



Philippines

26 September 2018

**Bid Bulletin No. 2
PHL-RFP-2018-065**

Subject: Services of a Firm for the Renewable Energy (RE) Decade Report

Dear All,

Attached is the minutes of the Pre-Bid Conference for the above subject held last 17 September 2018.

Thank you.

A simple, stylized handwritten signature in black ink.

Minutes of the Pre-bid Conference
17 September 2018
10:00 AM; UNDP Conference Rooms 15B

PHL-RFP-2018-065: Services of a Firm for the Renewable Energy (RE) Decade Report

Attendees:

Bidders

1. Marco Katigbak – Business Development, ASSIST ASIA
2. Gheiza Selosa – Acquisition Associate, ASSIST ASIA
3. Alan Parma – Creative Director, Caven Studios
4. Joseph Frago – Producer, Caven Studios
5. Rex Dimaguiba – Admin, Perez Numedia
6. Yen Infatado – Accounts Executive, Perez Numedia
7. Kylie Ai Lumibao – Accounts Head, Perez Numedia
8. Pio Mallari – Ideas We Form Studio, Inc. (off-site)

Department of Energy (DOE)

1. Dir. Mylene C. Capongcol – OIC-Director-REMB, NPD-DREAMS
2. Mr. Gaspar Escobar, Jr. – Division Chief-Technical Services Management Division, DOE

UNDP

1. Mr. Joseph S. Pangilinan – Procurement Assistant, DREAMS-UNDP
2. Camille Ann Lee – Administrative Assistant, DREAMS-UNDP
3. Ms. Imee Manal – Program Analyst, UNDP
4. Ms. Rosanna Ombao – Communications Associate, UNDP
5. Mr. Ricardo Torres – Project Manager, (DREAMS PM)

The pre-bid conference for the RE Decade Report was called to order at 10:00 AM of September 17, 2018. Attendees at the meeting are requested to introduced themselves to be recognized as well as the bidders who are off-site and are connected via Zoom App. First to introduced are the members of the Technical Evaluation Committee (TEC) from DOE, UNDP and the bidders both on-site and off-site.

It was discussed in the meeting that after the presentation of the RE Decade Report Project, question/inquiries/clarifications from the prospective bidders will follow and will be divided into two parts. The first part is for questions relating to the procurement process, the content of the RFP document and its Bid Data Sheet; the second part will be for questions on the Terms of Reference and the Technical aspects of the RE Decade Report Project.

Mr. Torres discussed and presented the significant features of the RE Decade Report Project which are:

- Use of the RE Decade Report;
- Expected content design and format of the report;
- The intended readers.
- Technical format of the report;
- Possible sources of information that the bidders can get in the preparation of the report;
- Report should not contain any private product or company endorsement;
- The outline of the report;
- Critical timeline for the RE Decade Report that is expected to start on October 9, 2018;
- Ready to Print file of the RE Decade Report is due for submission December 3, 2018;
- Launching and distribution of the report is on December 18, 2018.

Please refer to Attachment 1 for the copy of the presentation that contained the details of the features.

After the presentation, the floor was open for questions/inquiries and clarifications:

Clarifications/Inquiries/Questions and Responses:

Clarifications/Inquiries/Questions		Responses:
1.	Will bidders be given copy of the presentation at the pre-bid meeting?	Yes.
2.	What paper should be used in the report? Glossy or Matt?	Preference is for environment friendly paper, but the material must not compromise the quality of the printed document. It should be: <ul style="list-style-type: none"> • Stock: 50% recycled paper; • Cover: coated matte 100lbs • Inside pages: uncoated matte 80 lbs. • Offset
3.	When is the expected date of signing of contract and the deadline of submission of proposal?	Please refer to Annex 1 item 8(b) for the time line. The expected date of contract signing is on 09 October 2018. While the deadline of submission of proposal is on 28 September 2018.

