

## REQUEST FOR QUOTATION NO. RFQ23/02733:

**Conducting the energy efficiency audits of two MoD buildings and feasibility study of the audit recommendations, and elaboration of the package of documents for the fundraising and following investments in energy efficiency buildings' upgrades**

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Support to Security Sector Reform in RM Project**, kindly requests your quotation for the **Request for Quotation no. RFQ23/02733: Conducting the energy efficiency audits of two MoD buildings and feasibility study of the audit recommendations, and elaboration of the package of documents for the fundraising and following investments in energy efficiency buildings' upgrades** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

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

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00256** 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](mailto: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](mailto: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](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 Request for Quotation, 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 quotation.

UNDP Moldova

## SECTION 2: GENERAL INSTRUCTIONS

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <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 RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_af.adf.ctrl-state=8godmwdd9_239&amp;_af.afrLoop=7321111756612874&amp;_af.afrWindowMode=0&amp;_af.afrWindowId=null&amp;_af.rFS=16&amp;_af.afrMT=screen&amp;_af.afrMFW=1920&amp;_af.afrMFH=880&amp;_af.afrMFDW=1920&amp;_af.afrMFDH=1080&amp;_af.afrMFC=8&amp;_af.afrMFCI=0&amp;_af.afrMFM=0&amp;_af.afrMFR=96&amp;_af.afrMFG=0&amp;_af.afrMFS=0&amp;_af.afrMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_af.adf.ctrl-state=8godmwdd9_239&amp;_af.afrLoop=7321111756612874&amp;_af.afrWindowMode=0&amp;_af.afrWindowId=null&amp;_af.rFS=16&amp;_af.afrMT=screen&amp;_af.afrMFW=1920&amp;_af.afrMFH=880&amp;_af.afrMFDW=1920&amp;_af.afrMFDH=1080&amp;_af.afrMFC=8&amp;_af.afrMFCI=0&amp;_af.afrMFM=0&amp;_af.afrMFR=96&amp;_af.afrMFG=0&amp;_af.afrMFS=0&amp;_af.afrMFO=0</a></p> <p>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.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers 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, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. 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>

<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (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; (b) 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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: 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 RFQ.</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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in the currency indicated in the portal.
<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</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>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) 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 RFQ process;</li> <li>d) 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</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

<b>Alternative Quotes</b>	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
<b>Contact Person for correspondence, notifications and clarifications</b>	Must be submitted directly in the portal using the messaging functionality.  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.



## SECTION 2: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a> Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> <b>Liquidates damages</b> shall be imposed as follows: 0,5 % up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
<b>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 of the General Assembly of the United Nations, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b>
<b>Eligibility</b>	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.  It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
<b>Language of quotation</b>	English or Romanian Including supporting documentation as applicable.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Liquidated damages</b>	Percentage of contract price per week of delay: 0,5 % up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements.
<b>Clarifications</b>	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.  <b><u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u></b>  Requests for clarification from bidders will not be accepted any later than <a href="#">Click or tap here to enter</a>

	text. days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
<b>Documents to be submitted</b>	<input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar design services undertaken within the past 5 years including the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of services undertaken</li> </ul> <p><i>Copies of provided relevant projects/ contract might be requested.</i></p> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel, including certificates and qualification documents <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> At least 5 (five) years of experience in the field of assignment <input checked="" type="checkbox"/> Possession of the energy auditor authorization in the building sector issued by the Agency for Energy Efficiency or by bidder's country of residence; <input checked="" type="checkbox"/> Minimum 3 (three) energy audit reports and/or feasibility studies for buildings developed in the past 5 (five) years <input checked="" type="checkbox"/> Maximum delivery period not to exceed 50 (fifty) calendar days upon signature of contract <input checked="" type="checkbox"/> Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates submitted: <ol style="list-style-type: none"> <li><b>1. Team Leader/ Engineer:</b> <ul style="list-style-type: none"> <li>• Master's degree in civil, energy or mechanical engineering;</li> <li>• Minimum 6 years of experience relevant to the assignment.</li> </ul> </li> <li><b>2. Engineer in Energy or construction fields:</b> <ul style="list-style-type: none"> <li>• Master's degree in energy or civil engineering;</li> <li>• Minimum 5 years of professional experience relevant to the assignment, preferable in energy efficiency and renewable energy;</li> <li>• Possession of energy manager or audit-project certification given by related authorities in the related field (Ministry of Energy, Agency for Energy Efficiency, etc.).</li> </ul> </li> <li><b>3. Electrical Engineer:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in electrotechnical field;</li> <li>• Minimum 5 years of professional experience relevant to the project, preferable in energy efficiency and renewable energy;</li> <li>• Possession of energy manager or audit-project certification given by related authorities in the related field (Ministry of Energy, Agency for Energy Efficiency, etc.).</li> </ul> </li> </ol>
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Others <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	15 September 2023

