



REQUEST FOR QUOTATION NO. RFQ22/02544:

FPI/ SELECTING A COMPANY TO CONDUCT THE STRATEGICAL ENVIRONMENTAL ASSESSMENT OF THE DRAFT LOW EMISSION DEVELOPMENT PROGRAMME FOR 2030

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Programme "Addressing the impacts of energy crisis and initiating solutions toward energy security and addressing energy poverty" (FPI Programme)** kindly requests your quotation for the **Request for Quotation no. RFQ22/02544:FPI/ Selecting a company to conduct the Strategical Environmental Assessment of the draft Low Emission Development Programme for 2030** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Terms of Reference
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00032** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afzLoop=6329722925931702&_afzWindowMode=0&_afzWindowId=null&_afzFS=16&_afzMT=screen&_afzMFW=1042&_afzMFH=575&_afzMFDW=1280&_afzMFDH=720&_afzMFC=8&_afzMFCI=0&_afzMFM=0&_afzMFR=144&_afzMFG=0&_afzMFS=0&_afzMFQ=0



Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that quotation shall be submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Thank you and we look forward to receiving your quotation.

UNDP Moldova



Table of Contents

1 Overview.....4

1.1 General Information.....4

1.2 Tender Timeline.....5

1.3 Response Rules.....6

1.4 Terms.....6

1.5 Attachments.....6

2 Requirements.....7

2.1 Section 1. Section 2 RFQ Instructions and Data sheet.....7

2.2 Section 2. Documents to be submitted.....8

2.3 Section 3. Annex 1: Terms of Reference.....10

2.4 Section 4. Annex 2 - Quotation Submission Form.....11

2.5 Section 5. Bidder Declaration.....11

2.6 Section 6. Annex 3 - Financial Offer.....13

3 Lines.....14

3.1 Line Information.....14



1 Overview

1.1 General Information

Title	RfQ22/02544: FPI/Strategical Environmental Assessment of the draft LEDP 2030
Contact Point	Veronica Lopotenco
Outcome	Purchase Order
E-Mail	veronica.lopotenco@undp.org
Reference Number	RfQ22/02544
Beneficiary Country	Republic of Moldova
Introduction	

REQUEST FOR QUOTATION NO. RFQ22/02544:

FPI/ SELECTING A COMPANY TO CONDUCT THE STRATEGICAL ENVIRONMENTAL ASSESSMENT OF THE DRAFT LOW EMISSION DEVELOPMENT PROGRAMME FOR 2030

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Programme "Addressing the impacts of energy crisis and initiating solutions toward energy security and addressing energy poverty" (FPI Programme)** kindly requests your quotation for the **Request for Quotation no. RFQ22/02544:FPI/ Selecting a company to conduct the Strategical Environmental Assessment of the draft Low Emission Development Programme for 2030** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Terms of Reference
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.



Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00032** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that quotation shall be submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

1.2 Tender Timeline

Preview Date	
Open Date	24-Oct-2022 22.19.31



Close Date 8-Nov-2022 16.30.00
Time Zone Eastern European Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
RFQ22_02544_Annex 1 - Terms of Reference	File	RFQ22_02544_Annex 1 - Terms of Reference
RFQ22_02544_Section 2 - RFQ Instructions and Data	File	RFQ22_02544_Section 2 - RFQ Instructions and Data
RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms	File	RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms
UNDP General Terms and Conditions for goods and services	File	UNDP General Terms and Conditions for goods and services
UNDP Quantum - User Guide for Suppliers - English	File	UNDP Quantum - User Guide for Suppliers - English
UNDP Quantum - User Guide for Suppliers - Russian	File	UNDP Quantum - User Guide for Suppliers - Russian

2 Requirements

**Response is required*

Please review carefully the requirements and questions in this section, provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ Instructions and Data sheet

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement (link: <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit>) and with the provisions in the General Instructions to Bidders included in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

2. General Instructions

Please read and follow the general instructions to Bidders included in the General Instructions document herewith attached.

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Section 2 - RFQ Instructions and Data	File	RFQ22_02544_Section 2 - RFQ Instructions and Data

3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Section 2 - RFQ Instructions and Data2 - RFQ In	File	RFQ22_02544_Section 2 - RFQ Instructions and Data

4. General Conditions of Contract



Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract:
[https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:
<https://www.undp.org/procurement/business/how-we-buy>

Attachments:

File Name or URL	Type	Description
UNDP General Terms and Conditions for goods and services	File	UNDP General Terms and Conditions for goods and services

2.2 Section 2. Documents to be submitted

Section Maximum Score: 8

*1. Company Profile

Have you provided a brief profile of the company highlighting areas of expertise, capacity, and experience in similar fields related to the assignment? You can upload attachments for a more comprehensive description of your company and its activities.

