



REQUEST FOR PROPOSAL (RFP)

Company to provide restoration of the Biomass Boilers Remote Monitoring Solution

RFP Reference No.: RfP24/02882

Project: Multidimensional response to emerging human security challenges Project

Country: Republic of Moldova

Contents

SECTION 1: LETTER OF INVITATION 3

SECTION 2: INSTRUCTIONS TO PROPOSERS 5

SECTION 3: DATA SHEET (DS) 18

SECTION 4: EVALUATION CRITERIA 22

SECTION 5. TERMS OF REFERENCE 27

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS 44

SECTION 7: PROPOSAL FORMS 45

FORM A: PROPOSAL CONFIRMATION 46

FORM B: CHECKLIST..... 47

FORM C: TECHNICAL PROPOSAL SUBMISSION..... 48

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION 52

FORM F: ELIGIBILITY AND QUALIFICATION 53

FORM G: FORMAT FOR TECHNICAL PROPOSAL 55

FORM J: FINANCIAL PROPOSAL SUBMISSION 58

FORM K: FORMAT FOR FINANCIAL PROPOSAL 59

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through Multidimensional response to emerging human security challenges **Project**, hereby invites prospective proposers to submit a proposal for **a company to provide services for restoration of the Biomass Boilers Remote Monitoring Solution** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) no. RfP24/02882.

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- Form A: Proposal confirmation
- Form B: Checklist
- Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of Proposed Key Personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00480**. Once subscribed to the tender, you will be able to receive 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.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](#).

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 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 Proposal, 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 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.

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p>1. Scope</p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.</p>
<p>2. Interpretation of the RFP</p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</p>	<p>All proposers 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, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>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 observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>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 or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; b) Further to the UNDP's vendor sanctions policy, 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.
<p>4. Eligible proposers</p>	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission</p> <ul style="list-style-type: none"> ☐ is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ☐ is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; ☐ is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
<p>5. Proprietary information</p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p>6. Publicity</p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
<p>SOLICITATION DOCUMENTS</p>	
<p>7. Clarification of solicitation documents</p>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.

	<ul style="list-style-type: none"> In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
15. Duties and taxes	<p>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, 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 proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.</p>
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
17. Proposal security	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; In the event the successful Proposer fails: <ul style="list-style-type: none"> to sign the contract after UNDP has issued an award; or to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.

<p>18. Joint Venture, Consortium or Association</p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> • 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, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>19. Only one proposal</p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • 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 proposal of another proposer regarding this RFP process;

	<ul style="list-style-type: none"> • they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to • the personnel, does not apply to subcontractors being included in more than one proposal.
20. Alternative proposals	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. 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 proposal.</p> <p>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
21. Pre-proposal conference	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers’ responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p>
22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person;

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
23. Errors or omissions	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
24. Proposers' responsibility to inform themselves	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
25. No material change(s) in circumstances	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>

	Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.
26a. Online submission	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents. In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.

EVALUATION OF PROPOSALS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
33. Evaluation of proposals	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination; b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done); c) Evaluation of technical proposals; d) Evaluation of financial proposals.
34. Preliminary examination	<p>UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.</p>
35. Evaluation of eligibility and qualification	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

<p>financial proposals</p>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 60% or 70%) + (FP Rating) x (Weight of FP, e.g., 40% or 30%)</p> </div>
<p>37. Post-qualification/ Due Diligence</p>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>38. Clarification of proposals</p>	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

	<p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.</p>
39. Responsiveness of proposal	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ol style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document.
44. Notification of award	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
48. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
49. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
50. Bank guarantee for advance payment	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>

51. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
52. Proposal protest	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP24/02882 . The services include restoration of the Biomass Boilers Remote Monitoring Solution as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality .
		Deadline for submitting requests for clarifications / questions: 5 (five) working days before the submission deadline
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents, and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English and/or Romanian and/or Russian .
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted in Moldovan Leu (MDL) for local companies or US Dollar (USD) for foreign companies . For evaluation purposes, all other rates shall be recalculated in USD 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.
7.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. It is the responsibility of the bidder to be informed on the tender deadline.</p>
15.	Proposal Opening	<p>Public proposal opening will NOT be held</p>
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	<p>15 July 2024</p>
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	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.
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Proposal:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile - Detailed description of the enterprise (experience, human resources, managerial and technical capacities in the field, etc.) <input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> 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 by the Bidder <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor’s Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2021-2023) <input checked="" type="checkbox"/> At least 3 Clients’ statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 3 (three) years, by each intended participant <input checked="" type="checkbox"/> A copy of preliminary Agreement in case of Consortium <input checked="" type="checkbox"/> Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions, including hardware operating restrictions, estimated activities and their durations; methodology for providing warranty, maintenance and support services (including owned facilities) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel <input checked="" type="checkbox"/> Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) <input checked="" type="checkbox"/> 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

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Annex 1: Schedule of Requirements / Terms of Reference). Description of the non-key staff involved in the project should be attached, if applicable (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference)</p> <p><input checked="" type="checkbox"/> Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).</p> <p>Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements</p> <p>Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received</p>

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Legal Status: Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests (whether through a local branch or office, through a local consortium partner or a local subcontracted consultant or company or other – all relationships to be documented through official documents and valid contracts submitted with the Proposal).	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
At least five (5) years of experience in providing ICT services. <i>(For JV/Consortium/Association, Lead company should meet fully the requirement, while the Consortium partners should meet at least 50% of the requirement (have minimum proved experience of two (2) years))</i>	Form F: Eligibility and Qualification
At least three (3) assignments in providing deployment or repair, design, or similar services for regionally distributed networks, coordinated with national, regional or local authorities, etc. References shall demonstrate capability to provide the required services as per scope. <i>(For JV/Consortium/Association, all Parties should cumulatively meet the requirements)</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The Key personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • Project/Task Manager, mandatorily employed by Lead company (1 expert) • Expert on remote monitoring solution (1 expert) • Expert in IoT and Microelectronics (1 expert) <i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i> <i>Any additional staff should be included in the financial proposal under <u>Other staff</u> but will not be evaluated technically.</i> <i>(For JV/Consortium/Association, all Parties should cumulatively meet the requirement)</i>	Attach required documents to Form H: Format for CV of proposed Key Personnel
Financial Standing:	
Turnover: Proposers should have average annual sales turnover of minimum USD 135,000 for the last 3 (three) years. <i>(For JV/Consortium/Association, all Parties should cumulatively meet the requirement.)</i>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	360
3.	Management structure and key personnel	390
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.	<p>General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (5 years – 20 pts, 5 pts for each additional year, up to 40 pts) Project management support mechanism (no – 0 pts, yes - 20 pts) Project management controls (up to 10 pts) 	70
2.	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country</p> <ul style="list-style-type: none"> Have at least five (5) years of experience in providing ITC services, preferably related to implementation of regionally distributed communication networks (5 years – 20 pts, 10 pts for each additional year, up to 40 pts) Proven implementations of IoT networks, assignments in providing deployment or repair, design, or similar services for regionally distributed networks, coordinated with national, regional or local authorities (less than 3 implemented projects – 0 pts, 3 projects – 20 pts, 5 pts for each additional assignment, up to 40 pts) Proven previous experience in the Republic of Moldova or in the region of Central and Eastern Europe is an advantage (no experience – 0 pts, one project – 10 pts, 5 pts for each additional project up to 40 pts) Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an asset (no experience – 0 pts, 1 project – 10 pts, 5 pts for each additional project up to 30 pts) 	150
3.	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> Organization is a member of the UN Global Compact -15 pts Organization demonstrates significant commitment to sustainability through some other means- 15 pts, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) 	30
Total Section 1		250