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **Technical Specifications and Requirements**

Conducting the Energy Efficiency audits of two MoD buildings and feasibility study of the audit recommendations, preparing the package of documents for the fundraising and following investments in energy efficiency buildings' upgrades

#### **1. BACKGROUND:**

The project is aimed at developing capacities of the Ministry of Defense of the Republic of Moldova for the effective implementation of the Security Sector Reform and of the National Defense Strategy. Placed at the heart of the security sector, the Ministry has an important task of ensuring security of men and women in Moldova, which is being challenged by the internal frozen conflict and the external threats stemming from the armed conflict in the region, and also shall be ready to respond to the nature or human caused emergency situations.

Support will be provided to the improvement of the Ministry's internal systems and processes, as well as to strengthening staff capacities in evidence-based planning, budgeting, reporting, internal and external communication, and to enhancing gender equality. The Ministry will be supported in the elaboration of modern automated tools that would ensure effective and efficient collection, update and processing of disaggregated data regarding the armed force, reserve and means of transportation that are part of a mobilization exercise. These tools will enable the Ministry to make conflict-sensitive and gender responsive evidence-based military and civil protection decisions and to rapidly react to any emerging military or civil protection needs. The project will provide assistance in the endowment of the Ministry with the new ICT and other equipment, as well as in the improvement of living conditions in the Army.

By contributing to the Ministry of Defense's institutional capacity development, the endowment with the modern tools and equipment and strengthening gender equality approach in the sector, the Project will contribute to the implementation of the Sustainable Development Goals (SDGs) targets aiming at ensuring a peaceful development and secure environment for the people of Moldova, along with the targets promoting human rights, gender equality and improving health and wellbeing access. The project will link to Moldova's international commitments, in particular those related to the participation in the UN Peacekeeping operations, partnership with NATO and to the implementation of UN Security Council Resolution 1325 "Women, Peace and Security".

#### **2. SCOPE OF WORKS AND OBJECTIVE**

Endowment with the physical infrastructure and modern equipment is an integral part of the capacity development, as knowledge and skills could be built and applied in certain physical conditions and enabling environment. The resources that the Government of the Republic of Moldova allocates to Defense Sector are scarce and far below the actual needs. Therefore, it is important to find ways for rising external funds for MoD's needs in developing the infrastructure.

The Project will aim at improving the MoD's infrastructure that will allow savings in funds needed for energy supply of its buildings.



**Objective:**

The selected company will accomplish the objective to conduct energy audits of the selected buildings of the MoD located in Chisinau, Hincesti street - 84, conduct feasibility study for the elaboration of the documents package that would allow applications for the external funds and further investments in buildings' EE and RE upgrades.

**3. TASKS AND RESPONSIBILITIES**

To achieve the stated objective the selected company is expected to perform the tasks as described below.

**Task 1: Conduct walk-through energy audit of two MoD buildings**

The company shall conduct walkthrough energy audits and perform energy audit reports for two MoD buildings that are in Chisinau, Hincesti street 84. The first 5 storey building has the surface of 12,457 m<sup>2</sup> and the volume of 43607 m<sup>3</sup>, and second 4 storey building surface is 6738 m<sup>2</sup> and the volume of 29,184 m<sup>3</sup>.

The scope of these audits shall consist in identifying energy use and performance, maintenance, operational and deficient equipment issues, and also areas that need further evaluation. These reports shall include a description of the opportunities for potential energy efficient measures and renewable energy source use implementation, as well as qualitative analyses of where it is possible to save energy and estimates of how much any new measures could potentially save.

