



REQUEST FOR QUOTATION No. RfQ23/02754:

ENERGY AUDIT SERVICES FOR THE IMPLEMENTATION OF INTEGRATED INNOVATIVE SOLUTIONS FOR THE EFFICIENCY OF ENERGY CONSUMPTION AND THE UTILIZATION OF RENEWABLE ENERGY

UNDP through the Programme “Addressing the impacts of energy crisis and initiating solutions toward energy security and addressing energy poverty” (FPI Programme) kindly requests your quotation for the Request for Quotation no. **RfQ23/02754: FPI/Energy audit services for the implementation of integrated innovative solutions for the efficiency of energy consumption and the utilization of renewable energy** 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: Terms of Reference (both in Romanian and English languages)

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 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-00307** 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 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

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<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 http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ 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>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247</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"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	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.
Conflict of Interest	<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>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	<p>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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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. 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"> 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.

Price variation	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.
Alternative Quotes	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.
Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>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.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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

General Conditions of Contract	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"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at https://www.undp.org/procurement/business/how-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: Percentage of contract price per day of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
Duties and taxes	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"/> be exclusive of VAT and other applicable indirect taxes
Eligibility	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.
Language of quotation	English, Romanian or Russian Including supporting documentation as applicable.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.

	<p><u>PLEASE PAY ATTENTION:</u> QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of References in Annex 1, detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed</p> <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment</p> <p><input checked="" type="checkbox"/> Registration documents</p> <p><input checked="" type="checkbox"/> List and value of relevant projects (elaborated i. energy audit reports and ii. feasibility study for buildings) performed for the last 5 (five) and 7 (seven) years respectively including the following information:</p> <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of activities undertaken • Final beneficiaries (public or private institutions) <p>Copies of provided relevant projects/contract might be requested.</p> <p><input checked="" type="checkbox"/> Chart for provision of services (Implementation Plan), for example GANTT</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key Personnel, including certificates and qualification documents</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2022, 2021, 2020)</p>
Evaluation method	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations</p> <p><input checked="" type="checkbox"/> At least 3 (three) years of experience in energy and/or construction field</p> <p><input checked="" type="checkbox"/> Minimum 3 (three) energy audit reports developed in the past 5 (five) years</p> <p><input checked="" type="checkbox"/> Minimum 1 (one) feasibility study developed in the past 7 (seven) years</p> <p><input checked="" type="checkbox"/> Maximum delivery period not to exceed 50 calendar days upon signature of contract</p> <p><input checked="" type="checkbox"/> Proposed key personnel will cover the entire spectrum of analysis and expertise in all areas of consultancy necessary for the successful completion of the entire workload and the presentation of the results mentioned above, proven by CVs and valid certificates submitted:</p> <p><u>Proposed Team leader</u></p> <ul style="list-style-type: none"> • University studies in the field of energy, construction or related • Practical experience in the energy field of at least 5 (five) years • Experience in coordinating teams of experts in at least 5 (five) similar contracts <p><u>Team of proposed experts (at least 5 (five) experts):</u></p> <ul style="list-style-type: none"> • University studies in the field of energy or construction

	<ul style="list-style-type: none"> • Holding the quality of energy auditor qualified by the Agency for Energy Efficiency, "Buildings" category. Proof of registration in the Register of energy auditors, "Buildings" category, held by the Energy Efficiency Agency, will be presented • Experience in the field of energy, construction or related for at least 5 (five) years • Experience in the development of at least 5 energy audits for buildings (for each expert)
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award	16 October 2023

ANNEX 1: TERMS OF REFERENCE

1. GENERAL INFORMATION:

The Republic of Moldova has no energy resources of its own and is practically completely dependent on imports of fossil fuels and electricity. Since October 2021, gas prices have increased significantly in the Republic of Moldova, both due to the latest developments on the regional energy markets caused by the recovery of the post-pandemic economy and by the war in Ukraine (the purchase price of gas increased from 265 US dollars / 1000 m3 in 2021 to 1193 US dollars / 1000 m3 in April 2022 and 919 US dollars / 1000 m3 in May 2022). The unforeseen excessive increase in prices has caused a domino effect of rising prices in all areas, including electricity, increasing the level of energy poverty of the population. This has put significant pressure on public finances and on the ability of the most vulnerable citizens to afford to pay the heating bill during the winter (60% of Moldova's population lives in energy poverty, spending over 10% of their budget to cover energy bills).

