



**BIDDER'S CONFERENCE – MINUTES OF MEETING**  
**RFP No.: RFP-UNDP-ACCESS-147761-027-2021**

**Assignment Name: Consulting Service for Design and Construction Supervision of Solar PV Off-grid System**

**Date/Time : Thursday 15th July 2021 starting 1330 hour (GMT+7)**  
**Place : Zoom On Line Meeting (<https://undp.zoom.us/j/82570367056>)**  
**Meeting ID : 825 7036 7056**

**Closing Date:**

*Please refer to the e-tendering system with event ID: **IDN10 0000009730***

**Link to the recorder:**

**SESSION**

[https://undp.zoom.us/rec/share/xdXsko5i-tDVwcijjTk5wD04Ug2LauQLE\\_ab-VVOQ0x5zjZhIfQhct0x t ICwDX.7vG7J5mA 4tUVYNG](https://undp.zoom.us/rec/share/xdXsko5i-tDVwcijjTk5wD04Ug2LauQLE_ab-VVOQ0x5zjZhIfQhct0x t ICwDX.7vG7J5mA 4tUVYNG)

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**TO ALL INTERESTED BIDDERS**

No.	Introduction and Guidance	
<b>Information</b>	Bid Conference was opened with following agenda: 1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery place for submitting offer, contract award, etc.). 2. Explanation on the Data Sheet 3. Explanation on the Term of Reference (TOR). 4. Explanation on the Submission Forms 5. Q & A (going through all sessions)	
1	Q	How to participate in the tender?
	A	Bidder must register themselves through e-tendering system and refer to event ID: IDN10 9730
2	Q	Term of region signifies continent or within country? (Refer to P.24)
	A	The region is South East Asia and Indonesia
3	Q	Hiring company must provide only consultancy or execute the entire work per tender?
	A	Refer to P.30 (Scope of Services)
4	Q	If 2 companies (Leader & Member) joining to make a JV, but only the Leader has

		the sufficient experience?
	A	All evaluation criteria apply to all those companies
5	Q	Will there be required presentation for proposal submitted, ie technical proposal?
	A	Presentation will not be part of evaluation criteria
6	Q	When is the submission deadline date?
	A	Please refer to UNDP ATLAS e-Tendering system ( <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> ) Event ID: IDN10 0000009730
7	Q	Please to share overall timeline of the bid, until the announcement of bid winner
	A	The benchmark for all the procurement will be the bid validity. It is wished within 120 days but hopefully will be sooner
8	Q	Are there any language provisions regarding satisfactory performance letters? can it only be in Bahasa Indonesia?
	A	The satisfactory performance letter should be in English, or bidders may translate the existing reference letter from their previous clients into English
9	Q	If the submission deadline date is 4 August 2021, Validity of Bid Security until what date?
	A	Please refer to Form H Form of Proposal Security
10	Q	Will the bid security be returned back to the unsuccessful bidders?
	A	Yes
11	Q	The project requires 4 electrical engineers with the total man-month of 32 MM. Could you please confirm that the require MM for one engineer is 8 MM?
	A	Yes
12	Q	Is there a maximum bid price?
	A	No
13	Q	What is the difference between "bid security" (USD 6k) and "performance security" (10% of project value)? (Section 3, P. 20-21)
	A	Bid security is required to all interested bidders. Coloured Scan of Bid Security file must be submitted along with technical and financial proposal. The original document of Bid Security will be requested to be submitted in hard copy to the address specified in the tender document. Meanwhile the Performance Security only apply to the selected bidder.
14	Q	If the company is less than 4 years old, how is the annual turnover qualification? Then if we submit as a consortium, is it true that the USD 500,000 requirement can be the total of the annual turnover of all the consortium member?
	A	For Consortium, all Parties cumulatively should meet requirement of minimum average annual turnover of USD500,000 for the last 4 years.
15	Q	Is the Bid Security = Bank Guarantee?
	A	Yes
16	Q	Will all the questions from meeting participants in this session, will be stipulated in Minutes of Meeting? How & When we, the participants will receive the minutes of meeting?
	A	The Minutes of Meeting, all queries and clarification will be uploaded in UNDP e-tendering system and other relevant websites. Participants will be also notified through email.
17	Q	What documents need to be sent original to the UNDP office?
	A	All documents required must be submitted to the e-tendering system. Only the original Bid Security that need to be submitted to UNDP Office
18	Q	Form H (bid security) has to be sent physically. Does it mean that the physical copy has to arrive by the deadline too (i.e. we potentially have to send it earlier than the softcopy)

