



Instructions to Bidders

Call for Proposals - Implementing Agency

Project: Renewable Energy Skills Development Indonesia

1 Purpose

The present instructions to bidders constitute the core of the tender documents for the mentioned mandate. SECO now invites Proposals from consulting firms to provide the following consulting services for the Renewable Energy Skills Development Indonesia: Implementation Consultancy Services for Phase I (basic contract) and Implementation Consultancy Services for a possible Phase II (option 1). More details on the services are provided in the Terms of Reference.

The purpose of this document is to provide interested parties clear and transparent instructions on the whole procurement process. They are addressed to all international consultancies, which possess expertise in implementing economic development projects in the domain of renewable energy and skills development, and have experience in the development of formal and non-formal vocational education and training programs in the renewable energy sector. The understanding of and previous experiences in the context of Indonesia is essential for this mandate. The Implementing Agency must ensure that qualified experts are available, as required, for each of the different tasks outlined in the attached *Terms of Reference* (see Annex 1).

2 The Project

Renewable energy becomes increasingly important for the sustainable economic development of Indonesia. Electrification in remote areas can only be achieved in an efficient way, if renewable technologies are used. In addition, the constant economic growth triggers a rising demand in electricity, of which up to 25% is expected to be covered through climate-friendly renewable sources. At the same time, renewable energy projects in Indonesia show a very high failure rate due to the lack of technical support for design, operation and maintenance. Main reason is a shortage of specialists with skills responsive to the labour market needs.

The overall goal of Phase I of the Renewable Energy Skills Development Program (basic contract) is to enable competent design, planning, installation, operation and maintenance of Renewable Energy power plants through the availability of qualified staff relevant to labour market needs. The project will do so by setting up multidisciplinary training programs at the tertiary level that equips civil, mechanical, and electrical engineers with the necessary renewable energy know-how. In the long run it will thereby contribute to more and better jobs in the

sector and support the Government of Indonesia in successfully exploring its potential in Renewable Energy generation while at the same time reducing Greenhouse gas emissions.

The project will therefore introduce formal Renewable Energy specialization programs at tertiary level for hydro and solar technology in five participating polytechnics. At the same time, non-formal modular trainings at the highest levels of the national Indonesian Qualification Framework will be developed for implementation in at least five training institutions. At the core of these activities is the cooperation between polytechnics and training providers and the private sector. This will help to develop trainings that are responsive to the skill demand on the job market, match job seekers with potential employees and provide information about open positions in the job market.

An independent evaluation will be carried out to assess the results achieved during Phase 1 (basic contract), which will provide the basis for a potential Phase 2 (option 1). Phase 2 would include one additional renewable energy technology and work with five additional polytechnics, as well as five additional training institutions. The implementation of Phase II is subject to a financing approval of SECO.

For more detailed information on the different tasks as well as the Phase 1 and Phase 2/Option 1, please refer to the Terms of Reference (Annex 1). For background information, refer to the feasibility study of the project (Annex 2). In case of contradiction between the TOR and the feasibility study, the TOR shall prevail.

3 Objectives of the Mandate and Scope of Services

As defined in the upcoming Memorandum of Understanding between SECO and the Indonesian authorities, the Implementing Agency should be an entity contracted and financed by SECO to manage, monitor and administrate the contribution within the framework of the Project. This includes the responsibility for all expenditures and payments made with the contribution. The Implementing Agency (hereinafter also referred to as "the Consultant") will be responsible for the overall **project management and implementation of the three (3) main components** of the Project: (1) Development, introduction, and implementation of a formal renewable energy specialization programs in five Indonesian polytechnics; (2) Development and introduction of a series of modular, non-formal renewable energy specialization training programs (3) Knowledge and information exchange as well as awareness raising in the renewable energy sector (transversal component). This applies to the basic contract as well as option 1.

