

Minutes of the Pre-bid meeting held on June 13, 2021
RFP-BD-2021-017 for Hiring firm for Development of Chandpur Municipal Waste to
Energy Project Proposal for Local Government Division And Bangladesh Power
Development Board-UNCDF.

Date: June 15, 2021

Members attended the meeting:

Name	Designation
Shamsun Nahar Airin	Procurement Associate, UNDP
Asim Karmakar	Coordinator, UNCDF
Bidders	

With reference to the subject RFP issued on June 07, 2021, please find below the queries raised by Invitees and answers thereto from UNDP Bangladesh:

SL	Queries	Answers
1	Is it possible to extend the proposal submission deadline for 7 days?	Proposals shall be submitted on or before 4.30 p.m. (BD local time) on June 29, 2021.
2	Is it required to meet the all minimum eligibility criteria?	Yes, It is mandatory to meet the minimum eligibility requirements
3	Scope appears very vast, timeline appears quite low in compare to that, is it possible to increase the duration of the assignment?	Please adhere by the duration of the assignment as per RFP documents.
4	Please mention how much waste generate per day in the Chandpur Municipal?	90 MT- 100 MT
5	Kindly confirm whether the awarded firm needs to involve preparing the tender to hire firm to implement the project proposal?	The awarded firm or any other firm knowing to them can be an implementing firm.
6	Kindly confirm whether the Human Resource need to be physically present to the Chandpur or they can remotely work?	Yes, the Human Resource need to be physically present to the Chandpur.
7	What is the current method of collecting the waste and disposal?	Conventional method, waste collection and disposal are traditional method. There are some waste collection point, rickshaw van, and truck. One dumping station to dispose the waste.
8	Team Leader (1) Must be a licensed engineer, with a degree in electrical, civil, chemical, mechanical, energy or environmental engineering; is it possible to remove licensed engineer part?	Please consider the following – Team Leader (1) Must be an engineer, with a degree in electrical/ civil, chemical/ mechanical/ energy or environmental engineering.

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9	<p>Brief Description of Services: Review of most up to date secondary data sources related with Chandpur municipality WTE project development and present status of waste management services in Chandpur. Review the existing regulatory framework and ministry engagement. Analysis of institutional, legal, financial, and environmental aspects.</p> <p>We understand that secondary data would be available with Municipal bodies, and consultants would need to collect them for the purpose of assessment. Please confirm that UNCDF will facilitate consultants in interfacing with them.</p>	<p>Yes, UNCDF will facilitate consultants in interfacing with municipal bodies.</p>
10	<p>Brief Description of Services: Preparation of WTE proposal entail the assessment of the detailed engineering process (design to installation, commissioning, and operation), garbage quality assessment (moisture contents, mixture composition, calorific value) and maintenance schedule, training technical staff etc.) Including garbage sorting and pretreatment specific to Chandpur site.</p> <p>We understand that only Conceptual Drawings, Design for Capacity of the units, and Specifications of the units are envisaged.</p> <p>Requesting confirmation of above understanding.</p>	<p>Please adhere by Brief description and understanding as mentioned in the RFP Document.</p>
11	<p>Brief Description of Services: Design and BOQ of technical specification of proposed WTE power plant of the WTE project with list and specifications of all necessary technical equipment required.</p> <p>We understand that the design will be conceptual designs of the units meant for feasibility study and cost estimation is required.</p>	<p>Design will be the real and actual.</p>

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12	<p>Scope of work: Technical Analysis</p> <p>Testing and estimation of importance of waste streams (annual amount of waste production, waste characteristics (e.g. organic, plastic, paper, glass etc), calorific value, moisture contain, regional variance and other aspects, feasibility of constant supply)</p> <p>In such feasibility study, need for waste characterization is an appropriate expectation from the consultant, as proper sampling, interpretation of test result, etc. form important aspects in feasibility. Consultants get such samples of feedstock tested with an internationally certified testing laboratory, bearing the out-of-pocket expenses in this regard. This is standard practice accepted by in most of the countries.</p> <p>We understand UNDP would allow the consultant to use any such certified laboratory during the study, or there is a specific preference involved in this regard. Kindly confirm.</p>	<p>The firm will be responsible for the tasting in their own lab tasting facility.</p>
13	<p>Brief description of services:</p> <p>Data collection from the Chandpur municipality directly such as sampling, surveys, focus groups, interviews, lab testing, etc. of relevant waste substrate (annual production, seasonal variety, composition and characteristics, sources, collection,</p> <ul style="list-style-type: none"> ● Please share if UNDP has specific expectations about the typical sample size for primary survey for each ULB. ● We understand that the waste characterization will be done only once. A 6 month study is generally short to assess <p>Page 3 of 5</p> <p>transportation and disposal system, regional distribution and coverage, contamination, etc.,) and data on energy sector (local</p>	<p>The firm have to conduct their planned activities related to this assignment. UNCDF will provide introduction letter to conduct this assignment.</p>

