



REQUEST FOR QUOTATION No. RfQ26/03370

ENERGY AUDIT SERVICES FOR 9 SMALL AND MEDIUM ENTERPRISES (3 LOTS)

UNDP through the “Greening the future, advancing rights and stability Moldova” Project kindly requests your quotation for the Request for Quotation no. **RfQ26/03370: GTF Energy audit services for 9 small and medium enterprises (3 LOTS)** 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-01113** 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 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

Introduction	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 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. 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.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: https://supplier.quantum.partneragencies.org/ using the profile you may have in the portal. 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/redwood/supplier-registration/register-supplier/register-supplier-verification 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. ▪ 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.
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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 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

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	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. 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. 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.
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.

Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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	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.
Alternative Quotes	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.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. 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.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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.

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: ☒ 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	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days ☒ Liquidates 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: ☒ 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 and/or Romanian 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	☒ Allowed per LOT as below: • LOT 1 - PROCESSES, UTILITY SYSTEMS AND METAL WORKING • LOT 2 - AGROPROCESSING, REFRIGERATION AND PLANNED PRODUCTION TECHNOLOGIES • LOT 3 - SERVICE PROCESSES, HOSPITALITY, FOOD PREPARATION AND SEASONAL OPERATIONS
Alternative Quotes	☒ Not permitted
Payment Terms	☒ Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	☒ 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> 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.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ 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 ☒ Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment (short info, up to 10 pages) ☒ Copy of registration documents ☒ List and value of relevant projects/assignments (energy audit reports and/or feasibility studies in the field of EE and/or RES), as required for each LOT. For each reference presented, the following information shall be provided: • 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) Copies of provided relevant projects/contract might be requested. ☒ Chart for provision of services (Implementation Plan), for example GANTT ☒ Statement of satisfactory Performance (Certificates) from up to 3 (three) clients corresponding to the reference projects presented for the LOT(s) applied for ☒ 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. • <u>1 (One) Team Leader for the assignment (the same person may be proposed for all LOTs)</u> • <u>At least 1 (one) senior certified expert for each LOT applied for</u> • <u>At least 1 (one) junior certified expert for each LOT applied for</u> ☒ A written statement certifying that the proposed key personnel have no personal, professional, or financial conflict of interest under the envisaged contract. ☒ Official statement signed by the bidder confirming access to suitable electrical measurement equipment and instruments required to carry out the mandatory on-site measurements of electricity consumption and relevant operating parameters of the main energy-consuming electrical equipment and systems, if the bidder applies for LOTs 1 and/or 2. The statement shall list the proposed instruments (type/model), the form of access (own property, lease or service agreement) and the calibration or verification status. ☒ Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2023, 2024, 2025)
Evaluation method	☒ The Contract or Purchase Order will be awarded per LOT; to the lowest price substantially compliant offer for each LOT.
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Be a legally registered entity or a consortium of firms/organizations ☒ At least 3 (three) years of experience in energy auditing, energy efficiency or process and utility

