



Minutes of the Information Session

RFQ26/03216:GT/ Company for Technical Design of VWCCs

March 5, 2026, 11:00 AM

Online Zoom Meeting:

<https://undp.zoom.us/j/88032694562?pwd=eXmyPshxBBoP80qTafV81wSWeXjURo.>

Agenda:

- I. General Introduction
- II. Assignment Overview and technical specifications
- III. Procurement and quotation submission requirements (Quantum, compliance, documentation)
- IV. Questions and answers

I. General introduction

The Pre-Bid Meeting was opened by **Ms. Raisa Remhe**, Project Associate, UNDP “**Enabling an Inclusive Green Transition in the Republic of Moldova**” Project. On behalf of the **United Nations Development Programme (UNDP) in Moldova**, she welcomed all participants to the Pre-Bid Conference for **Request for Quotation RFQ26/03216**, concerning the selection of a company to provide **professional consultancy services for detailed technical design documentation and cost estimation for Voluntary Waste Collection Centres (CAV)**.

Ms. Remhe thanked participants for their interest and explained that the purpose of the session was to:

- Provide an overview of the RFQ 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 questions and seek clarifications.

The selected company will be responsible for preparing the **detailed technical design documentation** and **cost estimation** for the construction of Voluntary Waste Collection Centres in **Călărași, Ungheni, and Leova**, including all related infrastructure and the necessary technical approvals.

Key procedural points highlighted:

- This pre-bid meeting is for clarification purposes only.
- All quotations must be submitted exclusively through the **Quantum** system.
- Additional questions after the meeting shall be submitted via Quantum messaging functionality.

- Requests for clarification will be accepted no later than **three (3) days before the submission deadline**, as indicated in the RFQ.
- Responses to all clarification questions will be shared through the same official channel to ensure equal access to information.
- Participants were encouraged to carefully review the RFQ document and all annexes, including submission templates, to ensure full compliance with UNDP procurement rules and procedures.

Ms. Remhe introduced:

- **Mr. Denis Parea**, responsible for coordination of the RFQ and for leading the development of the Terms of Reference, in consultation with **Mr. Vitalie Colun**, who contributed to the technical specifications; and
- **Mr. Iurie Tarcenco**, who would present the procurement related aspects of the tender, including submission requirements and evaluation criteria.

II. Assignment Overview and technical specifications

Mr. Denis Parea presented the broader project context and the rationale for developing Voluntary Waste Collection Centres (CAV) under Moldova's green transition agenda.

Mr. Parea explained that the Green Transition initiative supports national priorities linked to circular economy and improved waste management. He referenced that the project was financed through European support and indicated an overall budget in the order of approximately EUR 12 million (as mentioned during the meeting).

Mr. Parea explained that CAVs address waste streams that are not consistently managed through standard municipal waste collection systems and that these centres provide an organized place where residents can deliver specific fractions for appropriate handling and recycling. Examples mentioned included bulky items and other fractions such as mattresses, tires, textiles, and similar streams.

He noted that similar voluntary waste drop-off centres are commonly used in EU countries, including Romania.

Mr. Parea referenced a selection process/competition conducted in November–December of the previous year, through which three beneficiaries were selected (**Călărași, Ungheni, Leova**).

He stated that the company selected under this RFQ will elaborate the technical project/design documentation and cost estimation for the construction of the CAVs.

Mr. Vitalie Colun provided the detailed technical explanation of what the assignment entails, clarifying that the scope is not limited to a basic concrete platform and includes multiple infrastructure, operational, and technical compliance elements.

Core concept and adaptation of dimensions according to the geometric plan

- The Terms of Reference include recommended platform dimensions.
- These dimensions may be adjusted depending on land availability and what each beneficiary/local authority has allocated.
- The design team is expected to align the final layout with both functional needs and site constraints.

Site-specific issue: Leova (shared land and access coordination)

Mr. Colun highlighted a particular consideration for **Leova**:

- The allocated land is associated with a broader waste management area also designated for a transfer station function.
- The design team will need to coordinate solutions to ensure the CAV layout and access are compatible with broader site planning for WMZ2.
- Access is from a national road, so compliant access organization may require additional coordination and, if needed, involvement of a road specialist.

Minimum technical requirements described during the meeting

A) Civil and structural works

- Construction of a **reinforced concrete platform** to host the containers and operational areas.
- Consideration of **metal rails / protective metal elements** to prevent damage to concrete during container handling (loading/unloading, repositioning).

B) Perimeter, security and operational control

- Site **fencing** and controlled access.
- **Video surveillance / CCTV** and security recording arrangements.
- Provision of an **operator container** (operations cabin) for staff presence and site management.

C) Water management, sanitation, and stormwater

- Organization of **stormwater (rainwater) collection and management**, including filtering/handling solutions where needed.
- Minimum sanitary provisions for operational staff; operational hygiene requirements were discussed (including references to basic washing/sanitary arrangements).

