

Minutes of Pre-bid Meeting

Request for Proposal for Consultancy Services for Clean Energy Complex in Ninh Thuan Province, Vietnam RFP/2025/55660

Date and Time	24 February 2025 at 2.00 - 3.00 PM
Location	Google Meet
UNOPS Representative	1. Piska Aprilia 2. Toan Manh Do

The Pre-bid meeting was participated by representatives of UNOPS for ETP Project, Procurement Colleague and various prospective bidders.

1. Tender Outline Presentation

The meeting was started by welcoming all the participants and self introductions of UNOPS team members then follows by the introduction of the procurement associate (Piska) to inform the bidders that UNOPS had arranged this pre-bid meeting sessions to allow UNOPS to explain the schedule of requirement with more clarity as well as to share the tender evaluation and submission process and also to allow the bidders to raise their concern/ questions related to this procurement exercise prior to hand over the floor to Project team to address the technical requirements for this tender.

UNOPS representative from ETP Program (Toan Manh Do) 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. Next, the procurement official (Piska) also presented the procurement part on the evaluation criteria as per details in the presentation slides attached.

Important timeline to be aware of are:

1. Tender posting date was on 20 January 2025
2. Deadline for submission of clarifications CoB 07 February 2025 2024 at 16:00 pm Vietnam time
3. Deadline for submission of proposal 17 February 2025 at 16:00 PM Vietnam time

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2. Q&A session

No	Questions from the Bidders	Clarification given by UNOPS
1	The financial statement should be audited, and as requested, we need to submit statements for at least the last two years, 2023 and 2024. However, due to our system, the audited statement for 2024 may only be completed by the end of May or July. This means we cannot include the audited financial statement for 2024 in our proposal. How should we proceed?	Please submit the financial statements for 2022 and 2023.
2	Could you kindly share the budget for this project?	UNOPS are not permitted to disclose the budget for this tender.
3	When reviewing the requirements in the IFP and the terms of preference, it seems that they are more suited for local consultants. Is that correct??	The evaluation is based strictly on the listed requirements, not on whether the bidders are local or foreign. We do not differentiate based on nationality. However, we encourage collaboration, as there may be specific technologies where Vietnam lacks qualified personnel. If a consortium is formed, the evaluation will still be conducted based on the specified requirements.
4	For personnel requirements, as example, the meteorological specialist position requires experience in at least two projects. If our proposed candidate has only one project or has worked on a project smaller than 500 MW, would they be disqualified, or would their score just be reduced?	No, they are not disqualified. We score them separately based on education and experience to determine how well they meet the criteria.
5	Do consultants need to propose the potential locations for the reservoir, solar farm, and battery storage, as these were not predefined in the initial engineering design? Is my understanding correct?	The site has already been checked by PV Power. Your task is to visit, assess the conditions, conduct further research, and create a sketch design based on the existing location

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6	Can the stakeholder consultation be conducted online, or does it need to be offline	It should be offline for better communication, especially with policymakers and local officials. However, you can check with PV Power if a hybrid or online approach is possible.
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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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