



**Minutes of the Pre-Proposal Conference
for
RfP25/03147: IMPLEMENTATION OF HEAD END SYSTEM (HES) AND
METER DATA MANAGEMENT SYSTEM (MDMS) PLATFORM IN
1+1 CONFIGURATION (2 LOTS)**

as of December 10, 2025, at 1:00 PM (GMT+3) via Teams

Meeting ID: 337 576 258 875 80

Passcode: gx9ca3T5

Agenda:

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

- **Presentation and description of procedures**

The Pre-proposal conference was opened by *Maria Țarigradean*, JET Programme Analyst, who welcomed the participants and introduced the members of UNDP team present at the meeting: *Radu Cornea*, JET Digital transformation specialist, *Cristina Gnaciuc*, Head of Procurement and Operational Support Unit.

Mrs. Maria Țarigradean and Mrs. Cristina Gnaciuc made an overall presentation of the procurement process for the HES and MDMS Platform implementation under the "Accelerating a Just Energy Transition in the Republic of Moldova" Project.

The meeting objective was to clarify the RfP structure, provide guidance to prospective bidders, and address any preliminary questions regarding the tender. The presentation outlined the complete structure of the Request for Proposal document, organized into seven (7) main sections.

The **Section 1: Letter of Invitation** was highlighted, which provides an overview of the procurement process and an introduction to the project. It also lists all sections of the RfP along with the key documents that bidders need to review.

The **Section 2: Instructions to Proposers** was presented as covering the general requirements and scope of work, the eligibility criteria for prospective bidders, and the Supplier Code of Conduct along with other ethical obligations.

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

- The **general purpose of the tender** is to contract a specialized and experienced company in implementation, integration, customization and commissioning of a comprehensive Head End System (HES) and Meter Data Management System (MDMS) mature commercial platform with

3+ years commercial availability, 3+ deployment with over 100,000 meters perdeployment to support the operationalization of the smart metering infrastructure currently deployed in accordance with the ToR and Technical Specifications.

- The assignment has been divided in **two LOTS**:

➤ *LOT 1 – Implementation for the South-Centre Electricity Distribution Operator (PED)*

➤ *LOT 2 – Implementation for the North Electricity Distribution Operator (RED-Nord S.A.)*

The scope of of the assignment and key objectives are *described in Section 5 of the RfP*.

- The RfP includes the **Annex 1 and 2. Technical Specifications** as separate attachments, that incorporate data to be used for the preparation of the offer and/or technical project.
- The bid could be presented in **English and/or Romanian** (acceptable).
- **A proposal security** in the amount of USD 5,000 is required for proposals submitted for either LOT 1 or LOT 2, and USD 10,000 is required if the bidder is applying for both LOTS. The Proposal Security shall be valid up to 30 days after the final date of validity of bids. **A copy of full Proposal Security documentation must be submitted through Quantum system as part of the online bid and the Original Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest.**
- The submission deadline has been extended to **15 January 2025 at 16:30 (GMT+3)**.
- The proposals must be valid for a period not shorter than **90 days**. This is the period UNDP is obliged to take a decision and inform the bidders on the tender results. Bidders were encouraged to keep patience until an e-mail informing on the tender results will be sent.
- Maximum **expected duration of contract**: 22 months for LOT 1 and 24 months for LOT 2.
- **Performance Security** - Required in the amount of 10% of the proposed contract value.
- **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.
- Evaluation will be based on **combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal**. To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.
- **Contract award** - UNDP will award a contract to one or more Bidders.
Bidders are allowed to quote prices for one or more LOTS identified. **Awards may be made for one or both LOTS** based on the following scenarios:
 1. If the proposal of the same bidder is evaluated as the highest ranked for both LOTS, it may be awarded both LOTS provided that its capacity is deemed sufficient to implement both LOTS concurrently. To determine whether a bidder has the capacity to implement both LOTS simultaneously, the following criteria shall be reviewed:
 - Availability of dedicated experts.

