



**BIDDER'S CONFERENCE – MINUTES OF MEETING**

**Assignment Name:**

**RFP/UNDP/PMR/010/2017**  
**“Development of Profile of Greenhouse Gas Emissions from the**  
**Indonesia’s Power and Industry Sectors”**

**Date and Time:**

5<sup>th</sup> June 2017, at 1400 hour in Nias Meeting Room, UNDP, Menara Thamrin Kav. 3, Jakarta

**TO ALL INTERESTED BIDDERS**

Here below are Answers to Questions raised regarding the above assignment:

NO	Introduction & Guidance	
<b>Info</b>	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> <li>1. Brief explanation on RFQ document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, etc).</li> <li>2. Brief explanation on the back ground of project scope for each lot.</li> <li>3. Q &amp; A</li> </ol> <p>The above explanation had been stated on RFQ document. Bidders were encouraged to <u>carefully</u> read the RFQ document before preparing the offer.</p>	
<b>1</b>	Q	<b>Should the proposal be submitted through electrical or manually (hard copy)?</b>
	A	Bidder may submit both ways. The electrical proposal can be sent to email bids.id@undp.org. Bidder can send the hard copy to UNDP Menara Thamrin Office Building with the address as specified in the Tender Document. Please make sure to get the stamp from our security before the deadline time.
<b>2</b>	Q	<b>Should the financial proposal be proposed in IDR?</b>

	A	If the company is registrated in Indonesia, the proposal should be submitted using IDR
3	Q	<b>What is the relation between power and industry working group with the PMR project? Is it inside the project or something outside the project?</b>
	A	The Coordinating Ministry of Economic Affairs (CMEA) as the coordinator of PMR Indonesia develop three (3) working groups: Power, Industry, Market Based Instrument (MBI).
4	Q	<b>How do we relate the tasks mentioned in the TOR to the power working group ?</b>
	A	One of the main tasks of the consultant is coordinate with the power working group during the implementation of activities to ensure the proper result is delivered
5	Q	<b>in the scope of work 2 for the power working group, will the meetings be facilitated by the consultants?</b>
	A	UNDP will arrange the meeting including preparation and confirmation of participants
6	Q	<b>in the sope of work no. 1, a "kick of meeting" is mentioned. Is it the kick of meeting of the activities or the kick of meeting of the PMR project?</b>
	A	it is the kick of meeting of the the activities related with development of GHG emission profiling
7	Q	<b>Who should make the selection of the site visit locations?</b>
	A	PMR project already indicated the location (as mentioned in annex 2). Final decisions for the locations will be discussed with the working group(s) during the kick of meeting.
8	Q	<b>In the TOR, annex 4, it is mentioned that the industries selected should be above 6,000 TOE. What does it mean?</b>
	A	Within each of the eight sub sectors indicated in the TOR, there are number of varieties for industry types. For instance, in the food and beverages sub-sector, there are at least 600 industries in the food industry. Thus, within those 600 industries, the consultants are expected to make a prioritization (short list) for industries which are above the 6000 TOE, to be included in the scope of activity.
9	Q	<b>is it valid for all eight sub sectors? Every single one of them?</b>
	A	Yes
10	Q	<b>Are all the data need to be verified?</b>
	A	It is not decided yet since the project need to discuss it with the working groups. But, the idea is how to gather the data from the companies (specially from big companies/industries which already have a good system of data inventory), and through this project we are aiming to collect the data
11	Q	<b>Will the consultants have access to the mentioned data (that is reported by those companies to MEMR for instance)?</b>
	A	Yes through the facilitation from the working groups

12	Q	<b>The fact that there are huge gaps in the existing data, and not all of those companies conduct the proper reporting to the government, hence will the consultant work only with the available data from 2010? or maybe some companies/industries have updated data, therefore the consultants will also need to collect the gaps and verify the data? are these parts of the scope of work?</b>
	A	For the baseline, the base year is from 2010. There are some cases, for example the data in the electricity sector, somehow in those report has irregularities. Within the discussions, it is expected that PMR and team of consultants will discuss the issue with working group, thus the consultants are expected to reconfirm the irregularities (analyse the gaps and make the necessary improvement). The overall point of the activity is to estimate the GHG emission from every sector mentioned in the TOR (Project will support the consultant to provide the data)
13	Q	<b>In the TOR it is mentioned to put together national and some of international experts, is this a requirement?</b>
	A	This is a suggestion, but the team should demonstrate their team of experts (staffing structure) as required in the TOR
14	Q	<b>Need clarification regarding the qualification of organisation/company in chapter "K" which states the minimum 5 years of experience</b>
	A	The clarification are as follow:  " Minimum 5 years of experience working in power and/or industry sector(s)" <b>means</b> " Experience in projects related with power and/or industry sector(s) in the last 5 years."  and  "Minimum 5 years of experience working in GHG emission inventory and identify potential of mitigation actions from power and industry sectors" <b>means</b> " Experience in projects related with GHG emission inventory and/or identify potential of mitigation actions from power and industry sectors in the last 5 years."
15	Q	<b>Can we submit a team for one position? (for instance, a team of 2 people will be proposed to fill the position of national technical specialist for pulp&amp;paper industry, although the TOR only mentioned 1 (one) position but 2 people are proposed because one person has specific knowledge in the sector and another person has experience as an auditor for the sector)</b>
	A	Yes it is possible. The bidders can propose the number of personnel for each post. But it should be noted that an assessment will be made based on post stated in the TOR.
16	Q	<b>For the next step, is it possible to ask question later?</b>
	A	Yes, you can ask question later by email
17	Q	<b>If we want to submit join venture, should we register it legally?</b>

	A	the joint venture partner should legally registered or there is a Memorandum of Understanding (MoU) between the proposer and the joint venture partner. for the detail information, please refer to the section 2 : Instruction to proposers - No. 19 Joint Venture, Consortium or Association and follow the instrustion on the Joint Venture Partner Information Form
18	Q	<b>Is there any suggestion for the budget of the activity?</b>
	A	The bidders are welcome to propose a reasonable budget based on the proposal
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**Jakarta, 8<sup>th</sup> June 2017**