



## **INVITATION TO BID (ITB)**

**Implementation of the Voucher programme for replacement of household appliances**

ITB No.: ITB22/02563

Project: FPI Programme on "Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating solutions toward energy security and energy poverty"

Country: Moldova, Republic of

## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **FPI Programme on "Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating solutions toward energy security and energy poverty"** hereby invites prospective bidders to submit a bid for **ITB22/02563: Implementation of the Voucher programme for replacement of household appliances** in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements/Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule

### **Annex 1: Regulation on Electro-appliances Voucher Programme (in Romanian language)**

When preparing your bid, please be guided by the ITB Instructions and Data Sheet. Please note that bids must be submitted directly in the system responding to the questions and uploading required documents by the deadline for submission of bids (date and time), indicated in the online system. System will not accept submission of any bid after that date and time. It is your responsibility to ensure that your bid is submitted before the deadline. Bids received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Bids must be submitted directly in Quantum NextGenERP supplier portal following this 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-00128** 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=300000127714247>

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](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Invitation to Bid, Schedule of Requirements/Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your bid.

UNDP Moldova

## SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL	
<b>1. Scope</b>	<p>Bidders are invited to submit a bid for the <a href="#">Click or tap here to enter text.</a> specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by UNDP. This ITB is conducted in accordance with Policies and Procedures of UNDP which can be accessed at <a href="https://popp.undp.org/SitePages/POPPRoot.aspx">https://popp.undp.org/SitePages/POPPRoot.aspx</a>.</p>
<b>2. Interpretation of the ITB</b>	<p>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 ITB.</p>
<b>3. Supplier Code of Conduct</b>	<p>All bidders must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>The bidder must acknowledge that UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p> <p>In pursuance of this policy, UNDP:</p> <ul style="list-style-type: none"> <li>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>(b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</li> </ul>
<b>4. Eligible bidders/Conflict of Interest</b>	<p>Bidders shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder it is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul>

	<p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> <p>Bidders shall not be eligible to submit a bid if at the time of bid submission:</p> <ul style="list-style-type: none"> <li>• is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>• is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>• is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> </ul>
<b>5. Eligible goods, works and services</b>	<p>All goods, works and/or services to be supplied under the contract shall have their origin in any country with the exception of the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services.</p> <p>For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>The origin of goods, works and services is distinct from the nationality of the bidder.</p>
<b>6. Proprietary information</b>	<p>The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by UNDP are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of UNDP. All documents which may form part of the bid will become the property of UNDP, who will not be required to return them to your firm.</p>
<b>7. Publicity</b>	<p>During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.</p>
<b>SOLICITATION DOCUMENTS</b>	
<b>8. Clarification of solicitation documents</b>	<p>Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>9. Amendment of solicitation documents</b>	<p>At any time prior to the deadline of bid submission, UNDP may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, UNDP may extend the Deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>
<b>PREPARATION OF BIDS</b>	
<b>10. Cost of preparation of bid</b>	<p>The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

<b>11. Language</b>	The bid, as well as any and all related correspondence exchanged by the bidder and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
<b>12. Documents comprising the bid</b>	<p>The bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>a) Documents establishing the eligibility and qualifications of the bidder;</li> <li>b) Technical bid</li> <li>c) Price Schedule</li> <li>d) Bid Security (if required)</li> <li>e) Advance Payment Guarantee (if required)</li> <li>f) Performance Security (if required)</li> <li>g) Any attachments and/or appendices to the bid.</li> </ul>
<b>13. Documents establishing eligibility and qualifications of the bidder</b>	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to UNDP's satisfaction.
<b>14. Technical bid</b>	The bidder is required to submit a technical bid using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
<b>15. Price Schedule</b>	<p>The Price Schedule shall be prepared using the Form provided in Section 7 and taking into consideration the requirements in the ITB.</p> <p>The prices and discounts quoted by the bidder shall conform to the requirements specified below.</p> <ul style="list-style-type: none"> <li>• All items and lots (if applicable) must be listed and priced separately.</li> <li>• The price to be quoted shall be the total price of the bid, excluding any discounts offered.</li> <li>• The bidder shall quote any unconditional discounts and indicate the method for their application.</li> <li>• The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination is specified in Section 5: Schedule of Requirements.</li> <li>• Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</li> <li>• If indicated in Section 3: Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.</li> </ul>
<b>16. Bid currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids:</p> <ul style="list-style-type: none"> <li>• UNDP will convert the currency quoted in the bid into the UNDP preferred currency, in accordance with the prevailing UN Operational Rate of Exchange on UNDP; and</li> <li>• In the event that UNDP selects a bid for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>17. Duties and taxes</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All bids shall be

	submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
<b>18. Bid validity period</b>	<p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the bid validity period, UNDP may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing, and shall be considered integral to the bid.</p> <p>If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid, but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 19 (Bid security) in all respects.</p> <p>The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.</p>
<b>19. Bid Security</b>	<p>A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.</p> <p>The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer shall be rejected.</p> <p>If the bid security amount or its validity period is found to be less than is required by UNDP, UNDP shall reject the bid.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNDP pursuant to Article 18 (Bid Validity Period).</p> <p>The bid security may be forfeited by UNDP, and the bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>• If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or;</li> <li>• In the event the successful bidder fails: <ul style="list-style-type: none"> <li>○ to sign the Contract after UNDP has issued an award; or</li> <li>○ to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the bidder.</li> </ul> </li> </ul>
<b>20. Joint Venture, Consortium or Association</b>	<p>If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:</p> <ul style="list-style-type: none"> <li>• they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and</li> <li>• if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p>

	<p>If a JV, Consortium or Association's bid is the bid selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 21 (Only one Bid) herein in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>21. Only one bid</b>	<p>The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one controlling partner, director or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this ITB; or</li> <li>• they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this ITB process;</li> <li>• they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.</li> </ul>
<b>22. Alternative bids</b>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>
<b>23. Pre-bid conference</b>	<p>When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p>



