



Bidder Conference – MINUTES OF MEETING

Assignment Name:

RFP/UNDP/PMR/016/2017

“Assessment of Market-Based Policy Options for Scaling Up Mitigation Actions in Indonesia”

Date and Time:

Monday, 7th August 2017, at 14.00 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	
Info	Bid conference was opened with following agenda : 1. Explanation on RFP document – administrative issue (closing date, submission form & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.	
1	Q	Would it be possible to submit the proposal electronically ?
	A	Yes, please be guided with Data Sheet in the tender document clause 23, page 24 – 25 in submitting your proposal electronically
2	Q	Could you please kindly share with us the minutes from the pre-proposal conference meeting?

	A	the minutes will be shared within three days upon bidders conference and please visit Procurement Section in UNDP Website for any updates
3	Q	The MBI options to be developed on the project, is it supposedly only applicable to power and industry sectors, or should it be applicable to all GHG emission sources sectors?
	A	Since PMR Indonesia's areas of focus are power and industry sector then the MBI options should be prioritized for those sectors. However, other sectors can be included in the MBI options together with the focus sectors.
4	Q	The TOR mentioned that proposer can modify structure and schedule being suggested in the TOR. In this case can we, for example, propose separation between team leader and carbon market position, or add junior expert to complement senior expert position?
	A	Bidder can propose additional expert to complement the key staff but the team leader should be the carbon market expert to cope with the multidisciplinary characteristic of this assignment.
5	Q	Are there secondary data/information to be provided by UNDP prior to commencement of project?
	A	Not in particular.
6	Q	In Section 2. A. 5.2 (page 9), it says that firms must not have been involved “in the preparation and/or design of the programme/project related to the services requested under this RFP”. Does this mean that a consultancy who helped prepare Indonesia's Market Readiness Proposal to the PMR cannot be part of a consortium bidding for this work?
	A	Yes, The firm (proposer and any of their affiliates) who is involved in the preparation and/or design of the programme/project related to the services requested under this RFP/TOR RFP/UNDP/PMR/016/2017 “Assessment of Market-Based Policy Options for Scaling Up Mitigation Actions in Indonesia” shall be disqualified
7	Q	I would like to ask for clarification on which document should be submitted on 22nd August 2017 by the latest. The datasheet on RFP stated that it is the proposal, while the UNDP procurement page indicate this date as the latest for submission of acknowledgement and intent.
	A	The proposal should be submitted on or before 22 nd August 2017.
8	Q	Will Indonesian Rupiah be the only currency allowed?
	A	Please refer to Data Sheet No.15, Preferred currency proposal in United States Dollar (US\$) and Indonesia Rupiah (IDR)
9	Q	What if the bidding participant is a consortium?
	A	For consortiums, there will be one leading company, in which if the leading company is an Indonesian company, proposals should be in Indonesian Rupiah. If both companies are overseas, there should be some sort of MoU within the consortium on who will be in charge of the contract signing, etc, and this entity will determine which currencies will be used.
10	Q	If a foreign company becomes the leading team and the contract is made under US Dollars, will payments still be made in Rupiah?
	A	Depends. If the overseas company is to have the contract in US Dollars but the payment will be made in Indonesian Rupiah, then the conversion will be based on the UN rate during the time of payment.
11	Q	What if bidding participants are going to submit on behalf of their head (overseas) companies?
	A	If an overseas bidding participant has a local representative in Indonesia, there should be an official letter or statement of appointment explaining that the company which is registered overseas does have a local representative, as well as an explanation on the

