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BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment to the RFP
RFP/UNDP/EU-PAGE/79032/022/2019

Assignment Name:

Benchmarking for Dynamic System Model Based on the General National Energy Plan (RUEN)

Date and Time:

12th September 2019 starting 1000 hour in Nias Meeting Room, Menara Thamrin Building 7th floor

Closing Date:

As indicated in the etendering.partneragencies.org with event ID 4343

TO ALL INTERESTED BIDDERS

| No. | | Introduction and Guidance |
|---|---|---|
| Information | | <p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"> 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Term of Reference (TOR). 3. Explanation on the Submission Forms 4. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p> |
| Q&A session is incorporated into the below minutes | | |
| 1. | Q | Please confirm if joint venture allowed and what are the required document |
| | A | Interested Bidders are allowed to do a joint venture and the partner should submit the same required document as the main bidder e.g. company profile, notarial deed, etc. Please also make sure to submit duly signed MoU between those parties |
| 2. | Q | Please confirm if the deadline can be extended or not |
| | A | Please refer to the relevant procurement notice and check our website regularly for any updates |
| 3. | Q | Please confirm type of format that need to be used |
| | A | UNDP has provided interested bidders in the word document but the proposal should be submitted in the pdf form |
| 4. | Q | Please confirm if UNDP disclose the budget for the required service |

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|----------------------------------|---|---|
| | A | UNDP does not disclose any budget for any tendered / solicited service or goods. |
| 5. | Q | The TOR stated only three required personnel, therefore please confirm if Bidders allowed to propose more personnel |
| | A | Yes, as the one specified in the TOR are only the key personnel and please ensure it is stated clearly in the approach, methodology as well as financial personnel. Each proposed personnel should be equipped with duly signed CV by each personal |
| 6 | Q | Please confirm if bidders should refer to the current SBM (Standar Biaya Masukan – Ministry of Finance) Indonesia in proposing travel expense |
| | A | SBM will be one of the reference Bidders may used |
| 7 | Q | The service required to review some existing policies, therefore please confirm if they come in English or not |
| | A | There are policies that can be accessed in English version and if some policies in Bahasa, it would be part of bidder's approach and methodology in reviewing those policies |
| 8 | Q | Under the section of institutional arrangement, please confirm if each deliverable will be reviewed by both, Ministry of Energy and Mineral Resource and Programme Manager and Senior Advisor for renewable energy UNDP Indonesia |
| | A | Those parties will be involved during the implementation of project and will be working along with the selected contractor. However, the approval of each deliverable will be done by one of those party mentioned in the section |
| 9 | Q | Please elaborate further on the Criteria for Contract Award |
| | A | The selection will be based on Highest Combined Score of 70% technical offer and 30% price weight distribution which means that only bidder who received minimum score of 70 where the financial proposal will be opened and the selected bidder will be the one who received the highest combined score. |
| 10 | Q | Please confirm if the required qualification of personnel must exactly the same as specified in the tender document or not |
| | A | The tender document has specified the minimum educational background and its experiences or that relevant with required working experience. The scoring will be combination of educational background and its experiences |
| 11 | Q | Please confirm the list of working experiences required to be submitted by the Bidders to proof their working experience. |
| | A | In the list of working experience, Bidders should specify their previous clients (Institutional/Company's Name), contract amount, duration of contract, contract scope, etc. as required in the Form for Submitting Service Provider's Proposal Section A bullet point "d". the relevant contract duration will determine whether or not the bidders meet the required years of experience as specified in the tender document. |
| | A | |
| AMENDMENT TO THE TENDER DOCUMENT | | |
| 1 | | AMENDMENT to the closing deadline: |
| | | The closing deadline has been extended and therefore please refer to the latest deadline indicated in the https://etendering.partneragencies.org with event ID 4343 |

Jakarta, 24 September 2019