



ITB23/02692: Supply of hybrid vehicles for the General Police Inspectorate and National Legal Aid Council

United Nations Development Programme, hereinafter referred to as UNDP, through its "**Multidimensional response to emerging human security challenges in Moldova**" and "**Enhancing access to justice for living in dignity**" Projects hereby invite prospective bidders to submit a bid for the Supply of hybrid vehicles for the General Police Inspectorate and National Legal Aid Council, 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:** Government Decision #500 from 2018 on requirements for the equipment of vehicles with priority right way and special vehicles (Romanian and English languages)
- **Annex 2:** LED Lights bar specifications (Romanian and English languages)
- **Annex 3:** Technical Responsiveness Table

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-00179** 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





Table of Contents

1 Overview.....6

 1.1 General Information.....6

 1.2 Tender Timeline.....8

 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.....13

 2.5 Section 5. Technical Evaluation Criteria.....15

3 Lines.....17

 3.1 Line Information.....17



1 Overview

1.1 General Information

Title	ITB23/02692: Human Security/ Access to Dignity projects Hybrid Vehicles
Contact Point	Elena Verdes
Outcome	
E-Mail	elena.verdes@undp.org
Reference Number	ITB23/02692
Beneficiary Country	MDA
Introduction	ITB23/02692: Supply of hybrid vehicles for the General Police Inspectorate and National Legal Aid Council

United Nations Development Programme, hereinafter referred to as UNDP, through its "**Multidimensional response to emerging human security challenges in Moldova**" and "**Enhancing access to justice for living in dignity**" **Projects** hereby invite prospective bidders to submit a bid for the Supply of hybrid vehicles for the General Police Inspectorate and National Legal Aid Council, 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:** Government Decision #500 from 2018 on requirements for the equipment of vehicles with priority right way and special vehicles (Romanian and English languages)
- **Annex 2:** LED Lights bar specifications (Romanian and English languages)
- **Annex 3:** Technical Responsiveness Table

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-00179** 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>.

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

1.2 Tender Timeline



Preview Date
Open Date 05/06/23 15:56 PM
Close Date 27/06/23 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 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*

Please review carefully the requirements and questions in this section.
Provide answers 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:

1

2

3

4

OverviewRequirementsLinesReview

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Section 1. General Provisions

Section 1. General ProvisionsSection 2. Preliminary Exa...Section 3. Eligibility and...Section 4. Technical Evalu...

Section 1. General Provisions

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. Bidding Forms
- Please Provide the Bidding Forms, as follows:
- 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

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.

***4. Annex 3**

Please provide the Annex3:TechnicalResponsivenessTable

***5. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with and printed brochures and product catalogues relevant to the goods/vehicles being

***6. 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;
- Export Licenses, if applicable.

***7. Financial Statement**

Please provide 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 (2020-2022)

***8. Details of Previous Relevant Experience**

Please provide details of Previous and ongoing similar contracts /Relevant Experience within the last five (5) years, indicating:



- Name of previous contracts
- Client & Reference Contact
- Details including e-mail
- Contract Value, Contract period
- Types of goods/vehicles & services provided

***9. Copies of signed contracts**

Please provide copies of signed contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)

***10. 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 three contracts of highest value carried out, during the past five (5) years, by each intended participant

***11. Certificates of quality and origin**

Please provide the the Certificates of quality and origin for the offered goods, materials and accessories (where applicable), if any

***12. 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.

***13. Authorized service**

Please provide the statement of availability of the authorized service in Moldova (including Name, address and contact details)

***14. Warranty statement**

Please provide the warranty statement regarding general hybrid vehicle warranty (minimum 3 years/100,000km whichever occurs first) and on hybrid battery (minimum 5 years/150,000km whichever occurs first). Statement shall specify warranty of defects in materials and workmanship and operation and performance guarantee, backed by the manufacturer's guarantee on the main components, that meets or exceeds the required warranty period as per Section 5: Schedule of Requirements; Detailed description of warranty conditions

***15. Delivery schedule**

Please provide the delivery schedule, including delivery time and production time

***16. Maintenance works schedule**

Please provide the maintenance works schedule for the first 3 years

***17. 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.

***18. 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. 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 the foreseeable future	Form C: Bid Submission
Certificates and Licenses: <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. Certificate of origin of the proposed goods. 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

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
History of non-performing contracts ¹ : 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 five (5) years of relevant experience in supply of vehicles (including hybrid vehicles) <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum three (3) contracts in the provision and supply of vehicles (preferably hybrid) over the last five (5) years, with a cumulative value of USD 1,000,000. <i>(For JV/Consortium/Association, the Team Leader 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. <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
Turnover: Bidders should have average turnover of minimum: USD 900,000 (per year) for the last three (3) years. <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
Warranty on parts and services:	
min. 3 years / min. 100,000 km whichever occurs first min. 5 years / min. 150,000 km whichever occurs first	The statement of warranty of defects in materials and workmanship and operation and performance guarantee, backed by the manufacturer's guarantee on the main components, that meets or exceeds the required warranty period the main components, meets or exceeds the required period. Form F: Eligibility and Qualification
Local Service Support:	
The Contractor must provide a valid contract of at least one authorized representative/Service Center located in Moldova	Form G: Technical Bid

2.5 Section 5. Technical Evaluation Criteria



***1. Technical Bid and Specifications**

Criteria	Documents to establish compliance
Technical Specifications of the goods 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.	Form G: Technical Bid
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).	Form G: Technical Bid Bid Form H: Price Schedule
The bid is substantially compliant with Warranty Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).	Form G: Technical Bid
The bid is substantially compliant with Local Service, Technical Support and After-Sales Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).	Form G: Technical Bid

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

Response attachments are optional.



3 Lines

Instructions *Please fill in this Section in accordance with the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Form H (Price Schedule). Please provide the price per each line (goods), for the quantity requested below.*

Prices shall be quoted in:

- MDL, VAT excluded for local suppliers*
- USD, VAT excluded for international suppliers*

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Supply and delivery of Full Hybrid 4x4 (AWD) vehicles for the General Police Inspectorate	25101702		Ea	14			
2-Supply and delivery of Full Hybrid 4x4 (AWD) vehicles for the National Legal Aid Council	25101503		Ea	2			



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Application of Color-graphic schemes, identification markings and information inscriptions on special vehicles, with the use of reflective material	25101702		SET	14			
4-LED lights bar with sound and light signaling system	25101702		SET	14			