

## Minutes of Pre-bid Meeting

RFP Regional Guidebook on Phasing Out Single-Use Plastics for for Southeast Asia Regional Programme on Combating Marine Plastics (SEA-MAP) Regional Project  
RFP/2024/50439

Date and Time : February 15th, 2023; 14.00-15.00 BKK/Jakarta Time

Location : Google Meet

UNOPS Representative : 1. Mahtabul Hakim (Project Management Support - Senior Officer)  
2. Ni Wayan Santi Dewi (Procurement Associate)

Suppliers Representative: 1. Bidder 1  
2. Bidder 2  
3. Bidder 3

### **Pre-bid Minutes:**

*UNOPS representative (Santi) started the meeting by welcoming all participants.*

### **1. Tender Outline Presentation**

UNOPS Project Team (Mahtab) shared the presentation and explained the project details, then UNOPS Procurement (Santi) explained the evaluation criteria (detailed presentation attached).

### **2.Q&A session**

No	Question	Answer
1.	In case of implementation, would the respective	The payment should be made upon delivery and

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payments be released upon delivery and acceptance of the various milestones or is there also a need to provide proof of WDs utilization by means of Expert Timesheets? If so, is there a timesheet template that is to be used?	acceptance of the milestone in the TOR.
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UNOPS representative informed that joining this pre-bid meeting is not mandatory. Hence, the bidders that can not join this pre-bid meeting still can submit a proposal for this tender.

If there is another clarification needed, bidders can raise the clarification requests through the platform before the clarification request deadline which is 4 March 2024 11.59 PM Jakarta time.

If there's any discrepancy between the information presented verbally at the meeting and this minutes, please refer to the minutes.

UNOPS representative closed the meeting and thanked the vendor representative for attending the pre-bid meeting.

Minutes prepared by



Ni Wayan Santi Dewi

Procurement Associate