	A	Due to current pandemic situation where none of UNDP staff aren't allowed to visit the office and therefore, the submission of original bid security will be notified by email
19	Q	"Technical and Financial proposals submitted separately", Does it mean submit in separate email? or just separate document?
	A	Technical and financial proposal should be submitted in separate file. Only Financial proposal should be protected with password
20	Q	What currency is used for bid security? is it Ok to use IDR for local bidder?
	A	It is mandatory for Local Bidders to submit their financial proposal in IDR.
21	Q	It is recommended to use USD for the bid security but in case you wish to submit in IDR, please let us know the exchange rate used
	A	Exchange rate must refer to UN operational rates of exchange (UNORE) during the deadline date
22	Q	Is it acceptable if the project experience is only for leader consortium? or if it the member of consortium should also has such experience, can the value of the project is accumulative?
	A	The evaluation criteria will be applicable to all (leading company and its associate(s))
23	Q	Does the signature of the documents need to be stamped? if the director directly signs, does he still need a power of attorney? are we allowed to provide e-sign? And what e-sign platforms are accepted?
	A	Yes, official stamp is also required. No, need of power of attorney if the director is the authorized personal. Yes e-sign is acceptable as long as it is the original e-sign and not cropped from any document. UNDP uses DocuSign although bidders may use any e-sign regularly use by bidders
24	Q	For a minimum of 3 years work experience, is it mandatory or only reducing the points?
	A	Minimum of three years of experience is the mandatory requirement.
25	Q	What if there is a change in personnel from the CV that we submit later during project execution?
	A	Change of personnel must be disclosed to UNDP and will be determined whether it is acceptable or not. The new personnel must satisfy the requirement as mentioned in TOR
26	Q	On experience qualifications: does it apply only to the organization? Or if a personnel has had a previous qualifying experience can it be counted towards the organization qualification?
	A	The TOR had specified the minimum qualification of the corporate as well as qualification of each personnel
27	Q	How many EPC contractor in this project ?
	A	The tender for EPC contractor has not yet concluded.
28	Q	Is there a fee that a consultant needs to pay to PPSDM for providing facility to the training services,? Or just we consider expenses for providing expert services only?
	A	All cost related training to the inspection agency will be borne by PPSDM KEBTKE, while the bidder will act as resource person, develop the improvised commissioning and testing guidelines and deliver the training. The consultant shall consider budget required only for provision of expert services.
29	Q	On scope of work: it is mentioned that ACCESS Indonesia has its own team of engineers working on this project. How are the winning bidder going to synergize with ACCESS engineering team? How does their scope of work differ?
	A	Please refer to section 5 ToR of the RFP page 30 table 1 summary of responsibilities.
30	Q	Please elaborate further on the requirement specified in P.30 Scope of Services

	A	The purpose of the RFP is to hire consultant/ firm to do all the activities as mentioned in the Scope of Services. For detail information about responsibilities of the different institution working on ACCESS please refer to the table-1 on P.30-31
31	Q	Please provide the detail schedule for each 23 location, providing information about (1) Detailed Engineering Design phase, (2) Procurement, Construction and commissioning phase, and (3) Training phase, if available.
	A	UNDP has specified the expected timeline for completion all deliverables in Section IV duration of work TOR Page 35, and bidder shall formulate and propose their own schedule plan according to the information provided as in RFP document.
32	Q	Are the 23 projects going to run in parallel?
	A	The construction of 23 PV off-grid system will be in parallel and thus the supervision and review needs to be done in parallel.
33	Q	Shall the Designer and the supervision personnel, is the same Person? Is it allowed to assign different personel to design, and to supervise the Project?
	A	UNDP have considered 09 key personnel for provision of consultancy services to the EPC ACCESS project. It relies on consultant approach how they do the arrangement of staffing but incase of hiring different personnel for various stage of the project, a proper justification shall be provided.
34	Q	Our understanding, the available schedule is general summary, there are no exact date for 1st visit, 2nd visit, etc. Please confirm.
	A	Yes, It is the responsibility of theproposer to prepare their a schedule plan and share in the technical proposal. However, as it is subjected to the work done by EPC, it can be adjusted as per UNDP approval.
35	Q	Is there any further information regrading the capacity of Power plant needed for each 23 mention locations.
	A	The capacity range from 20kW to 100 kW, varies in each location with battery energy storage sized at 1.5 days of autonomy. Further information about scope of work and location can be found on Annex-04 posted on google drive . Link of google drive: <a href="https://drive.google.com/drive/folders/1F9mefCbg3ThTnDZeBrsSI_0LWXQIVFFV?usp=sharing">https://drive.google.com/drive/folders/1F9mefCbg3ThTnDZeBrsSI_0LWXQIVFFV?usp=sharing</a>
36	Q	More info e.g. preliminary design? Some of the scope of work depends on some of these details. E.g. tools required for commissioning, methodology for DED, tests, and commissioning, etc.
	A	Please refer to question number #35. The solar PV offgrid system will consist of solar power plant, low voltage distribution network, and household & public infrastructure connection with energy limiting devices installed in each facility
37	Q	Southeast Sulawesi has 7 locations, and Nusa Tenggara has 8 locations, but in BQ the perdiem for SE Sulawesi is higher than NTT, please explain
	A	All activities mentioned in BOQ are indicative and given as a guideline for the bidders, can be used as reference to develop the proposal for the required services. Higher numbers of site visits for South Sulawesi is considered based on travel distance among thethe villages and accessibility is anticipated more difficult compare to other locations.
38	Q	Do we need to provide any specific development impact for specific vulnerable group?
	A	No
39	Q	Can we additional activities in the BQ?
	A	The BoQ had specified the list of items required to perform the required services and bidders may wish to provide additional item(s)
40	Q	Do we need to submit all legal registered entity documents such as SIUP, NIB,

