

## **Pre-bid Conference Report**

Pre-bid conference was held on February 14, 2007 in Wind Energy Project (WEP) office with reference to Request for Proposals (RFP) –Capacity Assessment Study of Pakistan Meteorological Department (PMD), Alternative Energy Development Board (AEDB), and National Electrical Power and Regulatory Authority (NEPRA). Pre-bid conference was attended by potential bidders. After presentation by Deputy Project Manager on proposed study, question-answer session followed. Questions raised by different participants, and response by project team is given below;

### **Performance Bond**

**Question:** Banks in Pakistan keep 100 % margin before issuing a bank guarantee, therefore performance bond shall be omitted for successful bidder.

**WEP:** Committee on RFP discussed the observation, and decided to waive-off the performance bond requirements for successful bidder, however payments to the bidder will made in step-wise manner after achieving set milestones which will be described in contract agreement with successful bidder.

### **Expertise of Consultants, time-frame and budget**

**Question:** What expertise and time-frame do you feel will be required for carrying out this study?

**WEP:** TOR's of proposed are mentioned RFP document, and tasks to be performed are explicitly given, so consultants can judge and identify expertise that may be required to accomplish the study, and as mentioned in RFP documents this study is assumed to finish in 4-6 week time span. Based on requirements of study consultants can assess and present his plan.

**Question:** How much budget has been allocated for this study?

**WEP:** Budget allocated can't be disclosed. Scope of study is well-defined, it's up to consultants to come up with their financial proposals they understand will be required for this study.

### **Technical and Financial Criteria for Bid Evaluation**

**Question:** Financial Criteria for bid evaluation has been changed without notice, what final technical and financial criteria will be adopted for bid evaluation?

**WEP:** Its true financial criteria initially mentioned in RFP document implied that bidder securing 70% of technical criteria will go for financial proposal evaluation stage, and the lowest financial bidder will get the contract. However after receiving requests from the bidders, and to ensure the best technical and financial proposal gets best chance, bid evaluation criteria has been changed, and explained as follows;

Bid evaluation will be two stage process. In first round technical proposals will be opened, which has been allocated total 800 marks. Bidder securing 70 % of technical marks will go to second round, i.e. financial proposal evaluation which has been allocated

total 200 marks. In financial criteria, the lowest bid will get the highest marks and rest of the eligible bidders from first round will get proportionate marks relative to the lowest bidders. Combined weighted technical (first round marks) and financial score (second round marks) will be then used to determine award of contract.

**Question:** Does the bidder need to follow the format given in Price Schedule Section.

**WEP:** The format given in price schedule section is for guidance of the bidders, however bidders are free to follow any format which includes components mentioned in price schedule for break-up of financial proposal.

**Question:** WEP advertised pre-qualification notice, what was purpose of that advertisement and was it linked to current RFP notice in any manner?

**WEP:** Pre-qualification notice was meant to identify potential consultancy firms, equipment suppliers, and contractors who can supply services to WEP for its future assignments. It was a general advertisement and did not ask for submitting proposals in response to any specific assignment/task. Therefore to ensure maximum participation of consultancy firms and get their response to specific assignment/task, RFP notice was advertised in the press, as well as sent to consultancy firms who had shown interest in our pre-qualification notice.

### **TOR's of Study**

**Question:** TORs for capacity assessment study of PMD include some tasks that do not fit under capacity assessment, is it possible to mention it separately?

**WEP:** TORs for capacity assessment study of PMD have been explicitly described, and tasks for wind resource assessment mentioned separately.

### **Amendments/Modifications in RFP documents**

**Question:** As certain amendments specifically in financial criteria have been made, was it brought in notice of bidders?

**WEP:** WEP has the right to amend/modify RFP document and services required as mentioned in RFP documents. Pre-bid conference was held to explain TORs of study, RFP document, and respond to queries of bidders. Though all the bidders who have shown their interest in our RFP informed about the changes made in RFP document, however to ensure that all the potential bidders have knowledge of the changes, corrigendum will be given in press and revised RFP document be available on UNDP and AEDB websites.

**Question:** Will last date for submission of proposals be extended keeping in view modifications in RFP document?

**WEP:** As TOR's of proposed study remain same, and changes made in evaluation criteria does not affect bidders time for preparation of proposals. However in order to facilitate bidders, committee has agreed to extend the last date for submission of proposals till **Mach 26, 2007 (1600 hrs).**