	<p>UNDP will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 41 (Clarification of Bids).</p> <p>The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.</p>
<b>24. Site inspection</b>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested bidder.</p> <p>Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.</p> <p>Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <p><a href="#">Click or tap here to enter text.</a> will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 8 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<b>25. Errors or omissions</b>	<p>Bidders shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<b>26. Bidders responsibility to inform themselves</b>	<p>Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB;</li> <li>• review the ITB to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents;</li> <li>• attend any Pre-bid conference or site inspection if it is mandatory under this ITB;</li> </ul>

	<ul style="list-style-type: none"> <li>fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and</li> <li>form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid.</li> </ul> <p>Bidders acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.</p>
<b>27. No material change(s) in circumstances</b>	<p>The bidder shall inform UNDP of any change(s) of circumstances arising during the ITB process, including but not limited to:</p> <ul style="list-style-type: none"> <li>a change affecting any declaration, accreditation, license or approval;</li> <li>major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors;</li> <li>a change to any information on which UNDP may rely in assessing bids.</li> </ul>
<b>SUBMISSION AND OPENING OF BIDS</b>	
<b>28. Instruction for bid submission</b>	<p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the UNDP General Conditions of Contract.</p> <p>Electronic submission through the portal, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ul>
<b>29. Deadline for bid submission</b>	<p>Complete bids must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. UNDP shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the bid was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 Amendment of solicitation documents. In this case, all rights and obligations of UNDP and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
<b>30. Withdrawal, substitution and modification of bids</b>	<p>A bidder may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to UNDP, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION".</p> <p>However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by UNDP for the entire bid validity period, as may be extended.</p>

	Quantum: A Bidder may modify its Bid by revising the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly revise and submit a modification of the Bid as needed. Detailed instructions on how to revise a Bid directly in the system are provided in the Bidder User Guide.
<b>31. Storage of bids</b>	Bidders are encouraged to submit their bid in good time to avoid last minute challenges. Bids submitted in the supplier portal are kept confidential and secure by the system and no one in the organization has access to such information until deadline has passed and bids have been opened.
<b>32. Bid opening</b>	Once deadline has passed, bids will be opened for evaluation as per the UNDP evaluation procedures. If Public Bid Opening is provisioned, a Public Bid Opening report will be sent automatically by the system to all bidders who have posted a successful bid indicating names of the companies and their total bid price.
<b>33. Late bids</b>	<p>In exceptional circumstances, bid received outside portal within or after deadline may be accepted if it is determined that it was due to factors not reasonably foreseen by the bidder or was due to force majeure.</p> <p>Such bids received by UNDP will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.</p>
<b>EVALUATION OF BIDS</b>	
<b>34. Confidentiality</b>	<p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a bidder or anyone on behalf of the bidder to influence UNDP in the examination, evaluation and comparison of the bids or contract award decisions may, at UNDP's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>35. Evaluation of bids</b>	<p>UNDP shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the bids received according to the evaluation criteria in Section 4.</p> <p>Evaluation of bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary examination</li> <li>Evaluation of eligibility and qualification</li> <li>Evaluation of technical bids</li> <li>Evaluation of prices of bids found to be substantially compliant</li> </ol> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p> <p>After completion of the evaluation, but prior to award, UNDP shall conduct a Post-qualification assessment of the bidder recommended for award (if pre-qualification was not done) as per Article 40 (Post-qualification).</p>
<b>36. Preliminary examination</b>	UNDP shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any bid at this stage.
<b>37. Evaluation of eligibility and qualification</b>	<p>Eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible Bidders).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial resources to perform</li> </ol>

	<p>the contract and all existing commercial commitments,</p> <p>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</p> <p>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<b>38. Evaluation of technical bids</b>	<p>Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.</p> <p>When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>39. Evaluation of prices</b>	<p>The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNDP.</p>
<b>40. Post-qualification/Due diligence</b>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or with previous clients, or any other entity that may have done business with the bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>41. Clarification of bids</b>	<p>UNDP may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the bids, in accordance with Instructions to Bidders Article 25 (Errors or omissions).</p> <p>UNDP may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>42. Responsiveness of bid</b>	<p>UNDP's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the bidding documents, UNDP's rights or the bidder's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other bidders presenting</li> </ul>

	<p>substantially responsive bids.</p> <p>If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>
<b>43. Nonconformities, reparable errors and omission</b>	<p>Provided that a bid is substantially responsive, UNDP may waive any non-conformities or omissions in the bid that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders.</p> <p>Provided that a bid is substantially responsive UNDP may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.</p> <p>For bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.</p>
<b>44. Right to accept any bid and to reject any or all bids</b>	<p>UNDP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>45. Samples</b>	<p>Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by UNDP or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to UNDP are non-returnable, unless otherwise stated. Samples should be marked with the ITB number.</p> <p>If a bidder fails to provide samples or documents requested by UNDP in a timely manner, UNDP may declare the bid unsuccessful.</p>
<b>AWARD OF CONTRACT</b>	
<b>46. Award criteria</b>	<p>In the event of a Contract award, UNDP shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. UNDP reserves the right to conduct negotiations with the bidder recommended for award on the content of their bid.</p>
<b>47. Right to vary requirement at time of award</b>	<p>At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of goods, works and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions</p>
<b>48. Notification of award</b>	<p>Prior to the expiration of the period of bid validity, UNDP will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.</p>
<b>49. Debriefing</b>	<p>In the event that a bidder is unsuccessful, the bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in</p>

	order to assist the bidder in improving its future bids for UNDP procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.
<b>50. Publication of Contract Award</b>	UNDP will publish the contract award on UNDP Procurement Notices website <a href="https://procurement-notices.undp.org/view_awards.cfm">https://procurement-notices.undp.org/view_awards.cfm</a> with the ITB reference number, the information of the awarded bidder company name, contract amount or LTA and the date of the contract.
<b>51. Contract Signature</b>	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>52. Contract Type and General Terms and Conditions</b>	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>53. Performance security</b>	<p>The successful bidder, if so specified in Section 3: Data Sheet shall furnish a performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. UNDP shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 19 (Bid Security). The Performance Security form is available <a href="#">here</a></p> <p>Failure of the successful bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event UNDP may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by UNDP to be qualified to perform the contract satisfactorily.</p>
<b>54. Bank guarantee for advance payment</b>	Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment using this <a href="#">bank guarantee form</a> . Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.
<b>55. Liquidated Damages</b>	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>56. Bid protest</b>	Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
<b>57. Other Provisions</b>	<p>In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### SECTION 3: DATA SHEET