		please confirm
	A	Yes, legal documents should be submitted as part of proposal
41	Q	Does the tender inviting authority will give payment to the awarded bidder or the bidder has to use their own financial standings to execute this project? or does the tender inviting authority will give the payment time-to-time/monthly basis?
	A	Kindly refer to scope of proposal price and schedule of payment table as mentioned in TOR (RFP Page 39)
42	Q	Is tender for EPC Contractor advertised?
	A	Yes, A separate RFP for hiring EPC contractor for ACCESS project has been advertised on 10 <sup>th</sup> June 2021 and the deadline for submission of proposal is July 29, 2021.
43	Q	Do we need SIUJK license to participate in this Bid?
	A	Any documents that may support the capability and capacity of the bidder company for local bidder must be submitted with the proposal
44	Q	The idea of forming Joint Venture/Consortium is two or more parties agree to pool their resources for the purpose of accomplishing the Project, by maximize the strength of each member. Please confirm that if one member can comply the requirement, it is shall be deemed pass. No need for all member shall qualify.
	A	Each company (leading company and its associates) must send the same documents. Please refer to the Evaluation Criteria in the RFP, UNDP will evaluate all companies in the consortium and all companies cumulatively should meet requirement.
45	Q	Form D: what form that need to be submitted for the "satisfactory client"... I presume a letter of recommendation?
	A	Yes satisfactory performance letter from previous clients and the letter must be signed and using letter head
46	Q	For consortium, Leader and the associates should fulfill form B, C and D, please confirm
	A	Yes
47	Q	Scopes of services : 1. Is the Solar-PV Grid off system in your scope of services in section 5, mean that ground mounted solar farm or PV rooftop System or another system? 2. How much the capacity of solar pv grid-off plant in each of 23 location? is the same capacity or variation follow the electricity demand for the villages?
	A	1.Yes, It is ground-mounted solar PV off-grid system and we also anticipate floating solar mounting structure in some locations, but it depend upon design approach of the EPC contractor. 2. Please refer to question number #35
48	Q	Regarding the form submission, Is it true that only Form D that necessary for each consortium member?
	A	Please refer to question number #46
49	Q	Is the purpose of this RFP /tender to hire a company that has to completely execute the project or does it only to provide their expertise services for supervision and monitoring of the ACCESS project?
	A	No, the company has to provide consultancy service for quality assurance and timely implementation of all the activities as mentioned in section 5 ToR of the RFP. Where, EPC contractor will execute the project including the engineering design, procurement of materials and provision of operation and maintenance training to the local operators.
50	Q	If the leader experience does not meet the requirement but the associate member has 2 contracts that meet the requirement, it means the consortium meet the min requirement for experiences, please confirm