1.a) Walk-through energy audit shall include as a minimum:

- General data about the assessed building (e.g., operating hours, temperature and moisture, number of occupants, etc.);
- Analyzing energy facilities (heating, ventilation, air conditioning, domestic hot water, refrigeration, and freezing);
- Inspection of energy supply systems of the building (e.g. water, heat, electricity, cooling, etc.);
- Collecting energy resources' bills (at least for 3 last years) and analyzing energy consumption;
- Analyzing energy management system (e.g., presence and type of energy meters, energy evidence, and keeping data for energy consumption);
- Inspection of the building's envelope (basement, floor, walls, roof, doors, windows, insulation, weather-stripping, gaps around windows and doors, etc.) with an indication of the type (material), layers, type of insulation, condition of elements, etc.;
- Performing a list of energy-using equipment (e.g., motors, appliances, lights, fans, compressors, cooking equipment, etc.). This list must include the type, size (power), location, and operation hours for each type of equipment;
- Performing energy balance per energy type and equipment type;
- Comments and recommendations for energy consumption reduction:
  - Improving the insulation of the building envelope,
  - Improving the efficiency of the energy-supplying systems (heating, domestic hot water, ventilation, and air conditioning), lighting, electric equipment, etc. inclusively by promoting renewable energy sources;

- Improving energy management system, etc.

The proposed energy efficiency measures in the walk-through energy audit report shall produce energy savings of at least 20%.

1.b) Prepare the Inception Report. This shall: (i) define the aims and objectives of the services to be provided, (ii) set out a detailed work program for the rest of the project, (iii) state when the fieldwork will take place for the site visit for the audit, (iv) identify potential problems to overcome and possible solutions; (iv) identify counterpart staff in the Client's office and other organizations; and (v) include a stakeholder analysis identifying other third party organizations involved in the project implementation process.

**Deliverables:**

1. Walk-through energy audit reports (two)
2. Inception report

**Task 2: Conduct detailed energy audit of two MoD buildings**

The selected company shall conduct detailed energy audits of MoD buildings to identify and recommend energy efficiency measures (EEMs) for implementation of energy efficiency (EE) and renewable energy sources (RES) investment according to "GUIDELINES ON ELABORATION OF ENERGY AUDIT IN BUILDINGS" by Energy Efficiency Agency of Republic of Moldova (available online: <https://aee.gov.md/storage/publicatii/41.%20Ghidul%20Audit%20Energetic.pdf>). The activities required to conduct detailed energy audits include, but may not be limited to, the tasks described in the following sections. The work conducted should comply with the principles and processes described in ISO 50002:2014 Energy audits — Requirements with guidance for use.

2.a) Prepare the Methodology for detailed audits.

2.b) Conduct preliminary reviews: Perform an initial energy use evaluation by reviewing all utility data and building or system diagrams, which can include architectural plans, electrical plans and cuts, electrical board schemes, thermal systems (production and distribution) plans, ventilation and/or air conditioning systems plans, equipment lists and catalogs, operation and maintenance logs, and other available facility information.

The initial activities under this task include determining the required scope of work, identifying key personnel (including personnel responsible for Operation and Maintenance (O&M) and energy-related issues), and requesting specific information and data. The data to be requested and collected from the building managers should include, but may not be limited to:

- Energy bills for the past three calendar years at least; all forms of energy (electricity, heat, cold, mechanical, etc.) should be included in this analysis;
- Online billing data (if appropriate);
- Building Management System (BMS) history and data;
- Building layout drawings and site plans;
- Equipment lists for main energy-using equipment;
- Process flow diagrams;
- Process and instrumentation drawings (P&IDs) for large energy users;

- Operational, weather, and other data relevant to energy use (occupancy, weather, production data);
- Copies of any previous energy audits, studies, or details of known opportunities for energy efficiency;
- Details of upcoming organizational changes or other investment plans that are expected to affect energy efficiency or energy use;
- Review all available facility documentation with site representatives where possible;
- Review at least three years of energy data and discuss year-to-year variations and seasonal variations in energy use patterns;
- Calculate the baseline consumption, i.e., the expected energy consumption under current operating conditions, based on historical consumption data for a selected reference period. The baseline consumption shall be normalized as defined in ISO 50006:2014 - Energy management systems and later be revised using data from site assessments.

