



REQUEST FOR QUOTATION NO. RfQ24/02837: Communication Equipment Modules for Piloting Smart Electricity Metering

UNDP through the "**Accelerating a Just Energy Transition**" Portfolio Programme, kindly requests your quotation for **RfQ24/02837: Communication Equipment Modules for Piloting Smart Electricity Metering**, 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: General Instructions

Annex 1: Schedule of Requirements (ENG)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Technical Responsiveness Table

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-00436 and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

In case you have never registered before, follow the [Supplier Portal Registration Link](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247) at <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.

Guides to assist Bidders with registration and submission of quotation can be accessed via the links below:

Guide name	Link
UNDP Quantum Supplier Guide Consolidated links document	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014104
How to register to	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014109



UNDP Quantum Supplier Portal	
How to search for tenders and submit bid response in UNDP Quantum supplier portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014105
How to revise, retrieve, or manage a bid response after it is posted	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014106
How to manage orders and invoices in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014107
How to manage and update profile in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014108
How to reset password in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014099

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 proposal shall be submitted online through the



Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Specifications 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 proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal 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





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1 Overview

1.1 General Information

Title	RfQ24/02837:Communication Equipment Modules for Piloting Smart Electricity Meter
Contact Point	Procurement Unit
Outcome	
E-Mail	sc.md@undp.org
Reference Number	RfQ24/02837
Beneficiary Country	MDA
Introduction	

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How to manage orders and invoices in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014107



How to manage and update profile in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014108
How to reset password in UNDP Quantum Supplier Portal	https://undp.service-now.com/kb_view.do?sysparm_article=KB0014099

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Thank you and we look forward to receiving your quotation.

UNDP Moldova



1.2 Tender Timeline

Preview Date
Open Date 29/03/24 15:12 PM
Close Date 19/04/24 14:30 PM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

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

1.4 Terms

Negotiation Currency USD



2 Requirements

**Response is required*

Please review carefully the requirements and questions in this section.

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

Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

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Next

Save

Submit

Cancel

Section 1. Documents to be...

Section 1. Documents to be...

Section 2. Annex 1 - Sched...

Section 3. Bidder Declaration

Section 4. Annex 3 - Finan...

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

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 and with the provision in the General Instructions to Bidders in the RFQ document herewith attached.

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. 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.

2. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

3. 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:

General Terms and Conditions / Special Conditions for Contract:

[https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:
How we buy | United Nations Development Programme (undp.org)

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided a company profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment? You can upload attachments for more comprehensive description of your company, in addition to the brief profile.

Response attachments are optional.

***2. Registration Certificate and other Legal documents**

Have you provided copies of the below documents:

- Copy of registration documents
- Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer)
- Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer
- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country

***3. List of completed and/or ongoing contracts**

Have you provided the list and value of 3 (three) most relevant projects/ contracts completed for the past 5 (five) years including the following information:

- Name of previous contracts
- Client & Reference Contact
- Details including e-mail
- Contract Value Period of activity
- Types of activities /goods and related services provided?

Copies of provided relevant contracts might be requested during the evaluation process.

***4. Detailed technical description of the offered goods and related services (including brochures/user manuals)**

Have you provided a detailed technical description of the offered goods and related services (including



brochures/user manuals)?

***5. Delivery schedule, including delivery time and production time**

Have you provided the delivery schedule, including delivery time and production time?

***6. Statement of warranty**

Have you provided a Statement of warranty as per Schedule of Requirements in Annex 1?

***7. Statement regarding the availability of an authorized service center to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services**

Have you provided a statement regarding the availability of an authorized service center to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services accompanied by:

- Letter signed by both parties confirming the relationship between the supplier and service provider;
- Official documentation stating that the Partner is a registered business in the country;
- A detailed profile of the service provider;
- Description of procedure and time estimates for service provision?

***8. CVs of Key Personnel**

Have you provided the CVs (signed by the envisaged personnel), together with attestation certificates (if applicable) and training attendance certificates (if applicable/ e.g. diplomas, certifications) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Annex 1: Schedule of Requirements)?

***9. Latest Financial Statements**

Have you provided the latest Financial Statements (Income Statement and Balance Sheet) including: Auditor's Reports (for international companies) or registered Financial Reports at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2021-2023)?

***10. Statements of Satisfactory Performance (Certificates)**

Have you provided at least 3 (three) Clients' statements confirming satisfactory performance by the Bidder on the 3 (three) contracts of highest value carried out, during the past 3 (three) years?

***11. Quality certificates (ISO, etc.), if any**

Have you provided quality certificates (ISO, etc.), if any?

***12. Export/Import Licenses, if applicable**

Have you provided Export/Import Licenses, if applicable?

***13. Environmental Compliance Certificates, Accreditations, if any**

Have you provided Environmental Compliance Certificates, Accreditations, if any?

2.3 Section 3. Annex 1: Schedule of Requirements



***1. Compliance with technical requirements**

Please confirm whether you comply with technical requirements and evaluation criteria as per RFQ document. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

***2. Delivery time**

Please confirm that you meet the required delivery time as indicated in the RFQ document. Provide a delivery plan indicating how many days per each of the key milestones.

Response attachments are optional.

***3. Delivery INCOTERMS**

Please confirm acceptance of the INCOTERMS as indicated in the Portal and RFQ document.

***4. Exact address of delivery location**

Please confirm acceptance to deliver to the address(es) and locations as indicated in the RFQ document.

***5. Training on operations and maintenance**

Confirm compliance with requirement for training on operations and maintenance as specified in the RFQ. Upload training and maintenance plan as needed.

***6. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

***7. After-sales services and local service support**

Confirm compliance with after-sales services and local service support requirements as indicated in the RFQ. Upload plan and details as applicable.

2.4 Section 4. Annex 2: Quotation submission form

***1. Annex 2: Quotation Submission Form**

Have you provided Annex 2: Quotation Submission Form duly completed and signed?

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

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.

***2. Capacity and capability**



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.

***3. Ethics**

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.

***4. Code of Conduct**

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.

***5. 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.

***6. 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.

***7. 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.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

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.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company



and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3: Technical and Financial Offer

***1. Annex 3: Technical and Financial Offer**

Please provide detailed pricing directly in the system per each line and attach Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. By submitting the financial offer, your company confirms acceptance of all the terms indicated in this RFQ document.

***2. Cargo information**

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

Response attachments are optional.

2.7 Section 7. Annex 4: Technical Responsiveness Table

***1. Annex 4: Technical Responsiveness Table**

Have you provided the Annex 4: Technical Responsiveness Table duly completed and signed?

2.8 Section I-1.



3 Lines

Instructions *Please fill in this form in accordance with the line below.
Please include the overall unit cost related to the performance of the services in the quotation price line below (delivery of all goods and equipment, transport costs, unloading at the delivery site, installation, training etc.). Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer attached herewith.*

Prices below shall be quoted in USD for international Suppliers.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Communication Equipment Modules	81101700		Ea	295			
2-Training of Distributors Staff (2 groups)	86132200		Ea	2			