	A	Yes. Please refer to question #44
51	Q	The qualifications. As per TOR all experts are required to be fluent in Bahasa Indonesia in addition to English. Is it possible to propose experts who speak English (but not Bahasa Indonesia), and some who also speak English and Bahasa Indonesia please?
	A	It 's not mandatory criteria but it will be more helpful for the personnel to communicate in both English and Indonesian while performing the job. Also, points are marked for expert fluent in local language.
52	Q	Whats the minimum eligibility for the Bidder Company to participate in the bid?
	A	Refer to RFP Section 2 – Instruction to Bidder (3. Eligibility) Page 7
53	Q	Do all the member of the consortiums must register to the undp etendering system?
	A	No, only the leading company will be required to register.
54	Q	Do we have to process the consortium agreement to the notary?
	A	Yes
55	Q	Could you please share the information on the owner's estimate?
	A	Under the UNDP Guidelines, it's not allowed to disclose the information
56	Q	Joint Venture Company. Clarify on the requirement of each company must be minimum experiences : 3 years experience?
	A	All companies must comply to the required qualification mentioned in the TOR
57	Q	This is 23 villages location scattered in Indonesia, is it executed at the same time or is there any schedule separated?
	A	Please refer to question number #32
58	Q	Do all 23 projects will be run parallel, what if there's a delay? Will you hold the payment?
	A	The aim of hiring consultancy firm is to supervise the EPC contractor and assure timely implementation of the ACCESS project. All payments to the consultant will be process based on achievement of the deliverable.
59	Q	Are 05 inspection agency trainings will be part of onsite or offsite training?
	A	No, training to the inspection agency will be provided in designated training center in Ciracas, Jakarta Timur, Indonesia. And it will offsite training rather than onsite.It is not a training in the solar PV project location.
60	Q	Table 3 Breakdown of Cost. If there's an international travelling, how?
	A	It depends on the proposal proposed by the bidder based on the current pandemic situation
61	Q	Technical Scope. The material inspection will be happened during the site visits (which is limited). What if it requires more?
	A	UNDP ACCESS anticipate maximum 4 site visits, totally rely on the bidders how prepare the proposal if there's any additional costs
62	Q	The eligibility and qualification of consortium will also be evaluated on Pass/Fail basis?
	A	Please refer to Page 23 of the RFP document
<b>AMENDMENT TO THE RFP :</b>		
1		The last para of the advertisement in local newspaper "Kompas", should be written as follow : <b>The closing date for proposal submission is indicated in the e-tendering system (<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>) with Event ID: IDN10 0000009730</b>

2	<p><b>Section 5 Term of Reference Sub Heading II. Project Description, article a. Scope of Service, Page 30, should read as follow :</b></p> <ul style="list-style-type: none"> <li>- Review detail engineering design (DED) submitted by the EPC contractor and provide inputs to electromechanical and civil drawing and electrification work of the off-grid Solar PV plant in the 23 locations. Ensuring the construction design is robust, durable, structurally reliable, environment friendly and free from the destructive effects of poor design</li> <li>- Check and verify the procurement of goods and construction of the Solar-PV off grid system follows the DED and project execution plan; conduct onsite inspection of the equipment to ensure the materials are delivered as per agreement; verify installation and commissioning of PV power plant.</li> <li>- Review the proposed commissioning &amp; testing methodology submitted by EPC contractors; develop an improved commissioning guideline version to be used by inspection agency, conduct commissioning training for inspection agency in collaboration with PPSDM EBTKE at the Ministry of Energy</li> <li>- Review and verify that local operators are well trained pivotal for sustainability of system.</li> <li>- The firm will work under the supervision of Technical Officer for Rural Electrification/Technical Engineer and overall guidance of National Program Manager of ACCESS Project Indonesia</li> </ul>
3	<p><b>Section 5 Term of Reference Sub Heading VIII Annexes :</b></p> <p><b>a. Link to Site information:</b></p> <ul style="list-style-type: none"> <li>- <a href="https://drive.google.com/drive/folders/1qasKlnkFSDAw_5LRHL2oY006cxihKEkv?usp=sharing">https://drive.google.com/drive/folders/1qasKlnkFSDAw_5LRHL2oY006cxihKEkv?usp=sharing</a></li> <li>- <a href="https://drive.google.com/drive/folders/1wmXUnxXjIsNDesOFtmmZ5_I9wfJehOF5?usp=sharing">https://drive.google.com/drive/folders/1wmXUnxXjIsNDesOFtmmZ5_I9wfJehOF5?usp=sharing</a></li> </ul> <p><b>b. Link to Load profile, Distribution line and HouseHold (HH) connections</b></p> <ul style="list-style-type: none"> <li>- <a href="https://drive.google.com/drive/folders/1F9mefCbg3ThTnDZeBrsSI_0LWXQIVFFV?usp=sharing">https://drive.google.com/drive/folders/1F9mefCbg3ThTnDZeBrsSI_0LWXQIVFFV?usp=sharing</a></li> </ul>