social media account?	<p>Please refer to Table 2 of the Terms of Reference, which details what is being expected from the consultant in reference to the communication requirements</p> <p>Consultants are not expected to handle any social media account</p>
7	Will we liaise with any government agency for obtaining data on infrastructure projections, industry growth plans, and other crucial information our analysis may need?	<p>Yes, the consultants are expected to liaise directly with the government, private sector and other stakeholder to ETP and the beneficiary would provide support, but would expect that the consultant has their own network to obtain data and information required</p>

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8	Will our duty of care/responsibility be limited to UNOPS only? Will the Liability of our report be limited to use by UNOPS only?	<p>The main responsibility of the consultant will be with UNOPS, but the product will be shared further with the beneficiary.</p> <p>The consultant's liability is with UNOPS</p>
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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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