2.c) Conduct site assessments: Further investigate the major energy-consuming processes in the facility. At the end of this task, the buildings and systems descriptions and collection of consumption and other relevant data to propose and describe energy efficiency measures (EEMs) should be completed. All relevant findings related to the visual inspections, field measurements, and interviews must be included in the energy audit report. The site assessment shall focus on all passive and active systems available on site and will include, but may not be limited to, the following subtasks:

- Conduct visual inspections in a walk-through to verify the completeness and accuracy of available documentation. This will include, but may not be limited to:
  - Construction details of the building envelope (e.g., walls, roof, windows, doors) and related insulation values
  - Heating and cooling production systems (e.g., chillers, boilers) and their capacities, rated efficiency, and maintenance status
  - Heating, Ventilation, and Air Conditioning (HVAC) distribution system capacities, rated efficiency, and maintenance status
  - Electrical motors, their end-use, efficiency data, and maintenance status
  - Type of control methods and operation schedules
  - Interior and exterior lighting systems and related controls
  - Service hot water systems, their storage capacity, efficiency, and maintenance status
  - Renewable Energy (RE) generation and integration with building systems
  - Other relevant energy consumption drivers.
  - Where relevant, the report should include images to present the current state of the facility, and possible shortcomings in the construction or in systems maintenance.
- Develop field measurement plans: Define and agree on a field measurement plan with the building supervisor and the O&M team. The measurement plan may be revised based on the findings during field measurements or other tasks of the energy audit. The type of measuring equipment to be used shall be selected according to the nature of the variable to be measured,

its amplitude, the operating range, the required accuracy, and the operating conditions for installation and use of the equipment. The Consultant shall be responsible for the measurements, even if some measurement equipment is installed by a third party. The measurement plan shall include, but may not be limited to, the following items:

- Methodology for measurements and their level of accuracy
  - Check of proper operation of measuring equipment
  - Verification that measurements by the measuring equipment are accurate and repeatable
  - List of relevant measuring points, associated processes within the building/system (e.g. water temperature flow for chiller exit line to check the efficiency), and measuring equipment to be used
  - Accuracy and repeatability required for measurements and their associated measurement uncertainty
  - Duration and frequency of each measurement (e.g. instantaneous or continuous measurements)
  - Frequency of collection of each measurement
  - Definition of a time for measurements that is representative
  - Relevant variables provided by the organization, for example, operating parameters and production data.
- Conduct field measurements: Perform all necessary on-site measurements to detail the energy baseline and collect data required for identifying EEMs. Install and operate the necessary energy monitoring equipment on-site suitable for the relevant data collection (e.g., data loggers, flue meters, temperature and hygrometer sensors, electric/gas meters, air and water flow meters, thermal cameras). If is not possible to measure the actual performance of systems and equipment (e.g., due to temporary malfunction, or out-of-season audit), the performance of the systems and equipment shall be simulated based on theoretical and inspection data.

Field measurements should include, but may not be limited to:

- a) Building envelope: Windows, doors, and insulation:
- Outside and inside surface temperatures;
  - Thermal image for energy loss/gain and surface temperature;
  - Insulation layer thickness;
  - Glazing details/thickness;
- b) Heating/cooling production and distribution system:
- Input values like electrical instantaneous and continuous power consumption for electrical-based systems (e.g., chillers, fans, pumps);
  - Enthalpy measurements for chillers and boilers;
  - Output values like airflow, water flow, air and water temperatures;
- c) Efficiency of boilers and other heat-generating equipment:
- Flue gas temperature and chemical composition (O<sub>2</sub>, CO<sub>2</sub>);

- Fuel/gas instantaneous consumption;
- d) Electricity consumption of lighting systems:
  - Electrical instantaneous and continuous power consumption for sample circuits;
  - Lighting level (lux) in sample representative locations;
- e) Motors (including fans, pumps) and other plugged systems:
  - Electrical instantaneous and continuous power consumption for sample circuits;
- f) Other energy consumption systems and equipment.

During the field measurement phase, the client or building personnel should provide the corresponding relevant variables, e.g., operating parameters, production data, occupation data. Additional measuring points, appropriate measuring equipment, associated processes, and feasibility of installation may be identified during field measurements.