Clarifications/Inquiries/Questions		Responses:
4.	What should be the highlight content of the report	<p>In addition to the topics in the TOR and attached slide (Attachment 1), the report should also cover the following:</p> <ul style="list-style-type: none"> • social impact of RE like number of jobs created; • contributions to the environment; • and how much investment the RE industry contributed to the economy. <p>Kindly note that the focus of the report should be the growth of the RE industry in the last 10 years. Likewise, the report should not discredit or contradict other sources of energy.</p>
5.	As part of the content in the report, in a perspective point of view, will it be okay to also say that Renewable Energy (RE) is expensive?	<p>The cost of renewable energy was expensive in the early years. The report must capture the changes in the cost of RE systems during the 10-year period. The current cost (Php/Kwh) of solar energy is now at grid parity, i.e. comparable to conventional sources of energy.</p> <p>Bidders are recommended to interview some experts to share their success stories on the use and application of RE.</p>
6.	Is the positioning of the topics should be more domestically focused? Or this can be presented in comparison with other countries.	<p>The comparison should be based on the same/similar conditions as the Philippines preferably with other South East Asian Nations or best practices on similar RE technologies that may be applicable in the Philippines.</p>
7.	Who are the experts that can be interviewed for the RE? From what sector?	<ul style="list-style-type: none"> • Key informants may include current and former officials from the energy sector of the government, private power generators and developers, distribution utilities or members of the National Renewable Energy Board. • Data of products from company endorsements are not acceptable. Mention of RE companies or RE projects can only be mentioned as part of milestones in the development or history of RE.

Clarifications/Inquiries/Questions		Responses:
8.	<p>Can we also interview the “doubters” of the RE regarding their perspectives on RE?</p> <p>Who are these people (doubters), are the information available, can we ask for data, sources?</p>	<ul style="list-style-type: none"> • The “doubters” can be interviewed to provide insights on how they changed their perspective from being a non-supporter to supporter or advocate of RE. • Yes, the DOE may recommend the names who will be interviewed to the winning bidder.
9.	Who are the target primary stakeholders/readers?	Refer to the TOR, item 1(f) and 3(a)(i).
10.	Who will approve of the report?	The report will be reviewed and approved by an Editorial Board of DOE.
11.	Requirements for the outline of topics?	The bidder may propose on the report outline and the topics to be covered and how the topics will be executed in a creative manner. However, at minimum the report must contain the indicative content of the report in Annex 1 of the TOR, page 20 of the bidding document.
12.	What would be the general expectations of the photography? Are there pictures at DOE that can be use by the winning bidder? Or will it be proposed by the bidders?	<p>DOE has set of photos that can be provided to the winning bidder. However, depending on the final proposed outline, DOE’s photos may or may not be useful. Therefore, it is suggested that winning bidder has their own set of photos.</p> <p>The winning bidder has the flexibility to select different locations of the RE sources to photograph. At the minimum, the following stories and pictures of all RE systems must be included which are:</p> <ul style="list-style-type: none"> Bi - Biomas/Bio Fuel energy G – Geothermal energy S – Solar energy H –hydro energy O – Ocean energy W- wind energy <ul style="list-style-type: none"> • The photos should be able to capture starting from the year RE law was established up to the present.

Clarifications/Inquiries/Questions		Responses:
13.	Does DOE have an archive of photos that is readily available for the winning bidder can use?	There are available pictures, but the pictures may have low resolutions.
14.	Is the 5-day review period applicable to every output?	The expected turnaround time of review is five (5) days for every output submitted.
15	Clarification on schedules with reference to Page 6 and page 15 of the TOR	Kindly refer to page 12, item number 8(b) of the bidding document for the indicative time frame that includes estimated number of days for the winning bidder needs to meet the 03 December and 18 December deadlines.
16	Do you have selected vendor/s for the printers? Or the bidder can propose?	None. It is the responsibility of the bidder to select their own printing company.
17	Is printing cost to be included in the proposal?	Yes. The cost should include printing for the 1,000 copies.
18.	When will the 20% downpayment will be paid?	Kindly note that there is no downpayment to be provided for this contract. The initial payment of 20% of the contract amount price will be paid only after submission and acceptance of the inception report by DOE and UNDP. The standard payment processing time of UNDP is 5-7 working days after the receipt of the certification of work completion.
19	Are the dates mentioned in the RFP actual dates?	<p>The dates provided in the bidding documents are target dates. The non-negotiable and critical target dates are as follows:</p> <ul style="list-style-type: none"> • Ready to Print file of the RE Decade Report is due for submission December 3, 2018; • Launching and distribution of the report is on December 18, 2018. <p>All other target dates specified page 12, item number 8(b) of the Request for Proposal document can be agreed during the inception planning.</p>

