



**Minutes of the Pre-Bidding Meeting  
for  
ItB24/02797: Provision of Smart Electricity Meters**

Project: Accelerating a Just Energy Transition in the Republic of Moldova

as of 15 May 2024, 11:00 Online via Zoom platform

<https://undp.zoom.us/j/7693845503?pwd=dEZ5dkhwK2pDMmoreDkylanJLcDJJZz09>

**Agenda:**

- I. Presentation and description of procedures
- II. Questions and answers

**I. Presentation and description of Terms of References**

The Pre-Bid Conference was opened by Cristina Gnaciuc, Procurement Analyst/Head of Procurement & Operational Support Unit, UNDP Moldova, who welcomed the participants and invited all the participants to introduce themselves. UNDP was represented by the Ms. Gnaciuc, Mr. Iulian Mihailov, National technical consultant on smart metering (Accelerating a Just Energy Transition) and Mr. Alexandru Maxim, Finance Associate (Accelerating a Just Energy Transition).

Ms. Gnaciuc continued with a brief introduction and background to the tender ItB24/02797. Iulian Mihailov took the lead and made a technical presentation of required goods and related services and corresponding lots presented in the ItB.

Cristina Gnaciuc made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 3, 4 and 7 of the solicitation documents.

The **Section 3: Data Sheet** conditions were highlighted as follows:

- The assignment will consist in delivery of smart electricity meters and communication equipment for up to 33,000 households in the Republic of Moldova. HES software will be offered for 12 months for free of charge. 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.

The assignment has been divided in several LOTs:

- LOT 1 – DISTRIBUTION: PLC Prime
- LOT 2 – DISTRIBUTION: PLC Hybrid
- LOT 3 – DISTRIBUTION: RS 485 (serial interface)

The scope of services and specifications of goods are *described in Section 5 of the ITB and related Annex 1.1.: Schedule of Requirements for LOT 1, Annex 1.2.: Schedule of Requirements for LOT 2 and Annex 1.3.: Schedule of Requirements for LOT 3.*

- Bidders are 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. In case a bidder lacks experience for part of services/works, they may consider creating a consortium/association;
- The bid could be presented in English and/or Romanian (acceptable);

- The quotations shall be quoted only in the currency indicated in the system: US Dollars (USD). For evaluation purposes, all other rates shall be recalculated at UN Operational Rate of Exchange on the submission deadline:

<https://treasury.un.org/operationalrates/OperationalRates.php>

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>

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.;

- A bid security shall be required Required in the amount of 2% of the offer value, when Bidder submits:

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.

No Bid security is required if Bidder applies to singular LOT 2 or LOT 3.

Acceptable forms of bid security: Bid security form template (bank guarantee) set out in Section 7: Bidding Forms. The Bid Security shall be valid up to 30 days after the final date of validity of bids;

- The bids must be valid for a period not shorter than **90 days**. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent;

- **Performance Security** is required in the amount of 10% of contract amount for Contracts under below LOTs:

Contract for LOT 1; or

Contract for LOT 1 in combination with LOT 2, and/or LOT 3.

The performance security will be in the same currency as stipulated in Article 8: Bid currencies and shall be in the form of a Bank Guarantee as set out in Section 6 for template.

- **Liquidated Damages** - will be imposed as follows: 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.

- **Contract award** - UNDP will award a contract to one or more Bidders, depending on the LOT applied. One Bidder can be awarded more than one LOT.

- Referring to the online submission **via Quantum platform**, the Bidders were suggested to pay attention to the video guide, that is available below the announcement on UNDP Moldova tenders' page. Moreover, the announcements on all portals include attached detailed User Guides to assist Bidders with registration to the platform and submission of Bids. If following strictly the guidelines, Bidders will succeed.

- **In case Bidders encounter problems in registering and submitting a bid through Quantum platform** as recommended in the video and user guide, they were suggested to write to [sc.md@undp.org](mailto:sc.md@undp.org) and UNDP will try to help with solving the issue.

- **In case Bidders are not registered in Quantum**, they need to follow this link to register a profile: <https://estm.fa.em2.orac.lecloud.com/fscmUI/faces/ProcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case Bidders have not received the access link after 3 days since registration, they should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

In case Bidders encounter errors with registration (e.g. system states Supplier already is registered), they 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. Bidders were recommended to turn down any firewalls on your computers to ensure receipt of email notification.

Bidders were recommended to not create a new profile if they already have one. They have to use the forgotten password feature in case they do not remember the password or the username from previous registration.

