



BIDDER's CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFP/UNDP/MTRE3/116665/029/2020

Assignment Name:

Development of Renewable Energy/Energy Efficiency (RE/EE) Investment Guideline and Recommendation in Indonesia.

Date and Time:

21 October 2020 starting 1400 hour (zoom online meeting ID 813 8709 6396)

Closing Date:

Please refer to the e-tendering system with event **ID 7490**

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 Annex 1 and Annex 2 3. Explanation on the Term of Reference (TOR – Annex 3) 4. Explanation on the Etendering System 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>
Question and Answer		
1	Q	Is it possible if the submission extended from October 28th?
	A	Please frequently visit the e-tendering system with event ID 7490 and UNDP global website using the following link https://www.ungm.org/Public/Notice/Index/115918 and refer to the tender reference number mentioned above regularly for any update
2	Q	In Annex Desc of Requirement: Expected Duration of Work it stated 90 working days within 5 months but in TOR it stated that the duration is 4 months. Which is the correct one?
	A	This will be amended and please refer to below information on the amendment
3	Q	Value added tax on Price Proposal : is it also excluded Withholding Tax (PPh)?

	A	UNDP exempted from any tax and the selected bidder will be provided a statement letter on the tax exempt or assistance to the selected bidder in getting the tax exempt
4	Q	Are we expected to do field visit?
	A	The selected company will not be required to visit any sites during the assignment. All works (including meeting, discussion and consultation) are encouraged to be done through virtual
5	Q	In Annex Desc of Requirement : Target Start Date : November 2020, latest completion date Feb 2021. Is it should be march '21 right?
	A	Please refer to the amendment section below
6	Q	In Annex Desc of Requirement : Travels expected ==> is it reimbursable scheme?
	A	Yes for any unforeseen travel but will be subject to approval from the UNDP Project and will use the UNDP's rate standard
7	Q	What is MTRE3 Project?
	A	It is stand for Market Transformation for Renewable Energy and Energy Efficiency (MTRE3) as specified in para 4 of the Background Information
8	Q	We registered our bid last night. How do we confirm that we are registered already? Is the term 'Saved' means we are registered?
	A	Bidder who has registered through etendering system will received a notification email from the system and please refer to the provided user guide. Should you have any difficulties, you may contact the two email address provided in the second page of the tender document
9	Q	Please inform us about the budget ceiling? Is it under USD 50000 because the contract that will be used is UNDP GTC De Minimis?
	A	The selected GTC does not determine the budget ceiling
10	Q	Is certification of successful completion necessary for project references?
	A	Yes it is necessary to inform us about your past project experience as stated in the tender document
11	Q	Can the work be done by two/multiple companies in 'Joint Operations (JO)' partnership?
	A	Yes this project can be done by consortium or JO, please provide the MoU of the consortium/JO along with the proposal
12	Q	How Bidder can get the primary data without traveling?
	A	Data collection is encouraged to be done through virtual meeting/discussion with resource person from the provincial level. MTRE3 will facilitate any virtual meeting/discussion/consultation. Bidder should mitigate any risks occur in the data collection and refer to sub heading E. Risk Management in the tender document
13	Q	Is it possible to inform us how many company registered (accept invitation) so far?
		At the moment we are unable to provide any information on number of bidders who had accepted the invitation for this tender
Amendment to the Tender Document		
1		Section Contact Person for Inquiries , should be written as follow:

