

## Minutes of Pre-bid Meeting

**RFP Regional Training Programme on Plastic Waste Management for Southeast Asia Regional Programme  
on Combating Marine Plastics (SEA-MAP) Regional Project  
RFP/2024/53624**

Date and Time	September 10th, 2024, 14:00 - 15:00 (Bangkok Time)
Location	Google Meet
UNOPS Representative	1. Mahtabul Hakim (Project Management Support - Senior Officer) 2. Nadiyah (Procurement Specialist) 3. Piska Aprilia (Procurement Associate)

### Pre-bid Minutes:

The UNOPS Procurement Official Ms. Piska Aprilia opened the meeting by welcoming all participants and proceeded to introduce the UNOPS team members present to everyone in attendance.

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

UNOPS Project Team Personnel Mr. Mahtabul Hakim shared the presentation and explained the project details, then Ms. Piska Aprilia explained the evaluation criteria including the common issues from bidders in previous proposal submissions.

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

No	Question	Answer
1.	The course length, specifically whether all courses are intended to be completed within 40 weeks and if there is guidance on the expected number of hours per course.	While the overall course development is projected to take 40 weeks, the duration of individual courses is still to be determined. We anticipate each course lasting no more than three to five days, but this timeline is subject to confirmation from the clients/ beneficiaries as needed.
2	Is there flexibility in the timeline for piloting the courses as outlined in the Inception Report?	Yes, there is flexibility. While UNOPS anticipate completing the courses within a specific timeframe, the piloting phase can be extended or adjusted if necessary to accommodate the project's needs

No	Question	Answer
3	Can bidders ask questions through the procurement system, and how are responses handled?	Queries from suppliers must be handled through written correspondence and/or by a pre-bid conference followed up by written minutes made available to all potential bidders. Suppliers requiring clarifications to the tender documents must submit their queries in writing to UNOPS (eSourcing). UNOPS will prepare and dispatch written replies to such queries, and make all replies known, together with the text of the queries, to all suppliers at the same time, without referencing the source of the queries.
4	How does this project interact with other projects and the SEAMAP regional platform for innovation and investment?	The project involves 11 deliverables, some of which we manage directly while others are overseen by the ASEAN Secretariat. UNOPS will be closely tracking the progress of all deliverables and may collaborate with Contractors as necessary. Certain deliverables, like the guidebook on common methodologies for assessing and monitoring plastic pollution, could be especially valuable for developing training courses. Our interaction with the ASEAN Secretariat primarily involves coordination and information sharing regarding the status and progress of their managed deliverables.
5	How will the monitoring or assessment of plastic pollution and the EPR toolkit be integrated into training?	The complete list of deliverables is accessible for your review. UNOPS encourage bidders to propose how their solutions can leverage and integrate with other project deliverables. UNOPS can offer support in developing a full or partial course based on these deliverables. Furthermore, the ASEAN Secretariat will operate a knowledge and partnership training platform, and there are opportunities for collaboration in managing this platform.
6	Is there a limit to the number of organisations that can form a joint venture (JV)?	There is no fixed limit to the number of organisations that can form a joint venture. However, it's important to consider that larger joint ventures may present more complex coordination challenges.
7	For the eligibility criteria requiring a	The US\$500,000 requirement refers to annual turn over

	\$500,000 financial turnover, does this apply to an NGO's annual grant or monthly revenue?	of the offeror. NGOs can meet this criterion by demonstrating annual grant income that aligns with the required financial turnover. To verify eligibility, financial statements or audit reports from the past two years are necessary.
8	Are there any limitations for firms from non-ASEAN countries forming a joint venture (JV)?	No, there are no specific limitations on firms from non-ASEAN countries forming a joint venture, and there is no fixed limit on the number of organizations that can join a JV. However, it's important to consider that larger joint ventures may present more complex coordination challenges.

UNOPS representatives stated that attendance at the pre-bid meeting is optional. Bidders who are unable to attend can still submit proposals for this tender.

In case of any inconsistency between the minutes and what was discussed at the meeting, please refer to the minutes. The UNOPS representative concluded the meeting, thanking the vendor representative for their participation.

Prepared by



Piska Aprilia

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