Section 2. Proposed methodology approach and implementation plan		Points obtainable
1.	<p>To what degree does the Proposer understand the task?</p> <ul style="list-style-type: none"> the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 61 pts. to 80 pts the Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 31 pts to 60 pts the Proposer has no and/or limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts to 30 pts 	80
2.	<p>Have the important aspects of the task been addressed in sufficient detail?</p> <ul style="list-style-type: none"> the important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed approach – 61 pts to 90 pts the important aspects of the task have been addressed in a manner which requires some clarification on the proposed approach – 31 pts to 60 pts the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed approach – 0 pts to 30 pts 	80
3.	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?</p> <ul style="list-style-type: none"> the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 51 pts to 70 pts the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 26 pts to 50 pts the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 25 pts 	70
4.	<p>Is the adopted conceptual framework appropriate for the task?</p> <ul style="list-style-type: none"> the presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 66 pts to 100 pts the presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts to 65 pts the presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts to 30 pts 	100
5.	<p>Were any quality assurance, risk mitigation measures procedures and warranty proposed?</p> <ul style="list-style-type: none"> no – 0 pts up to some extent description – up to 10 pts clearly described mechanism/existing proven certification – up to 20 pts 	30
Total Section 2		360

Section 3. Management Structure and Key Personnel		Points obtainable
1.	Project/Task Manager	
	University degree in the field of Computer Science, Engineering, Microelectronics, or another relevant technical sciences field (University degree – 10 pts, Master's – 15 pts, PhD – 25 pts)	25
	At least 5 years of professional experience in the ITC field (less than 5 years – 0 pts, 5 years – 35 pts, each additional year – 2.5 pts, up to 40 pts)	40
		130

	Experience as Project Manager in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 15 pts, each additional project – 5 pts, up to 25 pts)	25	
	Certification in the field issued by an internationally recognized organization such as PMI, Prince 2, or similar etc. (no certification – 0 pts, certification - 25 pts)	25	
	Proficiency in Romanian, Russian and English languages (Each language 5 pts, up to max of 15 pts).	15	
2.	Expert on remote monitoring solution		
	University degree in the field of Computer Science, Engineering, Microelectronics or another relevant technical sciences field (University degree – 10 pts, Master’s – 15 pts, PhD – 25 pts)	25	
	At least 5 years of experience in information technology, particularly in roles focused designing and deploying monitoring solutions (less than 5 years – 0 pts, 5 years – 20 pts, each additional year – 2.5 pts, up to 40 pts)	40	
	Good understanding of required technologies (at least 1 project related to a distributed monitoring solution implemented) (less than 1 project – 0 pts, 1 project – 20pts, each additional project – 2.5 pts, up to 35 pts)	35	
	Proven experience within the public sector in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 2.5 pts, up to 15pts)	15	
	Proficiency in Romanian, Russian and English languages (Each language 5 pts, up to max of 15 pts).	15	130
3.	Expert in IoT and Microelectronics		
	University degree in the field of Computer Science, Engineering, Microelectronics, or another relevant technical sciences field (University degree – 10 pts, Master’s – 15 pts, PhD – 25 pts)	25	
	At least 5 years of experience in information technology, particularly in roles focused designing and maintaining IoT networks (less than 5 years – 0 pts, 5 years – 20 pts, each additional year – 2.5 pts, up to 40 pts)	40	
	Good understanding of required technologies (at least 1 project showing a designed and implemented IoT device) (less than 1 project – 0 pts, 1 project – 20pts, each additional project – 2.5 pts, up to 35 pts)	35	
	Proven experience within the public sector in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 2.5 pts, up to 15pts)	15	
	Proficiency in Romanian, Russian and English languages (Each language 5 pts, up to max of 15 pts).	15	130
Total Section 3			390

SECTION 5. TERMS OF REFERENCE

I. BACKGROUND

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The refugee crisis presents an additional challenge that requires sustained attention and support from the international community.

Without urgent intervention, the deepening socio-economic, energy, food and human security crisis had the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova.

The overall objective of the intervention is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks.

Secure and affordable energy supply improves people's living conditions as well as production processes, both of which are vital to sustainable development, poverty reduction and climate resilience. To facilitate the access to the uninterrupted availability of energy sources at an affordable price it is crucial for the Republic of Moldova to encourage people and enterprises, including in the agriculture sector, to implement energy efficiency and renewable energy sources technologies because they face many problems in using the existing local resources.

In response to that, support to existing solid biofuel producers would be provided, along with the promotion of solid biofuels to reduce the energy costs and increase the heating comfort in the public sector and households. Further on, energy efficient technologies coupled with capacity building activities would be implemented both in the agricultural and non-agricultural sectors via private sector engagement, through provision of energy-efficiency technologies and capacity building in the area of clean, affordable and sustainable energy.

The first phase of the Moldova Energy and Biomass Project (MEBP) funded by the European Union and UNDP and implemented by UNDP, succeeded to contribute to a more secure, competitive and sustainable energy production in the Republic of Moldova through targeted support to the most viable and readily available local source of renewable energy, which is biomass from agricultural wastes.

In 2015 the project, based on its continued high relevance and the clearly identified need to further support the consolidation of the emerging biomass market in the country, entered its second phase in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) program.

As an innovative approach for ensuring continuous and efficient operation of the biomass heating plants, and to ensure the monitoring of the heat supply within installed biomass-fired heating systems, a Remote Monitoring System (RMS) was designed and implemented. The main purpose of the RMS is to provide real-time information and to collect statistical data about the operation of biomass heating systems. Among others the RMS registers temperatures and various indicators provided by heat meters in public institutions equipped with central biomass based heating systems. As a result, additional and specific information about the quantity of produced and consumed energy is to be collected, therefore contributing to the national strategic indicators regarding the overall energy consumption of the Republic of Moldova.

