

Minutes of Pre-bid Meeting

RFP Technical Support for the Design and Pilot of the Voluntary Carbon Labelling Scheme in Vietnam
Tender No. RFP/2024/53686

Date and Time : September 26th, 2024; 2.00-3.00 PM BKK Time

Location : Google Meet

UNOPS Representative : 1. Thuy Ngoc Nguyen (Programme Management Senior Officer)
2. Toan Manh Do (Country Program Coordinator)
3. Linda THANAKETSAKUL (Project Management Support - Associate)
4. Nadiyah (Procurement Specialist)
5. Sakuna Chotchaipattarapong (Procurement Senior Associate)

Suppliers Representative: 1. Bidder 1
2. Bidder 2
3. Bidder 3
4. Bidder 4
5. Bidder 5

Pre-bid Minutes:

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

1. Tender Outline Presentation

UNOPS ETP Team (Toan) shared the presentation and explained the project details, and then UNOPS Procurement (Sakuna) explained the evaluation criteria (detailed presentation attached).

UNOPS Thailand
Southeast Asia and
Pacific Multi-Country
Office (EAPMCO)

208 Wireless Road
Building, Lumpini,
Bangkok 10 330,
Thailand
Tel: +66 2288161
Email: info@unops.org
www.unops.org

2.Q&A session

No	Question	Answer
1	Would the joint venture who worked with in many projects from Australia but they are very good on carbon qualify to this tender?	We don't limit bidders submitting proposals to joint venture, or consortium or subcontracting. In case of JV/ consortium, the JV/ consortium companies as a whole should fulfil the requirement below. We evaluate the combination of experience of the JV/ consortium as indicated in the tender document.
2	Section 1 of the Qualification Criteria states that company should have a minimum of 5 years of continuous experience in delivering similar projects with government agencies or multilateral organisations in the past with a track record of success. In case of JV, each JV member or at least one JV member meeting this requirement would qualify for this qualification criteria?	In case of JV/ consortium, the JV/ consortium companies as a whole should fulfil the requirement. Hence, at least one JV member meeting this requirement would qualify for the qualification criteria. Kindly note that TOR was revised to ensure the same is reflected in the e-sourcing platform
3	How many training and awareness raising events would be required?	The consultant is expected to organize three workshops with participants from both public and private sectors, including Inception workshop, consultation workshop and final workshop and 2 training/awareness raising events mainly for private sector and enterprises who participate in the pilot activities.
4	Can the bidder hire the third party for the translations to provide the reports or assignments in Vietnamese?	All deliverables / reports must be submitted in English and Vietnamese. This tender would require someone who works with the government to be able to have the meetings in Vietnamese and if so mainly

		a translator only for the report would not be sufficient.
5	Could you please clarify again the list of the key experts?	There are five key experts, including team leader, carbon labelling, climate policy expert, Energy and Industry and communication experts. Qualifications of the experts are described in Section 3: Key personnel proposed and Sustainability Criteria.
6	Would you be able to share these presentation slides?	Yes, the presentation slides including the minute of the Pre-Bid meeting will be uploaded through the e-sourcing platform.
7	The pilot will be a guide and discussed with MONRE for the guidance. Are there any requirements at this stage for the level of details of the pilot? Or is this open for the consulting firm to make a new recommendation and then obtain approval from MONRE in the Implementation phase?	MONRE needs consultants to have discussions with them and decide the depth of the pilots and also the sector that the pilot should be in. However, we should prioritize the energy extensive sectors, particularly CBAM.
8	Would the bidder be required to provide the name of the subcontractor if the bidder contracts another third party to organize a workshop?	Yes, if you plan to engage with a third-party company to organize the events, please specify the name of the company.

UNOPS representative informed that joining this pre-bid meeting is not mandatory. Hence, the bidders who can not join this pre-bid meeting can still submit a proposal for this tender.

If there's any discrepancy between the information presented verbally at the meeting and this minutes, please refer to the minutes.

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

Prepared by,



Sakuna Chotchaipattarapong
Procurement Senior Associate
UNOPS EAPMCO