



REQUEST FOR QUOTATION No. RfQ26/03223

COMPANY TO CONDUCT 10 ENERGY AUDITS FOR BUSINESS INCUBATORS

UNDP through the “Greening the future, advancing rights and stability Moldova” Project kindly requests your quotation for the Request for Quotation no. **RfQ26/03223: Company to conduct 10 energy audits for business incubators** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum Supplier Portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00918** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

<https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

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 bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

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

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

<p>Introduction</p>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
<p>Deadline for the Submission of Quotation</p>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127714247</p> <p>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.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
<p>Cost of preparation of quotation</p>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<p>Supplier Code of Conduct, Fraud, Corruption,</p>	<p>All prospective suppliers 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, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) 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.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Alternative Quotes	<p>If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.</p>
Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Right not to accept any quotation	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
Right to vary requirement at time of award	<p>At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.</p>
Publication of Contract Award	<p>UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.</p>
Policies and procedures	<p>This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures</p>
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation 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>

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at https://www.undp.org/procurement/business/how-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Liquidated damages shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
Duties and taxes	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 of the General Assembly of the United Nations, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English, Romanian or Russian Including supporting documentation as applicable.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not allowed
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. <u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u>

	<p>Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
<p>Documents to be submitted</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of References in Annex 1, detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment (short info, up to 10 pages) <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List and value of at least 3 (three) relevant projects/assignments (elaborated energy audit reports and/or feasibility studies in the field of EE and/or RES), performed for the last 3 (three) years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value • Period of activity • Types of activities undertaken • Final beneficiaries (public or private institutions) <p>Copies of implemented relevant projects/contracts might be requested</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Chart for provision of services (Implementation Plan), for example GANTT <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field <input checked="" type="checkbox"/> List of proposed Key personnel along with the signed CVs and Statement of availability for the period of this contract execution including certificates and qualification documents. <ol style="list-style-type: none"> 1. <u>1 (One) Team leader/energy for the assignment</u> 2. <u>At least 3 (three) certified experts</u> <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2022, 2023, 2024)
<p>Evaluation method</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<p>Evaluation criteria</p>	<p>Please confirm whether you comply with technical requirements and evaluation criteria as per RFQ document. Indicate per each line if complying fully and state if any deviations. Upload the full documents as per template provided and add additional technical documentation as needed.</p> <p>The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of consortiums, all criteria listed below shall apply towards the Lead Member</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> At least 3 (three) years of experience in energy and/or construction field <input checked="" type="checkbox"/> Minimum 3 (three) energy audit reports and/or feasibility studies for buildings developed in the past 3 (three) years <input checked="" type="checkbox"/> Maximum delivery period not to exceed 60 calendar days upon signature of contract <input checked="" type="checkbox"/> Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates submitted:

	<p><u>Team leader</u></p> <ul style="list-style-type: none"> • University degree in energy, construction, or a related field • Proven experience in the energy field of at least 7 (seven) years • Experience in coordinating teams of experts in at least 5 (five) similar contracts <p><u>At least 3 (three) mandatory certified experts</u></p> <ul style="list-style-type: none"> • University studies in the field of energy or construction • Holding the quality of energy auditor qualified by the National Centre for Sustainable Energy (CNED), "Buildings" category. Proof of registration in the Register of energy auditors, "Buildings" category, held by the National Centre for Sustainable Energy, will be presented • Experience in the field of energy, construction or related for at least 5 (five) years • Experience in the development of at least 5 (five) energy audits for buildings (for each expert)
<p>Type of Contract to be awarded</p>	<p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)</p>
<p>Expected date for contract award</p>	<p>April 2026</p>

ANNEX 1: TERMS OF REFERENCE

1. GENERAL INFORMATION

The Republic of Moldova faces significant challenges in the energy sector, characterized by high dependence on imported energy resources and inefficiencies in consumption patterns. In 2022, the country's total final energy consumption reached approximately 2.5 million tons of oil equivalent (Mtoe), with the residential sector accounting for approximately 45% of this total. More recent estimates indicate that this sector consumes almost 48-50% of the country's total energy, making it the largest individual consumer. This high demand is mainly driven by outdated and inefficient heating systems in residential buildings, including apartment buildings, which rely heavily on fossil fuels and biomass, leading to substantial energy losses and environmental impacts.