In this context, UNDP Moldova is looking for service providers that will be tasked to restore to operational state a Remote Monitoring System network, that monitors the installed base of Biomass Heaters.

The services provided will include all tasks and activities necessary to troubleshoot a network of sensors, collect and repair, update and replace failing components, and restore the network to a fully operational state. This includes onsite intervention, equipment repair, and RMS Information System configuration and customization. A detailed description of services necessary is included in this Terms of Reference document.

In this regard, a brief description is provided for the basic components of the solution, pointing out the principles and functionalities to be taken into consideration when developing every component.

It is expected that services will be rendered within mid July - August 2024.

Scope and objectives of the assignment

The main purpose of this assignment is to contribute to the organizing of the solid biomass sector in the Republic of Moldova by restoring the existing solution for remote monitoring of biomass heat boilers.

The scope of the solution is data acquisition, storage and information presentation collected from remote heating systems.

The remote monitoring system sets forth the following goals:

- Facilitate the analysis of energy produced utilizing biomass;
- Monitor the status of the remote heating systems;
- Maximize data accuracy by automatically collecting telemetry data from heating meters, external sensors, etc.;
- Information presentation;
- Reports generation

Key deliverables and indicative timeframe

Deliverable	Target Date
Deliverable 1. Activity Plan and Methodology for the assignment	July 30, 2024
Deliverable 2. Delivery of central part of RMS, with at least 5 connected RTU	August 21, 2024
Deliverable 3. Reconditioning and delivery of RTUs	September 18, 2024
Deliverable 4. Training for Systems Administrators	September 18, 2024
Deliverable 5. Final Report and presentation of the results	September 20, 2024

Note: *The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment.*

General information

Remote Monitoring System (RMS) consists of the following components:

- Edge devices – Remote Terminal Unit: an electronic ensemble consisting of a processing module, transmission module, microcontroller, and a set of sensors;
- Boiler Control Panel – an electronic ensemble used to control boilers;
- Heat Meters – a metering solution that allows collection of data through an interface;
- Transmission or Telecommunications infrastructure – is a public network that provides interconnection services;
- Management Information Systems – remote monitoring application, that allows collection and storage of data from edge modules, provides various statistics, etc.

Owner of the information system

The owner of the system is National Center for Sustainable Energy (NCSE).

Holder of the information system

The holder of the RMS is the *Information Technology and Cyber Security Service (ITCSS)*, because it holds the common governmental technological governmental service *MCloud* which will host the information system.”.

Administrator of the information system

The administrator of the RMS is one or more persons appointed by the National Center for Sustainable Energy (as a rule, employees of the NCSE). The whole administration of the content in the RMS will be carried out by specialists from the National Center for Sustainable Energy. As well, at the level of the technical infrastructure of hosting the RMS, the administration functions will be exercised by the ITCSS.

Registrar of the information system

The registrar of the RMS is NCSE.

Purchaser of the information system

The purchaser of the RMS restoration and reconditioning services is the UNDP “Addressing the impact of the energy crisis in the Republic of Moldova” Programme and the National Center for Sustainable Energy.

Users and their roles in the information system

System Administrator – human actor, empowered with administration of system users, setting the information system, as well as starting/stopping /restarting the information system components. If the technological environment includes sufficient capabilities to fulfil the administration works, the implementation of such works in the system is optional. This category of actors has the following distinct roles:

- has access to functionalities of the users with the role of Authorized User;
- manages the profiles of users, and their roles;
- manages the system of nomenclatures and system metadata;
- sets the flows- and templates of documents/ statistical reports;
- sets the functional parameters of the RMS;
- manages the applications’ server;
- manages the database in production;
- generates the reports related to the information system audit and the information content of the information system database;
- makes backup copies and recovery of functionalities of the RMS in case of disaster.

Remote Monitoring System description

The Remote Monitoring System (RMS) is composed of several components that interconnect together and provide the necessary information and monitoring capabilities. The following picture (*Figure 1: RMS - Physical architecture*) depicts the physical architecture of the solution consisting of physical components necessary for the RMS to be operational.

The solution has a central location and connects to many disparate remote sites.

The central location is to be equipped with a web/application server and a data acquisition server where the data is be collected from the remote sites.

Each remote site is equipped with a Remote Terminal Unit – a device that collects data from heating meters and other sensors, transmits data further to central node to be stored, aggregated and presented in a meaningful way.

