



### **ITB22/02563: Implementation of the Voucher programme for replacement of household appliances**

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.



**Pre-bid conference will be conducted** as follows:

**Date : 27 April 2023, 15:00, Moldova time, GMT+3**

**Venue : Zoom Meeting**

**Meeting URL: <https://undp.zoom.us/j/85601620454?pwd=ZINIWVB5eFhwU3hWcHVrRWViSGFuUT09>**

Meeting ID: 856 0162 0454

Passcode: 374343

The focal point for the arrangement is: Nadejda Russu, Procurement Coordinator, FPI Programme, e-mail: [nadejda.russu@undp.org](mailto:nadejda.russu@undp.org)

**The Pre-bid conference is not mandatory, but highly recommended.**

Thank you and we look forward to receiving your bid.

UNDP Moldova





## Table of Contents

1 Overview.....	6
1.1 General Information.....	6
1.2 Tender Timeline.....	9
1.3 Response Rules.....	9
1.4 Terms.....	9
2 Requirements.....	10
2.1 Section 1. General Provisions.....	10
2.2 Section 2. Evaluation Criteria - Preliminary Examination.....	10
2.3 Section 3. Evaluation Criteria - Minimum Eligibility.....	13
2.4 Section 4. Evaluation Criteria - Qualifications.....	14
2.5 Section 5. Technical Evaluation Criteria.....	17
3 Lines.....	18
3.1 Line Information.....	18



## 1 Overview

### 1.1 General Information

<b>Title</b>	ITB22/02563: FPI / Implementation of the Voucher programme Moldova
<b>Contact Point</b>	Nadejda Russu
<b>Outcome</b>	
<b>E-Mail</b>	nadejda.russu@undp.org
<b>Reference Number</b>	ITB22/02563
<b>Beneficiary Country</b>	MDA
<b>Introduction</b>	

**ITB22/02563: Implementation of the Voucher programme for replacement of household appliances**

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- Form E: Joint Venture/Consortium/Association Information
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- Form H: Price Schedule

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**The Pre-bid conference is not mandatory, but highly recommended.**

Thank you and we look forward to receiving your bid.

UNDP Moldova

## 1.2 Tender Timeline

**Preview Date**  
**Open Date** 20/04/23 06:45 AM  
**Close Date** 18/05/23 13:30 PM  
**Time Zone** Coordinated Universal Time

## 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

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

## 1.4 Terms

Negotiation Currency      USD



## 2 Requirements

*\*Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

### 2.1 Section 1. General Provisions

#### 1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

#### 2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

### 2.2 Section 2. Evaluation Criteria - Preliminary Examination

#### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

#### \*2. Proposal Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

#### 3. Form A: Bid Confirmation

Please acknowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completed the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

#### 4. Form B: Checklist

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

#### \*5. Form C: Bid Submission

Please attach Bid Submission form as per template provided and duly signed by a legal representative of your company.

#### \*6. Form D: Bidder Information

Please attach form D with information on the bidder using template herewith attached.



**\*7. Form E: Joint Venture/Consortium/Association Information**

Please provide information on Joint Venture/Consortium/Association Information using the template and instructions attached.

Choose the applicable answer from options below.

Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4.

**\*8. Form F: Eligibility and Qualifications Form**

Please provide the information required to establish eligibility and qualifications as per form F herewith attached.

Attach also supporting documentation as applicable.

**\*9. Form G: Technical Bid**

Please provide your technical offer using the template herewith attached.

Please provide also additional supporting documents such as technical specifications, brochures, etc.

**\*10. Form H: Price Schedule**

Please provide duly filled-in and signed Consolidated Price Schedule (as per Form H).

At the same time, prices must be submitted directly in the system line items section, and detailed tables attached when requested.

Please make sure that the figures are consistent.

**\*11. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including information regarding:

- Detailed description of national coverage of the Bidder or list of subdivisions/markets/stores;
- Description of the goods/services provided;
- 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;
- Information on previous contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria);
- Any other documents or information to support Bidder's experience.

**\*12. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration
- 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)
- 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
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

**\*13. Tax Registration/Payment Certificate**

Please provide the 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.

**\*14. Financial Statements**



Please provide the 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 (2019-2021).

**\*15. Details of Previous Relevant Experience**

Please provide details of Previous Relevant Experience within the last 2 (two) years, indicating the Beneficiary name and contact details, scope of executed works, contract amount and period of contract execution.

*Please indicate if details provided by selecting the acceptable value, as per requirement. Detailed information about relevant experience must be included in Form F: Eligibility and Qualification.*

**\*16. Prove of successful completion of services**

Please provide 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).