- All the **clarifications** must be submitted not later than **5 days** before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidders can write to the contacts indicated in the solicitation documents. In case questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the "Fairness, integrity and transparency" procurement principle is respected – all the bidders have access to the same information.
- In case of any updates, amendments or deadline extension the information will be made public on Quantum platform and websites: <https://sc.undp.md/viewtenders2/>, <http://procurement-notice.undp.org/> , <https://www.ungm.org/Public/Notice>
- Ms. Gnaciuc mentioned that submission of bids through Quantum portal is the only means of accepting bids from potential companies. Moreover, Bidders were 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. If Bidder faced any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP might not be able to assist on such a short notice and would not be held liable in such instance. UNDP would not accept any offer that is not submitted directly through the System.

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the **ELIGIBILITY** and **QUALIFICATION** requirements and **Technical Evaluation Criteria** to be met by the bidders. The criteria are applied on a knock-out principle.

Further, Bidders were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Schedule of Requirements and related Annex 1 presented for each LOT**, such as technical requirements, delivery terms, and after sales requirements etc.

Referring to **Section 7: Returnable Forms**, the below were highlighted:

- Bidders were encouraged to follow the template from Section 7 when presenting CV of the key personnel listed under Section 4: Evaluation Criteria. Bidders have to ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Bidders should pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.
- **Form H: Price Schedule** will form Bidder's Financial Bid. The form shall be filled in US Dollars. The currency shall be duly indicated by Bidders. According to contract provisions, the unit prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why bidders are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract. In case of deviations between unit prices submitted in the bid and those reported after completion, UNDP will not accept such deviations and may terminate the contract immediately. Also, pay attention to the fact that the financial proposal shall be VAT 0%. The envisaged project is of technical assistance and falls under international treaties to which Moldova is a party and as a confirmation, the Contractor will be provided with confirming letter. This means that not only the contractor but also its subcontractors can benefit from the 0% VAT reduction for the services provided under this contract. At the same time, in case there are any imports envisaged under this contract, the supplier will bear the responsibility for customs clearance, however, within 24 hours period from written notification, UNDP will issue a letter confirming tax free and VAT 0% application for the imported goods.
- **Form I** (Section 7) is the template for Bid Security (Bank Guarantee). Bidders are required to strictly follow this template and do not allow banks to operate modifications in the text. In case any modification

to the template is requested by the bank, Bidders should address to UNDP at [sc.md@undp.org](mailto:sc.md@undp.org) for advice if the required modification could be accepted by UNDP.

## II. Questions and answers

Questions	Answers
<b>Pre-Bid Meeting</b>	
What should be done if a Bidder notices discrepancies in the technical specifications/requirements?	In case the Bidder finds discrepancies in the technical specifications, please submit requests for clarifications through the Quantum Portal. UNDP will check and reply accordingly. Should changes be implemented in the technical specifications, an amendment to the competition will be done through Quantum accordingly.
If the Bidder notices that there are some items to which its bid cannot comply, should he/she submit the offer with specification of its non-compliance?	The requirements listed in ItB represent the minimum requested for a successful implementation. Minor deviations could be accepted. They should be clearly specified in the bid. Should the Bidder want to consult the possible acceptance of a specific deviation, please submit a request for clarification through Quantum Portal.
Do optional features to the proposed goods mentioned in the schedule of requirements provide advantages during evaluation?	UNDP shall technically evaluate the proposed goods against the minimal requirements from the solicitation document. Inclusion of optional features is not evaluated. The Bidder shall consider the inclusion of such features based on his own decision.
How much time does it take to respond to Bidders questions if the questions are posted through Quantum portal?	Depending on the complexity of questions, the responses can be provided in several days. However, should such responses be critical to bid development and submitted closer to the deadline, the tender shall be extended and Bidders notified accordingly.
Do you expect details to be presented in the submitted Bid, like documents, links etc.?	Yes, the Bid should include a very detailed description of the goods offered accompanied by relevant catalogues, documents, links etc.
What is the deadline for submitting offers?	The deadline for submission of the bids is indicated in Quantum Portal. Please check the portal to see the date and find out if extensions have been made.
Will the video recording of the meeting be shared with participants?	There will be posted a copy of the Minutes of Meeting in the Quantum portal.
<b>Post Pre-Bid Meeting (by QUANTUM)</b>	
Point 27 "Documents to be submitted" from Section 3: Data Sheet of the solicitation document, lists Annex 1: Schedule of Requirements per LOT as document to be submitted. This is a PDF file with the requirements for the products from each Lot. As this document can't be fulfilled/completed, how do Bidders submit it? Should Bidders just sign and stamp it? Should Bidders write by hand on it: yes we comply/no we don't comply?	Please be informed that the Schedule of Requirements per LOT (Annex 1) present the technical specifications per LOT and doesn't need any completion. The Bidder shall complete Annex 2: Technical Responsiveness Table per LOT. A modification of the tender document shall be made to exclude Annex 1 from the list of documents to be submitted.