In these conditions, the United Nations Development Programme of the Republic of Moldova, with the financial support of the European Union, implements the project "*Addressing the impact of the energy crisis in the Republic of Moldova*" which aims to support the Government of the Republic of Moldova in combating the energy crisis and energy poverty by addressing the priority systemic elements in the energy sector, including in order to be able to cope with a potential future energy crisis.

Among the components of the project, there is also the carrying out of energy audits within public institutions on the implementation of innovative integrated solutions for energy efficiency and capitalization of renewable energy.

2. PURPOSE OF THE SERVICES

Carrying out energy audits within 25 multilevel residential buildings to identify and document innovative integrated solutions for energy efficiency and renewable energy capitalization. In particular, possible solutions to provide energy to multilevel residential buildings autonomously when the main energy source is missing will be examined.

Information about selected multilevel residential buildings for which the energy audits are to be carried out is presented in the table below.

No	Number of buildings	Estimative building surface, m2	Estimative number of apartments	Estimative surface of the apartments, m2	Estimative number of heating points
1	25	19000	1900	80000	34

Note:

List of buildings with addresses and detailed information, including contact details of Homeowners' Associations will be provided at the time of contract signing.

The 25 multilevel residential buildings are located in Chisinau (apr. 70%) and Balti (apr. 30%).

3. TASKS AND RESPONSIBILITIES

In order to achieve the stated objective of the requested services, the contracted company is to perform the tasks and responsibilities described below.

1. Elaboration of the work plan and its coordination with the project team.
2. Making visits in the field according to the agreed work plan for documentation and data collection. The project team will facilitate the interaction with the beneficiary (Homeowners' Associations).
3. Preparation of energy audit reports for each object. The energy audit reports will be carried out as minimum requirements for energy audit in the Buildings sector¹. For the elaboration of the energy audit reports, the model report approved by the Agency for Energy Efficiency will be used as a reference.²

Note:

The energy audit report will be prepared and presented in its final version, taking into account the provisions of GD 676/2020 approving the Regulation on energy auditors and energy audits.

The measures to be examined by the consultant will have an innovative approach and will not be limited to:

1. Thermal insulation of external walls;
2. Thermal insulation of roofs (floor of the last floor);
3. Replacement of external windows and doors;
4. Thermal insulation of the floor of the unheated basement;
5. Installation of solar collectors for the preparation of domestic hot water;
6. Installation of photovoltaic panels for the production of electricity based on the "net metering" mechanism;
7. Energy efficiency measures on the electricity supply systems (efficiency of the indoor and outdoor lighting system);
8. Energy efficiency measures on heat supply systems (streamlining of the internal heat supply system, including switching from vertical distribution of heat to horizontal distribution with individual metering, installation of individual heat substation, etc.);
9. Supply of domestic hot water from the centralized heating system;
10. Energy storage solutions aligned with the norms in force specific to multilevel residential buildings;
11. Organisational measures to make energy consumption more efficient;
12. Other solutions depending on the specific situation of the buildings.

In addition, for the buildings where thermal insulation of walls was partly applied by the owners, the energy audit has to provide clear information and estimates on the approximate value of works done already for each apartment and the possibility to keep them and integrate them in the new thermal insulation of the building envelope.

When drafting the documents, it will be taken into account, without being limited, the cumulative compliance with the provisions of the following documents:

¹<https://aee.gov.md/storage/eficienta%20energetica/Audit%20energetic%20Sabloane/Cerinte%20minime%20pentru%20auditul%20energetic%20in%20sectorul%20Cladiri.pdf>

² <https://drive.google.com/file/d/1fCNVi7JyPeaMGriOJOv32cdUiWUFQb9A/view>

- Law No.128 of 11.07.2014 on the energy performance of buildings;
- Law no.139 of 19.07.2018 on energy efficiency;
- Law no.10 of 26.02.2016 on the promotion of the use of energy from renewable sources;
- Law No. 92 of 29.05.2014 on thermal energy and promotion of cogeneration;
- Law nr. 721 from 02.02.96 regarding the quality in constructions;
- Law nr. 174 from 21.09.2017 on energy;
- Law nr. 107 out of 27. 05. 2016 on electricity;
- Law No. 108 of 27. 05. 2016 on natural gas;
- Law No. 163 of 09.07.2010 on the authorization of construction works;
- Law No. 86 of 29.05.2014 on environmental impact assessment;
- Law nr. 107/27.05.2016 on electricity;
- Law No. 151 of 17.07.2014 on ecodesign requirements for energy-related products;
- Law No. 44 of 27.03.2014 on the labelling of energy-related products;
- Decision No. 361 of 25.06.1996 on ensuring the quality of constructions;
- Decision No. 936 of 16.08.2006 for the approval of the Regulation on technical expertise in constructions;
- Regulation no. 168/2019 on the connection to electricity networks and the provision of electricity transmission and distribution services;
- Other documents required to be taken into account - ПУЭ, NCM G.01.02-2015, NCM C.01.02-2017, NCM C.01.12-2018 and THE DECISION OF THE BOARD OF DIRECTORS OF ANRE No.393 of 15.12.2010 on the approval of the Regulation for the supply and use of electricity.

