



# **BIDDER'S CONFERENCE – MINUTES OF MEETING**

RFP/UNDP/MTRE3/014/1317/2021

**Assignment Name:** Development MRV system of CO2 emission reduction from Renewable Energy (RE)-based energy generation and energy efficiency (EE) in commercial building

## **Date and Time:**

22<sup>nd</sup> March 2021 by Zoom Online Meeting

<https://undp.zoom.us/j/84888594116>

Meeting ID: 848 8859 4116

Passcode: 300385

## **Closing Date:**

Please refer to the e-tendering system with event ID **0000008760**

## **TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
Information	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none"><li>1. Explanation on RFP document – administrative issue (closing date, submission&amp; method, delivery place for submitting offer, contract award, etc.).</li><li>2. Explanation on Annex 1</li><li>3. Explanation on Annex 2</li><li>4. Explanation on Annex 3</li><li>5. Explanation on the Etendering System</li><li>6. Q &amp; A (going through all sessions)</li></ol> <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularlyUNDP E-tendering &amp;UNDP website for any update/amendment to this tender document</i></p>	
Q&A session is incorporated into the below minutes		
1	Q	<ul style="list-style-type: none"><li>- For the international consultant, are they supposed to have 3 years of experience in Indonesia? for the proficiency Indonesia language is that mandatory?</li><li>- And also are we allowed to proposed additional team member?</li><li>- Given the travel restriction during this situation how does the arrangement from UNDP for that situation?</li></ul>
	A	<ul style="list-style-type: none"><li>- The proficiency is not mandatory, but bidders need to produce final report in both Bahasa and English.</li><li>- Yes, bidders are allowed to proposed additional team member</li><li>- Bidders could arrange an on line meeting or bidders can hire local sources.</li></ul>

2	Q	In case of consortium bidder which include local and international companies, which currency should be used in the financial proposal?
	A	It depends in the leading of the consortium, if the leading companies is from Indonesia, it is mandatory to use Indonesian Rupiah
3	Q	For the 4 <sup>th</sup> deliverable is that for Minihydro or microhydro?
	A	Minihydro (capacity around 5-10MW)
4	Q	What are the RE priority for this particular tender process?
	A	Stated in tender document, List and Description of Expected Outputs to be Delivered point six (6): Water, Bioenergy, Solar, Geothermal
5	Q	How many rounds of Inputs and recommendations do you expect? or can we make/set our limitation on this? How many training participants should cover during this project?
	A	Inputs and recommendations will be collected during focused group discussion with stakeholders (including but limited to the Ministry of Energy & Ministry of Environment), once for each reporting period  Training participant approximately 20 persons, costs associated with the training participant should not include in the financial proposal to be submitted by the bidder. For more detailed information you can check the ToR
6	Q	Will the company also be responsible in organizing the trainings (Delivery 3)?
	A	Bidder provide expert/trainer and cost of transportation, accommodation and other expenditure associated to expert/trainer While UNDP-MTRE3 will provide venue and equipment
7	Q	From projects location mentioned, do you think all of them has good internet service?
	A	Yes, internet connection available

Jakarta, 25 March 2021