<p><b>Schedule of Requirements for Lot 1</b></p> <p>1. Does filling of the Annex 2.1, 2.2, 2.3 has to be with values for the proposed goods and references to exact documentation where this information can be validated?</p> <p>-----</p> <p>2. Dimension for the meters and DCU is not mentioned in the requirements.</p> <p>-----</p> <p>3. RS-485 for the PLC Prime meters is marked like an option. What benefits will the Bidder have in case that all meters have RS-485 on board?</p> <p>-----</p> <p>4. In the requirements for the DCU is mentioned that it can have Prime or G3 certificate. Why is G3 certificate mentioned?</p> <p>-----</p> <p>5. In the requirements for the DCU, it is requested Communications - Radio Frequency communication in</p>	<p>1. Annexes 2.1, 2.2, and 2.3 must be filled in with the exact technical specifications for each of the goods provided.</p> <p>As per point 27 of Section 3: Data Sheet from the solicitation document, the detailed technical description of the proposed equipment should be supported by:</p> <ul style="list-style-type: none"> <li>o Adequate technical documentation and corresponding manufacturer's specifications and catalogues;</li> <li>o Certificates of origin, conformity and/or quality, catalogue(s) and other printed material or information pertinent to the equipment according to LOT applied.</li> </ul> <p>Please ensure that your technical description includes all relevant documentation and specifications as required and make references to the technical documentation accordingly.</p> <p>-----</p> <p>2. Considering that this tender is part of a pilot project, and to ensure the pilot's effectiveness as concluded by the beneficiary of the project in line with contextual needs, it was decided not to specify particular dimensions. This approach is intended to accommodate the availability of meters with different dimensions and to ensure fair and wider participation of potential bidders. Kindly refer to the Schedule of Requirements for further details.</p> <p>-----</p> <p>3. To clarify, all meters must be equipped with RS-485. This is a mandatory condition applicable to all lots. This compliance is required for communication with external devices.</p> <p>Including RS-485 on all meters ensures compatibility across the system, facilitating efficient communication and integration with external devices.</p> <p>Please note that the Schedule of Requirements has been duly corrected and amended to reflect this mandatory condition across all lots. Please refer to Revised Annex 1: Schedule of Requirements.</p> <p>-----</p> <p>4. Please disregard any references to the PLC G3 certificate. The required certificate for DCUs is the PRIME Alliance certificate issued by an authorized lab, as specified in the Schedule of Requirements.</p> <p>Please note that the Schedule of Requirements has been duly corrected and amended to reflect this updated condition. Any references to the PLC G3 certificate in the manufacturer's certifications in the Schedule of Requirements are no longer applicable. Please refer to Revised Annex 1: Schedule of Requirements.</p> <p>-----</p> <p>5. Please note that the requirement "Radio Frequency communication in the 868 MHz band" is applicable only</p>
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<p>868MHz band. Please explain why?</p> <p>-----</p> <p>6. For the DCU it is not mentioned what communication standards for 3GPP it must have? Is it 2G/3G/4G?</p> <p>-----</p> <p>7. Interface between DCU and HES: What interface is required between DCU and 3rd party HES?</p> <p>-----</p> <p>8. RS 485: Not sure what optional means. Variant A - Interface is not mandatory. Vendor solely can decide on its own whether to supply meters with auxiliary RS485 or not. Variant B - Interface RS485 is mandatory and should be present in the offer. However, customer can decide whether meters should be supplied with this interface. In case it is variant A, what benefits will the vendor get by offering the interface? Any preferences? Any additional technical points?</p>	<p>for Lot 2, which is for the procurement of Hybrid type smart meters. For all other lots, this requirement is not applicable. Please note that the Schedule of Requirements has been duly corrected and amended to reflect this updated condition. Please refer to Revised Annex 1: Schedule of Requirements.</p> <p>-----</p> <p>6. Please note that cellular communication modules are not required for the DCU under this tender and should not be offered. Only Ethernet interfaces are required for communications, as specified in the Schedule of Requirements.</p> <p>-----</p> <p>7. If you are referring to the communication interface between the DCU and HES, Ethernet Interface is mandatory as reflected in the Schedule of requirements.</p> <p>-----</p> <p>8. All meters must be equipped with RS485. This is a mandatory condition applicable to all lots. This requirement ensures compatibility and allows the meters to be used in various data collection scenarios. Therefore, meters should support both PLC and RS485 interfaces, whether it is a PLC hybrid with RS485 or purely RS485.</p>
<p><b>Schedule of Requirements for Lot 2</b></p> <p>1. RS-485 for the PLC Prime meters is marked like an option. What benefits will the Bidder have in case that all meters have RS-485 on board?</p> <p>-----</p> <p>2. For the DCU it is not mentioned frequency for the RF communication.</p> <p>-----</p> <p>3. For the DCU it is not mentioned what communication standards for 3GPP it must have? Is it 2G/3G/4G?</p> <p>-----</p>	<p>1. As previously clarified, all meters must be equipped with RS-485. This is a mandatory condition applicable to all lots. This compliance is required for communication with external devices. Including RS-485 on all meters ensures compatibility across the system, facilitating efficient communication and integration with external devices. Please note that the Schedule of Requirements has been duly corrected and amended to reflect this mandatory condition across all lots. Please refer to Revised Annex 1: Schedule of Requirements.</p> <p>-----</p> <p>2. Regarding the Hybrid PLC PRIME technology, offers corresponding to the EU frequency bands will be accepted as appropriate.</p> <p>-----</p> <p>3. As previously clarified, please note that cellular communication modules are not required for the DCU under this tender and should not be offered. Only Ethernet interfaces are required for communications, as specified in the Schedule of Requirements.</p> <p>-----</p>