- Organizational capacity and workload (number of ongoing contracts, scale and complexity of current commitments).
 - Past performance in managing multiple, simultaneous assignments of similar scope.
 - Financial capacity (e.g., liquidity, turnover, ability to mobilize resources for parallel workstreams).
 - Implementation approach and methodology demonstrating realistic timelines for concurrent delivery.
2. If a bidder is the highest ranked for both LOTs, but its evaluated capacity is not sufficient to implement both LOTs concurrently, the bidder will be awarded only one LOT, considering the following order of preference:
- 1. LOT where no other responsive proposals were received;
 - 2. LOT with the highest estimated value;
 - 3. LOT where the bidder achieved relatively higher technical and financial scores.
- Bidders must submit their **proposal directly in the online system**.
 - The **Financial Proposal Forms J and K**, representing the Financial Proposal shall be submitted directly in the system, separately for each LOT, only **in the “Commercial section”** of the requirements. No other documents shall disclose the financial proposal apart from Forms J and K. Noncompliance with this instruction may result in rejection of the proposal received.
 - Dully filled in **Proposal Forms A-K** (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly **in the system in the “Technical section”** of the requirements.
 - **In case Bidders encounter problems in registering and submitting a bid through Quantum platform** as recommended in the video and user guide, they were suggested to write to sc.md@undp.org and UNDP will try to help with solving the issue.
 - Bidders who registered in Quantum at the respective tender/negotiation will automatically be notified of:
 - any **amendments** to the tender documents
 - all **clarifications** issued by UNDP
 - any **extensions** of deadlines
 - **published minutes** of pre-bid meetings and associated **presentations**
 - All the **clarifications** must be submitted not later than **5 days** before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidders can write to the contacts indicated in the solicitation documents. In case questions will be considered relevant for other bidders, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other bidders. By this the “Fairness, integrity and transparency” procurement principle is respected – all the bidders have access to the same information.
 - Bidders were pointed the **importance of submitting all requested documents as per solicitation document**. Please refer to Section 3 – Data Sheet, point 25 „Other information related to the RFP – Documents to be submitted”.

The **Section 4: Evaluation Criteria** were highlighted. It was underlined that this section reflects the **ELIGIBILITY** and **QUALIFICATION** requirements and **Technical Evaluation Criteria** to be met by the bidders.

During the session, the *evaluation methodology* was presented in detail, explaining that proposals will be assessed through a three-stage process: **Preliminary Examination, the Technical Evaluation, and the Financial Evaluation.**

The *Preliminary Examination* will be conducted on a pass/fail basis and will verify proposal completeness, acceptance of UNDP General Terms and Conditions, validity of the proposal, submission of the required proposal security (Form L), and the presence of duly authorized signatures and power of attorney, where applicable.

The *Technical Evaluation*, carrying a weight of 70%, will assess compliance with the technical requirements and evaluation criteria.

The *Financial Evaluation*, weighted at 30%, will be opened and assessed **only for those bidders who meet the minimum technical score required.**

Further, Bidders were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Terms of Reference**, such as legal context, technical requirements, delivery terms, and after sales requirements etc.

Bidders were informed that they have to submit proposals for one or both LOTs. Detailed technical specifications, functional requirements, and performance criteria for each LOT are presented in the respective annexes, which form an integral part of this solicitation document:

- Detailed technical specifications for LOT 1 are provided in the Annex no. 1 LOT 1: Technical specifications for the implementation of the Head end System (HES) and Meter Data Management System (MDMS) platform in 1+1 configuration for the South-Centre Electricity Distribution Operator (PED).
- Detailed technical specifications for LOT 2 are provided in the Annex no. 2 LOT 2: Technical specifications for the implementation of the Head end System (HES) and Meter Data Management System (MDMS) platform in 1+1 configuration for the North Electricity Distribution Operator (RED-NORD S.A.)

