

Minutes of Pre-Bid Conference

Request for Proposals to conduct a tailored training program on Renewable Energy and Energy Management for Public health Facilities in Jamaica

CALL TO ORDER

A pre-bid conference for the call to ‘conduct a tailored training program on Renewable Energy and Energy Management for Public health Facilities in Jamaica’ was held at UNDP, 1-3 Lady Musgrave Road, Kingston, Jamaica via Skype on 23 February, 2018 at 10:05am.

BACKGROUND

The objective of the assignment is to facilitate development of local technical capacities and increase knowledge on energy management and renewable energy technologies, particularly solar PV systems within the Health Sector. It is also geared at developing the national guidelines for the operation, maintenance and monitoring of solar PV systems.

ATTENDEES

See attached pre-bid conference record.

PROCESS

The consultants were presented with the requirements for the consultancy by Mr. Tenny Daley, Project Manager, GEF 5 Project whilst Mrs. Kenisha Thom-Iton, Procurement Analyst discussed the process for submission of the tenders. At the end of each presentation, consultants were allowed to ask questions relating to the consultancy.

Questions and Responses:-

- **Question** - Have the health institutions been notified of the proposed training programme and are they in support of the project?
- ✓ **Response** - This consultancy is being facilitated with the support of the Government of Jamaica and with the guidance of the Ministry of Health, six (6) Health Facilities have been identified for this consultancy. The participants for the training will be selected from these targeted facilities. The facilities are: May Pen, Bellevue, National Chest, Sir John Golding, Savanna-La-Mar and Black River Health facility.
- **Question** - The duration of the consultancy as stated in the TOR is 65 days, however, there will be travel time required should an international consultant be selected. How will these additional days be accounted for?
- ✓ **Response** - All foreseeable cost associated with the consultancy should be accounted for in the financial proposal. While the proposed duration of the consultancy is 65 days over a five month period, the consultant will not be required to remain in Jamaica for the entire consultancy and

as such the travel dates will vary. It is the consultant's responsibility to propose the in their opinion the most suitable arrangement for conducting the consultancy.

- **Question** - Will UNDP consider virtual training as a part of the proposed training?
- ✓ **Response** - UNDP is open to virtual training providing that the consultant is able to clearly demonstrate its benefit to the participants. This must be outlined as part of the methodology for undertaking the consultancy so considerations can be given during the evaluation phase.
- **Question** - Can UNDP rethink its requirements for the qualifications of the Energy Specialist or can alternative qualifications be considered.
- ✓ **Response** - The Evaluation Criteria provides guidance of the weighting that will be assigned for the qualifications and experience possessed by the various team members. While UNDP understands that persons may not possess all the requirements, the weighting enables consultant to pre-determine their suitability and thereby assess their competence for the consultancy. It should therefore be used as a guide when selecting the key team members for the consultancy.
- **Question** - Who will be the beneficiary of the saved energy costs: the health facility directly (can they keep a part or the whole amount of the saved spendings) or the institution paying for all costs of the health facility?
- ✓ **Response** - Through an Energy Performance Contract (EPC) pilot program the hospitals would enter into agreements with an Energy Service Company (ESCO) which would take the performance risk and implement the energy project. The ESCOs would be repaid through the customer's energy cost savings and the beneficiary will also receive a portion of the savings.
- **Question** - Who will be responsible for coordinating the 5 day work shop? Also, will one trainer be required for this workshop?
- ✓ **Response** - The workshops and all training sessions will be finalised by both UNDP and the selected consultant. It is at the consultant's discretion to propose the number of trainers needed for the workshop sessions. The cost for this should be clearly listed and itemised by unit cost in the financial proposal.
- **Question** - Can the Team Leader also assume the role of one of support consultant?
- ✓ **Response** - The Team Leader should be clearly identified as a separate individual from the support consultant, and the required minimum number of consultants provided to ensure effective delivery of the deliverables.

Close of Session

The pre-bid conference ended at approximately 11:15 am

Prepared by:



Mrs. Kenisha Thom-Iton

26.02.2018
Date

Supported by:



Mr. Tenny Daley

26.02.18
Date

