



ItB23/02663: FPI/Implementation of energy efficiency and renewable energy measures in households - "Green Home Program" (6 LOTS)

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 **ItB23/02663: FPI/Implementation of energy efficiency and renewable energy measures in households - "Green Home Program" (6 LOTS)** 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
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

- Form I: Bid Security

Annex 1. Schedule of Requirements, including data that will be used for the preparation of the offer and/or technical project:

- Lot 1: Energy Audit Reports - Insulation and Windows.



- Lot 2: Energy Audit Reports - Insulation and Windows.
- Lot 3: Energy Audit Reports - Insulation and Windows.
- Lot 4: Energy Audit Reports - Biomass Heating Systems.
- Lot 4. General technical requirements for the design of solid biomass thermal power plants.
- Lot 5: Energy Audit Reports - Biomass Heating Systems.
- Lot 5. General technical requirements for the design of solid biomass thermal power plants.
- Lot 6: Energy Audit Reports - Solar Collectors.
- Lot 6. Technical conditions for 11 solar collectors.

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-00153

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?prcBuId=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block oracle or undp.org extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.



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

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that 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 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





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1 Overview

1.1 General Information

Title	ItB23/02663: FPI / "Green Home Program" (6 LOTs)
Contact Point	Nadejda Russu
Outcome	
E-Mail	nadejda.russu@undp.org
Reference Number	ITB23/02663
Beneficiary Country	MDA
Introduction	

ItB23/02663: FPI/Implementation of energy efficiency and renewable energy measures in households - "Green Home Program" (6 LOTs)

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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
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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

1.2 Tender Timeline

Preview Date
Open Date 19/05/23 06:35 AM
Close Date 15/06/23 13:30 PM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<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

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

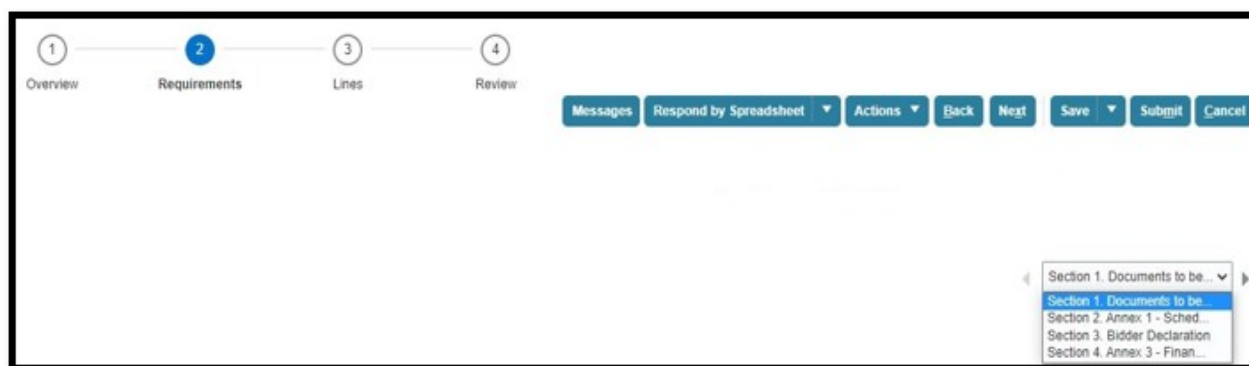


2 Requirements

**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 *where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).*

Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page. Below you can find an example of requirements to be completed.



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. Preliminary Examination Criteria



***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 Qualification**

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. Form I: Bid Security**

Please provide Bid Security as per the template herewith attached and instructions in the Tender document.

A scanned copy shall be attached with bid response in the system and original submitted not later than ten



(10) days after the submission deadline from tender deadline to the address indicated in Section 3: Data Sheet.

***12. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the works/services being procured.

***13. 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
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney (if Supplier is not the manufacturer)

***14. 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.

***15. 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 (2020, 2021, 2022).

***16. Details of Previous Relevant Experience**

Please provide details of Previous Relevant Experience within the last 5 (five) 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.

***17. Prove of successful completion of services/works**

Please provide copies of signed contracts for Services/Works and Acts of Receipt of Services and/or Certificates of Final Completion of Works to prove the successful completion of minimum 2 (two) completed contracts included under similar experience (as required in Section 4).

***18. 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 5 (five) years, by each intended participant.

***19. Detailed technical description of the proposed equipment and offered services**

Please provide detailed technical description of the proposed equipment and offered services (including details on the installation materials and the proposed smart metering system). The technical description



shall be supported by:

- o Adequate technical documentation and corresponding manufacturer's specifications and catalogues
- o Certificates of origin, conformity and/or quality, catalogue(s) and other printed material or information pertinent to the equipment according to LOT applied.

- *20. **Written and signed statement of full warranty for all equipment and works**
Please provide written and signed statement of full warranty for all equipment and works.
- *21. **Written and signed statement of availability of an authorized service center in Moldova for maintenance purposes**
Please provide written and signed statement of availability of an authorized service center in Moldova for maintenance purposes.
- *22. **Brief methodology, approach and implementation plan**
Please provide the a brief methodology, approach and implementation plan (schedule of activities/work indicating duration and key dates for each stage).
- *23. **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) (as required in Section 4 above).
- *24. **Export/Import Licenses**
Please provide export/import Licenses, if applicable.
- *25. **Evidence of the Bidder's Environmental and Social Management capability**
Please provide evidence of the Bidder's Environmental and Social Management capability by submitting a plan which will ensure that all identified negative biological, physical and/or socio-economic impacts are minimized, mitigated or reversed.
- *26. **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.
- *27. **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.