	<div>Contact Person for Inquiries (Written inquiries only)¹</div>	<div>Sestyo Ndaru Wicaksono / Yusef Saiful Millah Procurement Unit Sestyo.wicaksono@undp.org / yusef.millah@undp.org</div> <div>Mandatory subject of email: RFP/UNDP/MTRE3/116665/029/2020 - Development of Renewable Energy/Energy Efficiency (RE/EE) Investment Guideline and Recommendation in Indonesia.</div> <div>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.</div>									
2	Section Latest Completion date , should be written as follow <table><tr><td>Latest completion date</td><td>March 2021</td></tr></table>		Latest completion date	March 2021							
Latest completion date	March 2021										
3	Annex 3, The Terms of Reference , should be written as follow: Development of Renewable Energy and Energy Efficiency Investment Guideline and Recommendation in Indonesia										
4	Annex 3, The Title , should be written as follow: Consultant for the Development of Renewable Energy (RE) and Energy Efficiency (EE) Investment Guideline and Recommendation in Indonesia										
	Annex 3, Terms of Reference, sub heading duration of contract , should be written as follow: The expected duration of the contract is 5 (five) months calculated based on the contract starting date										
5	Sub Heading G. Duration of Work , the table should be written as follow: <table><tr><th>No</th><th>Expected Outputs</th><th>Expected Submission Time</th></tr><tr><td>1.</td><td>Detail Workplan (including timeline)</td><td>November 2020</td></tr><tr><td>2.</td><td>Draft Report of RE/EE Investment Guideline and Recommendation</td><td>January 2021</td></tr></table>		No	Expected Outputs	Expected Submission Time	1.	Detail Workplan (including timeline)	November 2020	2.	Draft Report of RE/EE Investment Guideline and Recommendation	January 2021
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1.	Detail Workplan (including timeline)	November 2020									
2.	Draft Report of RE/EE Investment Guideline and Recommendation	January 2021									

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	3.	Final Report of RE/EE Investment Guideline and Recommendation	March 2021												
6	<p>Sub Heading, Company Qualification Requirement, section Personal Requirement for the following personnel should be written as follow:</p> <ol style="list-style-type: none"> 1. Team Leader, should be written as follow: master degree in business / administration / law / science / engineering or other relevant field with 2 year of experience or bachelor degree in law/management/science/engineering or other relevant field with 6 years of relevant working experience in conducting data analysis/market research/business permits/business consultant/public policy, and also experience in RE/EE sector will be prioritized. The team leader should able to show experience in team managerial as team leader and have experiences in complex data analysis and synthesis, planning skills and reporting. 2. Permitting and Investment Specialist : master degree in law/management/business administration/science or other related field with 2 years of experience or bachelor degree in law/management or other related field with 6 years of experience in permitting process. Preferably having experiences in RE/EE projects and understanding on the RE/EE investment process. 3. RE/EE Financing Specialist : master degree in finance/management/business administration or other related field with 2 years of experience or bachelor degree finance/management/ economic or other related field with 6 years of experience. Having experiences in RE/EE projects financing is an advantage 														
7	<p>Section Competencies and Skill, should be written as follow:</p> <p>Competencies and skill requirements Each personnel of the team should have the following competencies and skill requirements:</p> <ul style="list-style-type: none"> • Strong analytical, writing and communication skills and fluency both in Bahasa and English • Strong motivation and ability to work and deliver under short deadlines • Focuses on impact and result for the client and responds positively to critical feedback • Able to work independently with little or no supervision • Familiarity with government system is preferable 														
8	<p>Sub Heading J. Payment Schedule, should be written as follow:</p> <table border="1"> <thead> <tr> <th>No</th><th>Deliverables/Outputs</th><th>Payment Schedule</th><th>Payment Amount</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Detail Work Plan</td><td>December 2020</td><td>20%</td></tr> <tr> <td>2.</td><td>Draft Report of RE/EE Investment Guideline and Recommendation</td><td>February 2021</td><td>50%</td></tr> </tbody> </table>			No	Deliverables/Outputs	Payment Schedule	Payment Amount	1.	Detail Work Plan	December 2020	20%	2.	Draft Report of RE/EE Investment Guideline and Recommendation	February 2021	50%
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1.	Detail Work Plan	December 2020	20%												
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	3.	Final Report of RE/EE Investment Guideline and Recommendation	March 2021	30%
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Jakarta, 26 October 2020