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	<p>demand for energy, grid development, regulatory issues, etc.</p> <p>seasonal variation. Hence, extrapolation with secondary data is acceptable for this purpose. Given the current pandemic situation, we request client support in seeking permissions and approvals for carrying out surveys from respective departments. This might include introduction letters and recommending virtual interactions as much as possible than face to face meetings. Please confirm.</p>	
14	<p>Minimum Eligibility Criteria of Firm</p> <p>Proven experience of legal aspects review, social, environmental and public health related issues on similar project</p> <p>By similar projects, we understand all forms of renewable energy projects including waste to energy. As WtE is a form of renewable energy, firms experience of providing similar services for other forms of renewable energy can be considered. Please confirm.</p>	Yes
15	<p>Minimum Eligibility Criteria of Firm</p> <p>Minimum 2 experience in last 3 years in preparing project proposal on waste to power or similar nature of projects related work</p> <ul style="list-style-type: none"> • By projects of similar nature, we understand all forms of renewable energy projects including waste to energy. • Not all consulting engagements have such exhaustive scope. Hence, we understand UNDP would recognize completion of the multiple engagements which together reflect similarity with the proposed scope, for the purpose of meeting this requirement. Kindly confirm. 	Similar nature work like all form of renewable energy work will be considered as project related work.
16	<p>Minimum Eligibility</p> <p>There are multiple instances where 'Design' word is used as one of the qualification criteria of the professionals.</p>	Designing WTE project and planning WTE project are the similar meaning

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	<p>As experience in 'Design' aspects of WTE projects might be interpreted as experience in 'Engineering design' of the projects, Page 4 of 5</p> <p>Criteria for the Key personnel which might not be relevant at this stage of feasibility study. Such additional requirement would restrict the choice of professionals at this stage. We understand that the experience in 'Design' is interpreted as experience in 'Planning'/ 'Defining' WTE projects.</p>	
17	<p>Scope of work</p> <p>The selected firm will undertake policy workshops and consultative workshops. We understand that the consulting firm would undertake maximum one such workshop. The venue and hosting arrangements would be arranged by UNDP/ local authority, hence the cost of venue and food, beverages are not to be ascertained as out-of-pocket expenses.</p> <p>Due to global pandemic, we request to allow hosting such workshops in virtual mode to limit risk and have cost-efficient interactions. Please confirm.</p>	<p>Issues (virtual workshop) will be decided based on COVID situation and discussion with local and UNCDF authority.</p>
18	<p>Financial Proposal</p> <p>The financial proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs) i.e. travel cost, subsistence per Diems, printing costs, consultation workshop costs and overhead recharges.</p> <ul style="list-style-type: none"> Financial proposal allows the currency of the proposal to be either USD or BDT. We request UNDP to clarify what exchange rate will be used to convert USD into BDT during evaluation of proposals. Also confirm, if GST, Withholding tax, etc. would be applicable in case of international firm bids in USD for this engagement. Kindly clarify 	<p>Please refer to the page no. 6 of the RFP document.</p> <ul style="list-style-type: none"> Conversion rate UNORE June 2021, 84.73 Value Added Tax on Price Proposal: must be exclusive of VAT and other applicable indirect taxes

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19	<p>List and Description of Expected Outputs to be Delivered:</p> <p>Deliverables and Milestones</p> <p>Requesting to add a milestone for an output – Draft report before submission of the Final report. Also request you to define the payment terms:</p> <p>Revised outputs & Timeline from contract signing:</p> <p>1. Inception report (one month) – 10%</p> <p>2. Interim report (2 months) – 40%</p> <p>3a. Draft report (3 months) – 30%</p> <p>3b. Final Report (4 months) – 20%</p>	<p>Please adhere by the deliverables and milestone as per RFP document.</p>
20	<p>Facilities to be provided by UNDP</p> <p>Please clarify which facilities would be provided by UNDP. This will help estimating out of pocket expenses during the assignment</p>	<p>UNCDF will provide related study reports, secondary data.</p>

Note: Above Clarifications in response to queries raised during the Pre-bid meeting and amendments shall be an integral part of the RFP document and supersede the all provisions as applicable.