- Conduct field interviews: Interview key stakeholders (e.g., building manager, O&M staff, and users) to assess O&M routines, potential changes in user patterns (e.g., number of users or changes in user behavior), and comfort levels (e.g. indoor temperature, air quality, lighting levels) and to collect/confirm other relevant information. Interviews shall consider data collected during the previous tasks and aim at obtaining relevant information to explain seasonal and year-to-year changes in historical energy consumption, identifying current energy management practices and improvement potential, and identifying the feasibility of potential EEMs.

2.d) Data analysis: Revise the baseline energy consumption using data collected in previous tasks. Identify EEMs and their investment costs, energy savings, and cost-benefit. Develop scenarios for different combinations of EEMs with consideration of cross-effects between different EEMs. The audit report should document methodology, assumptions, and supporting calculations. This task will include, but may not be limited to, the following subtasks:

- i. Describe audit scope: Describe buildings and systems analyzed in the energy audit (e.g., areas/buildings covered, building envelope, heating/cooling, lighting, RES used, alternatives to fossil fuel-based heating).
- ii. Review energy baseline and conduct EEM calculations: Review the preliminary assessment of the energy consumption baseline using data collected in the previous tasks, including:
  - a) Use measurement data to explain the consumption behavior of the main users and refine the energy consumption baseline.
  - b) Compare energy consumption with specific energy use values of similar buildings if available
  - c) Study the historical pattern of energy performance and establish relationships between energy performance and the relevant variables (e.g., heating/cooling degree days, occupation)
  - d) Assess existing energy performance indicators(s) (e.g. kWh/m<sup>2</sup> or kWh/occupant) and additional energy performance indicators (e.g., kWh/degree)

If there is insufficient quality data for setting up the baseline, dependencies and correlations between historical data, field data and other variables (e.g. weather-related variables, occupancy, events, documented equipment malfunctions, etc) should be used to establish a suitable baseline. This process has to be documented in the report.

The field measurements and the catalog/historical data must be used for the calculation to simulate future energy performance with the proposed EEMs. Several software tools can be used for baseline and EEM simulation calculation (not exhaustive): Trace for life cycle analysis; Energy Plus, IESV, or Carrier HAP for energy modeling. Software tools to be used to simulate the level of service and envelope requirements may include Dialux for lighting levels; TS 825 Heat Insulation Standard for insulation requirements.

EEMs shall be developed based on the specific building analysis, but typical measures that should be considered include:

- New or improved shell insulation;
- Renewal of windows and doors;
- Heating boiler renewal;
- Boiler burner adjustment;
- Boiler waste heat recovery integration;
- Renovation of cooling/chiller systems;
- Variable speed circulation pumps and fans;
- Piping and duct insulation;
- Thermostatic valve usage in the heating/cooling circuit;
- Lighting ballast-type renewal;
- LED lighting systems;
- Movement sensor integration into lighting systems;
- Building automation systems;
- Energy monitoring system;
- Upgrade of electric motors with high efficiency models;
- Alternative energy sources (photovoltaic systems; solar water heating; heat pumps; biomass, etc.).

The RES generation should be carefully detailed, with simulation production, grid connection point, and relevant construction requirements, if any.

The indirect effects of the EEM implementation have to be considered:

- Repairs or operational changes required for the EEM to be effective
- Impact on O&M procedures and cost
- Impacts on occupant health, comfort, or safety, as well as non-energy benefits, especially improvements to health, safety, and environment, changes in equipment run time, and maintenance labor hours
- Commissioning requirement

iii. Determine investment costs: Accurate investment cost need to be determined for the financial analysis by gathering equipment, installation, and construction costs from a sample of vendors and contractors. Costs should include any specific considerations for the particular facility and all indirect costs needed for implementation (e.g., scaffolding, pipe accessories, civil construction works, electrical connections, changes in electrical boards).

iv. Establish different investment scenarios: Three different scenarios of combination of EEMs shall be presented in the audit report:

- a) Base scenario with EEMs that save a minimum of 20% of the baseline consumption and a payback period shorter than 12 years for the combination of EEMs
- b) Deep renovation scenario with EEMs that save a minimum of 30% of the baseline consumption and a payback period shorter than 20 years for the combination of EEMs
- c) Recommended package of EEMs, which could be a selection of EEMs from the base and deep renovation scenario

All EEMs that were considered but not included in any of the scenarios should also be presented in the report.

