

<p align="center"><b>Minutes of Pre-Bid Meeting</b></p> <p align="center"><b>LIB/UNOPS/PLASTIC WASTE MANAGEMENT/2025/002</b></p> <p align="center"><b>- CALL FOR PROPOSALS : Grants to private sector businesses involved in Plastic Waste recycling - Plastic Waste Management Project in Tripoli, Libya</b></p>	
<p><b>Date:</b> 26th of January 2025 from 10:00 UTC to 11:00 UTC</p>	
<p><b>Venue:</b> <a href="#">Virtual Meeting through Google Meet</a></p>	<p><b>Minutes taken by:</b> UNOPS NAMCO, Libya</p>
<p><b>Attendees: UNOPS NAMCO, Libya</b></p> <p>Project team and procurement team</p>	<p><b>Meeting Attendees: NON-UNOPS</b></p> <p>Six participants :</p> <ul style="list-style-type: none"> <li>1- Alwatar</li> <li>2- Hadaeq Jadidah</li> <li>3- Alfandi</li> <li>4- Alhayaa Almotajadedda</li> <li>5- Gharb Tripoli for plastic recycling</li> <li>6- Coco for plastic products</li> </ul>
<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>1. Scope of the grant</li> <li>2. General information</li> <li>3. Activities under grant/funding</li> <li>4. Returnable documents</li> <li>5. Evaluation Criteria</li> <li>6. Q&amp;A</li> <li>7. Meeting Closure</li> </ul>	

#	Topic	Action / Output
1	Welcome and Introduction	The UNOPS team welcomed all the applicants and opened the meeting followed by a brief presentation of scope of the grant and general information regarding the grant.

2	Activities under grant/funding	<p>In this section, UNOPS explained that the selected businesses will be responsible for multiple activities to ensure involving with other stakeholders effectively</p> <p>(Please refer to the Pre-bid meeting presentation in document section for more details)</p>
---	--------------------------------	---

3	Returnable documents	<p><i>The UNOPS team presented the grant documents and explained the Instruction to applicants Document, Returnable Schedules and reminded the applicants to submit applications on time and ensure all returnable schedules are properly filled, addressed all the requirements, supporting documents attached, and signed where required.</i></p> <p><i>All submissions to be done through Hend NAJJAR at <a href="mailto:hendn@unops.org">hendn@unops.org</a>.</i></p> <p><i>All questions to be channeled through Abdulmunem Khalifa at <a href="mailto:Khalifaab@unops.org">Khalifaab@unops.org</a></i></p>
4	Evaluation Criteria	<p>In this section we gave a brief description of the evaluation criteria and explained the evaluation methods for this grant</p> <p>(Please refer to the Pre-bid meeting presentation in document section for more details)</p>
5.1	Q&A a)	<p>Q: Is the \$13,000 allocated for renovations and preparing the site for the new machines part of the grant estimated at about \$100,000 or is it additional?</p> <p>A: The total value of the grant is \$100,000, including the machinery and the value of repairs, which should not exceed \$13,000. Also, 10% of the direct expenses can be requested for indirect expenses.</p>
5.2	Q&A b)	<p>Q: Can small companies that work in partnership with large companies apply and obtain machines to become independent from those large companies?</p> <p>A: The main objective of this grant is to support start-ups and medium-sized companies, so we encourage everyone who is involved in the field of plastic recycling and has a license to practice this activity to apply for this grant.</p>
5.3	Q&A c)	<p>Q: We carry out plastic collection activities in the municipalities of Abu Salim and Souq Al-Juma, but the place designated for recycling is in</p>

		<p>another area that does not fall within the scope of the targeted municipalities. Can we apply?</p> <p>A: The main goal is for these companies to have the activity of collecting plastic from the three municipalities targeted in this project, and there is no problem if the recycling site is in other areas due to environmental requirements that require keeping such places away from residential areas.</p>
5.4	Q&A d)	<p>Q: Many plastic collectors who are supposed to get this grant to be independent in their activities do not have a license to practice the activity due to the lack of clear laws regulating the activity of collecting and recycling plastic, so we do this activity using licenses for general trade and general cleaning companies. Can we apply?</p> <p>A: Any company that has a license to collect and recycle plastic waste has the right to apply for this grant.</p>
5.5	Q&A e)	<p>Q: Is it possible to deal directly with municipalities instead of dealing with the Ministry of Local Government, because dealing with the ministry involves many complications and causes obstruction of activities?</p> <p>A: Yes, the goal is to deal with the final beneficiary, which is the municipalities. The ministry's role is only supervisory, and companies can deal with the municipalities in order to enhance and strengthen their activities.</p>
5.6	Q&A f)	<p>Q: Should companies have an account outside Libya in order to receive the financial payment allocated for the company's site maintenance work?</p> <p>A: Companies must have a bank account inside or outside Libya under the company's name in order to receive the financial payment allocated for the company's site maintenance work.</p>
5.7	Q&A g)	<p>Q: Can we include a machine among the needed machines that specializes in pressing plastic bags in addition to pressing aluminum cans?</p> <p>A: The main objective of the project is to support companies' activities to reduce plastic waste. Any company can request machines that contribute to reducing waste, including plastic waste.</p>
6	Final Remarks	<p>Appreciated all the businesses for participating in the Pre- bid meeting.</p>