4 Client Relations

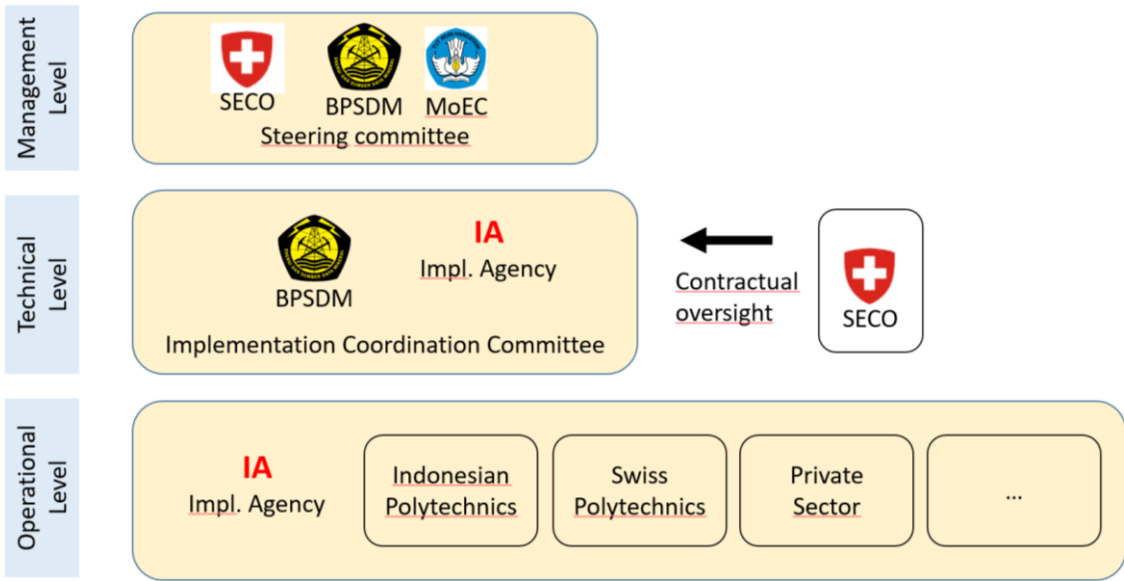
The Contract will be signed between SECO and the Implementing Agency. The Contract will entail usual Contract provisions, as set out in the Standard Consultant Contract (see Annex 3) and "General Terms and Conditions for Service Contracts" of the Federal Administration (see Annex 2). SECO will sign the contract with the implementation agency. However, only Phase I is considered as basic contract in this tender and will be activated automatically by virtue of this tender. SECO is not obliged to fully or partially contract the optional services to the Implementing Agency. In case of non-activation of option 1, the Consultant is not entitled for any kind of compensation. The activation of Option 1, is indicated in writing by SECO at least three months before purchase. It depends, among others, on the results of Phase I and the performance of the implementation Consultant, and is subject to SECO's authority approval for the necessary funding.

The Implementing Agency services are financed by Swiss official development assistance and subsequently are not subject to the Swiss Value Added Tax (VAT).

5 Governance and contract tracking structure

To ensure a solid implementation of the Project and the delivery of high-quality products, the Human Resources Development Agency of the Ministry of Energy and Mineral Resources of Indonesia BPSDM will have the technical oversight of the contract, while SECO will have the contractual oversight. Both oversight activities are complementary and therefore any disbursement to the Implementing Agency will depend on the technical approval of the deliverables.

The following chart illustrates graphically the contract tracking structure:



6 Preparation of the proposal

Consortium of Bidders

Participants can submit (a) as single firm, or (b) as a consortium of organizations. However, one bidder is allowed to participate only in one Proposal either independently or in a form of a consortium. If bidders participate in the procedure as a consortium, they must identify a member of the consortium who performs the lead function (single point of contact). The bidder lists all members and their roles. All members of the consortium together bear responsibility for the Proposal.

Subcontracting

Subcontractors are permitted. If the bidder engages a subcontractor to provide certain services, the bidder bears full responsibility for the provided services. He lists all subcontractors involved with their assigned roles.

Collaboration with Swiss Polytechnics through subcontracting

By request of the Indonesian Government, a subcontracting of Swiss Polytechnics specialized in vocational training in renewable energy is mandatory for any bidder. The working package subcontracted to the selected Swiss polytechnics is specified in more detail in the TOR in annex 1.

Language for offers

The offer must be presented in **English**. Background documentation (e.g. CVs) can be submitted in German or English.