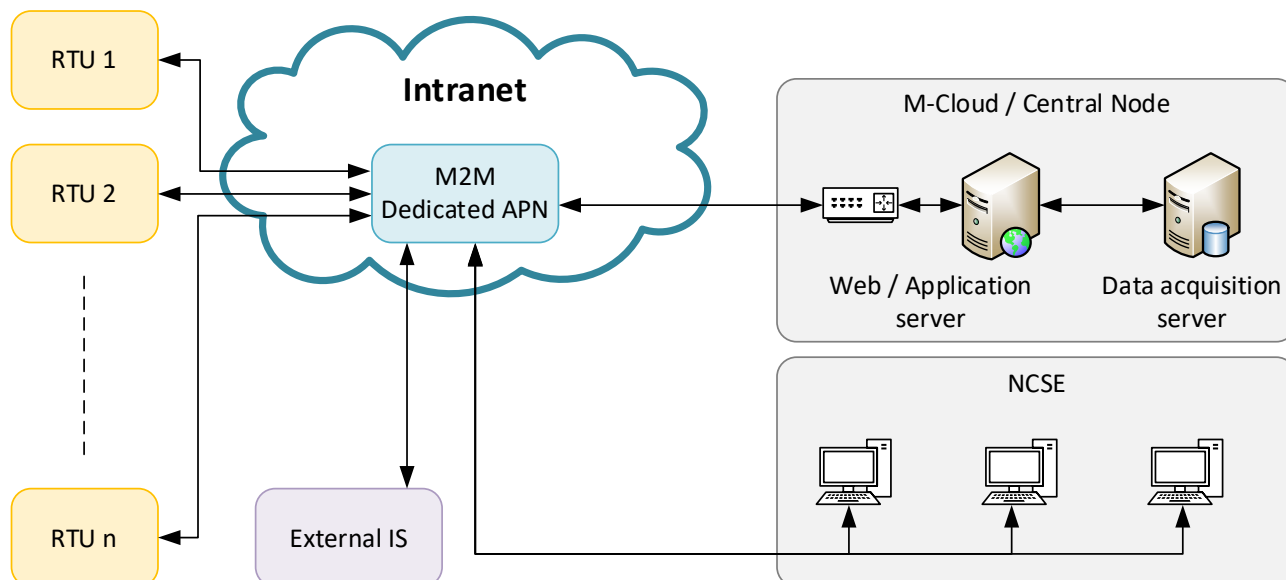


Figure 1: RMS - Physical architecture

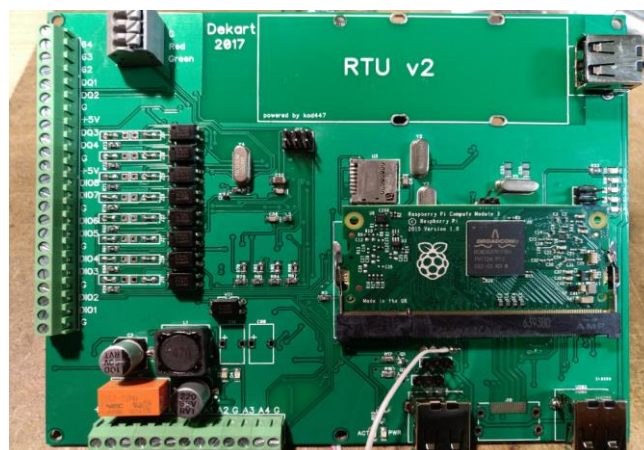


Figure 2: Image of implemented RTU

Remote Terminal Unit

The term remote terminal unit (RTU) refers to a collection of hardware/software that is capable to collect measurements and other data and transmit the data to a central location for storing and monitoring purposes.

The following image depicts the components of a RTU and related external components with which RTU interfaces to extract telemetry data.

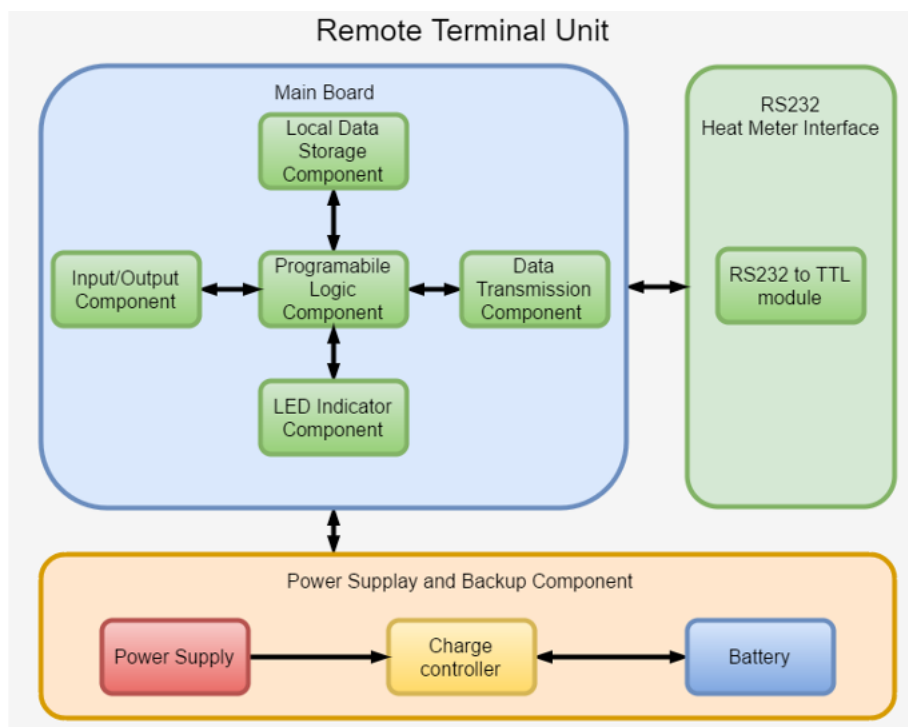


Figure 3: RTU component diagram

RTU components

RTU has the following components:

	Component	Description
1.	Programmable Logic Component	Processes telemetry data from sensors and boiler management panel.
2.	Data Transmission Component	GSM network interfacing module
3.	Local Data Storage Component	This component stores data locally, both the software components and backup data.
4.	Power Back Up Component	The power back up component assure RTU power autonomy in case of mains failure.

Table 1: RTU components

The RTU has two (2) LEDs indicating the following statuses:

	Status	LED colour
1.	Normal operation	Green colour with underlying text inscription denoting normal operation.
2.	Faulty status	Red colour with underlying text inscription denoting faulty operation and contact information to obtain assistance.

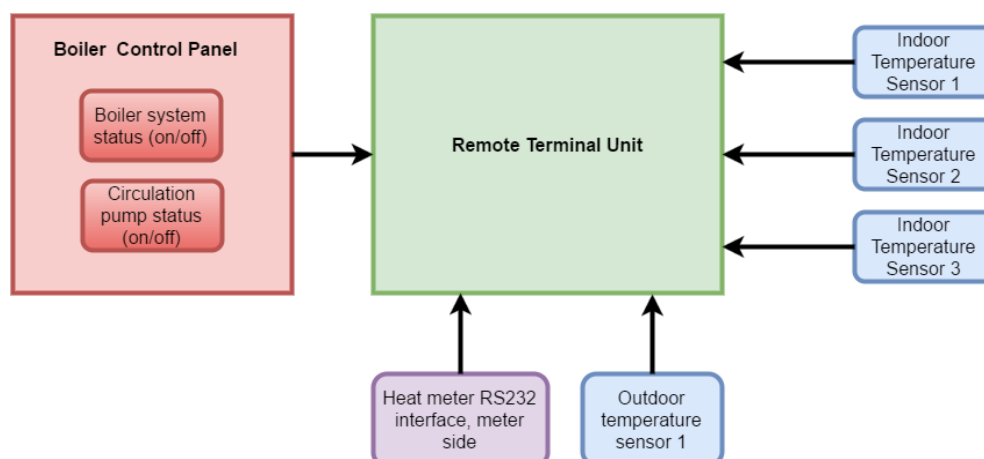
Table 2: RTU panel status lights.

Boiler Control Panel

RTU will fetches sensor data from the Boiler Control Panel available in each remote location. The boiler control panel represents an automated local monitoring and control panel that deals with heating systems, circulation pumps and other underlying components of the heating system. Following minimum set of data is to fetched by the RTU:

	Component	Description
1.	Heating system status	RTU will reads status of each individual heater.
2.	Circulation pumps status	RTU will reads the on/off status of the circulation pumps.

Table 3: Boiler Control Panel Components



Telemetry Data

The following table describes the telemetry data collected.