		extend of authority the local representative has. The company's document (certificates, etc) should then be for both the overseas company, and the local representative company.
12	Q	The data sheet states that statements should be made from 3 clients with the largest contracts in terms of value. Does UNDP need to check the participant's records to make sure they receive the largest three? What if the participant's previous client is a consortium? What should the statement be like?
	A	In the submission form, participants will be requested to provide a list of previous experiences, which include the company's name and the contract amount. Participants will then need to pick three out of this list. They should not be from outside of the list, but they do not necessarily have to be the top three. Consortiums should then provide three satisfactory performance statements from each company included in the consortium. Statement letters should state the client's satisfaction, printed with a letter head and signature.
13	Q	Proposal Presentation. Must the presenter be the team leader? What is the duration of the presentation? Is it possible to do the presentation via skype?
	A	The proposal presenter does not have to be the team leader, and can be anyone from the proposed CVs. However, the presentation will be based on the technical proposal, and there will be questions and answers section during the presentation, during which UNDP expects to have answers immediately. The presentation will have a duration of maximum 45 minutes. Yes, possible via skype
14	Q	Stakeholders and scopes of work, Could it also relate to other stakeholders such as the government or the private sector? Can it also include the cement industry?
	A	With regards to the focus sectors, bidding participants will have all of the freedom to determine the additional sectors or the stakeholders involved in its proposals. Stakeholders themselves are very wide in nature, and can include consumers as well as governments as consumers. Cement industry is part of the industry sector, more specifically the energy intensive industry. There are eight energy intensive sub-sectors that the PMR wants to target. The cement industry will be suitable for one of these, and more information on this can be gathered in the PMR website.
15	Q	The assignment is only 40 weeks long. To what level of detail should the work be?
	A	Consultant will need to identify Indonesia's capacity building needs and develop a capacity building plans. However, they do not have to implement these plans, as it is not part of this assignment. The final report should be detailed enough to be a final reference for the Indonesian PMR group to use further as the proposed plan will be followed up and implemented by PMR Indonesia.
16	Q	Who should be the consultant's main counterpart in this assignment?
	A	The main counterpart should be the Market Based Instruments Working Group.
17	Q	Capacity Building: The consultant will be <u>required to attend</u> any capacity building events/trainings/meetings that are held during the duration of assignment, and <u>participate as a resource person</u> . Will the consultant be required to perform trainings?
	A	It is possible that the consultant will be ask to conduct trainings. However, the key of this assignment is to encourage discussions (not just give lectures, trainings, or make reports) so it will need its team members to have the necessary qualifications and the ability to encourage discussions.

18	Q	Should the carbon market expert be the team leader?
	A	The team leader must be a carbon market expert (it is the main qualification that is sought) with relevant experience or expertise in market based climate change policy.
19	Q	Should the team leader have intensive communications (routine face-to-face meetings) with the MBI working groups?
	A	If it is possible, then an intensive communication channel would be great. However, we understand that the team leader might not be positioned in Indonesia during the whole 40 weeks duration of assignments, and hence, we expect the Project Coordinator Support Specialist or team members to have a more intensive communication with the working group.
20	Q	Can participants assume that all assignment activities will take place in the Greater Jakarta Area?
	A	As an amendment to the TOR, all assignment will be assumed to take place in the Greater Jakarta area. During which, if there are other additional travel expensive from Jakarta to other major cities in Indonesia, the expense will be bore by PMR project or UNDP.
21	Q	What if the team leader or one of the team members is a foreigner who does not reside in Indonesia?
	A	If there are team leaders or members who do not reside in Indonesia, any additional cost including travel expense from home country to Indonesia, as well as per diem rate, will be calculated independently according to each bidding participant's estimate. These additional costs should then be included in the financial proposal.
22	Q	What should be the language of the final report?
	A	<u>The final report deliverables will be written in two languages, and translation cost will be borne by the consultant.</u>
Amendment to the RFP		
1.	Term of Reference : 1. Page 1 of 12, A. General Information ➔ Expected place of travel is: Greater Jakarta area (Jabodetabek) 2. Page 7 of 12, G. Scope of Work and Deliverables, (6) Stakeholder Engagement & Capacity Building ➔ If the event is organized outside Greater Jakarta, the additional costs will be borne by UNDP.	

Jakarta, 9th August 2017