



**Bidder Conference – MINUTES OF MEETING**

**Assignment Name:**

**RFP/UNDP/MTRE3/16394/026/2017**

**“Benchmarking Specific Energy Consumption in the Government Building**

**Date and Time:**

**Tuesday , 28 November 2017, at 10.00 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	
<b>Info</b>	<p>Bid conference was opened with following agenda :</p> <ol style="list-style-type: none"> <li>1. Explanation on RFP document – administrative issue (closing date, submission form &amp; method, delivery place for submitting offer, contract award, etc.).</li> <li>2. Explanation on the Data Sheet</li> <li>3. Explanation on the Term of Reference (TOR).</li> <li>4. Explanation on the Submission Forms</li> </ol> <p>The above explanation had been stated on RFP document. Bidders were encouraged to <u>carefully</u> read the RFP document before preparing the offer.</p>	
<b>1</b>	<b>Q</b>	<b>Number of enumerator (64 people) and Supporting Staff Admin, Data Entry (1 people) is it mandatory Q'ty?</b>
	<b>A</b>	Number of enumerator (64 people) and Supporting Staff Admin, Data Entry (1 people) is subject to change based on needs and

		Training of enumerators and supporting staff must be included on the budget allocation of the financial proposal but will not evaluating in Technical Proposal.
2	Q	<b>How many Minimum number of regular meeting needed to strengthen the strategy on Scope of work 1?</b>
	A	Minimum number of regular meeting needed to strengthen the strategy on Scope of work 1 is 2 and excluded kick-off meeting.
3	Q	<b>UNDP personnel's cost is it part of the financial proposal ?</b>
	A	UNDP personnel's accommodation and transportation excluded on the budget allocation of the financial proposal
Amendment to the RFP		
1.	<b>1. Personal Education/Qualification</b>  Minimum requirements include: <b>a) One (1) National team leader</b> <u>Academic qualification</u> Minimum of Master degree in Engineering, Information Technology, or related field;  <u>Years of experience, competencies and skill requirements</u> <ul style="list-style-type: none"> <li>• Expert with at least 15 years relevant professional experience in the field of data management and analysis;</li> <li>• Proven track record in project management (planning and implementation);</li> <li>• Experience in statistical work;</li> <li>• Good understanding on energy conservatio policies and technologies will be an advantage;</li> <li>• Knowledge on SEC/IKE will be an advantage;</li> <li>• Fluency in English;</li> </ul>	
	<b>b) One (1) technical expert/advisor on energy technology audit</b> <u>Academic qualification</u> Master degree or equivalent in engineering;  <u>Years of experience, competencies and skill requirements</u> <ul style="list-style-type: none"> <li>• At least 10 years of professional experience with related background in Energy Technology Audit (1);</li> <li>• Experience from participation with expert teams in at least 3 national projects;</li> <li>• Familiarity with energy conservation policies in Indonesia;</li> <li>• Ability to write project reports particularly for national funded project and make presentation.</li> <li>• Fluency in English.</li> </ul>	
	<b>c) One (1) expert/advisor on energy audit</b> <u>Academic qualification</u> Master degree or equivalent in engineering;	

	<p><u>Years of experience, competencies and skill requirements</u></p> <ul style="list-style-type: none"> <li>• At least 10 years of professional experience in the energy audit sector;</li> <li>• Strong background in energy management system;</li> <li>• Experience in survey of energy, in the building sector will be an advantage;</li> <li>• Advance knowledge and understanding on energy conservation/energy efficiency;</li> <li>• Preferably experiences in electrical engineering/system;</li> <li>• Knowledge on the electrical system in building sector will be an advantage;</li> </ul> <p><b>d) One (1) Technical Specialist</b></p> <p><u>Academic qualification</u> Minimum bachelor degree in engineering;</p> <p><u>Years of experience, competencies and skill requirements</u></p> <ul style="list-style-type: none"> <li>• Minimum of 10 years of experiences in related field, preferably in mechanical system;</li> <li>• Experience in the environment impact will be an advantage;</li> <li>• Good understanding in energy conservation/energy efficiency;</li> <li>• Knowledge on the mechanical system in building sector will be an advantage;</li> </ul> <p><b>e) One (1) Statistic specialists</b></p> <p><u>Academic qualification</u> Master degree in Statistic or Engineering or other related field;</p> <p><u>Years of experience, competencies and skill requirements</u></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of professional experience in statistical analysis;</li> <li>• Work experience related with renewable energy or energy efficiency/energy conservation sector is preferred;</li> <li>• Good data processing and analysis skill;</li> <li>• Good report writing skill;</li> <li>• Fluency in English.</li> </ul> <p><b>f) One (1) Economy specialists</b></p> <p><u>Academic qualification</u> Minimum Master degree in economics, management, business or other relevant fields;</p> <p><u>Years of experience, competencies and skill requirements</u></p> <ul style="list-style-type: none"> <li>• Minimum 15 years of professional experience in related field;</li> <li>• Good understanding in policies and regulations related to economic issues;</li> <li>• Ability to think analytical and good report writing skills;</li> </ul> <p><b>g) One (1) Computer specialist</b></p> <p><u>Academic qualification</u> Bachelor degree in Information Technology;</p> <p><u>Years of experience, competencies and skill requirements</u></p> <ul style="list-style-type: none"> <li>• Minimum 15 years of professional experience in computer programming and database;</li> </ul>
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- A proven track record in developing and presenting data into the form of excel or certain application and creating database;
- Fluency in English.