The following specific data shall complement, supplement, or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Invitation to Bid (ITB) is <b>ITB22/02563</b>.</p> <p>The overall objective of this assignment is <b>to support UNDP in implementation of the Electro-appliances Voucher Programme by selling electro-appliances to citizens of the Republic of Moldova and accepting the vouchers issued by the existing IT platform as partial payment modality for the cost of electro-appliances</b>. At the same time, the assignment envisages collection of old electro-appliances from citizens against the purchase of new ones and their further disposal through recycling in accordance with the local legislation.</p> <p>The scope of services and specifications of goods are further described in Section 5 of this ITB.</p> <p>Based on the results of this competitive bidding exercise, UNDP intends to enter into <b>non-exclusive Long-Term Agreement(s) (LTAs)</b> with up to 3 (three) successful bidder(s) for the supply of specified services in support of UNDP's operations.</p> <p>The successful Bidders shall be selected following comparison of calculated percentage discount. The first 3 (three) Bidders with the highest calculated percentage discount shall be recommended for contract award.</p> <p>The expected duration of the LTA is: <b>3 (three) months</b> with the possibility of extension for up to 6 (six) additional months subject to the Supplier's satisfactory performance.</p> <p>LTAs are considered non-exclusive, and the estimated volume is based on a forecast of needs and does not constitute a commitment to place orders up to the volume.</p> <p>The award of contract under the LTA will not be subject to secondary competition among the LTA holders.</p>
4.	Eligible bidders	Bidders from all countries are eligible to bid.
5.	Eligible goods, works and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
8.	Clarification of solicitation documents	<p>Bidders must send their questions in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:</p> <p><b>Focal Person: Nadejda Russu, Procurement Coordinator</b></p> <p><b>E-mail address: <a href="mailto:nadejda.russu@undp.org">nadejda.russu@undp.org</a></b></p> <p><b>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Data Sheet Article 28).</b></p> <p><b>Deadline for submitting requests for clarifications / questions:</b></p> <p>Date: 5 (five) days before the submission deadline Time: 18:00 Time zone: GMT+3 / Moldova time</p> <p>UNDP will post the clarifications directly to the system.</p>
11.	Language	All bids, information, documents and correspondence exchanged between UNDP and the bidders in relation to this bid process shall be in English and Romanian (acceptable).

15.	Price adjustment	The discount quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
15.	Partial bids (lots)	Partial bids shall not be allowed. Bidders must quote discounts for the total requirement requested under Section 5. Schedule of Requirements/Terms of Reference. Evaluation will be done for the total requirement.
16.	Bid currencies	Not applicable.
17.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
18.	Bid validity period	90 days
19.	Bid security	Not Required
22.	Alternative bids	Shall not be considered.
23.	Pre-bid conference	<p>Will be conducted</p> <p><b>Time and time zone: 15:00, Moldova time, GMT+3</b></p> <p><b>Date : 27 April 2023</b></p> <p>Venue : Zoom Meeting</p> <p>Meeting URL:  <a href="https://undp.zoom.us/j/85601620454?pwd=ZINIWVB5eFhwU3hWcHVrRWViSGFuUT09">https://undp.zoom.us/j/85601620454?pwd=ZINIWVB5eFhwU3hWcHVrRWViSGFuUT09</a></p> <p>Meeting ID: 856 0162 0454</p> <p>Passcode: 374343</p> <p>Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.</p> <p>The focal point for the arrangement is:  Nadejda Russu, Procurement Coordinator, FPI Programme</p> <p>E-mail: <a href="mailto:nadejda.russu@undp.org">nadejda.russu@undp.org</a></p> <p><i>Please, confirm your participation by COB one day before the pre-bid meeting to the following email: <a href="mailto:nadejda.russu@undp.org">nadejda.russu@undp.org</a></i></p> <p>The Pre-bid conference is:</p> <p><input checked="" type="checkbox"/> not <b>mandatory, but highly recommended.</b></p> <p>Minutes of the Pre-bid conference will be disseminated by <b>direct communication</b> to prospective Bidders by email and posting on the website <a href="#">UNDP Moldova tenders</a>, <a href="#">UNDP Procurement Notices</a> and <a href="#">UNGM</a> websites.</p>
24.	Site inspection	A site inspection will not be held.
28.	Instruction for bid submission	<p>Bidders must submit their bid directly in the online system.</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review.</li> <li>▪ The bidder should receive an email acknowledging email receipt from the system.</li> </ul>
29.	Deadline for bid submission	Deadline is indicated in the supplier portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in