Energy efficiency improvements in the residential sector are essential for the country, as they contribute to reducing overall energy consumption, reducing greenhouse gas emissions, and increasing energy security in the context of geopolitical vulnerabilities and fluctuations in global energy prices. Conducting energy audits is a fundamental step in this process, allowing the identification of inefficiencies such as poor insulation, outdated HVAC systems, and wasteful energy use practices. These audits provide concrete recommendations for upgrades and modernizations, aligning with national policies, such as the Energy Efficiency Act, and international commitments, including those undertaken under the Energy Community Treaty and EU directives. For the entire country, the widespread adoption of energy audits supports sustainable development goals, encourages economic savings by reducing import bills, and promotes the transition to cleaner energy sources.

For public institutions and the business environment, the benefits of energy modernization of buildings are equally convincing: lower costs for primary energy resources, reducing the share of energy consumption in the final product, but also improving the working conditions and comfort of employees.

In order to support businesses, the Entrepreneurial Development Organization, with the financial and technical support of the European Union, created 11 Business Incubators, which represent a cooperation platform established through a voluntary agreement of members to promote businesses in economic development and their recognition at national and international level. The incubators contribute to promoting the principles of incubation of start-up businesses and strengthening the capacities for the efficient use of public donor funds.

Within this framework, the project "Greening the Future and Promoting Rights and Stability", implemented by the United Nations Development Programme (UNDP) in Moldova with financial support from the Government of Denmark, aims to carry out 10 energy audit reports for buildings managed by business incubators in the country.

2. PURPOSE AND OBJECTIVES OF REQUIRED SERVICES

Energy audit services for 10 business incubators in the Republic of Moldova, to identify, size and evaluate measures to increase energy efficiency and capitalize on renewable energy sources. Information about the buildings for which energy audits are to be performed is presented below.

Not	Beneficiary name	The city	Beneficiary address	No. of floors	No. of stairs	Year of construction	Total area, m2	Total heated area, m2
1	Dubasari Business Incubator	Dubasari	Ion Creanga Street, 1	2	2	2013	1026.18	1026.18
2	Leova Business Incubator	Leova	73, Stefan cel Mare Street	3	1	2012	1180	1180

3	Nisporeni Business Incubator	Nisporeni	Chisinau Street, 6	4	2	2014	2100	2100
4	Rezina Business Incubator	Rezin	Shchiusev str. , 10	2	4	1980	1147.21	1147.21
5	Sîngerei Business Incubator	Sîngerei	Testemițanu str. , 5	3	1	1970	943	943
6	Due Business Incubator Gundersen	Soroca	M. Kogalniceanu street, 9	3	5	1984	1555	1000
7	Cimislia Business Incubator	Cimișlia	2 Saint Mary's Street	3	1	2015	1336.4	1205.4
8	Cahul Business Incubator	Cahul	Petriceicu Hasdeu street, no. 2	3	2	2017	1689	1549.4
9	Calarasi Business Incubator	Calarasi	Cel str. Big and Holy 9	4	2	2017	1571	1571
10	Ceadir - Lunga Business Incubator	Ceadir -Lunga	Bolgarskaya Street, 87	3	2	1967	1898.1	783.2

3. DUTIES AND RESPONSIBILITIES

To achieve the stated objective of the requested services, the contracted company must fulfill the tasks and responsibilities described below.

1. Developing the work plan and coordinating it with the project team.
2. Conducting field visits according to the agreed work plan for documentation and data collection. The project team will facilitate interaction with beneficiary institutions.
3. Preparation of energy audit reports for each object (Business Incubator) separately. Energy audit reports will be prepared taking into account the Minimum Requirements for energy auditing in the building sector and taking into account the minimum technical specifications of materials and equipment in the "Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the public sector"¹. The report model approved by the CNED will be used to prepare energy audit reports.
4. The specialists proposed in the list of auditors who will carry out the work must not be under any restrictions, suspensions imposed by the legislative framework in force. The evaluation team undertakes to verify these cases.