**\*17. Statement of Satisfactory Performance**

Please provide at least 3 Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 3 (three) years, by each intended participant.

**\*18. Brief methodology, approach and implementation plan**

Please provide the a brief 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.

**\*19. List of qualified key personnel, together with CVs and professional certificates**

Please provide the 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).

**\*20. Quality Certificates (e.g., ISO, etc.)**

Please provide quality certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.

**\*21. Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices**

Please provide 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.

**\*22. Evidence of registration in the Automated Information System "Waste Management"**

Please provide 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 has to be provided.

**\*23. Declaration-commitment to ensure collection of old household appliances in any subdivision/market/store of the Bidder**



Please provide a Declaration-commitment to ensure collection of old household appliances in any subdivision/market/store of the Bidder.

**\*24. Declaration-commitment to ensure home delivery of household appliances and collection of old household appliances from the delivery addresses**

Please provide a Declaration-commitment to ensure home delivery of household appliances and collection of old household appliances from the delivery addresses.

**\*25. 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**

Please provide a 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.

**2.3 Section 3. Evaluation Criteria - Minimum Eligibility**

**1. Evaluation Criteria - Minimum Eligibility**

Eligibility 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 are listed below:

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, in 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	Form C: Bid Submission



the foreseeable future	
<p>Certificates and Licences:</p> <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

**2.4 Section 4. Evaluation Criteria - Qualifications**

**1. Evaluation Criteria - Qualifications**

Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Qualification Criteria are presented below:

Qualification Criteria	Documents to establish compliance
<p>History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.</p> <p>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>	Form F: Eligibility and Qualification



<p>Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.</p>	<p>Form F: Eligibility and Qualification</p>
<p>Previous Experience:</p>	
<p>Minimum 2 (two) years of relevant experience in selling household electric appliances.  <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>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></p>	<p>Form F: Eligibility and Qualification</p>
<p>Financial Standing:</p>	
<p>Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.</p>	<p>Copy of audited financial statements for the last three years.  Form F: Eligibility and Qualification</p>
<p>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</i></p>	<p>Copy of audited financial statements for the last three years.  Form F: Eligibility and Qualification</p>



<p><i>cumulatively should meet requirement).</i></p>	
<p>Key Personnel</p>	
<p>The minimum personnel required for the implementation of the assignment is:</p> <ul style="list-style-type: none"> <li>- 1 (one) Project Manager with minimum 2 (two) years of experience in management and household electric appliances' sales and</li> <li>- 1 (one) Accountant with minimum 1 (one) year of experience in accounting reporting.</li> </ul> <p>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.</p> <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>	<p>Form G: Technical Bid</p>





## 2.5 Section 5. Technical Evaluation Criteria

### \*1. Technical Bid and Specifications

Goods/services offered in the bid are substantially compliant and does not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements as presented below:

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.

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.

3. Confirmation to ensure collection of old household appliances in any subdivision/market/store of the Bidder (Declaration-commitment, included in the technical offer).

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).

5. Confirmation 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.

*Please indicate if the bid is substantially compliant and does not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements in this text entry box. Detailed information to be included in Form G: Technical Bid.*

*Response attachments are optional.*



### 3 Lines

#### Instructions

Bidders shall fill in these Price Lines in accordance with the filled in Form H: Price Schedule and instructions and format indicated below:

**Each price line below shall include the proposed Total Amount of Offered Discount from Shelf Price in **percentage (%)**. The same figure/number shall be populated in all 3 price lines below.**

*The Total Amount of Offered Discount from Shelf Price (%) included in the lines below shall be identical to the Total Amount of Offered Discount from Shelf Price (%) included in the filled in Form H: Price Schedule, mandatory to be attached with the Bid. Please note that Form H: Price Schedule shall include a breakdown of the offered discount per type of electro-appliance.*

Bidders which will subsequently be offered to sign a Long Term Agreement shall be selected following comparison of calculated percentage discount (as indicated in the solicitation document). 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 contract. The offered discount from shelf price per each category of goods shall be incorporated in the future contract.

**ATTENTION:**The offered discount shall be calculated from the VAT 0% price of the electro-appliance.

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Threshold 1 - Implementation of the Voucher programme for replacement of household appliances							



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-Threshold 2 - Implementation of the Voucher programme for replacement of household appliances							
3-Threshold 3 - Implementation of the Voucher programme for replacement of household appliances							
1.1-Threshold 1 - Implementation of the Voucher programme for replacement of household appliances	80141701						
2.1-Threshold 2 - Implementation of the Voucher programme for replacement of household appliances	80141701						
3.1-Threshold 3 - Implementation of the Voucher programme for replacement of household appliances	80141701						

