

Minutes of Pre-bid Meeting

RFP Regional Guidebook on Financial Mechanisms for Investments in Plastic Waste Management
for Southeast Asia Regional Programme on Combating Marine Plastics (SEA-MAP) Regional
Project - RFP/2024/53971

Date and Time : October 8th, 2024; 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)
3. Nadiyah (Procurement Specialist)

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

N o	Question	Answer
1.	Has UNOPS prioritized any specific sectors for the material flow analysis?	The details in the ToR were intentionally kept flexible to allow the selected firm to propose and justify their selections. For instance, priorities might include packaging applications, other fast-moving consumer goods, and plastic waste. The firm will

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		need to provide a rationale for these choices.
2.	Regarding the consultation, what would be the locations of the three workshops proposed by UNOPS? Will the consulting firm be responsible for the entire organization of the event including venue, event management, and all logistics?	Locations will be selected before the consultations, but venues will be in the ASEAN region. Yes, as mentioned in the TOR under Task 3 Stakeholder consultations, the consultant will need to organize at least 3 offline events. Please include the cost of venue, event management, and logistics in the financial offer.
3.	Is there an indication of the budget for the year-long engagement?	UNOPS does not share the budget and the bidders are encouraged to submit their best and final offer based on the ToR in the solicitation.
4.	Does each member of a consortium need to have an UNGM account and submit their own documentation? Or could one member compile and submit through one account	A UNGM Account should be registered using the details of the lead member of the consortium and the documents should be submitted as mentioned in the solicitation.
5.	Should Audited financial statements and Corporate Registration Certificate be in English? Can it be in the original language?	Financial statements in any other language should be accompanied by a translated version in English
6.	We notice that there is a Section IV - Contract Template that was blank. Is that part of the documents that we need to fill out and submit?	The contract form in Section IV is the contract template that will be signed with the winning bidder. Bidders are not expected to fill in and sign at this point of time.
7.	Would UNOPS consider an extension of the deadline?	At the moment, we will stick to the initial deadline, 22 October 2024 at 5 pm Bangkok Time.
8.	Will opportunities be provided to interact with AMS early on in the data collection phase of the assignment (e.g., confirming data availability and verification of findings)	Yes, it's expected that AMS will be engaged from the beginning. Bidders are suggested to come up with their strategies to engage AMS.

9.	Since piggybacking of events is encouraged is it reasonable to assume that travel costs for the participants will be covered by these other events.	For the financial proposal, please submit the financial offer as per the details provided in the TOR.
10	Where can we find past winning bids?	You can find the contract awards at https://www.ungm.org/Public/ContractAward
11	What is the role of the World Bank in the project day to day governance? Is the consultancy expected to engage with WB?	The World Bank will not be engaged in day-to-day governance. UNOPS will be the first point of contact. Monitoring and progress meetings will also be coordinated by UNOPS. UNOPS will also coordinate with the World Bank, ASEC and AMS for any feedback on deliverables and submitted reports.
12	Is there a conflict of interest if a team member is a former consultant of UNOPS, World Bank, ASEAN or PEMSEA?	It will depend on whether that team member/firms were involved in the previous study or anything related to the information that is used as basic for this current tender. For more detailed information regarding conflict of interest, please review <i>Section I Instruction to Offerors Clause 4- Offeror Eligibility</i> in the tender document.
13	Is there a prohibition of former consultants of UNOPS joining the consulting firm bidding for the project? How about one who has a current contract with PEMSEA?	It depends on the circumstances. For more detailed information regarding conflict of interest, please review <i>Section I Instruction to Offerors clause 4- Offeror Eligibility</i> in the tender document. If you have any unclarity, feel free to write to us as this conflict of interest will need to be treated on a case by case basis.
14	To what extent does UNOPS expect the consultancies to have consultants across all ASEAN countries to bring in a decent understanding of the plastic policy landscape	UNOPS expects to engage AMS from the beginning of the assignment. But it depends on the proposed work strategies of the firms on how they want to engage

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	and market dynamics of all 10 countries?	AMS. If having local experts can help the consultant to engage with AMS and it's aligned with the methodology proposed by the consultant, it can be proposed. But if the consultant has another way to do the engagement, it's also fine.
15	Are there any internal UNOPS / SEA-MaP dates the project should be aware of that could impact timelines (e.g., strategy reviews, extended holiday breaks)?	After the procurement process is done, during the kick-off meeting and during the process of Inception Report, the actual project timeline will be discussed further with the winning bidder.
16	It is stated that the project will be Q4 2024 and end in Q2 2025 - given that this is now October this will move the timeline to earliest a November start (8 months); however the contract mentions 46 weeks after contract effectiveness which will bring the project towards the end of Q3 2025. Please clarify.	As mentioned above, the actual timeline can be adjusted. Please follow the period provided in the TOR (total 46 weeks) in submitting the technical proposal.

UNOPS representatives 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 14 October 2024 12 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



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