	Parameters	Units	Units representation	Fetch frequency
1.	Energy produced	kWh	999,999	Each hour
2.	Temperature (forward)	Degree Celsius	99,9	Each hour + upon request
3.	Temperature (return)	Degree Celsius	99,9	Each hour + upon request
4.	Flow rate	M ³ /h	99,999	Each hour + upon request
5.	Circulation pumps status (x2)	On/Off	-	Upon event
6.	Heating system status	On/Off	-	Upon event
7.	Temperature_1_cold-room	Degree Celsius	99,9	Each hour+ upon request
8.	Temperature_2_mediumroom	Degree Celsius	99,9	Each hour+ upon request
9.	Temperature_3_warm-room	Degree Celsius	99,9	Each hour+ upon request
10.	Outdoor temperature	Degree Celsius	99,9	Each hour + upon request

Table 4: Telemetry data

It is understandable that in some locations civil works or major reconstructions have been performed, thus rendering some of the sensors inoperable.

A minimum set of telemetry data shall include:

- Energy Produces
- Temperature forward
- Temperature return

Interfacing With Heat Meters

Capturing data from onsite heat meters is done via interfacing them directly.

Replacement of heat meters is out of scope of this assignment.

It is expected that the heat meters operate normally.

The model of the heat meter is Diehl SHARKY 775

Telecommunication Infrastructure

RMS uses GSM modem modules to connect to GSM networks available in Republic of Moldova to transmit and receive data from central node.

The Bidder is expected to recondition and replace any faulty modules.

Remote Monitoring Application

Remote Monitoring Application defines the software part of the Remote Monitoring System (RMS) consisting of components depicted in the image below.

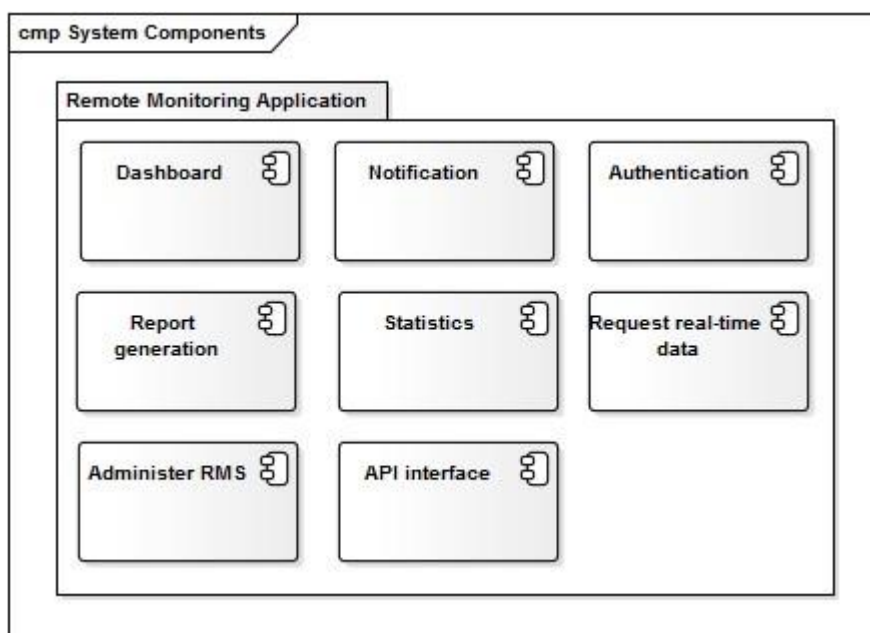


Figure 3 : Remote Monitoring Application' components

	Application component	Functionality
1.	Dashboard	Show aggregated information on Energy produced, Heating Degree Days for the specified period and location. Show aggregated information on system status including (RTUs online, data fetching status over past 12h-24h, any errors and/or failures detected)
2.	Notification	Allow user to subscribe to a pre-defined parameter, set a threshold value to be monitored by the application. Notify users on any deviation of values set by users via internal messaging of the RMA application and/or email.
3.	Authentication	This component will be in charge of internal user and external systems authentication procedure.
4.	Report generation	Report generation.

		Export of reports.
5.	Statistics	Show statistics figure per defined scale of measure.
6.	Request real-time data	Will fetch telemetry data from the requested RTU ad-hoc.
7.	Administer RMS	<ul style="list-style-type: none"> ☐ Create user account; ☐ Modify user accounts; ☐ Suspend/activate user accounts; ☐ Assign a role to a user and/or group of users; ☐ Assign the appropriate authorization level
		<ul style="list-style-type: none"> ☐ Manage the report templates; ☐ Manage system internal classifiers; ☐ Manage response time from RTU; ☐ Manage access to API interface; ☐ Analyse log events of the system.
8.	API interface	<p>Will provide a web service with the following operations:</p> <ul style="list-style-type: none"> ☐ <code>getCumulativeEnergyProduced(locality, period);</code> ☐ <code>getAverageTemperatures(locality,period);</code>

Table 7: Remote Monitoring Application' functions

Application architecture

Remote monitoring application (RMS) that is in charge of acquiring, processing and presenting information shall be based on 3-tier architecture consisting of a presentation tier (layer), a business logic and data layer. Such architecture type will permit to decouple the system into modules that can be better managed, improved and maintained in the future.

Presentation layer

Presentation layer will deal with the user interface and the way the information is presented. It is expected that the solution will be a web based, so that the NCSE employee and/or other system users will not need any specific operating system, client desktop applications and/or software plug-ins in order to access the RMS.

Therefore, the Bidder is free to propose in its bid any web technologies to present the information using only a web browser.

Middleware layer

As data needs to be aggregated and arranged in a meaningful way, the middleware layer (business logic layer) shall deal with fetching data from the database, transform and present information according to scenarios described in this chapter.

The following Use Case depicts the major functionalities to be provided by the RMS.