Clarifications/Inquiries/Questions		Responses:
20.	Content of the report, what should be the content of the Inception Report (IR)?	At minimum the report must contain the indicative content of the report in Annex 1 of the TOR, page 20 of the bidding document which are (report outline, key content, work schedule, coordination mechanism, sources of data, key informants.)
21.	Who is going to arrange for the focus group session for the inception report?	The DOE-DREAMS PMU will arrange for the focus group session.
22.	For clarification, the IR will be based on the submitted proposal? Will there be a major shift from the proposal in finalizing the IR	Yes, the IR will be based on the approved proposal. UNDP policy strictly prohibits changing or revising the technical proposal after the award has been made. .
23.	Will be expert writers be hired by the bidders or will this come from DOE?	It is the responsibility of the bidder to select and hire the expert writers The CV of the expert writer will be submitted as part of the technical proposal and member of the project team.
24.	Bidders will only be getting secondary information. Are the tables already prepared including its analysis or will the bidder still analyze the data?	The data will be provided in tabular form or technical format. Winning bidder needs to analyze to the table to be able to correctly execute a graphic presentation or interpret the secondary data.
25.	Is the language of the report in English?	Yes. The only accepted language for this tender is English.
26.	Is there a desired format, quality or type of paper for printing?	At minimum the report's format must contain the indicative content of the report in Annex 1 of the TOR, page 20 of the bidding document which are (report outline, key content, work schedule, coordination mechanism, sources of data, key informants.) For the kind of paper to be use, please refer to response in question 2.
27.	Clarification: Does the composition of the team need to include an RE Expert or this this an option?	Please refer to pages 18 and 19 of the RFP on the team composition.

Clarifications/Inquiries/Questions		Responses:
28.	What is the budget for this project? Is there a ceiling?	We regret to inform you that per UNDP procurement policy, we are prohibited from disclosing the budget for all its bidding activities. Guidelines does not allow the disclosure of budget.
29.	Is proof of concept required?	Proof of concept is not required.
30.	Are there list of requirements /documentation to be submitted in the proposal?	Please refer to item 9(a) page 15 of the RFP on the documents needed.
31.	Will there be an event for this?	Yes. The report is proposed to be launched, during the energy month in December 2018. The DOE will handle the cost and logistics for launching of the report.
32.	Are there photos of previous/old RE projects, e.g. during construction, completed, available at DOE? (Old photos)	DOE may provide but cannot guarantee that the quality of the old pictures is suitable for printing.
33.	Where will the messages be sourced? Is there message coming from the President? Are the bidders going to write and prepare the message?	The DOE Secretary will write a message for the report. The bidder may interview the Secretary and the message will be reviewed and approved by the DOE media affairs before it can be released. Messages may also come from past Secretaries of the DOE, legislators involved in the passage of RE law and those currently involved or advocating for the adoption of RE.
34.	Clarification: If bidders can't find writers, can the bidder ask for recommendation from the DOE?	No. It is the responsibility of the bidder to select and hire the expert writers. DOE can only recommend experts as source of information for the process of additional data gathering.

The bidders are informed that they can still send questions/clarifications 5 days before the deadline of submission of bids. Responses to queries will be sent to all the bidders and not only to the bidder who submitted a clarification. There were no other matters discussed, the pre-bid meeting was adjourned at 10:59 AM.

