

MINUTE OF PRE-BID MEETING
Designing and Implementing a Pilot to Promote Waste Circularity in Phnom Penh
(Ref. Process KHM59634)

I. Objective

The purpose of the pre-bidding meeting is to provide instruction to interested Offerors and presentation on the requirement of required services on how to prepare responsive bids.

Date and Venue

- Date: 30 March 2022 from 3:00pm to 3:40pm, Phnom Penh Local Time
- Virtual meeting: <https://undp.zoom.us/j/81187640411>

II. Participants

This pre-bidding meeting was opened to all interested Offerors. On the meeting day, the following participants were present:

UNDP:

1. Ms. Moeko Saito Jensen, Environmental Policy Specialist
2. Mr. Federico Tempestilli, International Consultant for Private Sector Engagement
3. Ms. Pheara Lek, Procurement Assistant

Interested Offerors:

- Michel Dauguet, iDE Cambodia
- Kevin Robbins, iDE
- Takuro Abe, IKEE Ltd
- LEMINH, Guun LTD.,
- Terra Michaels, Gret

III. Pre-Bidding Proceeding

To make this pre-bid meeting more beneficial to all interested bidders, we prepared the slide presentation, which covered the following contents:

1. Instruction to Bidders
 2. Documents to be submitted
 3. Required Service of Terms of Reference
 4. Questions & Answers
- To begin the presentation, Ms. Pheara Lek welcomed and thanked all participants who attended this pre-bid meeting and explained about the purpose of the meeting. Ms. Pheara encouraged all participants to openly ask for clarification if they are not sure in any part of the presentation.
 - The presentation on "Instruction to bidders and Document to be submitted" was presented by Ms. Pheara and Ms. Moeko Saito Jensen went through slide presentation of related to the required service of Term of Reference.

Since the bid will be submitted through e-tendering tool, we encourage bidders to register their profile in e-tendering system.

Video guide how to register a bidder profile on e-tendering system:

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

Video guide how to submit a bid on e-tendering system:

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

5. Queries Raised by Participant and Answers

During and at the end of this presentation, there was only one question from participant, and this was clarified.

No.	Questions/Clarifications asked for	Answer/Clarification given as
1	Where Term of reference can be found?	Term of reference is included in the RFP document. UNDP encouraged bidders to contact UNDP focal point if there is any need of clarification after the meeting. Contract email is Pheara.lek@undp.org
2	Please clarify on price structure.	It is required to follow price structure of annex 3 of RFP. The modality of contract is long term agreement. Bidders are requested to propose a consulting fee / professional fee which is considered a cost inclusive rate covering any other costs like communication and operating costs (if applicable). The fee will be fixed over 2-year LTA period.

6. Annex

Presentations of UNDP for Pre-Bidding Meeting



Request for Proposal

Designing and Implementing a Pilot to Promote Waste Circularity in Phnom Penh

UNDP CAMBODIA

30 March 2022
@03:00pm

1



Contents

- ❖ **Instruction to Bidders**
- ❖ **Documents to be submitted**

2



Instruction to Bidders

- Currency of Bid: United States Dollars (US\$)
- Request for Clarification: email to pheara.lek@undp.org and cc to procurement.kh@undp.org
- Clarification note to bidders' queries will be posted in e-tendering system.
- Deadline of Submission: No later than **08 April 2022 by 03:00pm, Cambodia time.**
- Note that system time zone is in **EST/EDT (New York)** time zone.
- Manner of Submitting Bid: eTendering (PDF files only)
<https://etendering.partneragencies.org>
 Business Unit code: **KHM10**
 Event ID: **KHM59634**



3

3



Instruction to Bidders (con't)

E-Tendering

For the first time registrants, <https://etendering.partneragencies.org>

- Username: event.guest
- Password: why2change

After login into the system, please choose:

- Event Name: **Design and Implement a Pilot to Promote Waste**
- Event ID: **KHM59634**

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.