	systems (applicable to each LOT) ☒ Previous relevant experience, per LOT applied for: • LOT 1: at least 1 (one) energy audit report in the industrial sector completed in the last 3 (three) years; • LOT 2: at least 1 (one) energy audit report in the industrial sector completed in the last 3 (three) years; • LOT 3: at least 3 (three) energy audit reports in the buildings sector completed in the last 3 (three) years. Experience shall be proven by contracts, completion documents, customer references or extracts of reports allowing verification of the task. A bidder applying for more than one LOT shall meet the requirement of each LOT applied for; the same reference report may be used for one LOT only. ☒ Access to suitable electrical measurement equipment and instruments required to carry out the mandatory on-site measurements of electricity consumption and relevant operating parameters of the main energy-consuming electrical equipment and systems, if the bidder applies for Lots 1 and/or 2. (Confirmation by an official statement of the bidder which may be verified by the UNDP prior to contract signature). ☒ Maximum delivery period not to exceed 8 (eight) weeks from the date of signing the contract ☒ Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates submitted: <u>Team leader</u> (responsible for the overall technical coordination and quality assurance of the assignment, including coordination of the proposed experts, consistency of the audit approach across the relevant LOTs, review of key outputs, and coordination with UNDP and relevant stakeholders) • University degree in energy engineering, electrical engineering, mechanical engineering, industrial engineering or other field directly relevant to the study task; • At least 7 (seven) years of proven professional experience in the field of energy, industrial processes or utility systems; • Experience in coordinating multidisciplinary teams in at least 5 (five) assignments comparable with industrial energy audit, engineering or feasibility projects. <u>At least 1 (one) senior certified expert for each LOT</u> (responsible for the technical implementation of the energy audits under the respective LOT, including assessment of energy consumption and systems, identification and analysis of energy efficiency measures, supervision of the audit work, preparation and quality assurance of the energy audit report, and coordination of technical inputs from the Junior Expert) • University degree in energy engineering, electrical engineering, mechanical engineering, industrial engineering or other field relevant to industrial processes for LOTs 1 and 2; • University degree in energy engineering; buildings, HVAC system, or other relevant field, if the bidder participates in LOT 3. • Valid inclusion in the CNED Electronic Register of Energy Auditors: Industry category for LOTs 1 and 2, Buildings category for LOT 3. Proof of registration will be presented, and each auditor shall have no sanction, suspension, deregistration or restriction that would limit the right to prepare and sign energy audit reports in the respective category; • At least 3 (three) years of relevant experience in industrial energy auditing and/or energy auditing in buildings; • At least 1 energy audit for industrial sector for LOTs 1 and 2, at least 3 energy audits for buildings if applying for LOT 3. All reports should be conducted in Moldova.
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	<u>At least 1 (one) junior certified expert for each LOT</u> (supporting the Senior Expert in the implementation of the energy audits, including data collection and analysis, assessment of energy consumption and equipment, preparation of calculations and supporting materials, and contribution to the preparation and finalization of the energy audit report.) • University degree in energy engineering, electrical engineering, mechanical engineering, industrial engineering or other field relevant to industrial processes for LOTs 1 and 2; • University degree in energy engineering; buildings, HVAC system, or other relevant field, if the bidder participates in LOT 3. • Valid inclusion in the CNED Electronic Register of Energy Auditors: Industry category for LOTs 1 and 2, Buildings category for LOT 3. Proof of registration will be presented, and each auditor shall have no sanction, suspension, deregistration or restriction that would limit the right to prepare and sign energy audit reports in the respective category; • At least 1 (one) year of relevant experience in conducting analysis related to energy, industrial energy auditing and/or energy auditing in buildings; • At least 1 finalized energy audit report for buildings or industry conducted in Moldova. <i>Cumulation of roles:</i> <i>1. Team Leader: the same person may be proposed as Team Leader for all LOTs for which the bidder applies.</i> <i>2. The same individual may not be proposed for two or more LOTs.</i> <i>3. The junior certified expert of a LOT may be replaced by a second senior certified expert, additional to the senior certified expert proposed for that LOT.</i> The Bidder shall formally disclose if any proposed key experts have any ongoing or active contract engagements with UNDP.
Type of Contract to be awarded	☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award	October 2026

ANNEX 1: TERMS OF REFERENCE

1. GENERAL INFORMATION

The Republic of Moldova remains highly dependent on imported energy resources, while energy costs continue to have a significant impact on businesses. For small and medium-sized enterprises, energy consumption directly affects production and operating costs and, therefore, their competitiveness and investment capacity. The nine SMEs included in this task represent different types of economic activity and energy use profiles, including asphalt and concrete production, metal processing, water and wastewater operations, agri-food processing and packaging, refrigeration, hospitality and catering activities. Their energy consumption is related not only to buildings, but also to technological processes, utility systems, equipment operating modes, seasonal activity and, in some cases, planned production expansion or investments in renewable energy.

For this reason, audits will be tailored to the actual processes, equipment and operating conditions of each enterprise. The analysis will determine how energy is supplied and used, identify significant energy consumers and losses, establish relevant energy performance indicators and assess possible energy efficiency and renewable energy measures. This will be based on measured, documented or otherwise verifiable data and, where appropriate, will correlate energy consumption with production volumes, operating hours, service activity, occupancy, seasonality or other appropriate operational indicators. The audit will also establish the indicators needed for further monitoring of energy performance and the results of the measures implemented.