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes(Response attachments are required)

*2. Registration Certificate

Have you provided a copy of your company registration certificates?

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes(Response attachments are required)

*3. List of relevant projects

Have you provided the list of relevant projects performed for the last 5 (five) years including the following information:

- Name of previous contracts
- Client & Reference Contact
- Details including e-mail



- Contract Value Period of activity
 - Types of activities undertaken
- Copies of provided relevant projects/contracts might be requested.

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are optional)

*4. Statement of Satisfactory Performance

Have you provided the Statements of Satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field?

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are required)

*5. CVs and Key Personnel

Have you uploaded the completed and signed CVs for the proposed Key Personnel?

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are required)

*6. Financial Statements

Have you provided the Financial Statements (Income Statements and Balance Sheets) for the past 2 years (2021, 2020)?

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are required)

*7. Annex 2: Quotation Submission Form

Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms	File	RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms

Target: Yes

Select one of the following:-

☐ a. Yes(*Response attachments are optional*)

***8. Annex 3: Technical and Financial Offer**

Have you uploaded Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of References in Annex 1, detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed? You can upload attachments for more comprehensive description of your technical offer, in addition to Annex 3.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms2-3 - Retu	File	RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms

Target: Yes

Select one of the following:-

☐ a. Yes(*Response attachments are required*)

2.3 Section 3. Annex 1: Terms of Reference

Section Maximum Score: 3

***1. Compliance with technical requirements**

Please confirm whether you comply with the technical requirements listed in Annex 1: Terms of Reference. If you can not comply or comply with deviations, please indicate counter-offer in the comments.

Please upload documents related to your technical offer if different than the filled in Annex 3: Technical and Financial Offer form. Documents could include but are not limited to information detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Annex 1 - Terms of Reference	File	RFQ22_02544_Annex 1 - Terms of Reference

Target: Fully Comply

Select one of the following:-

☐ a. Fully Comply(*Response attachments are optional*)

☐ b. Comply with minor deviations(*Response attachments are optional*)

☐ c. Do not comply with requirements(*Response attachments are optional*)

***2. Delivery period**

Please confirm that you comply with the following delivery period:

Delivery of services must not to exceed 5 months upon signature of the contract.

Maximum Score: 1

Target: Yes

Select one of the following:-



☐ a. Yes (Response attachments are optional)

*3. Payment terms

Please confirm whether you comply with the following Payment terms:
25% payment upon submission of the Deliverables 1 and 2; 50% payment upon submission of the SEA Report (Deliverable 3); 25% payment upon submission of the Deliverables 4-6.

Maximum Score: 1

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are optional)

2.4 Section 4. Annex 2 - Quotation Submission Form

Section Maximum Score: 1

*1. Annex 2: Quotation Submission Form

Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms	File	RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms

Target: Yes

Select one of the following:-

☐ a. Yes (Response attachments are required)

2.5 Section 5. Bidder Declaration

*1. Requirements and Terms and Conditions

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

Select one of the following:-

☐ a. Yes

☐ b. No

*2. Capacity and capability

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

Select one of the following:-

☐ a. Yes

☐ b. No

***3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***7. Bankruptcy**



I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

Select one of the following:-

- ☐ a. Yes
☐ b. No

2.6 Section 6. Annex 3 - Financial Offer

1. Financial Offer

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

Attachments:

File Name or URL	Type	Description
RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms2-3 - Retu	File	RFQ22_02544_Annexes 2-3 - Returnable Bidding Forms



3 Lines

Instructions

Please fill in this form in accordance with the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer attached herewith. Breakdown of Professional Fees will be presented in the Annex 3: Technical and Financial Offer.

Please provide a lump sum for the provision of the services stated in the Terms of Reference for your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

The currency of Proposal shall be US Dollar / USD.

The prices shall be exclusive of VAT.

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1- Deliverable 1. Activity Plan and Methodology for the assignment submitted and coordinated.	Methodology and analysis					
2- Deliverable 2. The scope of the SEA Report.	Methodology and analysis					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
3- Deliverable 3. SEA Report developed.	Methodology and analysis					
4- Deliverable 4. A report on the contribution to the consultation process of the SEA Report.	Methodology and analysis					
5- Deliverable 5. Final version of the SEA Report.	Methodology and analysis					