Contents of the Proposal

The following **minimal structure** for the offer is compulsory. The offer should be no longer than **27 pages** (excl. annexes) and should include the following **documents**:

Description	No. of pages
The Proposal should be accompanied by a letter/statement signed by the legal representative of the institution and should confirm that the offer is <i>legally binding</i> during 180 days.	Max. 1
Technical Proposal	
Portrait of the bidder <ul style="list-style-type: none"> Description of the bidder's structure and core activities. Experience in projects relevant for the mandate. 	Max. 4
Understanding of the mandate <ul style="list-style-type: none"> Overall understanding of the mandate and comments to the ToRs. 	Max. 3
Nominated Team <ul style="list-style-type: none"> Description and justification of the proposed core team and their tasks and responsibilities. 	Max. 5
Approach, methodology and timeline for the basic mandate (Phase I) <ul style="list-style-type: none"> Approach Methodology and strategy of intervention per each of the three subcomponents of the Representation and office structure Tentative timeline of the Project Monitoring procedures Fiduciary procedures Risk management ... 	Max. 10
Approach, methodology and timeline for option 1 (Phase II) <ul style="list-style-type: none"> Approach Methodology and strategy of intervention per each of the three subcomponents of the Representation and office structure Tentative timeline of the Project Monitoring procedures Fiduciary procedures Risk management 	4

Financial Proposal	
Financial Offer for the basic mandate (Phase I) The financial offer should reflect the structure of the mandate (3 subcomponents). The financial offer must clearly disclose how many working days are offered by each member of the team at which rate, and indicate the share of “field days” and “home office” respectively.	Excel file (submit as excel file, not as pdf)
Financial Offer for option 1 (Phase II) The financial offer should reflect the structure of the mandate (3 subcomponents). The financial offer must clearly disclose how many working days are offered by each member of the team at which rate, and indicate the share of “field days” and “home office” respectively.	Excel file (submit as excel file, not as pdf)
Annexes	
<ul style="list-style-type: none"> References of the firm / consortium CVs of the proposed experts and staff Documentation concerning the compliance with qualifications 	n/a

Validity of proposals

Proposals must remain valid 180 days after the submission date.

Costs for preparation

Please note that the costs of preparing the Proposal and of possible negotiating, including a participation in a possible pre-proposal meeting, are not reimbursable as a direct cost of the assignment.

Criteria to be taken into account for the consulting and support team organization structure

As mentioned in *the Terms of Reference (see Annex 1)*, the Implementation agency is free to establish the best internal organizational structure that ensures a solid and efficient implementation of the Project. However, the following minimal structure and competence are required for the basic contract and option 1:

- 1) **Project management team** that involves a Project Manager and an expert with broad expertise in implementation of skills development project and renewable energy. It also includes knowledge of the Swiss vocational education system to manage the know-how exchange with and through the subcontracted Swiss polytechnics.
- 2) An adequate number of **local experts**, providing consultancy through their expertise and know-how in the field of vocational training and renewable energy.
- 3) **Office support staff** in their local office in Indonesia, responsible for accounting, logistics and communication.

6.1 Indicative Budget

The following is the indicative budget foreseen for the Project that serves as a reference to present the financial offer:

Budget items basic contract (Phase I)	CHF in thousand
Staff costs (including housing and home leaves)	2100

Subcontracting to Swiss Polytechnics	700
Project administration	500
Activities component 1	950
Activities component 2	700
Activities component 3	550
Independent Evaluation	50
Overhead / Reserve	950
Total	6500
Budget items option 1 (Phase II)	CHF in thousand
Staff costs (including housing and home leaves)	1540
Subcontracting to Swiss Polytechnics	500
Project administration	370
Activities component 1	700
Activities component 2	510
Activities component 3	330
Independent Evaluation	50
Overhead / Reserve	700
Total	4700

7 Timeplan of the mandate and Tender timeline

The envisaged contract duration according to the timeline of the Project is approximately 4.5 years for the basic contract (Phase I) and approximately 3.5 years phase option 1 (Phase II) . As mentioned in the Terms of References (see Annex 1), the bidders are invited to propose a schedule according to their experience and approach.

Activities shall start as soon as the contract with the Consultant enters into force. The tentative start for the mandate is Q4 2020.