		the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline. Note that system time zone is in EST/EDT (New York) time zone.
32.	Bid opening	<input checked="" type="checkbox"/> Public bid opening will not be held
	Expected date for commencement of contract	15 June 2023
47.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased or decreased is 25%
	Contract award to one or more bidders	<p>UNDP will award a contract to:</p> <p>Up to 3 (three) Bidder(s) based on the highest calculated percentage discount.</p> <p>The total budget of the Vouchers Programme, under which the mentioned 3 (three) contracts shall be awarded is 5.8 million USD.</p> <p>In case of contract award to a local company, contracts shall be concluded in Moldovan Lei at UN Operational Rate of Exchange (<a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>) of the month of contract conclusion.</p> <p>In case of contract award to a local company, payments against contracts shall be made in Moldovan Lei based on UN Operational Rate of Exchange (<a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>) on the day of payment.</p>
50.	Type of contract to be awarded	<p>Long Term Agreement (Contract Face Sheet for Goods and/or Services)</p> <p>See Section 6: for sample contract.</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
50.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>See Section 6</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
52.	Performance security	Not Required
53.	Advance payment	Not Allowed
54.	Liquidated Damages	<p>Will not be imposed.</p> <p>LTA service providers will be assessed during the performance review and actions taken accordingly.</p>
	Due diligence	UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. For more details, please, refer to point 40 of Section 2: Instruction to Bidders.
	Pre-condition for contract signature	<p>Before contract award, the recommended Bidders should demonstrate and provide:</p> <ul style="list-style-type: none"> <li>i. registration in the List of producers of products subject to extended producer responsibility regulations held by the Environment Agency and registration in the Automated Information System "Waste Management"; and/or</li> <li>ii. evidence of an individual system or membership of a collective system for the collection, treatment, recovery, or disposal of products that have</li> </ul>

		<p>become waste in accordance with Article 12 (5) (e) of the Waste Act No 209/2016.</p> <p>iii. Declaration-commitment to use the vouchers for the entire duration of the EVP Program, regardless of internal promotional and campaigns.</p>
	<p><b>Please attach the following documents to YOUR BID:</b></p>	<ul style="list-style-type: none"> <li>▪ Bid Submission (as per Form C)</li> <li>▪ Bidder Information (as per Form D)</li> <li>▪ Company Profile, which should not exceed fifteen (15) pages, including information regarding: <ul style="list-style-type: none"> <li>✓ Detailed description of national coverage of the Bidder or list of subdivisions/markets/stores;</li> <li>✓ Description of the goods/services provided;</li> <li>✓ Information on existence of e-commerce web page with displayed online priced catalogue and order mechanism in accordance with Law No 284/2004 on e-commerce;</li> <li>✓ Information on previous contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria);</li> <li>✓ Any other documents or information to support Bidder's experience.</li> </ul> </li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Certified Letter of Appointment and power of attorney authorizing the representative of the Bidder to sign bids committing the Bidder and his joint venture partners (if any) to engagement for the Contract</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Joint Venture / Consortium / Association Information (as per Form E), if applicable</li> <li>▪ Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4</li> <li>▪ Eligibility and Qualification (as per Form F)</li> <li>▪ The latest Audited Financial Statement (Income Statement and Balance Sheet) including: Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2019-2021)</li> <li>▪ Details of Previous Relevant Experience within the last two (2) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution</li> <li>▪ Copies of signed contracts and/or any other prove of successful completion of delivery of goods/provision of services included under similar experience (as required in Section 4)</li> <li>▪ At least 3 Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the three contracts of highest value carried out, during the past three (3) years, by each intended participant</li> <li>▪ Technical Bid (as per Form G)</li> <li>▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in Section 5, with clear distribution of roles and responsibilities of the proposed key personnel</li> <li>▪ List of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation) indicating professional qualifications and relevant experience (as required in Section 4 above)</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Duly filled-in Price Schedule (as per Form H)</li> <li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</li> <li>▪ Evidence of registration in the Automated Information System "Waste Management" in accordance with Article 12 paragraph (5) letter c) of the Waste Act No 209/2016; and/or evidence of an individual system or membership of a collective system for the collection, treatment, recovery, or disposal of products that have become waste in accordance with Article 12 (5) (e) of the Waste Act No 209/2016. Copy of letter of intent to enter the membership or letter of membership shall be provided.</li> <li>▪ Declaration-commitment to ensure collection of old household appliances in any subdivision/market/store of the Bidder.</li> <li>▪ Declaration-commitment to ensure home delivery of household appliances and collection of old household appliances from the delivery addresses.</li> <li>▪ Declaration-commitment to maintain the same rate of the proposed discount from the electro-appliance shelf price for the entire duration of the Voucher Program, regardless of internal promotional campaigns.</li> </ul>
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## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete.
Bidder accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Bid Submission has been provided.
Bid Validity	Duly signed and stamped Form C: Bid Submission has been provided.
Appropriate signatures	Bid Form have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

### Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form D: Bidder Information
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Bidder Information
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Bid Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Bid Submission
The bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Bid Submission
Certificates and Licences: <ul style="list-style-type: none"><li>Valid Business Registration Certificate</li><li>Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder.</li></ul>	Form D: Bidder Information

Qualification Criteria	Documents to establish compliance
History of non-performing contracts <sup>1</sup> : Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum 2 (two) years of relevant experience in selling household electric appliances.  <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i>	Form F: Eligibility and Qualification
Presence in at least the following cities of Moldova: Chisinau, Balti, Comrat and Cahul and/or Availability of an e-commerce web page with displayed online priced catalogue and order mechanism in accordance with Law No 284/2004 on e-commerce.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification
Turnover: Bidders should have annual sales turnover of minimum 2,000,000 USD for the last three years (2019-2021).  Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification
Key Personnel	
The minimum personnel required for the implementation of the assignment is: - 1 (one) Project Manager with minimum 2 (two) years of experience in management and household electric appliances' sales and - 1 (one) Accountant with minimum 1 (one) year of experience in accounting reporting.  UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Applicants demonstrating equitable gender representation and diversity within the team will have an advantage.	Form G: Technical Bid

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<p>During the assignment, the Service Provider's key personnel should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.</p> <p>Bidders agree that proposed key personnel will provide high quality outputs and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of UNDP to allow substitutions, shall be submitted.</p> <p>UNDP may at any time request the withdrawal or replacement of any of the Contractors' personnel. Replacement will be at the Contractors' expense.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
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#### Technical Evaluation Criteria