D) Weighing and record keeping

- All incoming waste streams are intended to be **weighed** and logged.
- A **register** is to be maintained (potentially electronic depending on the operator's final setup), supporting accountability and monitoring.

E) Canopy / cover and storage of equipment

- Inclusion of a **canopy/cover** intended to protect equipment and allow storage during adverse weather.
- The canopy's size and height must reflect operational requirements and clearance for vehicles and equipment.

F) Equipment considerations (part of the technical concept)

Mr. Colun clarified that the assignment considers not only construction but also integration/specification of operational equipment, such as:

- **Compactors** (where applicable);
- A **chipper/shredder** (as discussed in the meeting), described as potentially mobile equipment that may be transported depending on operational needs;
- The operator container and associated operational fittings.

G) Utilities and technical compartments

- **Electricity supply** and lighting;
- **Water supply**;
- Technical requirements linked to **fire safety** and other compliance needs;
- All utility connections are subject to official technical conditions/prescriptions from relevant utility operators, and the design package is expected to include the necessary technical sections and calculations.

Mr. Colun further clarified:

- The selected company is expected to support the beneficiary in obtaining **initial permitting inputs / initial permissible data**, such as the urbanism certificate and environmental agreement where required.
- All three locations were described as being within **river protection zones** (with a specific reference to the Prut protection area for two CAVs). Environmental justification may therefore be required depending on authority requests, even if a full environmental impact assessment is not expected for this facility type.
- Following topographic surveys and initial technical exploration, the **concept /preliminary design** must be coordinated with UNDP and the beneficiary before

proceeding to the execution-stage design documentation, in order to eliminate discrepancies and ensure alignment.

III. Procurement and quotation submission requirements

The Mr. Iurie Tarcenco presented the procurement related aspects and emphasized that all tenders are managed through **Quantum platform**.

Submission channel and general rule

- All quotations must be submitted exclusively via **Quantum** using the registration and submission links provided in the RFQ documentation.
- Bidders were encouraged not to wait until the final day and to submit early to avoid technical issues.

Language and currency

- Quotations may be submitted in **Romanian or English**.
- Financial quotations may be submitted in **USD**, and local entities may submit in **MDL (lei)** (as discussed during the meeting).

Taxes

- Offers must be submitted **exclusive of local taxes** (VAT and similar).
- UNDP may issue a tax exemption letter for applicable categories; it was clarified this relates to VAT/customs-type issues where applicable, not to general income tax.

Delivery timeframe and delay penalties (critical clause)

- The maximum timeframe for final delivery is **150 calendar days** from contract issuance and signature.
- Delay penalties apply: **2.5% of the total contract value per week of delay**.

Compliance logic and minimum requirements (important for eligibility)

- The RFQ uses a **pass/fail compliance approach**: if a bidder fails at least one mandatory criterion, the bid is disqualified.
- Bidders must submit a quotation covering the full scope of requirements under this RFQ, including all deliverables for all three locations (Călărași, Ungheni, and Leova). Quotations limited to one location and/or an incomplete scope will be considered non-compliant and will be disqualified .

Submission documents

- Financial quotation / financial offer form;

- Company registration documentation;
- List of relevant projects implemented in the past **five (5) years** (client, period, scope; contracts may be requested later for verification);
- **Three (3) references** / recommendation letters from clients;
- Proposed experts/staff list and CVs;
- Optional certifications (e.g., ISO) where available;
- A schedule (e.g., Gantt chart) showing how deliverables will be completed within the 150-day implementation period;
- Financial statements for the last **two (2) years**, demonstrating the ability to pre-finance works/services (no advance payments were referenced).

Financial structure and deliverables in Quantum

- The financial annex is divided across **three locations** and structured into **four deliverable points per location**, totaling **twelve (12) deliverables**.
- Bidders enter the **total cost per each deliverable** in Quantum.
- The detailed cost build-up (expert days, daily rates, other costs) should be included in the Annex 3.

IV. Questions and answers

Question 1: Will UNDP provide detailed specifications for containers/equipment?

Answer: Container diversity is limited in practice for such centres; the design team is expected to calculate container numbers and capacity based on expected waste generation and service area norms. Containers are generally standardized; the key requirement is correct sizing and functional arrangement.

Question 2: The TOR mentions “landscape design”; does it refer to the general plan, greening, drainage? Must it be prepared by a certified architect?

Answer: Yes-this refers to the general plan/territory layout (a wording/translation issue was implied). The certified architect coordinates the site plan, layout, and related site development components.

Question 3: Must the Task Manager be the architect?

Answer: Not necessarily. The Task Manager can be another qualified person who can coordinate disciplines and justify decisions, provided competence is demonstrated.

Question 4: Is project verification mandatory (accredited verifier or state verification)?

Answer: Verification was not indicated as a special mandatory requirement during the

meeting; bidders may choose their internal QA/verification approach consistent with applicable rules.