2.3 Section 3. Eligibility and Qualification Criteria

1. Eligibility and Qualification Criteria

Eligibility and qualification 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
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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 the foreseeable future	Form C: Bid Submission
<p>Certificates and Licences:</p> <ul style="list-style-type: none"> · Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. · Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country. · Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder. · Export/Import Licenses, if applicable. 	Form D: Bidder Information

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



<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>	
<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 5 (five) years of experience in the execution of works specific for each LOT described in the Section 5 – Schedule of Requirements.</p> <p><i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>Minimum 2 (two) completed contracts in the execution of works specific for each LOT described in the Section 5 – Schedule of Requirements. The contracts, performed by the Bidder in the past 5 (five) years should be not less than the following amounts per each contract:</p> <p>Lot #1 – 50,000 USD;</p> <p>Lot #2 – 50,000 USD;</p> <p>Lot #3 – 40,000 USD;</p> <p>Lot #4 – 20,000 USD;</p>	<p>Form F: Eligibility and Qualification</p>



<p>Lot #5 – 20,000 USD;</p> <p>Lot #6 – 35,000 USD;</p> <p><i>(For JV/Consortium/Association all Parties cumulatively should meet requirement).</i></p>	
<p>Financial Standing:</p>	
<p><u>Liquidity:</u> The Ratio Average Current assets / Current liabilities over the last 3 years must be equal or greater than 1.</p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last three years (2020-2022).</p> <p>Form F: Eligibility and Qualification</p>
<p><u>Turnover:</u> Bidders should have annual turnover of minimum:</p> <p>170,000 USD in case of applying for LOT #1</p> <p>155,000 USD in case of applying for LOT #2</p> <p>125,000 USD in case of applying for LOT #3</p> <p>70,000 USD in case of applying for LOT #4</p> <p>70,000 USD in case of applying for LOT #5</p> <p>130,000 USD in case of applying for LOT #6</p>	<p>Copy of audited financial statements for the last three years.</p> <p>Form F: Eligibility and Qualification</p>



<p>For 2020 – 2022 years.</p> <p>The Bidder applying for multiple LOTs should demonstrate the cumulative annual turnover required for all LOTs applied.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
<p>Key Personnel</p>	
<p>The minimum personnel for each LOT required for the implementation of the assignment is:</p> <p>1. In the case of LOT 1,2,3 containing construction works (thermal insulation of the building envelope; replacement of windows/doors):</p> <p>One (1) INCERCOM Certified Engineer for Civil Works Category no. 1 "Civil, industrial, and agro-zootechnical constructions", with at least five (5) years of experience in activities related to civil works. Certification shall be valid through proposed contract implementation.</p> <p>2. In the case of LOT 4,5,6 containing engineering installations (installation/renovation of internal heating systems; installation of biomass thermal power plants; installation of solar collectors):</p> <p>One (1) INCERCOM Certified Engineer for Specialized Works, Category no. 1) „Installations and internal networks: b) heating installations and networks", with at least five (5) years of professional experience or any</p>	<p>Form G: Technical Bid</p>



other adequate certification for the specifics of works. Certification shall be valid through proposed contract implementation.

In case the company applies for multiple LOTs the proposed key personnel has to be different for each LOT.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

2.4 Section 4. Technical Evaluation Criteria

*1. Technical Bid and Specifications

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

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.

*2. Delivery Requirements

The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).

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

Response attachments are optional.

*3. Warranty Requirements

The bid is substantially compliant with the minimum Warranty Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).

Please indicate if the bid is substantially compliant with the minimum Warranty Requirements included in



Section 5: Schedule of Requirements and does not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.

***4. Local Service Support and After Sales Requirements**

The bid is substantially compliant with requirements related to the availability of one authorized representative located in Moldova for technical support provision and other after sales requirements as outlined in Section 5: Schedule of Requirements and do not contain any material deviation(s).

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

Response attachments are optional.

***5. Origin, Quality and/or Conformity Requirements**

The bid is substantially compliant with Origin, Quality and/or Conformity Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).

Please indicate if the bid is substantially compliant with Origin, Quality and/or Conformity Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.



3 Lines

Instructions

Please fill in this form in accordance with the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Form H: Price Schedule attached herewith.

The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Please ensure when preparing the Price Schedule and the cost breakdown that the human power remuneration is not less than medium required by the National Legislation in force (according to Ordinance nr. 14 of 10.02.2022, with the reference to the Approval of the Amendment CP L.01.02:2012/A2:2022 „Construction economics. Instructions for determining the estimate of expenses for construction salaries".)

The currency of Proposal shall be US Dollar (for international companies) or MDL (for local companies).

The prices shall be exclusive of VAT.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-LOT 1 – Thermal insulation and replacement of windows (15 households)							



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-LOT 2 – Thermal insulation and replacement of windows (14 households)							
3-LOT 3 - Thermal insulation and replacement of windows (11 households)							
4-LOT 4 - Installation of biomass thermal power plant. Modernization/ Construction of the internal heating system (11 households)							
5-LOT 5 – Installation biomass thermal power plant. Modernization/ Construction of the internal heating system (11 households)							
6-LOT 6 – Installation solar collectors for domestic hot water production							
1.1-LOT 1 – Thermal insulation and replacement of windows (15 households)	81101500						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2.1-LOT 2 – Thermal insulation and replacement of windows (14 households)	81101500						
3.1-LOT 3 – Thermal insulation and replacement of windows (11 households)	81101500						
4.1-LOT 4 – Installation biomass thermal power plant. Modernization/ Construction of the internal heating system (11 households)	81101500						
5.1-LOT 5 – Installation biomass thermal power plant. Modernization/ Construction of the internal heating system (11 households)	81101500						
6.1-LOT 6 – Installation solar collectors for domestic hot water production	81101500						