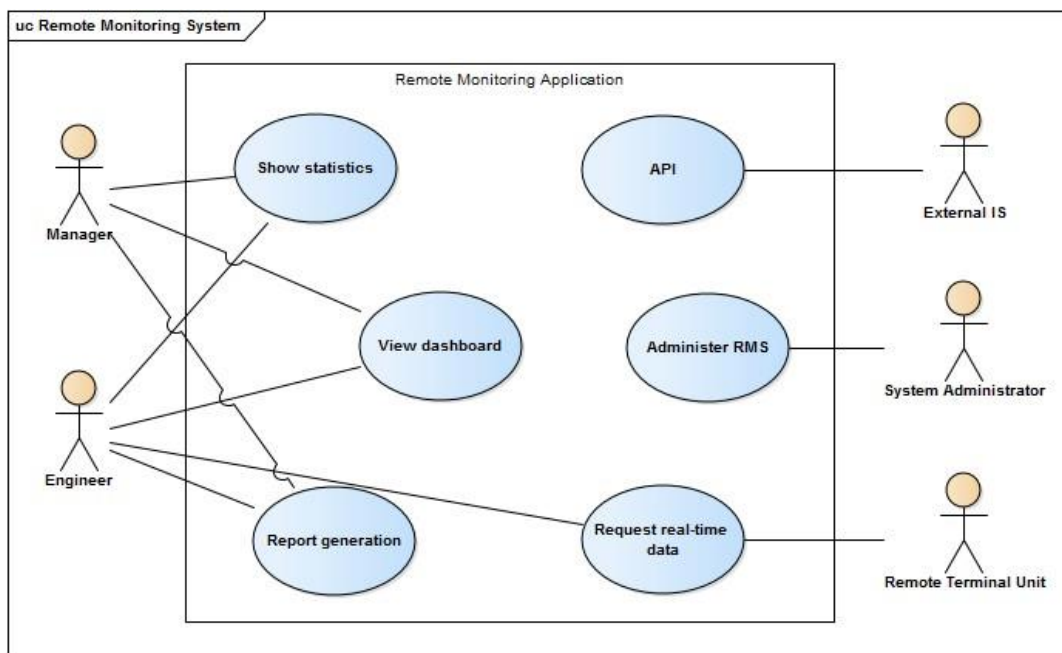


Figure 6: Access the application

The system will present a dashboard to authenticated user containing major information boxes, notification messages for users, as well as some graphics representing aggregated data on temperatures, heat system statuses, flow rates and other measurements.

Role	Functionality
<i>Dashboard</i>	
<u>Manager</u>	<ul style="list-style-type: none"> • Aggregated information on <i>Energy produced</i>; • Notification area; • Report generation link;
<u>Engineer</u>	<ul style="list-style-type: none"> • Aggregated information on <i>Energy produced</i>; • Notification area; • Request real-time data link; • Report generation link;
<u>System Administrator</u>	<ul style="list-style-type: none"> • Aggregated information on system status (RTUs online, data fetching status over past 12h-24h, any errors and/or failures detected) • User management; • System classifiers management; • RTU management; • Management of templates for reports and statistics; • Management of RMS logs.

API

API interface of the system will assure statistical data exchange with external information systems. The RMS is expected to provide the following informational fields accessed via API per scale of measure: Region, Rayon, Locality:

- Cumulative energy produced;
- Average temperatures;
- Other statistical information discovered during development.

The API component shall represent requested information at least in JSON and XML format; however, the Supplier may propose other data-interchange formats that will better suit for the scope of the API component and data exchange functionality with e.g. the Biomasa.md web portal.

Current status of the RMS and scope of work

At this moment:

- Main software components are gravely outdated and practically a new RMS application needs to be implemented. The current application is based on Things Board Open-source IoT Platform.
- Hardware components, specifically RTUs need to be reconditioned: resoldered, logic and electronic elements replaced, accumulator batteries replaced
- There is no connection or transmission of data

The expected list of activities:

Reconditioning of RTUs:

- Collect RTU from remote location*
- Diagnose and resolder any faulty electronic component
- Replace/repair power supply
- Replace batteries
- Replace GSM card or module
- Perform laboratory testing
- Deploy RTU to remote location *
- Register RTU with RMS
- Verify collection of telemetry data

* It is expected that each location will be visited at least twice

Update of RMS application

- The Bidder will update the existing RMS application or propose and implement a new one
- The RMS application will be open-source, or the Bidder will provide all the source code and components to maintain the application in the future

Integrate and commission the system as a whole:

- The Bidder will perform all necessary activities and testing to demonstrate the RMS is operational.

Training

The Bidder shall offer a **2 days training** for System Administrators of the System.

The training will be provided onsite at National Center for Sustainable Energy location for appointed personnel to be Systems Administrators.

All training preparation and costs if any will be covered by the Bidder.

Training will be performed in Romanian language for up to 2 persons.

Overview of the System: Introduction to the features, purpose, and architecture of the new system. This part of the training provides a high-level view of the system components and how they integrate with existing technologies.

Installation and Configuration: Detailed instructions on how to install and configure the system in different environments. This might include step-by-step guidance, troubleshooting common issues, and tips for optimizing performance.

System Management and Maintenance: Training on routine tasks such as monitoring system performance, managing user accounts, updating system components, and performing backups. This section also covers the use of any specialized tools designed for system maintenance.

Security Protocols: Education on the security features of the system, including setting up firewalls, managing encryption settings, and handling data protection. This module aims to ensure that administrators can secure the system against potential threats.

Troubleshooting and Support: Techniques and best practices for diagnosing and resolving system problems. This might include hands-on problem-solving exercises and familiarization with the system's support resources.

This training ensures that systems administrators are fully equipped to manage the new system efficiently and effectively.

Final product and delivered artefacts

The following list constitutes a **minimum set of artefacts**:

- **All RTUs** have been **reconditioned and registered within RMS**, except for those that have been vandalized, are missing from site, etc., a Report from live RMS
- **RMS** is reporting **telemetry data**, a Report from live RMS
- **Training Report** for training System Administrators
- **User and Administrator Guides**
- **Commissioning Reports** signed by owners of boilers in remote locations
- **Source code** for RMS and its components
- **Standard warranty** certificate for 12-month period for services to be provided, covering free repair of any defects in the services provided and free replacement of parts or materials found to be defective
- **Reports related to the project management processes**
- All artifacts are to be **delivered electronically** and shall be **digitally signed**

Order of implementation

The Bidder will provide an approach description during the bid stage to demonstrate understanding of Scope of Work and how it shall be performed within the requested time-frame.

