

Minutes of Pre-bid Meeting

**Request for Proposal for
for Pilot Energy Investment and Planning for Industrial Parks and Economic Zones Project in Vietnam
RFP/2025/55640**

Date and Time	23 January 2025; 02:00-2:39 AM BKK Time
Location	Google Meet
UNOPS Representative	<ol style="list-style-type: none">1. Nadiyah, Procurement Specialist2. Chandany UNG, Procurement Officer3. Thuy Ngoc NGUYEN-Program Management Officer-Country coordinator, ETP Vietnam

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.

The procurement official in charges (Chandany) explained the bidders that UNOPS had arranged this pre-bid meeting session for the following purposes:

- Allow UNOPS to explain the schedule of requirements and project details
- Share the tender evaluation and submission process and also to
- Allow the bidders to raise their concern/ questions related to this procurement exercise for this tender.

UNOPS technical's representative from the ETP Program (Thuy) presented the project background, scopes of the project/works, and requirements to be fulfilled by the bidder in the bid submission on the technical part as per part 1, project details of the PPT slides.

Next, the procurement official (Dany) also 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.

Important timelines to be aware of are:

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

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

1. Tender posting date was on 17 Jan 2025
2. Pre-bid meeting session 23 Jan 2025 at 02:00 PM BKK/Hanoi time
3. Deadline for submission of clarifications 03 Feb 2025 at 17:30 PM BKK time
4. Deadline for submission of the proposal is 10 Feb 2024 at 17:30 PM BKK time

2. Q&A session

No	Query raised by the Bidders	Clarification given by UNOPS
1	Based on Vietnamese law, the audited financial statements will be available by 31 Mar 2025 only, thus can we submit statements for 2022 and 2023 instead?	Tender conditions stated that the audited financial statement required is for the last 02 years, thus please kindly raise this question in eSourcing referring to the local law for our consideration as we may decide to amend our tender conditions.
2	The bidder requested to clarify if there is a specific period of conflict of interest for any proposed staff who used to work with the related government's department. Do you have a requirement of a minimum period since the team departed from the government.	UNOPS confirmed that there is no specific time in relations to the conflict of interest, however, UNOPS do have the rule stated that if the proposed individual is directly or indirectly involved with the development of the terms of reference/ scopes of works for this specific tender will have conflict of interest as stated in our instruction to tender RFP_Section_I_Instructions to Offerors, Articles 4. Offeror's eligibility. This document has been uploaded in eSourcing portal along with other tender documents under "Document tabs"
3	The bidder requested an extension of the submission deadline due to the Vietnam New Year.	UNOPS requested the bidder to put the request for timeline extension in the eSourcing System (Electronical Procurement Portal) for the UNOPS consideration as UNOPS also has strong commitment to have the assignment to be implemented as per project timeline.

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

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

4	The bidder requested to announce the budget of the assignment.	UNOPS confirmed that UNOPS's procurement principle does not allow to disclose the budget of the assignment as the budget is confidential information and would impact the competition of the process.
5	In order to access the rule of Demand and Supply, could we access data from the industrial park management office or any related entities?	The selected bidder will have support from the beneficiary to get the access to the data required.

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.

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

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