

SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Invitation to Bid (ITB) is ITB24/02797: Provision of Smart Electricity Meters.</p> <p>UNDP Moldova in partnership with the Electricity Distribution System Operators in the Republic of Moldova (DSOs) aiming to support households to reduce their bills on electricity by applying the smart metering mechanism.</p> <p>The assignment will consist in delivery of smart electricity meters and communication equipment for up to 33,000 households in the Republic of Moldova.</p> <p>HES software will be offered for 12 months for free of charge.</p> <p>The smart meters will be tested as part of an ecosystem with AMI, to test different scenarios of reading consumption data on an hourly basis, but also the perception of differentiated tariffs by beneficiary households.</p>
2.	Eligible bidders	Bidders from all countries are eligible to bid.
3.	Eligible goods, works and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
4.	Clarification of solicitation documents	<p>Bidders must send their questions in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:</p> <p>E-mail address: sc.md@undp.org</p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Data Sheet Article 28).</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>5 (five) days before the submission deadline</p> <p>UNDP will post the clarifications directly to the system.</p>
5.	Language	All bids, information, documents and correspondence exchanged between UNDP and the bidders in relation to this bid process shall be in English and/or Romanian (acceptable).
6.	Price adjustment	The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
7.	Partial bids (lots)	<p>Bidders shall be allowed to quote prices for one or more lots identified. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.</p> <p>The LOTS under this Invitation to Bid are presented and are detailed in Annex 1.1.; Annex 1.2.; Annex 1.3: Schedule of Requirements for LOT 1, 2 and 3.</p>
8.	Bid currencies	<p>Prices shall be quoted only in the currency indicated in the system:</p> <p>USD (US Dollars)</p> <p>For evaluation purposes, all other rates shall be recalculated at UN Operational Rate of Exchange on the submission deadline:</p>

		<p>https://treasury.un.org/operationalrates/OperationalRates.php</p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p><u>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</u></p>
9.	Duties and taxes	<p>All prices shall:</p> <p>Be exclusive of VAT and other applicable indirect taxes.</p>
10.	Bid validity period	90 days
11.	Bid security	<p>Required in the amount of 2% of the offer value, when Bidder submits:</p> <ol style="list-style-type: none"> Bid for all LOTs; or Bid for LOT 1; or Bids for LOT 1 in combination with LOT 2 and/or LOT 3, or Bids for LOT 2 in combination with LOT 3. <p>No Bid security is required if Bidder applies to singular LOT 2 or LOT 3.</p> <p>Acceptable forms of bid security:</p> <p><input checked="" type="checkbox"/> Bid security form template (bank guarantee) set out in Section 7: Bidding Forms</p> <p>Important Remarks:</p> <ul style="list-style-type: none"> •The Bid Security shall be valid up to 30 days after the final date of validity of bids. •The Original Copy of Bid Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Bid Security documentation must be submitted through Quantum system as part of the online bid. If Bid security is not submitted as stipulated above, bid shall be disqualified. The address for submitting the original Bid Security documentation is as follows: <p>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit</p>
12.	Alternative bids	Shall not be considered
13.	Pre-bid conference	<p>Will be conducted</p> <p>Time and time zone: 11:00 AM, Moldova time, GMT+3</p> <p>Date: 15 May 2024</p> <p>Zoom meeting URL: https://undp.zoom.us/j/7693845503?pwd=dEZ5dkhwK2pDMmoreDkyanJLcDJJZz09</p> <p>Meeting ID: 769 384 5503</p> <p>Passcode: JfE95m</p> <p>Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.</p> <p>The focal point for the arrangement is: Procurement Unit, UNDP Moldova</p>

