



## Minutes of the Information Session

### RFP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities

May 7, 2026, 11:00 AM

Online Zoom Meeting:

<https://undp.zoom.us/j/89569542812?pwd=bteG6chs6Hp4XP6uNFzh47BhZTNHtV.1>

#### Agenda:

- I. General Introduction
- II. Presentation of the Terms of Reference
- III. Procurement and Proposal Submission Details
- IV. Questions and answers

#### I. General introduction

The Pre-Bid Meeting was opened by **Raisa Remhe**, Project Associate, Enabling an Inclusive Green Transition in the Republic of Moldova, who warmly welcomed participants representing companies, NGOs, and consortia.

She introduced the Request for Proposals titled “*Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities*”, launched through the project Enabling an Inclusive Green Transition in the Republic of Moldova.

Ms. Remhe outlined the purpose of the session, which was to:

- Provide an overview of the RFP and its objectives;
- Clarify key aspects of the Terms of Reference and procurement requirements;
- Ensure transparency and equal access to information for all potential bidders;
- Offer participants the opportunity to raise clarification questions.

Participants were informed that:

- The meeting was conducted online and recorded;
- Minutes would be prepared and published, and shared via the Quantum system;
- Only written clarifications issued through official channels would be considered binding;
- All proposals must be submitted exclusively through the Quantum system;
- Additional clarification questions could be submitted via Quantum no later than five (5) days before the closing date of the advertisement;
- All responses would be shared publicly through the same official channel;
- Participants were kindly requested to state their name and organization before asking any questions and to keep questions focused exclusively on the clarification of the RFP, avoiding the discussion of individual proposals or concepts.

Ms. Remhe then introduced the speakers:

- **Mr. Denis Parea**, Institutional Dev and Capacity Building Manager, Green Transition Project, responsible for development of the Terms of Reference;
- **Ms. Virginia Bilici**, Project Manager, Enabling an Inclusive Green Transition in the Republic of Moldova;
- **Ms. Cristina Gnaciuc** Head of Procurement Unit, UNDP Moldova and **Mr. Igor Oliivschi**, Procurement Analyst, responsible for procedural and evaluation aspects of the RFP.

## II. Presentation of the Terms of Reference

The Terms of Reference were presented by **Mr. Denis Parea**.

He explained that the assignment is implemented under the Green Transition Project and aims to select a company, NGO, or consortium to establish and operationalise a non-cash support mechanism for recycling companies in the Republic of Moldova.

UNDP has launched an Expression of Interest to identify **up to five recycling companies (beneficiaries)** that will receive support through this mechanism. The total allocation for the non-cash support is **USD 500,000**. The principle applied is **one-to-one co-financing**: the beneficiary must contribute an amount equal to or higher than the support received from UNDP.

### Scope of Work

The selected contractor will be responsible for the following key activities:

- **Activity 1 – Strengthening the technical and operational capacity of recycling companies:** preparation of a methodological approach and detailed work plan; conducting one site visit per beneficiary to assess operational status; developing a template support agreement to be signed between the beneficiary and the contractor; supporting the organisation of a non-cash support launching event; conducting individual meetings with beneficiaries; and carrying out, on behalf of beneficiaries, all procurement activities related to eligible investments (including, but not limited to, recycling-related equipment).
- **Activity 2 – Capacity building support:** delivery of activities tailored to each beneficiary, including individual meetings and workshops on topics such as Extended Producer Responsibility (EPR); facilitation of an exchange of experience among beneficiaries; and organisation of a study trip in November to the *Ecomondo International Trade Fair in Rimini, Italy*, allowing beneficiaries to be exposed to new technologies and identify equipment for potential procurement.
- **Activity 3 – Monitoring, evaluation, and reporting:** execution of all monitoring, evaluation, and reporting tasks as detailed in the Terms of Reference, with clearly described outputs and milestones for each deliverable.

### Implementation Arrangements

- **Timeframe:** 13 months, with implementation expected to start in June 2026 and end in July 2027.
- **Reporting lines:** the contractor will report to Mr. Denis Parea, Component Manager, and Ms. Virginia Bilici, Project Manager.



- Working language: services and documents will be delivered in English and/or Romanian, depending on the requirements of each task.
- Key personnel: the contractor must propose a team of six experts covering the following functions – Project Manager, Project Officer, Trainer / Capacity Building Expert, Financial Officer, Procurement Officer, and Waste / Circular Economy Technical Expert. Estimated working days for each position are indicated in the Terms of Reference.