In addition, Bidders were strongly encouraged to thoroughly examine the key contractual requirements outlined in **Section 6: Conditions of Contract and Contract Forms**, including the governing legal terms and conditions, payment schedule, and provisions related to liability, insurance, and risk allocation, along with other essential obligations.

Referring to **Section 7: Returnable Forms**, all required forms (A through L) were presented.

- **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 including:**

Annex 3 Offer_compliance_checklist_matrix_LOT1

Annex 4 Offer_compliance_checklist_matrix_LOT2

- **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**
- **Form L: Proposal Security**

Form G: FORMAT FOR TECHNICAL PROPOSAL will form Bidder's Technical Proposal. In case the Bidder applies for both LOTs, Form G – Technical Proposal shall be completed and submitted separately for each LOT. Duly filled-in Offer Compliance Checklist Matrix (Annex 3 for LOT 1 and Annex 4 for LOT 2) must be submitted by the Bidder as a separate document for each LOT, in accordance with all functional and non-functional requirements outlined in the Terms of Reference (ToR) and must include supporting evidence and references to enable proper evaluation.

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL was presented. Bidders were encouraged to follow the template from Section 7 when presenting CV of the key personnel listed under Section 4: Evaluation Criteria. Bidders have to ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Bidders should pay attention to the fact that CV's must be signed only by the referred persons and not bidder's director or administrator.

FORM J: FINANCIAL PROPOSAL SUBMISSION will form Bidder's Financial Bid. It shall be completed and submitted separately for each LOT and shall indicate the total amount of the Financial Proposal, which must exactly correspond to:

- the total indicated in the deliverables section of the system (lines) and
- the total amount derived from the detailed cost breakdown provided in **FORM K: FORMAT FOR FINANCIAL PROPOSAL**.

It was underlined that it is mandatory to prepare the Financial Proposal using the format provided in Form K for each LOT and to submit it in a separate envelope from the Technical Proposal, as specified in the Instructions to Proposers. Including any financial information within the Technical Proposal will result in the disqualification of the Proposer. The Financial Proposal must be consistent with both the Terms of Reference and the Proposer's Technical Proposal.

Proposals shall be submitted **in MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers, VAT exclusive**.

Bidders are requested to provide the following information **per LOT** for reference purposes only:

- Integration Cost for Additional Smart Metering Technology/Model, in case UNDP and the Beneficiary decide to integrate additional meter models or communication technologies in future phases, subject to available funding.

- Extended Support and Maintenance Cost for Years 3–5, in case UNDP and the Beneficiary decide to extend support and maintenance services beyond the initial 12-month period

Form L: PROPOSAL SECURITY (Section 7) is the template for Proposal Security (Bank Guarantee). Bidders are required to strictly follow this template and do not allow banks to operate modifications in the text. In case any modification to the template is requested by the bank, Bidders should address to sc.md@undp.org for advice if the required modification could be accepted by UNDP

II. Questions and answers

Clarification Requests	Answers
During Pre-Proposal Meeting	
Question 1: Are there any specific requirements regarding the bank(s) from which the proposal or performance securities must be issued, or can they be provided by any reputable and operational bank?	<p>Answer 1: There are no specific requirements regarding the bank. The security may be issued by any reputable and fully operational bank that is recognized and functional in your country.</p> <p>Form L: PROPOSAL SECURITY is attached in the solicitation documents, which serves as a template for the bid security and should be completed in English by the bank. Bidders are required to strictly follow this template and do not allow banks to operate modifications in the text. In case any modification to the template is requested by the bank, Bidders should address to sc.md@undp.org for advice if the required modification could be accepted by UNDP.</p>
Question 2: The initial deadline for bid submission was 26 December 2025. Could you please confirm whether the deadline has been officially extended to 15 January 2026?	<p>Answer 2: Yes, the deadline has been extended to 15 January 2026, 16:30 (GMT+3), which UNDP considers sufficient to allow for a thorough review of the tender documents and the preparation of all required submissions.</p> <p>Please note that registered bidders will automatically be notified of any extensions to the deadlines.</p>