Question 5: Where is ventilation/air-conditioning required?

Answer: Mainly for the operator container if custom-built. If a prefabricated operator container is used, such systems may be included by the supplier.

Question 6: What is the canopy (roofed area) size?

Answer: Indicatively **120–150 m²**, but not fixed. The final size and height must reflect the equipment to be stored and clearance requirements for vehicles (including heavy trucks) used for loading/unloading.

Question 7: Without technical conditions, how far might connections run—could it be kilometers?

Answer: The expectation is not kilometers. Preliminary assessment suggested approx. **150–200 m**, sometimes closer (electricity may be around ~50 m in some cases). Final distances depend on calculated demand and official technical prescriptions.

Question 8: Who obtains technical conditions and urbanism certificate - designer or authority?

Answer: The beneficiary/authority obtains them formally, and the selected design company supports by preparing technical calculations/inputs and facilitating coordination.

Discussion: Participants referenced examples of CAV-type facilities in Romania.

Clarification (UNDP/technical team): Examples are for understanding; they do not restrict design. The CAV should not be confused with a transfer station (which uses ramps/platforms for transferring waste into larger containers). CAV design is different; ramps are not planned as in transfer stations (small stairs may be used for safe access to certain containers).

Question 9: What are the access conditions for each location?

Answer:

- **Călărași:** access in very close proximity to the adjacent route (approx. **10 m**).
- **Ungheni:** site near a sanitation operator; access approx. **20 m** from a city road/internal access.
- **Leova:** access from a national road; additional access organization may be required, potentially involving a road specialist, especially given that the land is associated with broader transfer-station planning.

Question/Comment 10: Can the design be modern/high-tech, and can innovative features be proposed?

Answer: Yes-design is not restricted stylistically. Innovative solutions are welcome provided

functional, safety, and compliance requirements are met (solar panels were mentioned as an example seen on covers in other projects).

Question 11: Are toilets/sanitary provisions required and how is wastewater handled?

Answer: Sanitary provisions are primarily intended for operational staff and site users as applicable. Final solutions depend on technical prescriptions; connection to an urban network is preferred where possible, otherwise alternative compliant solutions may be used depending on feasibility and local requirements.

Question 12: If a company has less than 10 years of experience, does it fail the bid entirely or only lose score?

Answer: The RFQ uses a pass/fail compliance method; failure to meet a mandatory requirement can lead to disqualification. Entities with less experience may participate as subcontractors under an eligible lead company, depending on bid structuring.

Please refer to the **“Amendment to the RFQ document,”** where the criterion has been amended as follows:

☒ Minimum ~~10 (ten)~~ 6 (six) years of experience in the field of development of design and costs estimation projects in the Civil and Industrial field

Question 13: Does the tax exemption cover income tax?

Answer: The exemption discussion concerns VAT and customs-type taxes where applicable; it does not cover general income tax.

Question 14: Is capacity defined and are waste types specified? What about construction waste?

Answer : Waste streams are stated in general terms in the TOR; capacity should be calculated by the designer based on norms and the service area. Construction waste was not treated as a full standard fraction for the CAV; selective acceptance of certain items may be discussed with beneficiaries to avoid changing the centre’s intended function.

Question 15: If a road specialist is necessary for Leova access compliance, can the bidder include this role and related costs even if not explicitly listed? How is it entered in Quantum?

Answer: Yes, bidders may include additional specialists if needed. Detailed cost lines can be included in Annex 3 (breakdown of costs). In Quantum, bidders enter the total amount per deliverable line, while the detailed breakdown shall be provided in the respective Annex.

Additional Notes

Participants were reminded that:



- All clarification questions and responses will be published;
 - Communication must take place exclusively through the Quantum system;
 - Equal access to information will be ensured for all bidders.
-

List of Participants

SELECTING A COMPANY FOR PROFESSIONAL CONSULTANCY SERVICES FOR DETAILED TECHNICAL DESIGN AND COSTS ESTIMATION FOR VOLUNTARY WASTE COLLECTION CENTERS

March 5, 2026, 11:00 AM

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. Vitalie Colun - Construction site coordinator UNDP Moldova
3. Iurie Tarcenco - Procurement Analyst, UNDP Moldova
4. Raisa Remhe - Project Associate, “Enabling an Inclusive Green Transition in the Republic of Moldova”, UNDP Moldova
5. Olesea Rotaru - Project Associate, “Enabling an Inclusive Green Transition in the Republic of Moldova”, UNDP Moldova
6. Natalia Ibrsim - Procurement Associate, UNDP Moldova
7. Natalia Volcovschi - Procurement Associate, UNDP Moldova
8. Mr. Vitalie Titei - Sigma Engineering
9. Mr. Eugeniu Prodan - Gorgona SRL
10. Ms. Ana - Voda Nova Proiect
11. Mr. Chisnenco Radion - TENDEX CONSULTING SRL
12. Representatives of BauConsult Group