

Queries received for the project: Strengthening ASEAN Cooperation in Minerals (8 May – 2 June 2020)

1) Are partial bids acceptable?

As contained in the TOR, the project has 2 components, and bidders may opt to bid on only 1 of them though preference has been expressed for those who can deliver both. Thus, bidders are encouraged to collaborate with experts to come up with a joint/collaborative bid.

2) To what extent is downstream processing or the potential for downstream processing relevant for this exercise? I note from my experience that industrialisation is a core plank of minerals strategy in Indonesia and a number of industrial parks have recently been set up around the nickel value-chain both into stainless steel and chemicals (driven by battery demand)

Downstream processing is very relevant in the context of: (i) determining the national (and eventually regional) development potential of specific minerals within the region, (ii) in assessing the prospects for developing mineral value chains within ASEAN or for increasing value addition, and, (iii) as basis for the expert to make recommendations as to focus and areas of regional cooperation.

The study must look into regional development interventions that are rooted in common and collective national potential. The study could discuss potential downstream processing for, say, its contribution to (i) determining feasibility of the recommended strategic focus and (ii) identifying specific areas where regional cooperation makes the most sense.

3) Can you please help us better understand the nature of the Outputs? From the TOR, it is not clear to us whether the AADCP is seeking a minerals industry expert or an IT Consultant. Please provide some context and some approximate percentages/weights for the following:

a) **IT Systems expertise versus minerals industry expertise.** i.e. is this project more about *informing* the redesign of AIMIS through a better understanding the minerals landscape in ASEAN, or is it more about the *how* to redesign AMDIS software.

The are 2 separate components to the project as provided in the TOR. Component 1 is a study on the Development Prospects of ASEAN Minerals Cooperation to serve as inputs to the sectoral work plan (called AMCAP). The Component 2 is a study on scoping AMDIS. Pls. see the TOR page 4-5 which describes the 2 components. So, there are two separate studies within the project being tendered. Component 2 (AMDIS Scoping) will necessarily be informed by Component 1. Both are important and are expected to be fully developed as separate but related studies. They will require distinct skill sets/expertise mix. The TOR anticipates this in Section VII. Qualifications, page 8. We welcome the bidder's proposal on how to staff, manage and carry out both studies.

- b) **Implementation versus advisory.** Please help us understand to what extent is this assignment advisory versus implementing the redesign of AMDIS
Component 1 (study on the Development Prospects of ASEAN Minerals Cooperation) is advisory in nature with the study as output.

Component 2 (study on scoping AMDIS) is mostly advisory because it entails analysis and detailed recommendations to redesign AMDIS. It is important to note that the recommendations here must be implementable and detailed enough to guide the future content, redesign, and effective maintenance of AMDIS. Component 2 is akin to the stage where an expert is asked to help the client systematically frame needs and options to meet these in a manner and form that is understandable to both the client (ASEAN Secretariat and by extension the ASEAN Member States) and by the future developers/programmers of the new AMDIS. Note that the actual programming/database systems development and roll out is not part of the scope of this project. The selected bidder for this project is not guaranteed implementation rights in the subsequent stage.

- 4) Are we able to obtain access to the current AMDIS?

This is available at: <http://webgis.psdq.bgl.esdm.go.id/dbasean/>.

- 5) In addition to the requirements for bidding outlined in the Terms of Reference do you require any other documentation to be provided with our submission, such as official declarations, evidence of compliance with various standards etc.?

Aside from the CVs of proposed experts and a summary of the length and nature of relevant experience demonstrating compliance with the minimum requirements of the tender, you may wish to provide a statement of their availability for the proposed assignment in case your team is selected. Also, that whoever is sending the bid has the authority to act on behalf of the team/company. A referee review will be conducted for shortlisted candidates at a later stage.

- 6) Are there materials such as tender documents that we must take at the ASEAN Secretariat or are we sufficient to follow the instructions in the TOR?

There are no hard copy tender documents that will have to be obtained in the ASEAN Secretariat. Just go through the procedure as outlined in the TOR.

- 7) Do we have to be registered as an ASEAN partner first to participate in this tender?

To the extent that interested bidders meet the qualifications and requirements as provided in the TOR, they can send a bid on or before the stated deadline for submission of bids. There is no registration required. However, if you want to be informed of future tenders, you may want to register in AADCP II roster of experts.

- 8) Please indicate who will be the ultimate client and billing entity in this regard – it is required for our internal risk processes. Because of involvement of couple of agencies, it was not entirely clear to us.

ASEAN, through the ASEAN Secretariat would be the ultimate client and beneficiary for this initiative. Financial transactions are under the purview of AADCP. However, invoices can be sent to either the focal person of ASEAN Secretariat or the AADCP upon approval of milestone outputs.

- 9) In the proposal, are tenderers allowed to include web links to relevant programs and projects our team has been involved with in order to illustrate organisational / team expertise and capabilities?

To the extent that these are relevant to the project on tender, then you may do so.

- 10) Are you able to send a copy of the AMCAP III Phase 1 Mid-term Review?

The MTR is internal to the sectoral body and cannot be shared publicly.

- 11) May I ask whether the payments are subject to withholding tax from the Indonesian end? If so, how much would it be?

The milestone payments are not subject to withholding taxes from our end. However, contractors will have to be responsible for meeting their tax responsibilities arising from this engagement.

- 12) Are company registration and affidavit or any legitimate credential for example, Registration for Consultancy firm etc, required to enclosed in the submission or can be submitted at the later stage such as during short listing or contract signing? Should it be translated into English with notary public seal, since many ASEAN country's official documents are printed in local languages.

At the initial stage, we do not require proof company registration but will likely be requested later. Although we would like to ask that whoever will submit the bid on behalf of a company, provides proof that he/she has the authority to do so. This would have to be in English so everyone would understand. Also, clear indication that the proposed experts are available for the assignment if the company is selected as contractor. This would us that we are getting the experts we need.

- 13) Do we need to itemise in detail the person-days for each activity in the Professional fees? or just quote as a lump sum of 150 person-days for Component 1. We can provide the approximate number of person days which would be required for each activity and the leader for each activity. Since our experts would be multitasking (and helping each other) it would be difficult to provide the number of person days for each person until the project is under way. They will, of course, be remunerated accordingly. I trust that would be OK also i.e. the number of person days for each activity.

We would leave the decision to you on how the work will be divided amongst the team members. You may wish to provide the professional fee of each team member and the number

of days they will be engaged for specific activities or deliverable outputs. This will also enable us to understand which team member will be involved at a particular stage of the project. But if this is not possible at this stage, then an estimation of work effort per activity will suffice.

- 14) We noticed that Scope of Services (section VII) states that project duration is continuous effective period of 18 calendar months with two components being undertaken concurrently. However, subsequent paragraph says that component 1 will take 30 person weeks (approx. 7-8 calendar months) and component 2 will take 18 person weeks (approx.. 4-5 calendar months). Also, the timelines of delivery in the section above provide an expected time line of 44 weeks and 27 weeks for both components. Therefore, can you clarify what other activities, if any, will be envisaged to be taken up during the remaining period of 10-12 months?

While the maximum level of effort estimated is 30 person weeks (150 person days) for Component 1 (DPAMC) and 18 person weeks (90 person days) for Component 2 (AMDIS), the actual duration in calendar months is longer at 18 months taking into account the time for feedback from AMS including seeking consensus which can take time plus possible lags in the implementation such as the COVID 19. Requirements for project management processes including reporting and processing of payments are also accounted for.