### **Amended to**

#### **1. Personal Education/Qualification**

Minimum requirements include:

##### **a) One (1) National team leader**

###### Academic qualification

Minimum of Master degree in Engineering, Information Technology, or related field;

###### Years of experience, competencies and skill requirements

- Expert with relevant professional experience of 10 years in the field of data management and analysis;
- Proven track record in project management (planning and implementation);
- Experience in statistical work;
- Good understanding on energy conservation policies and technologies will be an advantage;
- Knowledge on SEC/IKE will be an advantage;
- Fluency in English;

##### **b) One (1) technical expert/advisor on energy technology audit**

###### Academic qualification

Master degree or equivalent in engineering;

###### Years of experience, competencies and skill requirements

- At least 5 years of professional experience with related background in Energy Technology Audit;
- Experience from participation with expert teams in at least 3 national projects;
- Familiarity with energy conservation policies in Indonesia;
- Ability to write project reports particularly for national funded project and make presentation.
- Fluency in English.

##### **c) One (1) expert/advisor on energy audit**

###### Academic qualification

Master degree or equivalent in engineering;

###### Years of experience, competencies and skill requirements

- At least 10 years of professional experience in the energy audit sector;
- Strong background in energy management system;
- Experience in survey of energy, in the building sector will be an advantage;
- Advance knowledge and understanding on energy conservation/energy efficiency;

- Preferably experiences in electrical engineering/system;
- Knowledge on the electrical system in building sector will be an advantage;

**d) One (1) Technical Specialist**

Academic qualification

Minimum bachelor degree in engineering;

Years of experience, competencies and skill requirements

- Minimum of 10 years of professional experiences in related field, preferably in mechanical system;
- Experience in the environment impact will be an advantage;
- Good understanding in energy conservation/energy efficiency;
- Knowledge on the mechanical system in building sector will be an advantage;

**e) One (1) Statistic specialists**

Academic qualification

Master degree in Statistic or Engineering or other related field;

Years of experience, competencies and skill requirements

- 5 years of professional experience in statistical analysis;
- Work experience related with renewable energy or energy efficiency/energy conservation sector is preferred;
- Good data processing and analysis skill;
- Good report writing skill;
- Fluency in English.

**f) One (1) Economy specialists**

Academic qualification

Minimum Master degree in economics, management, business or other relevant fields;

Years of experience, competencies and skill requirements

- Minimum 5 years of professional experience in related field;
- Good understanding in policies and regulations related to economic issues;
- Ability to think analytical and good report writing skills;

**g) One (1) Computer specialist**

Academic qualification

Bachelor degree in Information Technology;

Years of experience, competencies and skill requirements

- At least 10 years of professional experience, preferably in computer programming and database background;
- A proven track record in developing and presenting data into the form of excel or certain application and creating database;

2	Commencement contract is Late December 2017 from previously Late March 2018										
	<u>Amended to</u>										
	<table><tr><th>DS No.<sup>1</sup></th><th>Cross Ref. to Instructions</th><th>Data</th><th>Specific Instructions / Requirements</th></tr><tr><td>29</td><td>C.15.2</td><td>Latest Expected date for commencement of Contract</td><td><i>Late December 2017</i></td></tr></table>				DS No. <sup>1</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements	29	C.15.2	Latest Expected date for commencement of Contract
DS No. <sup>1</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements								
29	C.15.2	Latest Expected date for commencement of Contract	<i>Late December 2017</i>								
3											

Jakarta, 28<sup>th</sup> November 2017