List of RTU locations:

#	Locality
1	Dancu, Hîncești
2	Crasnoarmeiscoe, Hîncești
3	Boghiceni, Hîncești
4	Cotu Morii, Hîncești
5	Biești, Orhei
6	Hîrbovăț, Anenii Noi
7	Zoloteevca, Anenii Noi
8	Săseni, Călărași
9	Varnita, Dubasari
10	Logănești, Hîncești
11	Drăgușenii Noi, Hîncești
12	Ustia, Dubasari
13	Morozeni, Orhei
14	Micleușeni, Strășeni
15	Vorniceni, Strășeni
16	Hirbovaț, Călărași
17	Bușila, Ungheni
18	Bumbăta, Ungheni
19	Rusești Noi, Ialoveni

20	Bălțata, Criuleni
21	Sofievca, Taraclia
22	Soltănești, R. Nisporeni
23	Brătuleni, R. Nisporeni
24	Stefanesti, Floresti
25	Prodănești, Florești
26	Cuhureștii de sus, Florești
27	Gura Cainarului, Floresti
28	Căușeni Spital, Căușeni
29	Căușeni DSE, Căușeni
30	Cîrnățenii Noi, Causeni
31	Ciuflesti, Causeni
32	Tatanarii Noi, Causeni
33	Cairaclia, Taraclia
34	Cealic, Taraclia
35	Ciumai, Taraclia
36	Novosiolovca, Taraclia
37	Scoala de arta, Taraclia
38	Casa de creatie, Taraclia
39	Budai, Taraclia
40	com. Vinogradovca, Taraclia
41	Primarie, Gaidar
42	Gradinita, Tomai
43	Cazaclia, UTAG
44	Congaz, Comrat
45	Copceac, UTAG
46	r. Cimisia or. Cimisia
47	r. Taraclia s. Albota de jos
48	r. Taraclia, s. Corten
49	r. Cahul, s. Andrusul de jos
50	r Cahul, s. Giurgiulesti
51	r. Cahul, s. Cislita - Prut
52	r. Vulcănești, s Valeni
53	r. Cahul, Vadul lui Isac
54	Costangalia, Cantemir
55	Doina, Cahul
56	Chircani, Cahul
57	Andrusul de sus, Cahul
58	Scoala Sportiva, Leova
59	Gimnaziu, Sarata noua
60	Gradinita, Sarata noua
61	Antonesti, Cantemir
62	Cazangic, Leova
63	Seliste, Leova

64	Carpineni, Hincesti
65	Viisoara, Stefan- Voda
66	Palanca, Stefan- Voda
67	Rascaieti, Stefan - Voda
68	Olanesti, Stefan Voda
69	Copceac, Stefan- Voda
70	Ermoclia, Stefan-Voda
71	Gradinita, Bursuceni
72	Gimnaziu, Bursuceni
73	Gradinita, Dumbravita
74	Gimnaziu, Dumbravita
75	Camencea, Orhei
76	Mitoc Orhei
77	Cocieri, Dubasari
78	Valea Mare, Ungheni
79	Zagarancea, Ungheni
80	Floritoaia Veche, Ungheni
81	Sculeni, Ungheni
82	Climautii de jos, Șoldănești
83	Vadul Rascov, Șoldănești
84	Sestaci, Soldanesti
85	Cusmirca, Șoldanesti
86	Ustia, Glodeni
87	Fundurii Vechi gradiita Glodeni
88	Fundurii Vechi liceu, Glodeni
89	Fundurii Vechi liceu2 Glodeni
90	Petrunea, Glodeni
91	Camenca Glodeni
92	Biliceni Noi, Singerei
93	Razalei, Singerei
94	Alexandreni, Singerei
95	Calfa, Anenii noi
96	Marculesti, Floresti
97	Izvoare, Floresti
98	Schineni, Soroca
99	Soroca, Soroca
100	Iorjnita, Soroca
101	Solcani, Soroca
102	Badiceni, Soroca
103	Visoca, Soroca liceu
104	Visoca, Soroca liceu 2
105	Niorcani Soroca
106	Criscauti, Donduseni
107	Taul, Donduseni

108	Donduseni, Donduseni
109	Corbu, Donduseni
110	Ruseni, Edinet
111	Parcova, Edinet
112	Baraboi, Donduseni gimnaziu
113	Nicoreni, Drochia
114	Hădărăuți, Ocnita
115	Grimancauti, Briceni
116	Cotiujeni, Briceni
117	Mihaileni Riscani gradinita
118	Mihaileni Riscani, gimnaziu
119	Stiubeieni, Riscani
120	Borosenii Noi Riscani
121	Saptebani Riscani
122	Galaseni, Riscani, Gimnaziu
123	Galaseni, Riscani, Gradinita
124	Alunis, Riscani, Gimnaziu, Gradinita
125	Cuhnesti, Glodeni
126	Navirnet, Falesti
127	Navirnet, Falesti 1
128	Navirnet, Falesti 2
129	Falesti, Falesti
130	Pruteni, Falesti
131	Bocani, Falesti
132	Parcani, Soldanesti
133	Tareuca, Rezina gradinita
134	Tareuca, Rezina Scoala
135	Chistelnita Telenesti
136	Saratenui Vechi Telenesti
137	Verejeni, Telenesti
138	Porumbrei, Cimislia
139	Costangalia, Cimislia
140	Mihailovca, Cimislia
141	Javgur Cimislia
142	Iordanovca, Basarabeasca
143	Larguta, Cantemir
144	Tiganca, Cantemir scoala
145	Tiganca, Cantemir gradinita
146	Carbalia, UTAG gradinita
147	Carbalia UTAG primarie
148	Copceac UTAG scoala Ianicoglo
149	Crocmaș Stefan voda
150	Popeasca Stefan- Voda scoala
151	Popeasca Stefan- Voda gradinita

152	Talmaza, Stefan voda gradinita
153	Bucovat, Straseni Gradinita
154	Rassvet Straseni Centru comunitar
155	Nisporeni, Nisporeni Gradinita
156	Soltanesti , Nisporeni, Gradinita
157	Bratuleni, Nisporeni, Gradinita
158	Grozesti, Nisporeni primarie
159	Ungheni, Ungheni, gospodarie comunala
160	Cornesti, Ungheni
161	Crasnoarmeiscoe Hincesti gradinita 2
162	Crasnoarmeiscoe Hincesti primarie
163	Maximeni-Javgur, Cimisia
164	Ecaterinovca, Cimilia
165	or. Telenesti gradinita
166	Verejeni centru de arta
167	Sestaci gradinita
168	Cazanesti centru de sanatate
169	Sangereii noi
170	Gvozdova, Floresti
171	Chetrosu Drochia
172	Florestii noi
173	Tirnova, Edinet gradinita
174	Unguri, Ocnita
175	r. Telenești, s. Bușila,
176	r.Ungheni, s. Buciumeni
177	r. Ungheni s. Bumbata
178	r. Călărași, s. Niscani
179	r. Călărași, s. Radeni
180	r. Falești, s. Faleștii Noi
181	r. Glodeni, s. Cobani
182	r. Glodeni, s. Ciuciulea
183	r. Sîngerei, s. Chiscareni
184	r. Drochia, s. Chetrosu
185	r. Florești, s. Cuhureștii de Sus
186	r. Florești, s. Ștefanеști
187	r. Soroca, s. Țareuca Veche
188	r. Telenești, s. Verejeni
189	r. Ialoveni, s. Horești
190	r. Leova, s. Cneazevca
191	r. Cantemir, s. Enichioi
192	r. Hîncesti, s. Obileni
193	r. Caușeni, s. Taraclia
194	r. Dondușeni, s. Sudarca
195	r. Dondușeni, s. Sudarca

196	r. Dondușeni, s. Mosana
197	r. Ocnîța, s. Garbova
198	r. Falești, s. Calugar
199	r. Căușeni, s. Cainari
200	r. Căușeni, s. Tanatari
201	r. Anenii Noi, s. Mereni
202	r. Ștefan Vodă, s. Copceac
203	r. Cantemir, s. Vișneovca
204	r. Cahul, s. Vadul lui Isac
205	r. Stășeni, s. Lozova
206	r. Cantemir, s. Ghioltosu
207	r. Hîncești, s. Carpineni

04. REPORTING REQUIREMENTS:

The following reports will be presented during the contractor's activity/elaboration process of the cyber security audits:

- a) For each stage according to the Activity Plan, a report will be produced containing what was planned-estimated, what was de facto achieved, as well as proposals for further improvement actions.