		<p>E-mail: sc.md@undp.org</p> <p>The Pre-bid conference is: <input checked="" type="checkbox"/> not mandatory, but highly recommended.</p> <p>Minutes of the Pre-bid conference will be disseminated by direct communication to prospective Bidders by email and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.</p>
14.	Site inspection	Will not be conducted
15.	Instruction for bid submission	<p>Bidders must submit their bid directly in the online system.</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Documents which are required in original (e.g. bid security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova To the attention of Procurement Unit ▪ It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review. ▪ The bidder should receive an email acknowledging email receipt from the system.
16.	Deadline for bid submission	<p>Deadline is indicated in the supplier portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
17.	Bid opening	<input checked="" type="checkbox"/> A Public bid opening report will be sent automatically from the system to all bidders who have submitted a bid for this tender.
18.	Evaluation Method for the Award of Contract	Lowest priced out of technically responsive, eligible and qualified bids.
19.	Expected date for commencement of contract	June 2024
20.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased or decreased is 25%
21.	Contract award to one or more bidder	<p>UNDP will award a contract to:</p> <p>One or more Bidders, depending on the following factors: one Bidder per LOT</p>
22.	Type of contract to be awarded	<p>Contract for Goods and/or Services to UNDP</p> <p>See Section 6: for sample contract.</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>See Section 6</p>

		http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24.	Performance security	<p>Required in the amount of 10% of contract amount for Contracts under below LOTs:</p> <ol style="list-style-type: none"> Contract for LOT 1; or Contract for LOT 1 in combination with LOT 2, and/or LOT 3. <p>The performance security will be in the same currency as stipulated in Article 16: Bid currencies.</p> <p>The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6 for template.</p> <p>Performance Security shall be provided by the selected bidder within (15) days upon issuance of letter of intent/contract and before issuance of the notice to proceed.</p> <p>Performance security shall be returned further to UNDP's acceptance of the goods delivered, required training completed and issuance of Warranty Certificates in the name of the final beneficiaries.</p>
25.	Advance payment	Not Allowed
26.	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>
27.	Documents to be submitted	<p>* — Annex 1: Schedule of Requirements per LOT</p> <ul style="list-style-type: none"> ▪ Annex 2: Technical Responsiveness Table per LOT ▪ Bid Submission (as per Form C) ▪ Bidder Information (as per Form D) ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages including detailed portfolio/previous corporate experience in similar fields related to the assignment: provision of similar equipment/solutions and related services. List of similar contracts including the following information is to be provided: <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; ▪ Certificate of Incorporation/ Business Registration ▪ Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney (if Supplier is not the manufacturer). Manufacturer Authorization Form (MAF) ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed ▪ Joint Venture Partner Information Form (as per Form E), if applicable ▪ Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4 ▪ Eligibility and Qualification Form (as per Form F) ▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Reports (for international companies) or

		<p>registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2023)</p> <ul style="list-style-type: none"> ▪ Details of Previous Relevant Experience (supply of Smart Electricity Meters) within the last three (3) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution. ▪ Copies of 2 (two) signed contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ At least 2 (two) Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the three contracts of highest value carried out, during the past three (3) years, by each intended participant ▪ Technical Bid (as per Form G) ▪ Detailed technical description of the proposed equipment. The technical description shall be supported by: <ul style="list-style-type: none"> ○ Adequate technical documentation and corresponding manufacturer's specifications and catalogues ○ Certificates of origin, conformity and/or quality, catalogue(s) and other printed material or information pertinent to the equipment according to LOT applied ▪ List of key personnel, together with CVs and professional certificates (valid at the date of presentation) (as required in Section 5 / point Training on Operations and Maintenance below) ▪ Quality Certificate (ISO 9001) and/or other similar certificates, accreditations, awards and citations received by the Bidder, as per Annex 1 ▪ Name and address of the authorized Service Center for warranty/guarantee maintenance services, including: <ul style="list-style-type: none"> ○ Contract/Agreement/Letter signed by both parties confirming the relationship between the supplier and service provider; ○ Official documentation stating that the Partner is a registered business; ○ A detailed profile of the service provider; ○ Description of procedure and time estimates for service provision. ▪ Statement confirming the issuance of warranty certificates for at least thirty-six (36) months from the date of commissioning ▪ CE marking applied and MID certification for the main equipment (meters) ▪ Detailed delivery schedule (table, GANTT chart) for the delivery, commissioning and training as per Section 5 ▪ Duly filled-in Price Schedule (as per Form H) ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Export Licenses, if applicable ▪ Bid Security (as per Form I) – submitted in original not later than 10 (ten) days after the submission deadline from tender deadline at the address indicated in Section 3 above.
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