The following table describes the **tentative** key dates of the tender timeline:

Phase	Description of Activity	Timeframe
I	Publication of call for Proposals on SIMAP (SECO), and on the website of the Swiss embassy in Jakarta.	04.05.2020
II	Final clarifications and complementary information requests from potential bidders	01.06.2020

III	Final response to questions and complementary information requests from SECO	08.06.2020
IV	Deadline for submitting a Proposal	24.07.2020
V	Attribution of the mandate by SECO	21.08.2020
VI	Signature of the contract between SECO-1st ranked bidder	September 2020
VII	Start of activities through the selected bidder	October 2020

8 Submission, Receipt and Opening of Proposals

The attached *Terms of Reference (Annex 1)* provide information on the requested scope of services.

Consultants may request a clarification of any of the tender documents. No information is given by telephone. Any question should be submitted in writing by **01. June 2020** at the latest to roman.windisch@seco.admin.ch and philipp.orga@eda.admin.ch. Answers will be provided to all tenderers having retrieved/ordered the tender documents. SECO will not indicate the questions' origin. Written answers to these requests will be published on SIMAP, as well as sent to all tenderers by **08. June 2020** at the latest.

At any time before the submission of Proposals, SECO may, for any reason, whether at its own initiative or in response to a clarification requested by an interested firm, amend the tender documents. Any amendment shall be issued in writing through addenda. Possible addenda would be published on www.simap.ch. All Bidders having retrieved/ordered the tender documents will be informed by email. Bidders are themselves responsible for downloading the addenda from SIMAP and for taking them into consideration in the preparation of the Proposal. SECO may at its discretion extend the deadline for the submission of Proposals.

The *closing date for submission* of the offers is: **24. July 2020, 10.00am (CET)**. Proposals received after that deadline will be rejected unopened. Decisive is the submission of the original Proposal in writing (not its electronic version).

The form of the offer shall consist of one (1) original hardcopy and one (1) electronic copy in English. The offer should be directed to:

CONFIDENTIAL

State Secretariat for Economic Affairs SECO

z.H. Roman Windisch

Holzikofenweg 36, 3003 Bern

Information on the envelope should also include:

"Implementing Agency Mandate – Renewable Energy Skills Development Indonesia"

9 Opening of Offers

No public opening will be organized.

10 Clarification of Proposals

To assist in the qualification, examination, evaluation and comparison of the Proposals, the awarding authority may ask any bidder for a clarification of its Proposal.

Such clarification may be requested at any stage up to award of the contract. Requests for clarification and the responses thereto shall be in writing, by fax or by e-mail, and no change in the price or substance of the Proposal shall be sought, offered or permitted except as required to confirm the correction of computational errors discovered by SECO in the examination of the Proposals. SECO furthermore reserves the right to conduct written negotiations with bidders should it not be possible to determine an economically most suitable Proposal.

11 Preliminary Examination of Proposals

Prior to the detailed evaluation, SECO will determine whether each Proposal (a) meets the formal requirements according to section 12; (b) meets the qualification criteria according to section 13 and (c) has been properly signed.

If a Proposal does not comply with any of the conditions, it will be rejected by the awarding authority for non-responsiveness and may be responsive to correction by the bidder of the non-conforming deviation, objection or reservation. SECO may waive any minor informality, non-conformity or irregularity in a Proposal, which does not constitute a material deviation, provided that such waiver does not provide an unfair advantage to the bidder.

12 Formal Requirements

The bidder must comply with the following formal requirements:

- **Compliance with the deadline to submit a Proposal:** The Proposal must be submitted by the specified deadline.
- **Compliance with the form:** The submitted Proposal must be complete in the form described in section 6.
- **Acceptance of the General Terms and Conditions for Service Contracts:** The bidder is willing to accept the General Terms and Conditions for Service Contracts for this mandate (Annex 2).
- **The documentation must be submitted in English.** Background documentation (e.g. CVs) can be submitted in English or German.
- **Consortium and Subcontractors:** If the tenderers form a consortium, they must present the form of the consortium in detail. The subcontracting of Swiss Polytechnics as mentioned in chapter 6 of these instructions is mandatory for any bidder. A list with all subcontractors has to be added to the proposal.
- **Legal integrity:** The bidder signs and confirms that the firm/subcontractors/all persons involved in the tender process and/or implementation of the project, have not been convicted of an offence relevant to fulfilment of the contract in the last 5 years and are not included in a sanction list.
- **Integrity of the offer:** The consultant meets all requirements and the offer covers all sections in accordance with "Instructions to Bidders". This includes a **signed confirmation in Annex 5** on the "Suitability Criterion Prevention of Irregularities" **as well as Annex 6** on "compliance with health and safety regulations and regulations and equality between men and women as regards equality of wages stipulated in the ILO Conventions." (The English Version of the agreements can be found under:

13 Qualification Criteria

To be qualified for award of contract, bidders must satisfy the following minimum criteria:

- **Minimum annual average turnover** over the last 3 years: CHF 1,500,000 (main consultant excluding subcontractors or sum for all members of a Joint Venture/Consortium);
- **Overall Experience:** The bidder has evidence of experience in the implementation of projects comparable with the present mandate in terms of scope and complexity. All references of participating firms, including subcontractors, are counted:
 - Minimum 3 references for the implementation of technical projects (Development and implementation of vocational training programs at secondary or tertiary level) in transition or developing countries.
 - Minimum 2 references for a direct collaboration with training institutions (polytechnics or similar) over the last five years, including measures for capacity development.
 - Minimum 2 references for projects containing collaboration and policy dialogue with national authorities in the field of higher education and/or energy policy.
- **Financial offer:** Offers above the financial ceiling mentioned for this mandate, will be excluded automatically.

14 Evaluation of offers

In the evaluation of offers, the leading company and its potential partner(s) will be considered as a whole.

The following evaluation criteria (respective weights on the right) and indicators will be used:

- 1000 points - 80% Award Criteria
- 1000 points - 20 % Financial Offer

Award Criteria	Max. Points
1. Adequacy of proposed approach and methodology	340
1.1 Demonstrated understanding of the subject of the assignment and quality of the discussion of the mandate;	40
1.2 Demonstrated understanding of the context: <ul style="list-style-type: none"> • Indonesian context and involved stakeholders on vocational training and education in general, and in the field of (renewable) energy in particular; • Swiss approach to dual education and vocational education and its potential for knowhow transfer to Indonesia through Swiss polytechnics 	40
1.3 Quality of the chosen approach for the basic contract (Phase I)	160
Presentation of the methodology to be used for each component:	

<ul style="list-style-type: none"> • Development of a formal, multidisciplinary Renewable Energy specialization program taught at selected polytechnics; • Development of non-formal training modules and the respective support of higher national qualification standards; • Knowledge exchange, awareness raising and provision / digitalisation of information on renewable energy vocational training; 	
<p>1.4 Quality of the chosen approach for option 1 (Phase II)</p> <p>Presentation of the methodology to be used for each component:</p> <ul style="list-style-type: none"> • Development of a formal, multidisciplinary Renewable Energy specialization program for an additional technology, extension to additional selected polytechnics; • Development of non-formal training modules for an additional technology and extension to additional training institutions; • Continuous knowledge exchange, awareness raising and provision of information on renewable energy vocational training; 	40
1.4 Monitoring, Controlling and Quality Assurance for the basic contract (Phase I) and option 1 (Phase II).	30
1.5 Risk Management for the basic contract (Phase I) and option 1 (Phase II).	30
2. Qualification and experience of the nominated team	480
<p>2.1 Project Manager</p> <ul style="list-style-type: none"> • Evidence of experience in the implementation of projects comparable with the present mandate in terms of scope and complexity; • At least 10 years of experience in the field of vocational training and education, including experience in the South East Asian context; • Knowledge of and experience in the collaboration with polytechnics at post-secondary / tertiary level, ideally in the field of energy; • Expertise in dual education, didactics and modalities for skills development in step with actual practice and in direct collaboration with the private sector; • Experience in collaboration with national authorities and the development / approval of national policies and guidelines; 	160
<p>2.2 International Expert</p> <ul style="list-style-type: none"> • At least 5 years of experience in the conceptualization, installation, operation and maintenance of renewable energy technology; • Know-how of the private and public renewable energy market and the current demand for skills in the sector; • Strong management skills and proven experience in managing participatory processes; 	140
<p>2.3 Local consultants</p> <ul style="list-style-type: none"> • Experience in skills development projects at the post-secondary / tertiary level, and renewable energy programs • Excellent knowledge of the local, regional and national decision making processes concerning vocational education, energy policy, • Good know-how of the renewable energy market and a good network across private companies active in Indonesia 	180

