

Minutes of Pre-bid Meeting

RFP for Regional Guidebook on Standards for Responsible Plastic Waste Trade, Sorted Plastics and Recycled Plastics RFP/2024/50483

Date and Time	16 February 2024, 1.30 PM Jakarta Time
Location	Google Meet
UNOPS Representative	<ul style="list-style-type: none">• Mahtabul Hakim• Magnus Bengtsson• Piska Aprilia

Pre-bid Minutes:

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

Tender Outline Presentation

UNOPS Representative (Mahtabul Hakim) shared the presentation and explained the project details, then the Procurement team (Piska) explained the evaluation criteria and tender timeline (detailed presentation attached).

2.Q&A session

No	Question	Answer
1.	If our company's registration started in 2021, but we have 16 years of experience, how can we meet the three-year experience requirement?	According to our qualification criteria, bidders should be in the business of providing similar services in the past 3, supported by the Certification of Incorporation within the same timeframe.
2	The definition of "similar experiences" in the context of services, questioning whether it pertains only to the type of service (e.g., focusing solely on plastic or	if it's connected with waste management and plastic pollution that may be considered a similar experience.

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

208 Wireless Road
Building, Lumpini,
Bangkok 10 330,
Thailand
Tel: +66 2288161
Email: info@unops.org
www.unops.org

	plastic waste) or extends to other subject matters such as hazardous waste and other substances.?	
3.	Are there any requirements, such as educational level for key personnel?	Please refer to section 7.1 in the Terms of Reference, where you will find a list of key personnel along with the specified minimum education and work experience requirements.
4	Are there any limitations or maximum budget for this research	We are unable to disclose our budget for this tender.
5.	If a firm submitted a bid under SEA-MaP, which is currently under evaluation, can they submit another bid?	The firm can submit the bid as long as they have a clear plan for project teams without overlapping roles.

The procurement team instructed all bidders to submit their questions through the e-sourcing platform rather than via email.

Closing

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

UNOPS Thailand
Multi-Country Office
Thailand, Indonesia and
Pacific Countries

208 Wireless Road
Building, Lumpini,
Bangkok 10 330,
Thailand
Tel: +66 2288161
Email: info@unops.org
www.unops.org