

Minutes of Meeting

Pre-Bid Meeting: RFP/2022/19 Conducting Energy Audit Analysis for 12 Hotels in Aqaba, Jordan

Date: Thursday 30th June 2022

Time: 10:00 am – 11:30 am

Venue: UNDP Jordan Co Premises

Attendance

UNDP

Nahla Soussou

Meqdad Meqdad

Ahmad Hijazi

JREEEF

Ola Al-Sarhan

Ahmad Bassam

Introduction

Nahla Soussou introduced team, and procurement process

Deadline is July 19th and submission must be by email

Financial proposals must be password protected or technical proposals will not enter evaluation

There are 3 lots for the tenders, each awarded company will be responsible for 1 lot

Passing for technical proposal is 49, after passing the password for the financial proposal will be requested from the bidders

The period of implementation is 60 days over 6 months

Bidders must carefully review the general terms and conditions, attached is the general terms and conditions for Services above 50,000 USD

CVs must be signed, and companies must provide the timeline, company profile, business registration, track record of projects, etc.

Site visit for the 12 hotels will be done

on July 6th and you can contact focal point Eng Ahmad Hijazi 0788667799 for more details .

Questions – Answered by UNDP and JREEEF

Q: Is it acceptable if some people in the team are not registered in the license, because the license only requires part of the team to be registered.

A: Additional unlicensed team members can be onboard, but all the licensed individuals must constitute the core team.

Q: Can a 3rd party outside the company join the team if they are not licensed but they are certified experts.

A: If this is a joint venture, joint ventures must have 2 fully eligible companies.

Q: What about individual experts only, as freelancers to join the team

A: As discussed previously, the core team must be licensed and eligible, additional team members are allowed as long as the initial requirements are satisfied. If the original licensed team does not meet the minimum requirements, additional freelancers will not be considered part of the team. There must be a clear declaration of the additional experts, their added value, profile, role, etc. Additional experts must sign their CVs and will have offers disqualified if they are part of multiple offers at once.

It is also important to note that the presence of external experts will not exempt the company's licensed experts from being on the project site. The energy audits must be conducted by the licensed experts.

Q: What is the implementation protocol

A: Audits must follow THE 2011 ASHRAE Procedures for Commercial Building Energy Audits, all details are available within the ToR.

Q: Is conducting the M&V within the scope?

A: This tender is just for audits and will be done through UNDP and JREEEF. After the audits, results are analyzed, and another tender will be published for the actual implementation of the EE measures and the M&V. However, an M&V plan must be included in the proposal.

Q: Will implementation be open to all companies, even if they conducted the audits?

A: Yes, there are no restrictions.

Q: Will the implementation be in 3 lots as well?

A: This has not been decided yet.

Q: What is the 6-month period of work, if the duration says 60 days?

A: For financial purposes, we expect work to require 60 days, and it can be accomplished throughout a duration of 6 months, to avoid any complications or delays.

Q: Will there be a field visit?

A: JREEEF and UNDP will be in Aqaba on July 6th conducting meetings with the hotels if any company is interested in discussing further details with the hotels.

Q: How long are the field visits?

A: 10am-1pm, in multiple groups in parallel. All hotel numbers are available in the tender documents if companies are interested in arranging their own visits.

Q: What about benchmarking?

We do not have a benchmark so far for the sector, this is a pilot project to test the de-risking framework, to identify best practices and lessons learned. However, you are required to provide a benchmark of the hotel itself not for the sector.

Q: You mentioned existing data collection, is it complete?

We have indicative data, your audits will find more accurate data. This, however, is not compulsory for the proposal stage.

Q: Will the scoring sheet be shared with all companies?

A: As per our rules, scoring sheets are internal documents and not for external distribution

Q: Regarding نظام المشتريات الاردني and other regulations, can you share the documents?

A: They are available on the governments respective websites.

Q: Can companies apply to only 1 lot or are they supposed to apply to all 3?

A: Companies can apply to however many lots they are interested in, awarding will be for one lot only.