### **III. Procurement and Proposal Submission Details**

The procurement and evaluation aspects were presented by **Mr. Igor Olievschi**, Procurement Analyst and **Ms. Raisa Remhe**, Project Associate, Enabling an Inclusive Green Transition in the Republic of Moldova, with additional clarifications provided by **Ms. Cristina Gnaciuc**, Head of Procurement, UNDP Moldova.

#### **Preliminary Examination (Eligibility) Criteria**

Bidders must pass the preliminary examination in order to advance to the technical evaluation. Eligibility requirements include:

- At least 5 years of experience in business support and development services. For Joint Ventures (JV)/Consortiums/Associations, the Lead Partner shall meet this requirement;
- Three (3) contracts with a cumulative value of at least USD 650,000 completed between 2020 and 2025, in business support and fund administration. Collectively, these contracts must cover both capacity building activities and procurement of goods, services, or works for final beneficiaries, with at least one contract addressing each area;
- At least one of the submitted contracts must have been implemented in the Republic of Moldova, demonstrating familiarity with the local and regulatory context;
- Financial standing demonstrated through audited financial statements: average annual turnover and a current ratio of at least 1 over the last three years, as specified in the RFP;
- For joint ventures or consortia, all partners cumulatively must meet the eligibility requirements; the lead partner in particular must meet the experience requirement and have completed at least one of the submitted reference contracts in its own name.

#### **Minimum Key Personnel Requirements**

Six (6) key positions are required: Project Manager, Project Officer, Trainer/ Capacity Building Expert, Financial Officer, Procurement Officer, and Waste / Circular Economy Technical Expert. One team member may hold up to two roles, but no more than two; if roles are combined, the bidder must clearly explain the rationale and workload distribution in the methodology section.

For each key personnel, bidders must submit a signed CV using **Form H**, supplemented by **Form I (Statement of Exclusivity and Availability)**. Diplomas, certificates, and other supporting documents are encouraged and must be submitted in PDF format. Additional staff

(e.g., trainers, mentors, junior support personnel) may be included in **Form K** under the financial proposal.

### **Evaluation Methodology**

The RFP follows a combined scoring method, with the following weights:

- Technical Proposal: 70%
- Financial Proposal: 30%

The technical evaluation is structured around three sections:

- Qualification, capacity, and experience of the bidder;
- Methodology, approach, and implementation plan – the section carrying the largest share of points; bidders are strongly encouraged to clearly demonstrate the logic of activities, alignment with requirements, quality assurance arrangements, and risk mitigation measures;
- Management structure and key personnel.

The technical evaluation criteria will additionally take into account the following aspects::

- Integration of gender equality and women's empowerment in the design and team composition;
- Prior experience working with UNDP or other development partners / international organisations;
- Organisational compliance with relevant ISO standards or sustainability certifications/policies in place at the bidder's organisation.

### **Submission Requirements**

- Proposals must be submitted exclusively through the Quantum system;
- Technical proposal forms (Forms A to G, plus Forms H and I as applicable) must be submitted separately from the financial proposal forms (Forms J to K). Any reference to prices, rates, or financial figures within the technical proposal will lead to disqualification;
- All files must be submitted in PDF format; file names must not exceed 45 characters and must use English or Romanian characters;
- The company profile must not exceed 15 pages.

### **Proposal (Bid) Security**

- Bidders must submit a bank guarantee in the amount and form specified in the solicitation documents, using the bank guarantee template provided (Form L: Proposal Security);
- A scanned copy of the bank guarantee must be uploaded with the online submission;

- The original copy must be delivered to the UNDP Moldova office within 10 calendar days after the submission deadline. Should the original not arrive on time, bidders are requested to inform UNDP in advance;
- Bidders are requested to consult UNDP in advance if their bank requires any modifications to the standard bank guarantee template, in order to confirm whether such changes are acceptable.

### **Joint Ventures / Consortia and Contract Documentation**

Bidders applying as a consortium must complete **Form E (Joint Venture/Consortium/Association Information)**, indicating the percentage of participation assigned to each company. **Form D (Proposer Information)** and the form covering previous experience **Form F (Eligibility and Qualification)** must be filled in by each consortium member, clearly identifying which assignment was executed by which member.

Copies of contract agreements for the reference projects listed in **Form F** are mandatory at the documents submission stage. Bidders are strongly advised to upload them at the time of submission. The contracts must clearly reflect the name of the entity that entered into the agreement (consortium lead or partner).

