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BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment **RFP/UNDP/ENV-MTRE3/73137/0033/2019**

Assignment Name:

Development of Marginal Abatement Cost Curve (MACC) For Renewable Energy Powerplant at Four Pilot Provinces of MTRE3 Project

Date and Time:

5 December 2019 at 1000 hrs (Aceh meeting room, Menara Thamrin Building 7th floor)

Closing Date:

Please refer to the deadline indicated in <https://etendering.partneragencies.org> event id: 4987

TO ALL INTERESTED BIDDERS

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 method for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet (Description of Requirements) 3. Explanation on the Term of Reference (TOR) 4. Explanation on the Submission Forms 5. 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	How do you define the “national” as a criteria of team leader?
	A	Indonesian Nationality, and must have an Indonesian ID
2	Q	In Page 18 of Tender Document, MTRE3 will be responsible for organizing the workshop. If so, bidder would need to allocate more people.
	A	MTRE3 is the name of responsible project hence bidder has no responsibility of organizing the workshop.
3	Q	Is there any particular template from UNDP for the personnel's CV?

	A	No, but please make sure to clearly indicate educational background and record of related experiences in a timeline manner.
4	Q	Scope of work 1, point 1.1 and 1.2, could you explain whether the meeting is on national or provincial level?
	A	The meeting is on national-level. Selected bidder is expected to be responsible only for substantial matters. Logistical requirement would be organized by UNDP.
5	Q	Are we expected to update the MACC regularly?
	A	The data for MACC should be updated regularly. All the database and calculation used for the development of MACC must be handed over to UNDP and Directorate General New and Renewable Energy and Energy Conservation
6	Q	Based on the ToR, the meeting will not only be conducted at the national-level, but at provincial level too. Is it correct?
	A	Depends on the scope of work, as we will conduct both at national and also provincial level, particularly at four locations of our pilot projects.
7	Q	Do we need to discuss about renewable energy only, or we need to discuss energy in general?
	A	No, we only focus the new renewable energy powerplant
8	Q	Bio fuel is a renewable energy, but is it fine to include bio fuel mixed with fossil fuel in our assessment?
	A	Yes, it is possible.
9	Q	Is it correct that we only need to create MACC for the 4 provinces and only an overview for national level?
	A	Yes, it is correct.
10	Q	It says that the completion is on April 2020, do you mean earlier or later of the month? The working days for each consultant are 50 days, will there be extensions once the project is running?
	A	The exact completion date and any contract extension plan will be discussed once the project is starting.
11	Q	Can we ask deadline extension of the submission?
	A	No deadline extension is projected for proposal submission.
12	Q	For the site visit, is it enough for only 3 days? Can we extend it?
	A	We take three days based on our assessment. Adding more days is allowed as part of proposed methodology, however, please note that it will financially impact the proposal as well.
13	Q	Where can we assess related data from?
	A	Directorate General of New and Renewable Energy & Energy Conservation as the implementing partner of MTRE3 project will facilitate required data.
14	Q	Should we coordinate with the sub-national of governmental agency?
	A	Yes. UNDP will assist you to connect with them.
15	Q	Why UNDP selects only one of the renewable powerplants? What is the objective and what do you expect? Do you think the best approach will be bottom-up or top-down?
	A	Internal assessment of UNDP shows that field visit to one renewable energy powerplant in each pilot province will be sufficient to develop MACC.
16	Q	Shall we include the administration fee? Could we add more administration officer in the team?

	A	As it is stated in the Tender Document, the table is only example, you could add more people based on your methodology and approach with justification.
17	Q	Are there any possibilities of extension of the project timeline?
	A	Yes, there always be possibilities but it will be discussed later after we have selected bidder.
18	Q	Is it possible to make a consortium?
	A	Yes, it is. But please note that you need to attach required documentation for both companies.