Some EEMs presented in base, deep, and recommended scenario need to be recalculated for each scenarios due to the cross effects that may arise (e.g., piping insulation savings will decrease with better envelope insulation).

A basic energy monitoring system should be included in all scenarios, i.e., building-level energy meters, or submeters that can be aggregated to provide building-level energy use data (electricity, natural gas, fuel oil, propane, etc.). Utility-owned meters capable of aggregating base building-level resource use are acceptable. The basic system can be standalone, i.e., without automated report capabilities or software aggregation.

v. Conduct financial analysis: Each measure and scenario must include a Cost-Benefit Analysis with the calculation of energy cost savings, simple payback period, NPV, and IRR over a 20-year period. The financial analysis must be presented in EURO and MDL. The EURO/MDL exchange rate will be fixed for each audit. If the net life of the measure is lower than the Net Present Value (NPV) timeframe, re-investment costs need to be included in the analysis. O&M costs and other indirect related costs should be included in the analysis. Investments are made in year 0 (or when re-investments take place) and the savings will start in year 1.

vi. Determine energy performance class: Determine the energy performance class of the building in the current state so that it can be compared to the performance class after renovation (issuance of an actual energy performance certificate is not required for the building in the current state).

2.e) Complete audit reports: The report should follow the audit report template approved by Energy Efficiency Agency of Republic of Moldova. Changes to the report structure have to be authorized by the client. The audit report should be concise and clearly written; capture all calculations, analyses, and assumptions; and discuss difficulties encountered in data collection and fieldwork.

**Deliverables:**

1. Methodology for detailed audits
2. Detailed energy audit report

**Task 3: Feasibility study**

Based on the findings of the detailed audit, the company shall conduct a feasibility study for assessing the conditions, opportunity, and efficiency of the recommendations of the audit with all necessary

calculations such as energy efficiency savings after investment, costs of the proposed acquisitions, rate of return of assets, etc. The feasibility study could consist of:

1. Technical feasibility study;
2. Economic and financial analysis;
3. Social and environmental sustainability analysis;
4. Preparation of project proposals on energy efficiency measures implementation.

The company will be primarily responsible for conducting feasibility studies and issuing feasibility study reports. The company's responsibility will include but not limited to:

- 3.a) Preliminary contact with the MoD representative to agree on the site, aims, and scope.
- 3.b) Collect and review relevant documents and reports related to the purpose of the assignment (e.g. audit report, existing operational characteristics of the building, documentation and management practice, energy performance situation).
- 3.c) Conduct a preliminary study on national and EU legislation on energy efficiency and RES.
- 3.d) Conduct a study on good practices in the field of energy efficiency improvement and RES implementation in the building sector on the local and EU level.
- 3.e) Analyze proposed energy measures and/or energy measures package(s) in the detailed energy audit on complying with local and EU legislation and good practices in related sectors.
- 3.f) Undertake technical feasibility analysis to check every condition for the realization, installation, and maintenance of proposed new equipment; consider technical features of proposed new equipment and necessary retrofits.
- 3.g) Undertake economic and financial analysis to assess the suitability and cost-effectiveness of the proposed technical solution.
- 3.h) Identify environmental and social risks associated with the building renovations: Identify environmental and social risks associated with the building renovation, including identifying the presence and quantity of any hazardous materials (specifically asbestos and mercury-containing light bulbs) that would have to be removed as part of the renovation works. These shall include: indoor comfort, avoided greenhouse gas emissions, other produced/avoided impacts (for example, increase or cut of noise and vibration), waste management, and Job creation.
- 3.i) Identify and recommend the technology and skills training required to implement the identified feasible project and/or to maintain the proposed equipment.
- 3.j) Develop a feasibility study report based on the key findings and recommendations, including those raised by stakeholders (UNDP Project and representative of MoD) during the consultation process.
- 3.k) Present findings of the feasibility study to relevant stakeholders and based on the feedback received, make any further revisions necessary to improve and finalize the key outputs.

The technical feasibility study shall be based on the existing detailed energy audit report for the building. It shall contain a brief description of the current situation; key existing factors; consider proposed (or different) technical options, determines technical viability, and analyses, and justifies possible solutions to existing issues in line with energy efficiency targets. Energy-related calculations should be based on the building code of the Republic of Moldova. The Consultant shall consider specific regulations that may apply to the operation of the equipment and include reliability/safety analysis.