Energy audits must meet the following requirements:

- be based on up-to-date, measured and verifiable operational data on energy consumption, including electrical and thermal load curves;
- contain a detailed assessment of the energy consumption profile of buildings;

¹ https://energie.gov.md/sites/default/files/guide_ee_re_moldova_rom_cover_0.pdf

- be based on both a life-cycle cost analysis of technologies and a simple investment/cost payback period analysis, in line with the requirements of a potential financier of energy efficiency measures, to take into account long-term energy savings, long-term investments, residual values and discount rates;
- the data used are proportionate and sufficiently representative to allow a reliable overview of the overall energy performance and the reliable identification of optimal energy efficiency measures;
- be based on detailed and validated calculations justifying the proposed measures in order to present clear information on potential energy savings.

Volume of services

- The Supplier will conduct energy audits for the business incubator buildings specified in this ToR and will prepare the related energy audit reports.
- The energy audits will cover the entire building envelope of the examined blocks and the internal installations for the distribution and consumption of electricity, heat and domestic hot water.

Service delivery requirements

1. Information collection and development of potential energy rehabilitation measures will be carried out during field visits to the identified sites. UNDP will provide the Provider with the contact details of the beneficiaries, together with the previously collected information.
2. The measures to be examined by the consulting company/companies will have an innovative approach and will not be limited to:
 - Thermal insulation of exterior walls
 - Insulation of foundation walls and building base above ground level
 - Basement thermal insulation
 - Roof thermal insulation (all types)
 - Thermal insulation of the technical floor
 - Replacement of exterior doors and/or windows (in common areas)
 - Renovation of building lighting
 - Installation of a heating system with horizontal distribution of the heating agent
 - Installation or modernization of individual heating point (ITP)
 - Installation of photovoltaic/thermal solar panel system on the roof
 - Installation of charging stations for electric cars
3. Energy audits will be carried out by energy auditors who are not included in the list of sanctions (suspension/deletion) in the CNED electronic register.
4. When developing the set of recommendations and measures to improve the efficiency of energy resource consumption, the supplier will take into account the provisions of the legislation affecting the energy performance of buildings, energy labeling and ecodesign requirements applicable to energy-related products, in order to align them with national energy policies.
5. In addition to the set of recommendations and measures for energy efficiency and measures to capitalize on renewable energy sources, the Energy Audit Report will contain appropriate protection measures to avoid their degradation/damage. All of these will be included in the calculation of the cost of implementing energy efficiency measures.
6. In the Energy Audit Report, the Provider will specify the order of implementation of the recommended measures, in order to achieve maximum energy savings at an optimal cost, ensure the sustainability of the implemented measures, etc.

7. The provider is liable to the contracting entity for damages caused by the energy audit performed, inadequate consulting services and/or the disclosure of information obtained from the audit.
8. Information obtained during or in connection with the performance of the energy audit may be provided/presented by the Provider only with the written consent of the Contracting Authority or if there is a legal obligation to do so.
9. The contracting unit undertakes to verify the quality of the Reports executed in accordance with the requirements imposed by the national regulatory framework of the Republic of Moldova.

Technical and legislative regulations

When preparing the documents, cumulative compliance with the provisions of the following documents will be taken into account, without being limited to:

Not.	Document code	Document name
1.	Law No. 139/2018	Regarding energy efficiency
2.	Law No. 282/2023	on the energy performance of buildings
3.	Government Decision No. 676 from 10.09.2020	For the approval of the Regulation on energy auditors and energy auditing
4.	Law No. 10/2016	on the promotion of the use of energy from renewable sources
5.	Law No. 92/2014	on thermal energy and the promotion of cogeneration
6.	Law No. 721/1996	Looking at quality in construction
7.	Law No. 107/2016	Regarding electricity
8.	Law No. 187/2022	regarding the condominium
9.	ANRE Decision No. 168/2019	On the approval of the regulation on connection to electricity networks and the provision of electricity transmission and distribution services
10.	Minimum requirements for energy audits in the building sector approved by IP CNED	https://cned.gov.md/sites/default/files/document/attachments/minimum_requirements_for_energy_audit_in_the_buildings_sector_0.pdf
11.	Energy audit report template for energy audit in the building sector approved by IP CNED	https://docs.google.com/document/d/1HnCAwhvJjsMHOg8sp-AEWsNjN4uxrAig/edit
12.	Minimum technical requirements and specifications for energy efficiency works and promotion of renewable energy sources	https://cned.gov.md/sites/default/files/document/attachments/technical_specifications_min_ee_ser_final_201023.pdf
13.	Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the public sector	https://energie.gov.md/sites/default/files/guide_ee_re_moldova_rom_cover_0.pdf
14.	EN 16247-1	Energy audit. Part 1: General requirements
15.	EN 16247-2	Energy audits. Part 2: Buildings