### **IV. Questions and answers**

#### **Question 1:**

*Is Romanian language mandatory for all key personnel profiles?*

#### **Answer:**

No. Romanian is not mandatory for all profiles. Bidders are invited to consult Section 4 of the RFP, where language requirements per position and the corresponding evaluation points are described. However, given that the assignment is implemented in Moldova and beneficiaries may not have a working knowledge of English, bidders proposing foreign personnel without Romanian language skills must ensure adequate communication with beneficiaries by providing translation arrangements at their own cost.

#### **Question 2:**

*Civitta represents a group of legally separate entities present in more than 25 countries. If the proposal is submitted by Civitta Lithuania, would references implemented by other entities of the Civitta group be acceptable for meeting the experience requirements? Would a letter of undertaking from the wider Civitta group be sufficient?*

#### **Answer:**

Only the experience of the entities that are formally part of the proposal can be considered. If the bidder wishes to rely on the experience of additional Civitta entities, those entities must apply jointly as a consortium and submit the corresponding consortium documentation (in particular Form E and the related forms). A general letter of undertaking from the broader group, without a formal consortium structure, is not sufficient. The experience of the entire global group cannot be taken into consideration.

#### **Question 3:**

*Will an ongoing contract in the Republic of Moldova be acceptable as evidence of familiarity with Moldovan law and context?*

#### **Answer:**

The qualification criteria refer to completed contracts. The reference contracts submitted in support of eligibility – including the contract implemented in the Republic of Moldova – are expected to be completed, so that UNDP can fully assess the bidder’s capacity to implement similar assignments.

**Question 4:**

*Does the requirement that at least one contract be implemented in the Republic of Moldova refer specifically to procurement support and capacity building, or does it apply more broadly to any operational presence in the country?*

**Answer:**

The cumulative reference contracts must collectively cover both capacity building and procurement of goods/services/works for final beneficiaries (at least one contract for each area; a single contract may also cover both). At least one of the submitted contracts must have been implemented in the Republic of Moldova in capacity building, procurement support, or a combination of both. Other contracts in different scopes do not by themselves satisfy this requirement.

**Question 5:**

*Is it mandatory to submit the actual contract agreements for the reference projects listed in Form F?*

**Answer:**

Yes. Copies of the underlying contract agreements are mandatory documents. They must be presented not later than the tender submission stage, and bidders are advised to upload them already at the time of submission.

**Question 6:**

*On page 48 of the RFP, an estimated full-time engagement of six specialists and an estimated number of working days are indicated. Is this minimum, maximum, mandatory, or merely indicative?*

**Answer:**

The figures provided in the table on page 48 are indicative estimates from UNDP’s side. Bidders are encouraged to review these estimates and propose adjustments to the number of working days and personnel allocations where justified by their methodology, provided that timely delivery and the quality of outputs are maintained. Where there is a significant deviation from UNDP’s estimate, bidders are requested to explain the rationale in the technical proposal so that the additional or reduced workload is fully understood.

**Additional Notes**

Participants were reminded that:

- All clarification questions and responses will be published through the Quantum system;
- Communication must take place exclusively through the Quantum system; only written clarifications issued through this channel are considered binding;
- Equal access to information will be ensured for all bidders.

The meeting concluded with appreciation expressed to all participants for their engagement and interest in supporting recycling companies in the Republic of Moldova on the path towards a more circular and resource-efficient economy.



## List of Participants

### to the Information Session for RFP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities

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Online, Zoom platform

1. Denis Parea - Institutional Development and Capacity Building Manager, “Enabling an Inclusive Green Transition in the Republic of Moldova”, UNDP Moldova
2. Cristina Gnaciuc - Head of Procurement Unit, UNDP Moldova
3. Igor Olievschi- Procurement Analyst, UNDP Moldova
4. Virginia Bilici- Project Manager, “Enabling an Inclusive Green Transition in the Republic of Moldova”, UNDP Moldova
5. Raisa Remhe - Project Associate, “Enabling an Inclusive Green Transition in the Republic of Moldova”, UNDP Moldova
6. Vitalii Popa – AXA Management Consulting
7. Stela Corobceanu – Civitta M SRL
8. Doina Vrabie – Civitta M SRL
9. Borebardha Shala - Civitta
10. Aurelia Bahnaru – E-Circular
11. Afrodit Adsal – Associate Consultant, Trinomics B.V (Netherlands)
12. Naci Cimen – Managing Partner, Live Engineering (Türkiye)
13. Feyza Arıdurdu Oduncuoğlu – Tender Specialist, Live Engineering (Türkiye)
14. Ana Mirakova – Policy and Management Consulting Group (PMCG)
15. Salome Napetvaridze – Policy and Management Consulting Group (PMCG)
16. Roni Kvachadze - PMCG
17. Generatia Nika