Criteria	Documents to establish compliance
<p>Services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum requirements below:</p> <ol style="list-style-type: none"> <li>1. Availability of all 4 (four) types of household appliances included in the Voucher Programme (light bulbs, refrigerators, washing machines, electric cookers) that meet the energy performance criteria set out in the Voucher Programme's regulations with CE marking in the subdivisions/markets/stores/webpages of the Bidder.</li> <li>2. Availability of methodology for the implementation of the assignment, including but not limited to: delivery of new appliances, collection of old appliances, recycling arrangements, quality assurance measures, risk assessment, available stocks, additional discounts offered during promotion campaigns, payment modality, reporting etc. according to Section 5: Schedule of Requirements/Terms of Reference.</li> <li>3. Confirmation to ensure collection of old household appliances in any subdivision/market/store of the Bidder (Declaration-commitment, included in the technical offer).</li> <li>4. Confirmation to ensure home delivery of household appliances and collection of old household appliances from the delivery addresses (Declaration-commitment, included in the technical offer).</li> <li>5. Confirmation to maintain the same rate of the proposed discount from the electro-appliance shelf</li> </ol>	<p>Form G: Technical Bid</p>

price for the entire duration of the Voucher Program, regardless of internal promotional campaigns.	
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#### **Evaluation of Prices**

<b>Criteria</b>	<b>Documents to establish compliance</b>
Detailed analysis of the financial schedule based on requirements listed in Section 5: Schedule of Requirements/Terms of Reference. and quoted for by the bidders in Form H.	Form H: Price Schedule
Comparison of financial bids shall be based on the offered calculated percentage discount.	

## SECTION 5: SCHEDULE OF REQUIREMENTS/TERMS OF REFERENCE

### 01. BACKGROUND

Since early March 2020, the Republic of Moldova is confronting a complex health and socio-economic crisis induced by the COVID-19 pandemic. As summarized in the SEIA, the crisis is underscoring the importance of LNOB challenges in Moldova, due to shrinking incomes and expenditures, limited access to health and education, and challenges for local businesses due to supply disruptions and plummeting demand at home and abroad. According to recent IMF projections, Moldova's GDP decreased during 2020-2021 by about 3%; and as of October 29, 2021, only 14% of the population had received at least one COVID-19 vaccinations.

During the second half of 2021, these developments played out against a backdrop of the European gas crisis, when gas prices spiked above \$1000/cubic meter (5-10 times 2020 levels). Moldova's gas import contract with Russia's Gazprom expired in October 2021; and with a new negotiated contract, Gazprom will supply Moldova gas at a price of about \$450-500/1000 cubic meters. Gas tariffs for most users are expected to double or triple—at a time when the country is experiencing the fourth wave of the COVID-19 pandemic, and when heating needs are ratcheting up in the face of the on-coming winter.

Moldova is therefore facing exorbitant prices for those supplies it can obtain. For a country in which nearly two thirds of the population was living on less than \$10/day before the pandemic began, in which spending on food and energy absorb the most vulnerable household incomes, and which generates the lion's share of its electricity from gas, this price shock can have significant crisis implications. Combined with the country's on-going macroeconomic and epidemiological distress, the gas shock also poses major risks to the government's reform program, which seeks to strengthen Moldova's alignment with European and global good governance practices and is central to Moldova's hopes for achieving the SDGs.

Up to date, UNDP provided assistance to the Government of Moldova to create a new energy subsidy system and develop an IT platform ([compensatii.gov.md](http://compensatii.gov.md)) to support this effort starting with 2022/2023 heating season—Informational System of the "Energy Vulnerability Fund (EVF)" for the Ministry of Labour.

UNDP's support to the Government of Moldova continues currently with the development of an Electro-appliances Vouchers Programme (EVP) which is a mechanism to support the energy vulnerable consumers that must be piloted on the IT platform [compensatii.gov.md](http://compensatii.gov.md).

### 02. PURPOSE AND OBJECTIVES

The overall objective of this assignment is to support UNDP in implementation of the Electro-appliances Voucher Programme by selling new electro-appliances to citizens of the Republic of Moldova and accepting the vouchers issued by the existing IT platform as payment modality for the cost of electro-appliances. At the same time, the assignment envisages collection of old electro-appliances from citizens against the purchase of new ones and their further disposal through recycling in accordance with the local legislation.

The EVP shall be used to support the replacement of old appliances, namely fridges, LED lamps, washing machines and electric cookers with new, more energy-efficient ones. For the avoidance of doubt, the term 'cooker' is considered to encompass both electric ovens and combined electric ovens and hobs and the term 'fridge' is considered to encompass both fridges and fridge-freezers.

Under the current assignment, UNDP Moldova will select maximum 3 (three) companies with relevant experience in selling household electric appliances and/or e-commerce system and national coverage. For the companies with physical offices, presence in at least the following cities: Chisinau, Balti, Comrat and Cahul is mandatory. The companies will sell electro-appliances to the Moldovan citizens who have been issued vouchers, dispose the old exchange electro-appliances received and then get reimbursed by UNDP for the number of redeemed vouchers.

**The total budget of the Vouchers Programme, under which the mentioned top 3 (three) contracts shall be awarded, is up to 5.8 million USD.**

The EVP beneficiaries will be vulnerable energy consumers, under the Vulnerability Category - Very high vulnerability.



The EVP beneficiaries will be selected automatically with the help of the governmental Informational System of the Energy Vulnerability Fund (compensatii.gov.md) by applying the selection criteria approved by the FPI Programme Board in accordance with the "Regulation on Electro-appliances Voucher Programme" published as Annex 1 to this Solicitation document.

The EVP beneficiaries will have the opportunity to buy household appliances at a price reduction.

The Voucher Programme will be implemented in several sessions. For each session will be established the exact number of vouchers, their value and the type of electro-appliances considered.

The Voucher Programme aims to help energy-vulnerable families reduce their bills by replacing old appliances with new, more energy-efficient ones, namely:

1. Light Bulbs/LED with CE marking and energy label A++ (D\*) or better;
2. Refrigerators with CE mark and energy label A++ (D\*) or better
3. Washing machines (including washer-dryers (2 in 1)) with CE marking and energy label A++ (D\*) or better.
4. Electric cookers (electric oven + electric hob 2 in 1) with CE marking and energy label A or better.