4

4



Instruction to Bidders (con't)

Evaluation method

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%)



5

5



Preliminary Examination

- Documents have been properly signed (Form# 2 with letterhead and signature)
- Whether the proposer is legally registered (Business registration)
- Whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors (Self-letter to confirm with signature)



6

6

Document to be submitted



1st file: Technical Proposal Documents:

- i. **Annex 2: Form for Submitting Proposal** (Must complete and sign with organization's letter)
 - ii. **Doc. to prove service provider Qualification**
 - Company/Organization Profile
 - Legal Business registration document
 - Financial Statement (Last 2 years)
 - List of track record
 - Self confirmation that your organization is not included in UN Ineligibility List.
- **Proposed Methodology, Approaches, Detail work plan.**
 - **CVs of core team members** (Written confirmation from each personnel that they are available for the entire duration of the contract)
 - A portfolio containing a minimum 2 related projects with minimum value of US\$ 60,000 must be submitted, with hyperlinks to such projects if available online



7

7

Document to be submitted



2nd file: Financial Proposal Document:

- **Annex 3: Financial proposal form** require signature and password protection
- **Must not show total of proposed amount** is system
- Enter **"1 "** for bid price (in the bid line) and upload the financial proposal as password protected PDF attachment. **Showing the price information in bid line or in technical proposal will be rejected.**



8

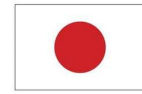
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Thank you



9



From
the People of Japan



Designing and implementing a pilot to promote waste circularity in Phnom Penh

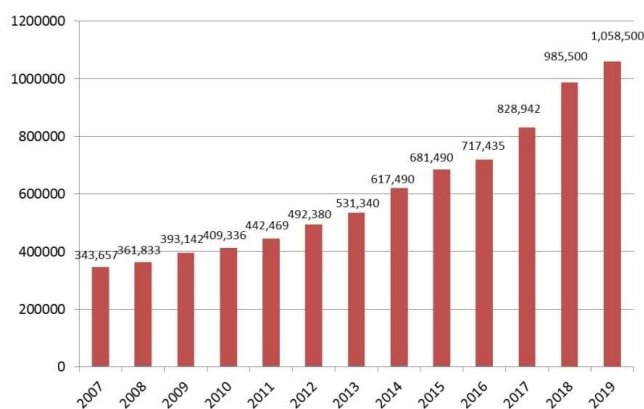
Moeko Saito Jensen
Environmental Policy Specialist
Circular Economy
Combatting Marine Plastic Litter Project

1

Rapidly Growing Volume of Waste including Plastic

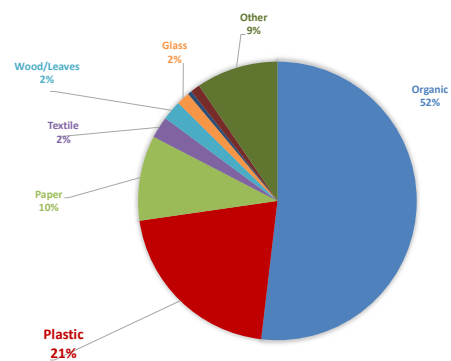


Municipal Solid Waste Landfill Disposal in Phnom Penh
(tons/year)



Source MoE (2020)

Municipal Solid Waste Composition in Phnom Penh



Source: Seng (2015)

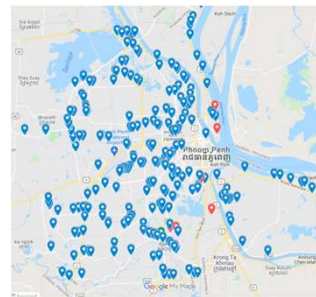
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Municipal Solid Waste Management in Cambodia



	Volume (Tons)	Percent of total waste
Generated	4,090,209	100%
Formal Collection	2,571,235	63%
Illegal Dumping and Burning	1,194,456	29%
Informal Collection/ recycling	324,512	8%

Source: MoE (2015)



In Phnom Penh, 292 depots- 2,000 people

3

Challenges with Growing Plastic Waste and Pollution



- Rapidly growing volume of plastic waste- adding pressure on existing landfills
- Burning and illegal disposal of plastic waste is common and highly polluting
- Marine plastic pollution



