



2nd September 2020

Pre Bid Meeting Minutes

Request for Proposal Consultancy Services for Implementation of Two (2) x 200 kW Mini-Hydro Power Plants in Eastern Highland Province Papua New Guinea

Attendees: Three Official from UNDP and 12 bidders.

A. UNDP

Refer Annex 1 for presentation slides.

B. Bidders

Discussion Points:

Q1: Do we have to re-upload the tender?

A1: This tender is a totally new open competitive procurement process and all bidders must upload their bids in accordance with the advertised Request for Proposal.

Q2: Is there a minimum number of bids required to proceed with award?

A2: There is no minimum bid requirements. This is an open competitive procurement process. Even with one bid, evaluation will be carried out if the bid is eligible and qualified for technical evaluation.

Q3: Please confirm Section 5: Terms of Reference, under sub-title Task from point 11 to 14, page 29, is supervisory role only for the consultancy firm?

A3: Yes, consultancy firm will only provide oversight and supervisory role. Updated RFP reflecting the same has been uploaded as well.

Q4: Is there any safety issue in the area?

A4: It's always up to the bidder to ensure the safety of their staff. In this particular area, it would be recommended to have some sort of security with you. UNDP did not experience any security issues in the past, due to the trust and respect from the community, but always being cautious to have some security. Also, there are other vendors to provide vehicle security, etc. Other security issues relate to natural disasters, such as landslides. These are some of the redundancy to be considered when preparing your proposal.

Q5: Procurement of mechanical equipment's takes long time, such as 9 months or more. Was the table made on assumption and is it ok for bidders to propose alternate timetable?



A5: UNDP would prefer overall timeframe remains the same, if you believe there is an adjustment in terms of actual individual deadlines or re-organization of activities to enable you to deliver in an efficient way, then you are most welcome to propose, but the evaluation committee will decide accordingly. There is a deadline of overall project delivery. Delivery of capital work is still taking place. There is no major delay in importing capital equipment in the country. Mainly, have to ensure that there is sufficient timing for planning to enable us to have enough time to import.

Q6: Community Group that need to be consulted during the process?

A6: Two communities in eastern highlands and the same is also mentioned on the terms of reference.

Q7: Is the land already available or will the land will be acquired after the feasibility study is finished?

A7: Land is not State-owned, villages will need to be consulted on where the community has agreed to place this mini-hydro plant. Communities are aware that feasibility study will be done to determine the location as well. Therefore, community is awaiting to assist where possible.

Q8: What is the position of UNDP on land acquisition and impact on project duration?

A8: From UNDP's consultation with communities in the past, these communities are aware of this project and are working with local level governments and will assist government and UNDP to ensure this project is implemented. UNDP do not see any issue.

Q9: What previous work was done in relation to this mini hydro project?

A9: At the development phase of the FREAGER Project, comprehensive consultation with local stakeholders and government officials were conducted. The project is now looking at national level policy, financing aspects as well as regulations. However, for the mini-hydro projects, the prefeasibility studies did not include field measurements for hydrology and topography etc.

Q10: Will consultant be involved in selecting construction contractor?

A10: Once the feasibility study and design are done by the consultant, then the consultant will supervise the contractor to construct, commission and train.

Q11: Does UNDP know the extent of the project boundaries or footprints in terms of the number of connections?

A11: Feasibility study will determine the boundary or footprint in terms of number of connections.

Q12: What's the plan for operations and maintenances of mini hydro after installation and commissioning?

A12: It will be a community mini-grid and it is expected that O&M will be done by community, but feasibility study will give most feasible options, taking into account the types of technical competencies within the community.



Q13: Can the bidder propose additional or alternate milestone payment?

A13: Current payment is based on 2 criteria.

1. Trying to limit the number of payments.
2. Level of the efforts between the activities and deliverables.

UNDP will prefer the payment as they are. Bidders are welcome to propose alternate payment for consideration.

Q14: There is a requirement for mandatory 14 days quarantine in PNG, can this be included in bidder's proposal?

A 14: Bidders are encouraged to follow current Papua New Guinea Government COVID-19 regulation. UNDP would encourage bidders to propose most cost-efficient model.



United Nations Development Programme

Annex 1

United Nations Development Programme
Papua New Guinea Country Office

Request for Proposal:

**Consultancy Services for Implementation of
Two (2) x 200 kW Mini-Hydro Power Plants in
Eastern Highland Province
Papua New Guinea.**

Pre-Bid Conference
2nd September 2020

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Agenda

- Purpose
- Introduction
- Review of Instructions to bidders
- Content of RFP document
- Examples of RFP Rejection
- Important Dates
- Administrative Requirements
- Questions and Answers

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Purpose

- The purpose of this meeting is to clarify issues and to answer questions on any matter that may be raised in respect of the Request for Proposal– Consultancy Services for Implementation of Two (2) x 200 kW Mini-Hydro Power Plants in Eastern Highland Province Papua New Guinea.

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Introduction

Contact Details for submitting clarifications/questions during the bid period:

- Focal Person in UNDP: Timesh Prasad
- E-mail address: procurement.pg@undp.org

(Respond to clarification question(s) will be only provided for written clarification question(s), not through verbal clarification question(s).)

- Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

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Contents of RFP document



RFP Cover Letter:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms:
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

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Examples of RFP Rejection



- Prices and other financial information disclosed in other place of bids instead of only being disclosed in the financial proposal.
- Technical and Financial proposal submitted as one document
- Financial proposal not password encrypted.
- Failure to abide or follow Section 2: Instruction to Bidders.
- Do not meet minimum eligibility and qualification criteria.
- Insufficient documents submitted.
- If the requested supporting documents/certificates are not written in English language, a translation into the English language must be attached in order to facilitate the evaluation of the documents.

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Important dates



- - Last day to seek clarification: 2 days before the closing date
- ITB Closing date: 14th September, 2020 EST
- No Public bid opening will be done. It only applies to ITB.
- Tentative start date 21st September, 2020

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Administrative Requirements



- Validity of Proposal : 120 days
- Language : English
- Currency : USD (Reference date for determining UN Operational Exchange Rate: September, 2020).
- **Mode of submitting bid is via e-tendering platform. No other form of bid submission will be accepted.**
- e-tendering instruction manual:
 - <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>
- Technical and Financial proposal must be submitted or uploaded as a separate file.
- Financial proposal must be password encrypted.

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- UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document.
- The Proposer shall assume the responsibility for not encrypting the financial proposal.
- **Prices and other financial information must not be disclosed in any other place of proposal except in the financial proposal.**
- **Do not disclose your organization price in the e-tendering platform line items. You must put price as 1 in the system and provide the financial proposal as encrypted file as explained above.**

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Question and Answer Session - Discussion

- Question and answer session on Technical Details of the RFP.

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