<p>4. Dimension for the meters and DCU - it is not mentioned in the requirements.</p> <p>-----</p>	<p>4. As previously clarified, considering that this tender is part of a pilot project, and to ensure the pilot's effectiveness as concluded by the beneficiary of the project in line with contextual needs, it was decided not to specify particular dimensions. This approach is intended to accommodate the availability of meters with different dimensions and to ensure fair and wider participation of potential bidders. Kindly refer to the Schedule of Requirements for further details.</p> <p>-----</p>
<p>5. Data model: The schedule of requirements does not specify data model.</p> <p>-----</p>	<p>5. In line with Section 5: Schedule of Requirements, Special Contract Condition, the data model for Meter-DCU and DCU-HES interaction will be provided at the contract award stage. This information is considered confidential and thus will be shared at the contract signature stage. Data models are needed to ensure seamless integration and interoperability. All awarded bidders must ensure that the equipment they deliver conforms to the specifications and requirements detailed in the data models provided by UNDP.</p> <p>-----</p>
<p>6. Interface between DCU and HES: What interface is required between DCU and 3rd party HES?</p> <p>Not sure what optional means. Variant A - Interface is not mandatory. Vendor solely can decide on its own whether to supply meters with auxiliary RS485 or not. Variant B - Interface RS485 is mandatory and should be present in the offer. However customer can decide whether meters should be supplied with this interface. In case it is variant A, what benefits will the vendor get by offering the interface? Any preferences? Any additional technical points?</p>	<p>6. If you are referring to the communication interface between the DCU and HES, Ethernet Interface is mandatory as reflected in the Schedule of requirements.</p>
<p><b>Schedule of Requirements for Lot 3</b></p> <p>1. Does meter must have also a PLC modem on board?</p> <p>-----</p> <p>2. Dimension for the meters - it is not mentioned in the requirements.</p>	<p>1. Please note that under Lot 3, only RS485 is mandatory. A PLC modem on board is not required for this batch and shall not be offered, as per the Schedule of Requirements.</p> <p>-----</p> <p>2. Response: As previously clarified, considering that this tender is part of a pilot project, and to ensure the pilot's effectiveness as concluded by the beneficiary of the project in line with contextual needs, it was decided not to specify particular dimensions. This approach is intended to accommodate the availability of meters with different dimensions and to ensure fair and wider participation of potential bidders. Kindly refer to the Schedule of Requirements for further details.</p>
<p>Based on our long experience in smart metering we see that in 2% of projects meters with PLC or Hybrid might be</p>	<p>The decision to procure smart electricity meters and DCUs with respective technology was based on a</p>

<p>not technically or economically feasible in some network topologies. At the same time the recent years show that in households with micro-generation (photovoltaics) our customers from other countries install GSM meters that are able to register and send more frequent readings, like 15 minutes, 10 minutes or even 5 minutes in order to give more accurate information for energy balance in the network. Such can increase quantity of GSM meters to 5-10% of the project size.</p> <p>In view of the above we recommend requiring RS-485 interface with all the meters suitable to connect GSM modules and whenever necessary to order the GSM modules additionally to install them without the need to replace meters. We also do recommend including in the project some GSM modules as well.</p>	<p>technical assessment and gap analysis conducted and validated by project beneficiaries and the mandated institutions in the sector. We kindly ask you to adhere to the technical requirements specified in the ITB.</p> <p>Please note that cellular communication modules are not required for the DCU under this tender and should not be offered. Only Ethernet interfaces are required for communications, as specified in the Schedule of Requirements.</p>
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The Q&A Session is closed by Mrs. Cristina Gnaciuc with dully regards.