4

4Rs (Refuse, Reduce, Reuse, and Recycle) Framework



5 WAYS TO REDUCE PLASTIC

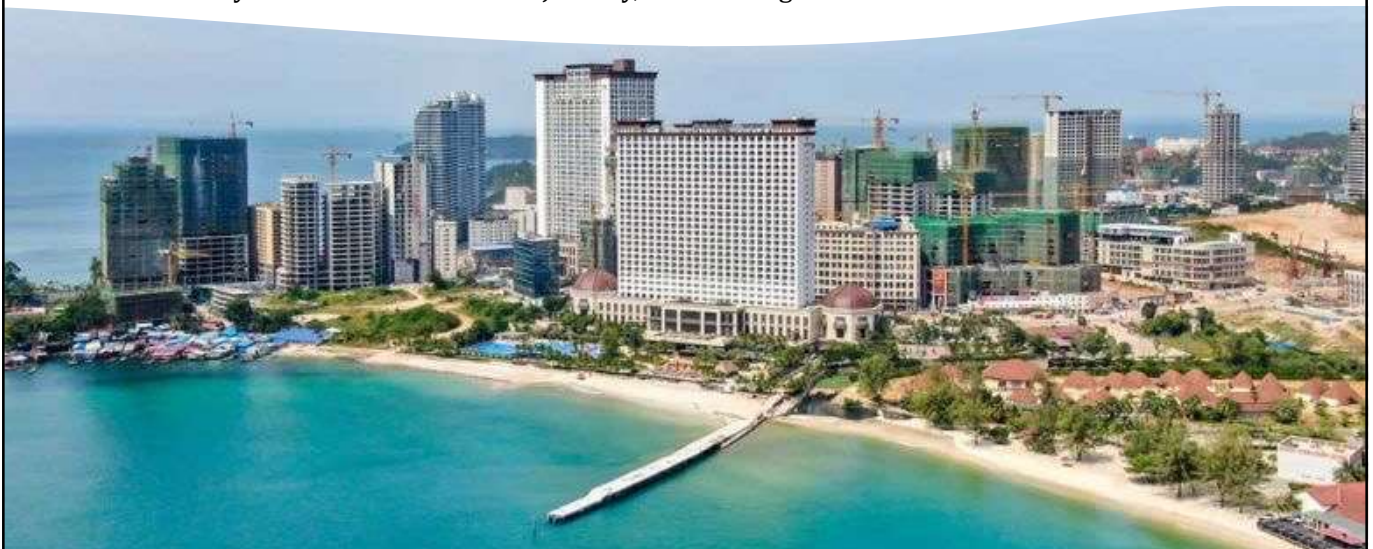
- 1 REFUSE**
 One-single use plastic bottles, plastic cups, plastic straws, expanded polystyrene (EPS) food containers or plates
- 2 REDUCE**
 Install a water dispenser and use eco bags
- 3 REUSE/REPLACE**
 Reusable bottles, cups, bags, food containers, and straws (bamboo or stainless)
- 4 RECYCLE**
 Dispose plastic waste in the recycle bins
- 5 REMIND**
 tell others to follow 4Rs above

5

Comabattling marine plastic litter project

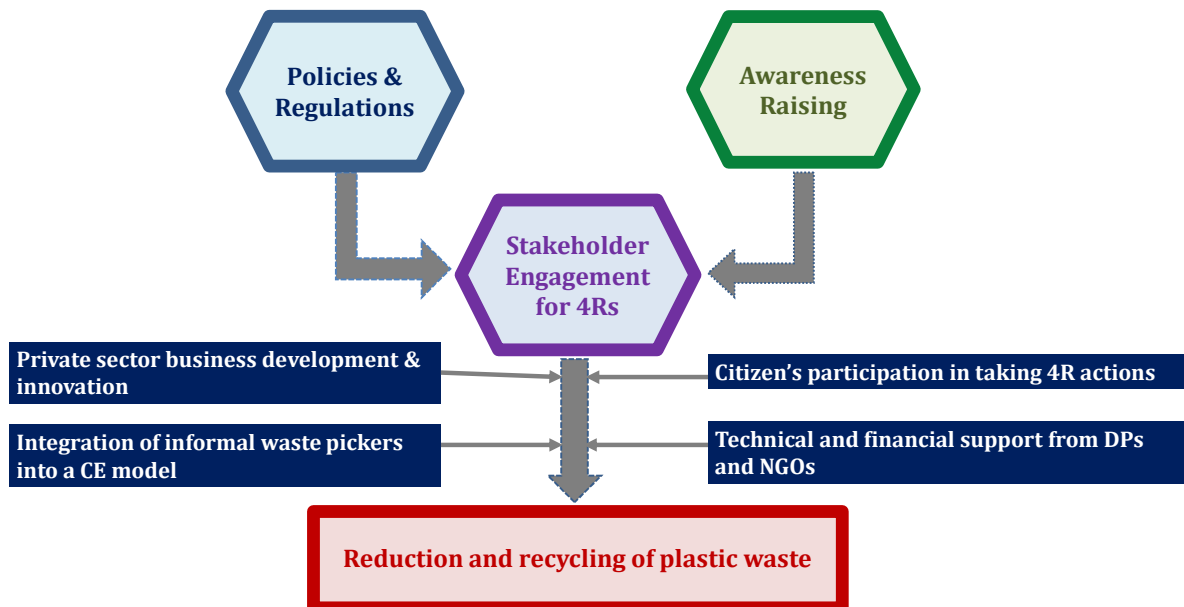


- **Objective:** To prevent and minimize plastic waste pollution on land and in the ocean through promotion of a 4R framework.
- **Duration:** 2 years and 7 months from January, 2021 to Aug 2023