To ensure the efficient implementation of the Vouchers Programme, there is need for involvement of sellers of electro-appliances, which will consider the vouchers issued by the IT platform as partial payment modality for the cost of electro-appliances.

An EVP Voucher is an electronic product with a fixed face value in MDL that may be exchanged by a vulnerable household against the cost of exchanging fully assembled old electro-appliances for new electro-appliances of the same type (fridge, washing machine or electric cooker) through certain retailers within a defined time period, under conditions defined and detailed in this solicitation document.

The EVP Voucher will be issued electronically and will include the UNDP Programme name and donors, information about the amount of the voucher, instructions for its use and complaint mechanism tools. Compliant mechanism tools will include phone and mobile numbers, email, and complaint boxes. The voucher information will also include the characteristics of the item eligible for purchase according to the assessed needs.

The EVP Vouchers will be issued through the Electro-appliance Voucher IT module developed as a functional extension for the existing Energy Vulnerability Fund information system. The purpose of the module is to automate the process of creation, distribution and redemption of vouchers offered as a part of programme for granting subsidies for the replacement of household appliances.

The Voucher IT module will ensure the full capability for managing the Voucher Programme. It will allow creation and distribution of vouchers based on the selected vulnerability criteria, respectively alerting the Beneficiaries of the program when they are eligible, will provide means to collect/upload the supporting documentation to confirm correct voucher redemption and compensation for equipment suppliers.

The companies to be contracted for supporting UNDP in the implementation for the Voucher Programme shall dispose the collected old-electro-appliances from the Moldovan citizens through EVP recyclers so that so that they are not re-used elsewhere to avoid continuation of inefficient use of energy and to avoid environmental contamination with electric and electronic waste.

An EVP Recycler is a company operating a Collective waste system or Authorised Electro Appliance treatment facility as defined in law 209/2016, who is contracted by an EVP-registered Supplier to dispose of EVP-compatible Exchange Appliances and provides documentation pertaining to their destruction and safe disposal.

The **transaction procedure of one electro-appliance** will be as follows:

- i. A sale of a compatible electro-appliance to a beneficiary bearing a Voucher and confirmation regarding the contribution of 20% ("Very high vulnerability" category) of the value of the product in an account dedicated to the program.
- ii. Handover, in-store or through collection, of a compatible Exchange Appliance from the Beneficiary to the Supplier (store) and issue of an exchange receipt (beneficiary-recycler).
- iii. Delivery of the new electro-appliance which may take place in-store or as delivery to the address shown on the voucher.
- iv. Transfer of the old collected Exchange appliance from the Supplier (store) to a Recycler and issue of a Recycling Receipt (recycler-retailer).
- v. Generation by the Supplier of an invoice for UNDP.

- vi. Specification in the Guarantee Certificate for the new electro-appliance of the Serial number of the item and the IDNO of the beneficiary.
- vii. Verification of supporting documents and payment of the invoice by the UNDP.

**Eligible electrical appliances under Electro-appliances Voucher Programme:**

1. Light bulbs/LED with CE marking and energy label A++ (D\*) or better.
2. Refrigerators with CE marking and energy label A++ (D\*) or better.
3. Washing machines (including washer-dryers (2 in 1)) with CE marking and energy label A++ (D\*) or better.
4. Electric cookers (electric oven + electric hob 2 in 1) with CE marking and energy label A or better.

**04. SPECIFIC RESPONSIBILITIES**

The selected companies will work in close cooperation with UNDP programme staff to carry out the following:

- i. Sale of electro-appliances according to energy performance criteria;
- ii. Ensure registration of the company on the IT platform for vouchers programme;
- iii. Operate the account on the IT platform;
- iv. Collection of old household appliances in any subdivision/market/store of the Bidder;
- v. Ensure home delivery of electro-appliances and collection of old household appliances from the delivery addresses;
- vi. Transfer of the old collected household appliances from companies' subdivisions/markets/stores to a Recycler;
- vii. Ensure availability of at least one Project Manager and one Accountant;
- viii. Implement quality control of all transactions (sales operations);
- ix. Report to UNDP on the performed sales according to the template report provided by UNDP;
- x. Ensure Beneficiary's declaration signature confirming that: (i) The beneficiary agrees with the conditions of the programme; (ii) The beneficiary agrees that his personal data will be processed within the programme; (iii) The beneficiary agrees to demonstrate the availability of the new appliance at home after a certain period of time.

The selected Contractors shall conduct all business in a manner that respects local culture and maintain high ethical standards, avoiding any actual or perceived conflicts of interest and abiding by all local laws and/or all UNDP directives and requirements.

**05. MINIMUM AND RECOMMENDED STANDARDS ON USE OF REFRIGERANTS**

The following minimum and recommended standards on use of refrigerants apply to procurement of cooling assets under the current tender:

- a) Any cooling assets incorporating refrigerant R12, or any other CFC type refrigerants (these are already strictly banned by international obligations) are not eligible for purchase/sale.
- b) Considering that the worldwide deadline for phasing out HCFCs is 2030 as per the Montreal Protocol, any cooling assets incorporating refrigerant R22, or any other HCFC type refrigerants are not eligible for purchase/sale.
- c) Any cooling assets incorporating the HFC type of refrigerants, which have too high Global Warming Potentials and will eventually be unavailable due to the Kigali Amendment of the Montreal Protocol: R134a, R404a, R407C and R410A, should be avoided to be purchased/sold.
- d) The use of HFC type refrigerant R32, when purchasing cooling assets, considering it is an HFC with a lower GWP, is acceptable. However, natural refrigerants should be prioritized whenever available on the market.
- e) HFO refrigerants can be acceptable for specific procurement categories.