The economic and financial analysis shall be based on the technical feasibility study, and a preliminary cost estimation should be developed which includes all project expenditures and revenues. The company shall check the cost and benefits related to as regards:

- Investment costs, access to credit, amortization, and free grants;
- Ordinary and extraordinary maintenance costs;
- Consumption-related costs (fuels costs, electricity costs, etc.);
- Operating costs, both short-term and long-term (personnel cost, spare parts, insurance, etc.);
- Avoided costs (for example when a proposal cuts down heating fuel consumption);
- Revenues (for example when a proposal guarantees revenues with the sale of electricity/heat to other customers).

**Deliverables:**

1. Report on technical feasibility
2. Report on economic and financial feasibility
3. Report on environmental and social risks

**Task 4: Costing and budgeting**

The company shall conduct an assessment on costing and budgeting the proposed energy efficiency measures (packages of measures). The cost assessment shall include a detailed description of the cost components for each separate energy efficiency measure and for each entire package of energy efficiency measures including costs of decommissioning the old installations and equipment and dismantling the elements of the building envelope (e.g., old doors, windows, roof, etc.), investment costs, designing costs, permissions cost, O&M costs, consumption-related cost (e.g., fuel, energy, water, etc.), etc. Based on these costs, the consultant shall prepare the budget for proposed measures.

**Deliverables:**

1. Costing assessment report
2. Budgeting report

**3. DELIVERABLES AND TIMEFRAME**

Task	Key deliverables:	Tentative Timetable
<b>1</b>	<p><b>Deliverable 1:</b></p> <ul style="list-style-type: none"> <li>● Conduct walk-through energy audit of two MoD buildings and prepare the walk-through audit reports;</li> <li>● Prepare the Inception Report for the assignment.</li> </ul>	By 20 September 2023
<b>2</b>	<p><b>Deliverable 2:</b></p> <p>Prepare detailed energy audit report:</p> <ul style="list-style-type: none"> <li>● Prepare the Methodology for detailed audits;</li> <li>● Conduct preliminary reviews;</li> <li>● Conduct site assessments;</li> </ul>	By 20 October 2023

	Data analysis; Complete audit report.	
<b>3</b>	<b>Deliverable 3:</b> Feasibility study: <ul style="list-style-type: none"> <li>• Report on technical feasibility;</li> <li>• Report on economic and financial feasibility;</li> <li>• Report on environmental and social risks.</li> </ul>	By 5 November 2023
<b>4</b>	<b>Deliverable 4:</b> <ul style="list-style-type: none"> <li>• Costing assessment report;</li> <li>• Budgeting report.</li> </ul>	By 8 November 2023

**Note: The timeframe can be amended or specified for the purpose of the assignment.**

*a. Institutional Arrangements*

The contracted company will work under the overall coordination and supervision of the UNDP Project Manager of the Support to Security Sector Reform Project for administrative aspects of the assignment and in coordination and supervision of the IC EE Engineer for technical issues.

*b. Language*

The deliverables shall be developed in Romanian or English.

#### **4. QUALIFICATIONS AND SKILLS REQUIRED**

**This assignment will be held prior to the third quarter of 2023 and finalized in 50 days period.**

**Requirements for bidders:**

- Be a legally registered entity;
- Possession of the energy auditor authorization in the building sector issued by the Agency for Energy Efficiency in the Republic of Moldova or by bidder's country of residence;
- Carrying out the activity in the field of energy audit in the building sector for at least 5 years;
- Lack of complaints against performed energy audits from the beneficiaries or the Agency for Energy Efficiency;
- The existence of previous contracts for providing consulting services in the field of energy audit, energy efficiency or renewable energy sources with central public authorities or UNDP will present an advantage.

The contracted company is responsible for the preparation of architectural, structural, electrical, and mechanical designs relevant to the renovation works for EE/RES. The company shall provide a team of experienced key personnel including Team Leader/ Engineer, Energy engineer and Electrical engineer. Additionally, the Company shall separately indicate the list of technical designs and documents to be prepared that will be assigned for each position.