6

Cambodia's Approach for Tackling Plastic Pollution



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Policies and Regulations

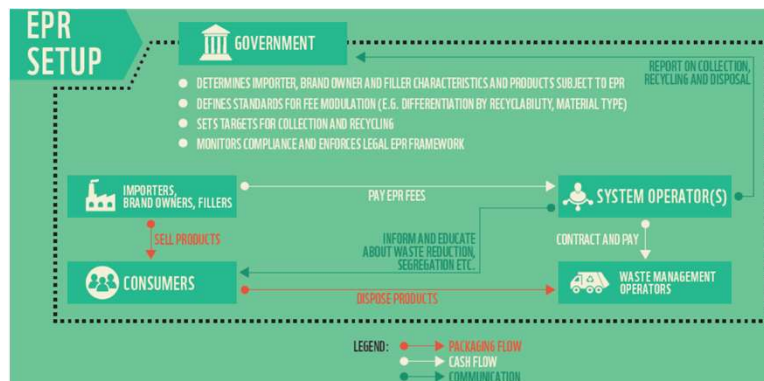


- **Sub-decree on plastic management (draft)**- including new measures on single-use plastic, **EPR**, green procurement, eco-labelling, recycling

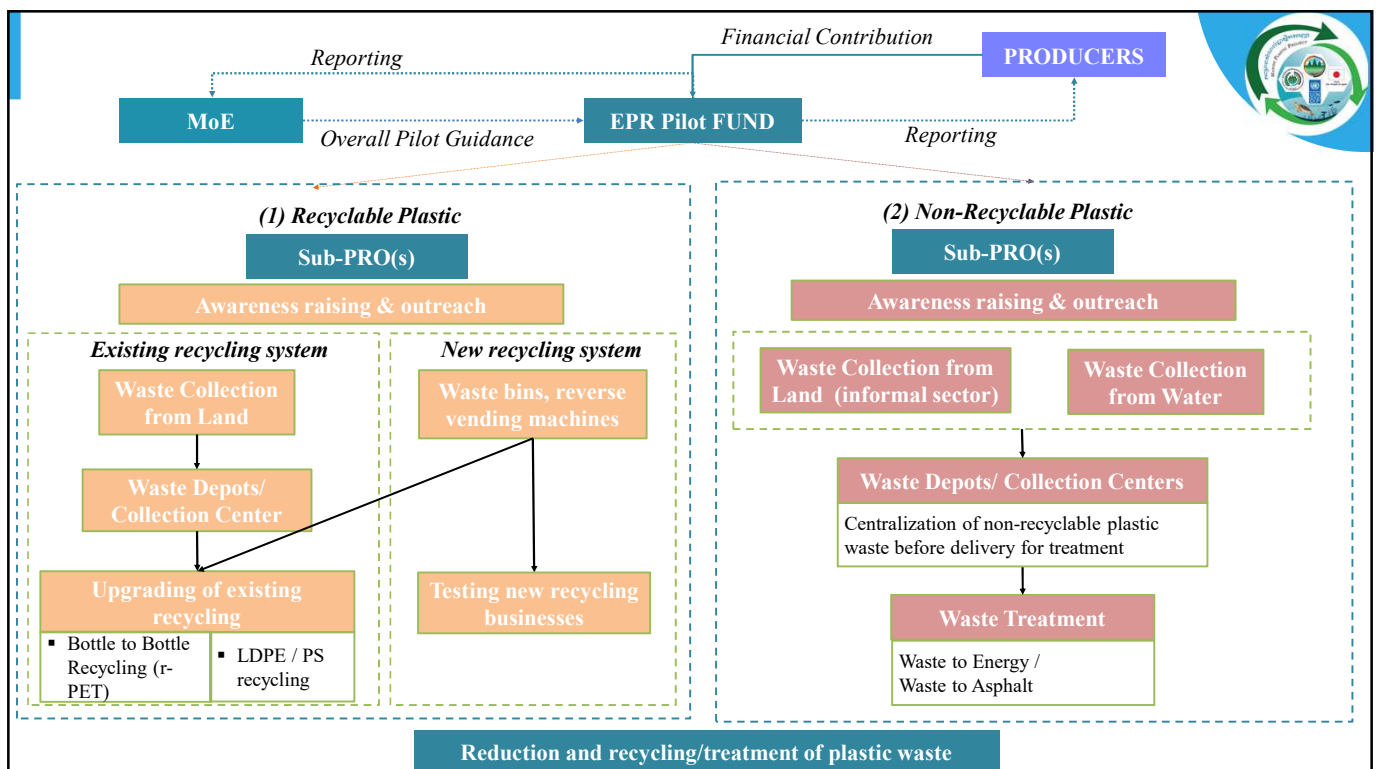
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Updates on Extended Producer Responsibility (EPR)