## 06. DELIVERABLES/REPORTING

The Contractors will submit all reports according to the UNDP requirements and guidelines, as specified below:

DELIVERABLES	PERIOD
<ul style="list-style-type: none"><li>• Summary Reports regarding the equipment delivered to the final beneficiaries in accordance with the Electro-appliances Voucher Programme;</li><li>• Recycling Receipts Reports containing the evidence of equipment delivered to recycling companies submitted to UNDP;</li><li>• Detailed Financial Reports containing copies of issued cash receipts;</li><li>• Any other report requested by UNDP as ad-hoc inquiry.</li></ul>	Between 15 June 2023 - 24 August 2023

The format of the Electro-appliances Voucher Programme Report / Summary Report is included in Annex 1 to this Terms of Reference. The formats of the other reports shall be agreed at the first stage of the contract implementation. UNDP reserves the right to make further improvements and clarifications in initially proposed templates.

The bidder is obliged to keep the relevant documents related to the transaction in the archive for at least 5 years.

## 07. PAYMENT ARRANGEMENTS

The Contractors will submit payment requests (supported by reporting deliverables mentioned in the p.5 above) upon reaching the sales threshold of at least 600,000.00 MDL and not earlier than 15 (fifteen) calendar days after item sale considering the legal framework provisions of Consumer Protection (Law 10/2003).

The payments will be disbursed upon approval by the Climate Change, Environment and Energy Cluster Lead and Policy Specialist of the provided reporting deliverables.

## 08. PERIOD OF PERFORMANCE

The expected time of commencement of the Contracts is June 2023. The expected date of completion of services is August 24th, 2023.

UNDP will require maximum of 14 (fourteen) days to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

## 09. CONTRACT SIGNATURE ARRANGEMENTS

As pre-condition for Contract conclusion, the following mandatory evidence should be provided to UNDP:

- A. registration in the List of producers of products subject to extended producer responsibility regulations held by the Environment Agency and registration in the Automated Information System "Waste Management"; and/or
- B. evidence of an individual system or membership of a collective system for the collection, treatment, recovery, or disposal of products that have become waste in accordance with Article 12 (5) (e) of the Waste Act No 209/2016;
- C. Declaration-commitment to use the vouchers for the entire duration of the EVP Program, regardless of internal promotional and campaigns.



## Annex 1 to Section 5: Schedule of Requirements/Terms of Reference

## Electro-appliances Voucher Programme reporting template / Summary report template

Voucher Number	Voucher Lump Sum	Confirmation of Beneficiary personal contribution	Beneficiary name, surname	Identification number of the Beneficiary	Type of electro-appliance purchased (brand and model)	Number of tax receipt	Price of electro-appliance	Energy Label	Type of used/old electro-appliance	Number of act of receipt-handover between Beneficiary and Supplier (Beneficiary-recycler receipt)	Series and number of the invoice (factura non-livrare) issued upon submission of used/old electro-appliance from Supplier to Recycler (Recycler-retailer receipt)



## SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

### 6.1 General Conditions of Contract

In the event of a Contract, the following General Conditions of Contract (GCC) will apply: UNDP General Terms and Conditions for Contracts.

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

### 6.2 Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

N/A

### 6.3 Contract Form

In the event of an award, the following sample Contract will be used: Long Term Agreement (Contract Face Sheet for Goods and/or Services).

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>



**SECTION 7: BIDDING FORMS**

**Form A: Bid Confirmation**

**Form B: Checklist**

**Form C: Bid Submission**

**Form D: Bidder Information**

**Form E: Joint Venture / Consortium / Association Information**

**Form F: Eligibility and Qualification**

**Form G: Technical Bid**

**Form H: Price Schedule**

## FORM A: BID CONFIRMATION

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure bid email address

From: Insert name of bidder

Subject ITB reference [Click or tap here to enter text.](#)

Check the appropriate box	Description
<input type="checkbox"/>	<b>YES</b> , we intend to submit a bid.
<input type="checkbox"/>	<b>NO</b> . We are unable to submit a competitive offer for the requested goods/works/services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested goods/services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive offer for the requested products at the moment
<input type="checkbox"/>	The requested products are not available at the moment
<input type="checkbox"/>	We cannot meet the requested specifications
<input type="checkbox"/>	We cannot offer the requested type of packing
<input type="checkbox"/>	We can only offer FCA prices
<input type="checkbox"/>	The information provided for bidding purposes is insufficient
<input type="checkbox"/>	Your ITB is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a bid
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your volume is too small and does not meet our order quantity
<input type="checkbox"/>	Our production capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	We do not sell directly but through distributors
<input type="checkbox"/>	We have no after-sales service available
<input type="checkbox"/>	The person handling the bids is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: <a href="#">Click or tap here to enter text.</a>	
<input type="checkbox"/>	We would like to receive future ITBs for this type of goods
<input type="checkbox"/>	We don't want to receive ITBs for this type of goods

Questions to the bidder concerning the reasons for NO BID should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission. No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

### Technical bid:

<b>Have you duly completed all the returnable bidding forms?</b>	
▪ Form C: Bid Submission	<input type="checkbox"/>
▪ Form D: Bidder Information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Bid/Bill of Quantities	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>
<b>Have you provided the required documents in support of Form D: Bidder Information?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form H: Price Schedule	<input type="checkbox"/>
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## FORM C: BID SUBMISSION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the goods and related services required for Click or tap here to enter text.in accordance with your Invitation to Bid No. Click or tap here to enter text.. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below as per the total amount indicated directly in our response in the system.