05. DELIVERY REQUIREMENTS:

The implementation of the Contract shall be finalized by the **20th of September 2024**.

06. INSTITUTIONAL ARRANGEMENTS:

The UNDP is responsible for all administrative and procedural aspects, contractual and financial management, including acceptance and payment for deliverables/reports required by the Contract, overall project responsibilities and effective coordination with the final **Beneficiary**, other involved parties.

The UNDP in cooperation with the **Beneficiaries** will designate, as appropriate, the project managers, who will coordinate and provide support on all aspects related to the technical elements of the Contract.

The Contractor will ensure adequate working conditions (working space/offices for experts, office equipment, computers, communication networks, etc.) and adequate services for its staff during the assignment implementation.

The Contractor will be responsible for the day-to-day management of the project team and the availability of all necessary resources.

The language of communication and presentation of the deliverables will be Romanian (mandatory) and English. Costs for ensuring translation from English to Romanian or viceversa, if applicable, shall be covered by the Contractor and therefore reflected in the financial offer.

In its activity, the **Contractor** will be supervised by the UNDP's project manager and project's expert (s), reporting to the appointed representatives of the **UNDP** and the **Beneficiary**.

07. PAYMENT ARRANGEMENTS AND PAYMENT SCHEDULE:

The payments will be performed in tranches, upon approval of the provided deliverables by the Project Manager and acceptance by the Beneficiaries.

Deliverables	Maximum Deadlines	In installments, separately for each audited entity
Deliverable 1. Activity Plan and Methodology for the assignment	July 17, 2024	10 %

Deliverable 2. Delivery of central part of RMS, with at least 5 connected RTU	August 21, 2024	30%
Deliverable 3. Reconditioning and delivery of RTUs	September 18, 2024	40%
Deliverable 4. Training for Systems Administrators	September 18, 2024	10 %
Deliverable 5. Final Report and presentation of the results	September 20, 2024	10 %

* in accordance with detailed description of Deliverables compartment.



SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference **Rf24/02882**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO , we are unable to submit a competitive proposal for the requested services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at the moment
<input type="checkbox"/>	The requested services are not available at the moment
<input type="checkbox"/>	We cannot meet the requested terms of reference
<input type="checkbox"/>	The information provided for proposal purposes is insufficient
<input type="checkbox"/>	Your RFP is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your requirement is too small
<input type="checkbox"/>	Our capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)



FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.



FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Rfp24/02882		

We, the undersigned, offer to supply the services required for restoration of the Biomass Boilers Remote Monitoring Solution in accordance with your Request for Proposals No. **Rfp24/02882**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

Proposer Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer 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 proposal I/we warrant that the proposer: 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 RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<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 proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organization’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"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<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 us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorized by the Organization to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM D: PROPOSER INFORMATION

RFP Reference	RfP24/02882
Legal name of Proposer	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.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Certification related to quality and security management (ISO 9001 and/or ISO 27001) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	Tick all that apply and provide supporting documentation: <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064

	<input type="checkbox"/> Other, specify Click or tap here to enter text.
<p>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<p>Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:</p> <p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</p>



FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Rf24/02882		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (<i>address, telephone numbers, fax numbers, e-mail address</i>)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner</p> <p>(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
---	---

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to [Click or tap here to enter text](#) for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last five (5) years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. **Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.**

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value <i>(please insert currency)</i>	Period of activity and status <i>(month, year)</i>	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year 2023	Currency: USD	Amount
	Year 2022	Currency: USD	Amount
	Year 2021	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 2 years		
	2021	2022	2023
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.



FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

Section 2: Proposed Methodology, Approach, and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

2.3 A detailed description of the System's technical functional and non-functional requirements.

2.4 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel

Date (Day/Month/Year)



FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]



FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02882		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.**

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: US Dollars (USD) for foreign companies or Moldovan Leu (MDL) for local companies

Table 1: Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive, VAT 0%) <i>[Please specify currency]</i>
1	Activity Plan and Methodology for the assignment	10 %	
2	Delivery of central part of RMS, with at least 5 connected RTU	30%	
3	Reconditioning and delivery of RTUs	40%	
4	Training for Systems Administrators	10 %	
5	Final Report and presentation of the results	10 %	
Total		100%	<i>[Please specify currency]</i>

**Basis for payment of instalments*

Table 2: Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services and amend the Contract.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price (All Inclusive, VAT 0%) <i>[Please specify currency]</i>	Total Price per budget line (All Inclusive, VAT 0%) <i>[Please specify currency]</i>
I. Personnel Services				
1. Key personnel**				
a) Project/Task Manager (1 expert)	Working days			
b) Expert on remote monitoring solution (1 expert)	Working days			
c) Expert in IoT and Microelectronics (1 expert)	Working days			
Subtotal I.1				
Non-key personnel**				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price (All Inclusive, VAT 0%) <i>[Please specify currency]</i>	Total Price per budget line (All Inclusive, VAT 0%) <i>[Please specify currency]</i>
<i>Other staff needed for specific activities proposed in methodology, if any (e.g. Administrative/Logistics Assistant)</i>	Working days			
Subtotal I.2				
Sub-total – Personnel Services (1)				
II. Administrative Costs				
International flights (if applicable)	Return trip			
Subsistence allowance (if applicable)	Day			
Local transportation costs	Lump sum			
Translation / Interpretation costs (if applicable)	Lump sum			
Training session logistics	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
<i>Other, if relevant (specify)</i>				
Subtotal II.1				
Sub-total – Administrative costs (2)				<i>[Please specify currency]</i>
TOTAL BUDGET (1+2)				<i>[Please specify currency]</i>

* Please adjust the table as per your technical proposal. You may add/delete any budget sub-categories which are relevant to your technical proposal.