



BIDDER'S CONFERENCE – MINUTES OF MEETING
RFP/UNDP /JSB/186850/031/2022

Assignment Name:

Pilot Validation and Verification for GHG Inventory and Emission Reduction in Energy Sector

Date/Time : Friday, 7 October 2022 / 14.00 GMT+7

Place: Zoom Online Meeting

Meeting ID : 857 5848 0425

Closing Date:

Please refer to the e-tendering system with event ID: IDN10 0000013737

Link to the recorder:

https://undp.zoom.us/rec/share/CRabBKJx9qmbpcxpeVrG_saoMUU5P7BJPqM-BNfn3L5TOJ2jTO8GoP3vBPTzcOnG.4hlgzkUbiGDNccBL

Passcode: A5U2=.2#

TO ALL INTERESTED BIDDERS

No.		Introduction and Guidance
Information		Bid Conference was opened with following agenda: <ol style="list-style-type: none"> 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. Explanation on in etendering system (ABOVE USD 50K) 6. Q & A (going through all sessions)
1	Q	Can we make a consortium for this tender?
	A	Yes, you can.
2	Q	Who can I contact for technical information?
	A	Bidders can contact sestyo.wicaksono@undp.org and will be forwarded to the technical director
3	Q	For lot1 and lot 2 is it will be carryout in the same time?
	A	We prefer both Lot 1 and 2 conducted at the same time.
4	Q	Is it okay if there is 2 different persons if the lot will be conducted at the same time?
	A	It is okay and can be a part of the technical proposal of how the bidders manage their team.
5	Q	Can you explain in more detail the 70% that is meant in the technical proposal?

	A	<p>The 70% technical proposal consist of :</p> <p>☒ Expertise of the Firm 38%</p> <p>☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%</p> <p>☒ Management Structure and Qualification of Key Personnel 30%</p> <p>☒ Gender Equality and Social Inclusion – An additional 2% will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues.</p>
6	Q	Is it true that for this bid conference we will not discuss much about technical issues, but will discuss more about how to prepare proposals for this activity?
	A	The technical issue will be explained in the ToR or Annex 3
7	Q	Is it true that we as a bidder have to send technical proposal and financial proposal at the same time? And how will we be contacted if the evaluation for our proposal passes?
	A	Yes. We would contact you directly if you passed the technical review. After that we will ask for the password to the financial proposal file for further evaluation.
8	Q	Can you explain a little bit more about the location of work and the consultant's location?
	A	In this advertisement, we design that the bidders only develop the financial proposal on the technical expert. The transportation on the location will be covered by UNDP.
9	Q	in the qualification of the service provider section, section B, are the registration papers referred to as NIB? and for section D, for contact references, does it mean the PIC of the company that we have verified?
	A	Yes, NIB, TDUP. Yes correct
10	Q	In institutional qualification, are ISO 14065 mandatory? Or an added value?
	A	Institutional qualification is not pass or fail criteria, there will be a scoring process.
11	Q	In page 14-point B, please clarify should we develop or asses?
	A	It should be an assessment
12	Q	In page 14 there is a link, the link cannot be opened.
	A	We will confirm with the ministry of environment and forestry. If the link still won't work, we will provide the corrected link in separate file.
13	Q	Page 14 point 4, how many FGD we must attend?
	A	7 FGD must be attended by the selected bidder
14	Q	Page 14 point 3, could you please specify what type training is needed?
	A	Training on how to conduct the validation and verification on emission inventory and emission reduction.
15	Q	Page 14 point 3, Who will be the participant?
	A	Government staff which could be from the ministry of energy or environment and forestry.
16	Q	Is it okay if the key personal is a civil servant? or a lecturer?
	A	It's okay, but we need a letter of statement that stated the personnel did not receive any incentive from the government.
17	Q	Regarding the validation and verification of GHG reduction project, do

		we need to measure all three scope of emission level? Or only scope 1 and 2?
	A	Part 2 – Project level
18	Q	Other information necessary to design the verification activity please share with us the materiality use for this verification whether it is 5% or 2%
	A	The verification materiality use will be 2%
19	Q	In relevant to design the verification activity, we need to understand the level of assurance will be used for this verification activity, whether it is reasonable or limited assurance
	A	The design that will be used is Reasonable assurance

Questionnaire for Offer Preparation ISO 14064-1

1. Company name & detail: Ministry of Energy will provide data to the selected bidder / winner before the work started
2. ISO 14064 – Part 2 – Project Level
3. GHG to be covered: Carbon Dioxide (CO₂)
4. Base year: 2010
5. GHG Emission Monitoring Period: 2020 – 2021
6. Level of Assurance: Reasonable
7. Materiality: 2%
8. Level transferring data and Information: 1-2 level
9. Control system of data and information: Manual
10. Data collecting frequency: Monthly
11. Current system certifications at the site other than ISO 14064: information Not Available

Questionnaire for Offer Preparation ISO 14064-2

1. Company name & detail: Ministry of Energy will provide data to the selected bidder / winner before the work started
2. Type of standard(s) / scheme(s): ISO 14064 - 2
3. Type of greenhouse gas(es) reduced: CO₂
4. Sectoral scope(s) of the project activity: Renewable Energy
5. Years Claimed GHG Period: 3-7 years
6. Project scale: small < 60000 TCO₂e/year
7. Intended User: Ministry of Environment and Forestry
8. Assessment Language (s): Bahasa Indonesia
9. Level transferring data and Information: 1-2 level
10. Control system of data and information: Manual
11. Data collecting frequency: Monthly
12. The level of assurance: Reasonable
13. Materiality: 2%

Broken link to in TOR can be access through link below:

http://ditjenppi.menlhk.go.id/reddplus/images/adminppi/dokumen/icer/03_Pedoman_Validasi_dan_Verifikasi_ICER.pdf