

Minutes of Pre-bid Meeting

Regional Platform for Innovation and Investments for Southeast Asia Regional Programme on Combating Marine Plastics (SEA-MAP) Regional Project

RFP/2024/52378

Date and Time : July 2nd, 2024; 14.00-15.00 BKK/Jakarta Time

Location : Google Meet

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

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

Pre-bid Minutes:

UNOPS representative (Nadiyah) 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 (Nadiyah) explained the evaluation criteria (detailed presentation attached).

2.Q&A session

No	Question	Answer
----	----------	--------

UNOPS Thailand
Southeast Asia and
Pacific Multi-Country
Office (EAPMCO)

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

1.	For the financial evaluation, will UNOPS consider only the personnel costs, or will the reimbursable costs be considered too?	We will consider both personnel and non-personnel cost (reimbursement as per actual cost) as a total Financial Offer from the bidder
----	---	--

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 5 July 2024 11.59 am 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



Nadiyah

Procurement Specialist