16.	CP M.01.01	Building energy audit
17.	NCM M.01.01.2025	Energy performance of buildings. Minimum energy performance requirements for buildings
18.	NCM M.01.02.2025	Energy performance of buildings. Methodology for calculating the energy performance of buildings

4. RESULTS AND REHABILITATION TERM

No. d/o	Main results:	Completion deadline
1	Work schedule with the date of planned field visits for each beneficiary and the deadline for submitting reports.	Second week after signing the contract
2	Preliminary energy audit reports	5th week after signing the contract
3	Final energy audit reports on energy rehabilitation measures for the examined blocks	7th week after signing the contract

a. Institutional arrangements

The Contractor will work under the overall coordination and supervision of the UNDP Project Manager of the "Greening the Future and Promoting Rights and Stability" Project for the administrative aspects of the project. Regarding the technical aspects, the Contractor will work with the National Consultant hired by UNDP.

b. Working language

Deliverables will be prepared in Romanian.

5. REQUIREMENTS

5.1 Requirements for bidders:

- Be a legally registered entity or a consortium of companies/organizations;
- The company must have at least 3 (three) years of experience in the energy and/or construction fields;
- The bidder must have a minimum of 3 (three) energy audit reports and/or feasibility studies for buildings developed in the last 3 (three) years;
- The maximum delivery time will not exceed 60 calendar days from the signing of the contract.
- Proposed key personnel with the necessary professional qualifications, proven through CVs.

5.2 Requirements for the team of experts within the company:

The team of experts will consist of a Team Leader and at least 3 (three) energy experts who will meet the following requirements:

Team leader (one)

- University degree in energy, construction or a related field
- Proven experience in the energy field of at least 7 (seven) years
- Experience in coordinating teams of experts in at least 5 (five) similar contracts

Expert team (3 energy auditors)

- University studies in the field of energy or construction
- Possession of the quality of energy auditor qualified by CNED, category "Buildings". Proof of registration in the Register of Energy Auditors, category "Buildings", kept by CNED will be presented.
- Experience in energy, construction or related fields for at least 5 (five) years.
- Experience in developing at least 5 (five) energy audits for buildings (for each expert).

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03223: Company to conduct 10 energy audits for business incubators	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	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.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy	<input type="checkbox"/> Yes <input type="checkbox"/> No

documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience:				
Minimum 3 (three) energy audit reports and/or feasibility studies for buildings developed in the past 3 (three) years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<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 bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a

Yes	No	
		Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation'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"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<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/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03223: Company to conduct 10 energy audits for business incubators	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;
- a brief methodology, approach and implementation plan/GANTT Chart;
- list of proposed Key Personnel, their CVs and accreditation certificates;
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed at Section 2 “Documents to be Submitted”.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference for your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of the Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies		
Ref		Price, VAT 0% <i>[Please indicate currency]</i>
1.	Work schedule with the date of field visits planned for each beneficiary and the deadline for submitting Reports.	
2.	Preliminary energy audit reports	
3.	Final energy audit reports and totalizing table regarding energy rehabilitation measures for residential blocks	
Total Price		<i>[Please indicate currency]</i>

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price <i>[Please indicate currency]</i>	Total Price <i>[Please indicate currency]</i>
I. Personnel				
Team leader (1 expert)	day			
Key Experts (to be included separately by expert – name and role area to be mentioned), as below:				
Certified expert no. 1	day			

Certified expert no. 2	day			
Certified expert no. 3	day			
Other Experts, if necessary: (please specify)				
.....				
II. Other Costs (as applicable)				
Local Transportation				
Other Costs: (please specify)				
Total <i>[Please indicate currency]</i>				

Please note that total costs in both tables should be the same.

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Delivery Lead Time – 60 (sixty calendar days after signing the contract)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.