

## Minutes of Pre-bid Meeting (Tender No. RFP/2024/555310)

RFP Consultancy Service for Technical Assistance to Support the Establishment of the ASEAN School of Regulation - Phase I

Date and Time : 17th January, 2025; 2.00-3.00 PM BKK Time

Location : Google Meet

UNOPS Representative: 1. Dimas Fauzi (Programme Management Senior Officer)  
2. Adritha Subbiah (Senior Programme Manager)  
3. Nadiyah (Procurement Specialist)  
4. Sirma Wajchapakde (Procurement Associate)

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

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

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

### **1. Tender Outline Presentation**

UNOPS technical representative from the ETP Program (Dimas) presented the project background, scopes of the project, and requirements to be fulfilled by the bidder in the bid submission on the technical part as per part 2, project details of the PPT slides.

Then the procurement official (Sirima) presented the procurement part on the evaluation criteria, timeline, and frequent issues of the bidders in the submission as per details in the presentation slides attached.

### **2.Q&A session**

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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](mailto:info@unops.org)  
[www.unops.org](http://www.unops.org)

No	Question	Answer
1	Will the presentation be shared with the participants?	The prebid meeting presentation and the minutes will be shared in the e-sourcing to all bidders.
2	What is the range of expected prices for this tender?	UNOPS cannot disclose the budget for the tender. Please propose the amount aligns with your proposal and level of effort to deliver all the requirements.
3	How would the value of a local partner be considered in the evaluation of proposals? In the presentation, no mention was made of a local partner.	The local partner is not a mandatory requirement. But if there are any local partners, the evaluation will depend on how the bidder manages the local partners including their roles and responsibilities and how the partners will support the delivery of the requirement.
4	In the ToR, one consultation Workshop is envisaged. Would it be acceptable for a bidder to propose and budget for more Workshops, if deemed appropriate?	For the workshop itself if it's in person we can only support one workshop because it's going to also be linked with the existing mechanism within ASEAN. We cannot add more workshops on top of it this time. But bidders can propose online workshops that they think will be relevant.
5	Gender balance has not been mentioned in the presentation. How would this aspect be considered in the evaluation?	This is related to the personnel composition and how you plan to mainstream gender in terms of gender balance in the workshop such as identifying participants.  In the assessment criterion, it is included in criterion#2.4
6	Do we need to identify the participants for summary school to join consultation stage	Bidders do not need to identify the participants in the proposal stage but it will be identified later in the implementation. But please be sure to include travel arrangements of the participants for summer school

	since the consultation workshop in month 4th?	which emphasize the three countries, Vietnam, Indonesia and the Philippines.
7	ETP has a particular focus on Vietnam, Indonesia and the Philippines. Does this Summer School also emphasise these three countries or should equal weight be given to all ASEAN countries when designing the scope and methodology of content?	The target participants are not only focusing on the three countries but also we're focusing on all 10 member states. We also put that as of the requirements, the designing scope and methodology of the content because it covers the entire Southeast Asia. So this RFP is part of the regional portfolio so we not only cover the three countries but for projects that involve ASEAN, we cover all of the ASEAN member states.

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.

Prepared by,



Sirima Wajchapakde

Procurement Associate

UNOPS EAPMCO

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