

# Minutes of Pre-Proposal Conference

## RFP-2022-22

### Developing Asian Air Quality Management Program (AAQMaP) and Model for Clean Air for Blue Sky Asia (CABSA)

Date: 24 June 2022

Time: 03:30PM to 04:30 (Bangkok Time)

Organizer: UNDP BRH through Zoom

Purpose: Informative meeting related to the competitive bidding announced about "Developing Asian Air Quality Management Program (AAQMaP) and Model for Clean Air for Blue Sky Asia (CABSA)"

Reference: **RFP-2022-22** ([https://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=92397](https://procurement-notice.undp.org/view_notice.cfm?notice_id=92397))

#### Meeting participants:

Representatives from the different interested organizations:

Sl.	Name	Organization and Title
1	Carla Assuad	Millennium Institute
2	Dimitris Stratoulis	ADPC
3	Heekwan Lee	Incheon National University
4	Joanne Green	Ricardo Energy and Environment (UK)
5	Vadim Nuñez Pawlowsky,	Millennium Institute
6	Hannah Priestley	ADPC
7	Chiara Metallo	Ramboll
8	Peeranan Towashiraporn,	Asian Disaster Preparedness Center (ADPC),
9	Dang Casanova,	Clean Air Asia.
10	Jiye Yoo	Air climate group (incheon national university)/
11	Laurence Opie	Aether
12	Aekkapol Aekakkararungroj,	Asian Disaster Preparedness Center
13	Mijung Lee	INU Research & Business Foundation

#### From UNDP:

1. Sirintharat Wannawong, Programme Analyst
2. Janejira Chuthong, Project Coordinator
3. Youngwoo Kim, Environment Advisor
4. Mostaq Ahmed, Procurement Analyst

The meeting initiated with the introduction session by Mr. Youngwoo Kim. Mr. Kim welcomed the participants and expressed his appreciation for their interest in the announced bidding and presence in the pre-bid conference.

Mr. Kim then briefly described the scope of work expected to be undertaken and shared a background information on the announced assignment in detail.

The floor was then open to the representative of the different firms to raise their questions and queries related to the assignment and the solicitation process.

Finally, Mr. Mostaq Ahmed provided detailed information on the bidding process, going through the RFP document, and explaining the requirements in detail.

The following points were highlighted:

- Bid validity is 120 days from the deadline of the RFP submission;
- Recommended presentation of the Technical and Financial proposals, use of provided templates;
- Completeness of the required documentation;
- Importance of thorough review of TOR;
- Evaluation criteria with corresponding scoring and weight;
- Selection method based on cumulative analysis where technical component comprise 70% and financial weigh 30% out of total 100%. The passing threshold for the technical offer is 70% of total technical scoring;
- The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.
- **Do not disclose the price in e-tendering line Item. Bidders must put the line item Price as 1.**

**Questions raised during the pre-proposal meeting and answers thereto from UNDP is listed below:**

#	Questions raised by participants	Response provided
1	Please could you confirm the budget for the contract?	This is an Open competitive RFP (Request for Proposal) Process. Proposers should provide their proposals based on the requirement and scope of work mentioned in the TOR.
2	Data availability can be an issue to build an emissions inventory. What are the expectations on the contractor to collect data? And what is the expectation on reaching a complete inventory?	Due to the limited budget and time, we recommended obtaining all available emission inventory data from government agencies, institutions, and academia rather than newly developing. This inventory information may be expressed as data sets based on each pollutant emission source, pollutant, emission, region, year, etc. Our expectation is that these emission inventory data should be validated and modified to fit the air pollution model/policy scenario analysis for the 2nd year of work.
3	There is a reference to "Annex 1 Approved Clean Air for Blue Sky Asia concept note for engagement facility", but this is not included in the RFP package.	The refereed document "Clean Air for Blue Sky Asia concept note for engagement facility" - has now been uploaded to the e-tendering event and in the UNDP Procurement notice
4	In case travel is deemed necessary for the delivery of particular output(s), will UNDP cover the cost of workshop organization? (Excluding contractor costs, which will be included in the financial proposal)	The bidders shall include all estimated costs in the financial proposal. These shall include field work, workshop organization, travel costs and DSA for participants from 3 countries including experts, etc. The costs for UNDP project staff shall not be included as we will cover them by our own expenses. It is expected to have 2 in-person events organized which can be a workshop, training or consultation meeting in any of the 3 countries. The bidders can propose a number of on-line trainings.
5	Will the deadline be extended?	Yes, considering the request from multiple bidders the deadline has been extended till: 11 July 2022 (04:00PM, Bangkok Time)

#	Questions raised by participants	Response provided
6	In order to demonstrate the project experience of the proposed team members, are client's certifications required?	They are not required but the bidders can submit other certificates which can supplement the evaluation such as Korean language certificate.
7	the proficiency in Korean for the Team Leader and the Policy Analyst is an advantage or a requirement?	It is an advantage.
8	Are there set day rates for experts proposed for the contract? we will propose an international team from few of our offices. The bidder will be one of them only. Can we assume that the project experience can be from the company group and not only from the bidding company?	The bidders are requested to propose the rates of all experts. We accept a team of experts as mentioned in the TOR For Bidders Experience can be considered from the parent organization or from the company group - not only from the bidding company.  For JV/Consortium/Association, all Parties cumulatively should meet requirement – Lead party must meet the minimum requirement).
9	How can i know criteria for calculation project expenses?	It's up to the bidders to estimate all costs and display in the financial proposal. UNDP does not have any criteria.
10	How to know criteria for calculating project expenses?	UNDP does not have any criteria. We rate the score from the proposed budget amount.

**Note: Above clarification in response to queries raised during the pre-proposal meeting shall be an integral part of the RFP document and supersede all provisions as applicable**

At the end of the meeting, the companies are requested again to thoroughly examine the RFP and submit their proposals in accordance with the requirement.