## **Requirements for Key personnel:**

### **1. Team Leader/ Engineer:**

- Master's degree in civil, energy or mechanical engineering;
- Minimum 6 years of experience relevant to the assignment;
- Language preference: Romanian or English.

### **2. Engineer in Energy or construction fields:**

- Master's degree in energy or civil engineering;
- Minimum 5 years of professional experience relevant to the assignment, preferable in energy efficiency and renewable energy;
- Possession of energy manager or audit-project certification given by related authorities in the related field (Ministry of Energy, Agency for Energy Efficiency, etc.);
- Language preference: Romanian or English.

### **3. Electrical Engineer:**

- Bachelor's degree in electrotechnical field;
- Minimum 5 years of professional experience relevant to the project, preferable in energy efficiency and renewable energy;
- Possession of energy manager or audit-project certification given by related authorities in the related field (Ministry of Energy, Agency for Energy Efficiency, etc.);
- Languages preference: Romanian or English.

## **Non-key Staff:**

- Additional engineers, construction specialists, Cost and Planning Engineers, Quality Control and Quality, Occupational Health and Safety specialists, and other staff should be included to adequately carry out all aspects of the assignment.

## **General qualifications of all company staff:**

- strong knowledge of local laws, standards, and norms about building construction;
- prior experience in conducting energy auditing of buildings and preparing audit reports;
- prior experience in the preparation of detailed technical designs (architectural, structural, mechanical, and electrical installation);
- engineer's authorizations for conducting energy audit reports in the building sector from MENR;
- engineer's authorizations for design preparation in buildings in compliance with local legal requirements;
- knowledge of environmental management, health, and safety;
- good communication, management, organization, and reporting skills;
- excellent knowledge of Romanian or English.

## **6. SUPPORT TO BE PROVIDED BY THE BENEFICIARY TO THE COMPANY**

- The beneficiary will provide the contractor with the existing drawings in dwg or pdf format (if the drawings exist);

- The beneficiary will provide the contractor the list of the buildings having energy audit reports from 2014 that can be used to prepare detailed energy audits of the buildings to be renovated;
- The beneficiary of buildings will appoint a contact/facility coordinator for all project phases, facilitating access to buildings or facilities, providing existing documentation, etc.

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ Reference: <b>RfQ23/02733: Conducting the energy efficiency audits of two MoD buildings and feasibility study of the audit recommendations, and elaboration of the package of documents for the fundraising and following investments in energy efficiency buildings' upgrades.</b>	Date:

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No yes, insert UNGM Vendor Number <span style="float: right;">If</span>
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts in the field of energy efficiency audits within the last 5 years</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value <i>(insert currency)</i></b>	<b>Period of activity <i>(month, year)</i></b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<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 Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Yes	No	
<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 Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<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>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<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 Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ23/02733: Conducting the energy efficiency audits of two MoD buildings and feasibility study of the audit recommendations, and elaboration of the package of documents for the fundraising and following investments in energy efficiency buildings' upgrades.</b>	Date:

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference;
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel.

#### Financial Offer

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

**Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies**

Ref	Description of Deliverables	Price (VAT 0%)
1.	<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>• Conduct walk-through energy audit of two MoD buildings and prepare the walk-through audit reports;</li> <li>• Prepare the Inception Report for the assignment.</li> </ul>	
2.	<b>Deliverable 2:</b> Prepare detailed energy audit report: <ul style="list-style-type: none"> <li>• Prepare the Methodology for detailed audits;</li> <li>• Conduct preliminary reviews;</li> <li>• Conduct site assessments;</li> <li>• Data analysis;</li> <li>• Complete audit report.</li> </ul>	
3.	<b>Deliverable 3:</b> Feasibility study: <ul style="list-style-type: none"> <li>• Report on technical feasibility;</li> <li>• Report on economic and financial feasibility;</li> <li>• Report on environmental and social risks.</li> </ul>	
4.	<b>Deliverable 4:</b> <ul style="list-style-type: none"> <li>• Costing assessment report</li> <li>• Budgeting report</li> </ul>	
	Other costs (please specify)	
	<b>Total Price</b>	



### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price, XXXX (VAT 0%)	Total Price, XXXX (VAT 0%)
Personnel				
Project Manager/Team Leader	day			
Engineer in energy or construction field	day			
Electrical Engineer	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time: 50 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>