4. DELIVERABLES AND TIME LIMIT FOR COMPLETION

	Main deliverables:	Deadline for implementation
1.	Work plan with the date of the planned field visits for each beneficiary and the deadline for the submission of reports.	5 working days from the date of contract signing
2.	25 energy audit reports, for each beneficiary institution.	December 29, 2023

a. Institutional arrangements

The contractor will work under the overall coordination and supervision of the UNDP Project Manager of the Project "Addressing the Impact of the Energy Crisis in the Republic of Moldova" for the administrative aspects of the mission and with the Project Team Leader for the technical aspects. Before all the energy audit reports are made, the company will coordinate with the team leader an example of an energy audit report.

b. Working language

The deliverables will be drawn up in the Romanian language.

5. REQUIREMENTS

5.1 Requirement for Bidders:

- Be a legally registered entity or a consortium of firms/organizations;
- The company must have at least 3 (three) years of experience in the energy and/or construction field;
- The Bidder must have minimum 3 (three) energy audit reports for buildings developed in the past 5 (five) years;
- The Bidder must have minimum 1 (one) energy audit feasibility study developed in the past 7 (seven) years;
- The proposed team will cover the entire spectrum of analysis and expertise in all areas of consultancy necessary for the successful completion of the entire workload and the presentation of the results mentioned above.

5.2 Requirements for the team of experts within the company:

The Consultant's team will consist of a Team Leader and at least 5 energy experts who will meet the following requirements:

Team Leader

- University studies in the field of energy, construction or related;
- Practical experience in the energy field of at least 5 (five) years;
- Experience in coordinating teams of experts in at least 5 (five) similar contracts;

The team of expert

- University studies in the field of energy or construction;
- Holding the quality of energy auditor qualified by the Agency for Energy Efficiency, "Buildings" category. Proof of registration in the Register of energy auditors, "Buildings" category, held by the Energy Efficiency Agency, will be presented;
- Experience in the field of energy, construction or related for at least 5 (five) years;
- Experience in the development of at least 5 energy audits for buildings (for each expert).

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:	RfQ23/02754: Energy audit services for the implementation of integrated innovative solutions for the efficiency of energy consumption and the utilization of renewable energy	Date: Click or tap to enter a 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 If yes, insert UNGM Vendor Number
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	<input type="checkbox"/> Yes <input type="checkbox"/> No

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>	
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.
Previous relevant experience: 3 (three) energy audit reports for buildings developed in the past 5 (five) years and 1 (one) feasibility study developed in the past 7 (seven) years <i>(copies of provided contracts as previous experience may be requested)</i>	
Name of previous contracts	Client & Reference Contact Details including e-mail

Bidder’s Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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 type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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 bid 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:	RfQ23/02754: Energy audit services for the implementation of integrated innovative solutions for the efficiency of energy consumption and the utilization of renewable energy	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;
- a brief methodology, approach and implementation plan;
- list of proposed Key Personnel, their CVs and accreditation certificates;
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed at Section 2 "Documents to be Submitted".

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference for 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 the Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies		
Ref	Description of Deliverables	Price, VAT 0% [Please indicate currency]
1.	Work plan with the date of the planned field visits for each beneficiary and the deadline for the submission of reports.	
2.	25 energy audit reports, for each beneficiary institution.	
Total Price [Please indicate currency]		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price [Please indicate currency]	Total Price [Please indicate currency]
I. Personnel				
Team leader/Project manager* (1 expert)	day			
Energy Efficiency Experts (to be included separately by expert – name and role area to be mentioned), as below:				

1 (one) Energy Efficiency Expert no. 1	day			
1 (one) Energy Efficiency Expert no. 2	day			
1 (one) Energy Efficiency Expert no. 3	day			
1 (one) Energy Efficiency Expert no. 4	day			
1 (one) Energy Efficiency Expert no. 5	day			
Other Experts, if necessary: (please specify)				
.....				
II. Other Costs (as applicable)				
Local Transportation				
Other Costs: (please specify)				
Total <i>[Please indicate currency]</i>				

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time – 50 (fifty calendar days after signing the contract)	<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 the General Conditions of Contract	<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.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.