- Initial reviews of the key objectives and the concept of EPR, the main types of EPR instruments, and key success factors for designing and implementing EPR in Cambodia.
- An initially proposed EPR roadmap to transition from a “Voluntary” to a “Mandatory EPR” framework in Cambodia
- Designing and piloting of plastic circularity initiatives from 2022**



9



10

Key objectives



- Design and pilot a voluntary EPR scheme to promote circularity **mainly targeted at non-recyclable plastic items.**
- Test an approach that can **achieve higher collection rates for less valued plastic waste items, enabling alternative treatment** (e.g. waste to energy, waste to asphalt) and **reduce waste leakage into the environment and waste disposal at landfill.**

11

Proposed roles of a service provider



- Act as a sub-PRO to coordinate and implement target pilot activities. This may include but not be limited to overall pilot management and implementation, reporting, monitoring and evaluation of implemented activities.
- Work with multi-stakeholders which may include the following:
 - INFORMAL SECTOR (WASTE PICKERS)
 - WASTE COLLECTOR from WATER/LAND
 - WASTE DEPOTS / COLLECTION CENTRES
 - TREATMENT FACILITIES

12

Scope of works



- Definition of target plastic products for collection from either land or water and design an engagement strategy for target actors and stakeholders for the effective collection and treatment of waste
- Awareness raising and outreach for effective engagement and onboarding of stakeholders involved in the pilot activities
- Design and development of pilot project support
- Pilot implementation
- Project monitoring and reporting

13

Key information



- **Work arrangement:** The service provider will directly report to UNDP and the “Combatting Marine Plastic Litter” project team during the entire duration of the assignment. In addition, assignments will be managed within the Programme Unit and overseen by the Head of Programme Unit.
- **Duration of the work;** The initial LTA period will be for twelve (12) months with possible extension up to two years. The LTAs may be further extended up to two years depending on the funding availability, the needs of the project and performance of the service provider
- **Duty station:** A service provider shall be based and/or have a representative in Cambodia to ensure effective management and successful implementation of pilot project activities. A service provider is expected to have its own work spaces, computers/laptops, software, and other facilities and equipment.

14



Requirements for a service provider

Reputation	<ul style="list-style-type: none"> At least 5 years of experience in implementation of initiatives or application of the technology relevant for this assignment to propose waste management solutions (waste to energy, asphalt, bricks etc) Track record in similar projects in Cambodia and/or other countries (preferably South East Asia)
Competencies	<ul style="list-style-type: none"> Previous experience in business operation, or project management and implementation in providing relevant solutions for waste management (e.g. waste collection, waste to energy, and waste for construction materials) in the Southeast Asia, preferably in Cambodia Knowledge and technology of waste collection and treatment procedures Experience in managing collaboration with multi-stakeholders including the informal sector would be an asset
Equipment/technology	<ul style="list-style-type: none"> Owns, has right to use, or has access to equipment and technology that enable waste collection and management activities on land/water.
Contextual	<ul style="list-style-type: none"> Experience implementing relevant initiatives that provide solutions for waste management initiatives is required Previous experience in waste collection and clean-up initiatives is an asset Experience working with the Royal Government of Cambodia and/or UNDP is an asset.

15



Required members of a team

1. Project lead
2. Senior technical specialist
3. Technical specialist

Evaluation of proposals

1. Technical scores (70%)
2. Financial scores (30%)

16



Technical scores (70%)

Summary Proposal Evaluation		Points Obtainable
1	Eligibility, Qualifications, Capacity and Experience of the service provider	350
2	Proposed Methodology, Approach, and Initial Idea for Implementation Plan	300
3	Management Structure and Key Personnel	350
Total		1,000

17



Financial scores (30%)

Summary Proposal Evaluation		Total Number of days
1	Team lead	30
2	Senior specialist	35
3	Specialist	35
Total		100 days

18