The discounts offered and the methodology of their application are:

- **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

**Bidder Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this bid 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 ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bid Validity Period:</b> I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any bid you receive and we certify that the goods offered in our bid are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the bidder]*

FORM D: BIDDER INFORMATION

<b>ITB Reference</b>	Click or tap here to enter text.
<b>Legal name of bidder</b>	Click or tap here to enter text.
<b>Legal Address, City, Country</b>	Click or tap here to enter text.
<b>Website</b>	Click or tap here to enter text.
<b>Year of registration</b>	Click or tap here to enter text.
<b>Bidder's Authorized Representative information</b>	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
<b>Legal structure</b>	Choose an item.
<b>Organisational type</b>	Choose an item.
<b>Current Licenses, if any, and permits (with dates, numbers and expiration dates)</b>	Click or tap here to enter text.
<b>No. of full-time employees</b>	Click or tap here to enter number.
<b>No. of staff involved in similar supply contracts</b>	Click or tap here to enter number.
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert UNGM Vendor Number
<b>Years of supplying to UN organisations</b>	Click or tap here to enter text.
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert Vendor Number
<b>Countries of operation</b>	Click or tap here to enter text.
<b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)</b>	Click or tap here to enter text.
<b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>	Click or tap here to enter text.
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	Click or tap here to enter text.
<b>Presence and characteristics of in-house quality control laboratory (if relevant to bid)</b>	Click or tap here to enter text.
<b>Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?</b>	<p>Tick all that apply and <b>provide supporting documentation.</b></p> <p><input type="checkbox"/> Corporate Environmental Policy</p> <p><input type="checkbox"/> ISO 14001</p>

	<input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a>
<p><b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.</li> <li>• <b>Social:</b> human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.</li> <li>• <b>Economic:</b> whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</li> </ul>	<p>Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:</p> <p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>
<p><b>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</b></p> <p><i>(If yes, please provide details and documentation)</i></p>	<p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Is your company a member of the UN Global Compact</b></p>	<p>Choose an item.</p> <p>If yes, please provide a link to your Global Compact profile:</p> <p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Bank Information</b></p>	<p>Bank Name: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Address: <a href="#">Click or tap here to enter text.</a></p> <p>IBAN: <a href="#">Click or tap here to enter text.</a></p> <p>SWIFT/BIC: <a href="#">Click or tap here to enter text.</a></p> <p>Account Currency: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Account Number: <a href="#">Click or tap here to enter text.</a></p>
<p><b>Contact person that <a href="#">Click or tap here to enter text.</a> may contact for requests for clarifications during bid evaluation</b></p>	<p>Name and Title: <a href="#">Click or tap here to enter text.</a></p> <p>Telephone numbers: <a href="#">Click or tap here to enter text.</a></p> <p>Email: <a href="#">Click or tap here to enter text.</a></p>

# FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## FORM F: ELIGIBILITY AND QUALIFICATION FORM

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

***If JV/Consortium/Association, to be completed by each partner.***

### History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 2 years**.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**List and addresses of markets/stores**

Region	Place/City	Address

**Financial Standing**

<b>Annual Turnover for the last 3 years</b>	2019	USD	Amount
	2020	USD	Amount
	2021	USD	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

Financial information (state currency)	Historic information for the last 3 years		
	2019	2020	2021
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: TECHNICAL BID

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.

### SECTION 2: Scope of Supply, Requirements, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Availability of all 4 (four) types of household appliances included in the Voucher Programme (light bulbs, refrigerators, washing machines, electric cookers) that meet the energy performance criteria set out in the Voucher Programme's regulations with CE marking in the subdivisions/markets/stores/webpages of the Bidder.			



Availability of methodology for the implementation of the assignment, including but not limited to: delivery of new appliances, collection of old appliances, recycling arrangements, quality assurance measures, risk assessment, available stocks, additional discounts offered during promotion campaigns, payment modality, reporting etc. according with Voucher programme regulation.			
Confirmation to ensure collection of old household appliances in any subdivision/market/store of the Bidder (Declaration-commitment, included in the technical offer).			
Confirmation to ensure home delivery of household appliances and collection of old household appliances from the delivery addresses (Declaration-commitment, included in the technical offer).			
Declaration-commitment to maintain the same rate of the proposed discount from the electro-appliance shelf price for the entire duration of the Voucher Program, regardless of internal promotional campaigns.			

### SECTION 3: Management Structure and Key Personnel

- 3.1 Provide CVs for key personnel (**Project Manager and Accountant**) that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

---

Signature of Personnel

---

Date (Day/Month/Year)

# FORM H: PRICE SCHEDULE

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

Bidders shall fill in these Price Schedule Forms in accordance with the instructions and format indicated.

**Bidders which will subsequently be offered to sign a Long Term Agreement and shall be selected following a comparison of calculated percentage discount. The first 3 (three) Bidders with the highest calculated discount are to be recommended for contract award. To note, the calculated discount is used only for evaluation purposes and shall not be used in the LTA/contract. The offered discount from shelf price per each category of goods shall be incorporated in the future LTA/contract.**

**ATTENTION:** The offered discount shall be calculated from the VAT 0% price of the electro-appliance. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractors will be provided with respective letters. This means that not only the contractors but also their subcontractors can benefit from the 0% VAT reduction for the goods provided under this contract. At the same time, in case there are any imports envisaged under this contract, the Contractors will bear the responsibility for customs clearance, however, within 24 hours period from written notification, UNDP will issue a letter confirming tax free and VAT 0% application for the imported goods.

The **evaluation shall be completed** as below.

Item #	Category of goods	Weight of vouchers per specific category of goods from overall number of vouchers	Amount of offered discount from shelf price, %	Calculated discount for evaluation purposes, %
A	B	C	D	E = C x D
1	Refrigerator with CE marking and energy label A++ (D*) or better	51%	___%	UNDP shall calculate this discount during evaluation stage based on offered discount from shelf price.
2	Washing machines (including washer-dryers (2 in 1)) with CE marking and energy label A++ (D*) or better	11%	___%	
3	Electric cookers (electric oven + electric hob 2 in 1) with CE marking and energy label A or better	13%	___%	
4	Light Bulbs/LED with CE marking and energy label A++ (D*) or better	25%	___%	
<b>TOTAL</b>		<b>100%</b>	___%	

**Disclaimer:** The Bidders are obliged to maintain the same rate of the proposed discount from the electro-appliance shelf price for the entire duration of the Voucher Program, regardless of internal promotional campaigns.

I, the undersigned, certify that I am duly authorized by Click or tap here to enter text. to sign this bid and bind Click or tap here to enter text.should Click or tap here to enter text.accept this bid:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_