<ul style="list-style-type: none"> • Experience with the involvement of different stakeholders in project implementation and participatory approaches • Good knowledge in English language is required to assure an efficient knowledge transfer between all parties involved 	
3. Qualification and track record of the bidding company/consortium	100
3.1 References for the implementation of technical projects (Development and implementation of vocational training programs at secondary or tertiary level) in transition or developing countries	50
3.2 References for a direct collaboration with training institutions (polytechnics or similar) and with national authorities in the field of higher education over the last five years, including measures for capacity development as well as policy dialogue.	50
4. Organisation of the team	80
4.1 Complementary (in terms of professional background) and coherent mandate distribution and responsibility among team members; appropriate repartition between local and external inputs (qualified local expert(s) as part of the team is a pre-requisite).	80
TOTAL POINTS (AWARD CRITERIA)	1000
4. Financial offer	1000
<p>The Price criterion will be applied to the overall price for the basic contract (Phase I), as well as to the daily rates of consultancy services as follows:</p> <ul style="list-style-type: none"> • Project Manager • International experts (average) • Local experts and project managers (average) 	650
<p>The Price criterion will be applied to the overall price for option 1 (Phase II), as well as to the daily rates of consultancy services as follows:</p> <ul style="list-style-type: none"> • Project Manager • International experts (average) • Local experts and project managers (average) 	350
TOTAL POINTS (FINANCIAL OFFER)	1000

15 Notification of the first-ranked Bidder

SECO will award the contract to the bidder whose Proposal has been determined to be the most economically suitable Proposal from a technical and financial perspective. The award of the contract is subject to the condition that the Project Agreement was signed. SECO will notify the first-ranked bidder in writing that its Proposal has been ranked first, prior to the expiration of the Tender validity period. The notification may lead to a clarification meeting to discuss option questions of the proposal with the first-ranked bidder at the awarding authorities' headquarters or its country office.

16 Notification of Award and Signing of Contract

Following the notification to the first-ranked bidder that its Proposal has been ranked first, SECO will send the bidder the notification of award together with the contract (Annex 3), incorporating all terms and conditions agreed between the parties. Within fourteen (14) days of receipt of the Contract, the first-ranked bidder shall sign and date the Contract and return it to SECO. If required by the Contract, the bidder shall submit an advance payment guarantee to SECO. As soon as the first-ranked bidder has signed the Contract, SECO will promptly notify each unsuccessful bidder. The award is published on www.simap.ch.

17 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. All information of any kind that comes to the attention of the bidder in connection with the tendered mandate of SECO is to be treated as confidential. The content of the present tender may only be made available to persons taking part in the preparation of the Proposal. The tender documentation may not be used for any other purposes than preparation of the Proposal, even in extracts. Bidders treat facts as confidential that are not public knowledge or publicly available. In cases of doubt, facts are to be treated as confidential. This obligation to secrecy remains valid even after conclusion of the tender procedure. SECO undertakes to maintain confidentiality about this Proposal towards third parties subject to the reserve of statutory publication requirements.

18 Attachments

Annex 1: Terms of Reference

Annex 2: Feasibility Study for the Renewable Energy Skills Development Project

Annex 3: The Swiss Confederation's General Terms and Conditions (GTC) for Service Contracts: https://www.beschaffung.admin.ch/dam/bpl/de/dokumente/Anbieter/AGB/DL/General_Terms_and_Conditions_for_Service_Contracts.pdf.download.pdf/General_Terms_and_Conditions_for_Service_Contracts.pdf

Annex 4: Draft contract

Annex 5: Form on "Suitability Criterion Prevention of Irregularities"

Annex 6: Form on "Compliance with working conditions, workplace health and safety regulations and requirement of equal pay for men and women: Declaration by the supplier/consultant"