For each SME, the audit will establish the energy baseline, assess the main technological, ancillary and service systems and identify technically feasible and economically justified measures. For each recommended measure, the report will describe the technical solution, the estimated energy and cost savings, the indicative investment cost, the main economic indicators, the implementation conditions and the proposed method for monitoring the savings achieved. In case planned equipment, production expansion or renewable energy investments are assessed, the verified current performance will be presented separately from future scenarios and projections. The energy audit reports will support the management of the participating enterprises in prioritizing investments and, where appropriate, in preparing future funding applications.

Energy audits for enterprises will be prepared in accordance with the legislation of the Republic of Moldova, the Minimum Requirements for Energy Audits in the Industrial Sector approved by the National Center for Sustainable Energy (CNED), the Model Energy Audit Report for the Industrial Sector approved by the CNED, the Minimum Requirements for Energy Audits in the Buildings Sector approved by the National Center for Sustainable Energy (CNED), the Model Energy Audit Report for the Buildings Sector and according to the provisions imposed in GD 676/2020. All tasks under these Terms of Reference will be carried out and signed by energy auditors registered in the CNED Electronic Register under the Industry and Buildings categories, respectively. UNDP will support nine selected SMEs by preparing Energy Audit Reports, and the Contractor will verify the information available for each enterprise at the beginning of the task and will reflect any limitations, assumptions or additional data needs in the audit process.

2. PURPOSE AND OBJECTIVES OF THE REQUESTED SERVICES

The task covers energy audits for nine selected SMEs. The audits will identify, size and evaluate from a technical and economic point of view measures to improve energy efficiency and use renewable energy sources. The companies and the main objective of the audit are presented below and grouped into three LOTs:

LOT 1 - PROCESSES, UTILITY SYSTEMS AND METAL WORKING

No.	City / town	Enterprise	Main activity	Electricity	Natural gas	Other fuels/energy	Declared energy cost
1	Ungheni	AEDIFICATOR SRL	Asphalt and concrete production	More than 500 thousand kWh annually	-	About 400 thousand Liters of fuels annually (declared; to be verified)	About 8 million Moldovan lei annually
2	Chisinau	IS MECAGRO	Agricultural machinery; metalworking	More than 500 thousand kWh annually	About 5,000 m ³ annually	-	About 3 million Moldovan lei annually
3	Chisinau	PRO TRONMEDIA SRL	Metal structures	Less than 50 thousand kWh annually	-	About 20 thousand Liters of fuels annually (declared; to be verified)	About 500 thousand Moldovan lei annually
4	Cantemir	IM Apa Canal Cantemir	Water and Wastewater Operations	More than 300 thousand kWh annually	About 20,000 m ³ annually	About 140 tons of biomass annually	About 2 million Moldovan lei annually

LOT 2 - AGROPROCESSING, REFRIGERATION AND PLANNED PRODUCTION TECHNOLOGIES

No.	City / town	Enterprise	Main activity	Electricity	Natural gas	Other fuels/energy	Declared energy cost
1	Costesti, Ialoveni	REGINA NATURII SRL	Honey processing and packaging	More than 100 thousand kWh annually	-	About 27 thousand Liters of Diesel annually	About 600 thousand Moldovan lei annually
2	Milestii Mici, Ialoveni	CI VED-MAR AGRO	Grape packaging; planned packaging production	estimated future consumption - More than 600 thousand kWh annually	-	existing photovoltaic generation	to be checked

LOT 3 - SERVICE PROCESSES, HOSPITALITY, FOOD PREPARATION AND SEASONAL OPERATIONS

No.	City / town	Enterprise	Main activity	Electricity	Natural gas	Other fuels/energy	Declared energy cost
1	Tipova, Rezina	Delia Star SRL / MUZE retreat	Hospitality, catering and events services	About 30 thousand kWh annually	About 5,000 m ³ annually	existing photovoltaic generation	About 250 thousand Moldovan lei annually
2	Cimișlia	Il Florica Tudor-Cătălin	Hospitality services	Less than 10 thousand kWh annually	About 2,000 m ³ annually	existing photovoltaic generation	About 60 thousand Moldovan lei annually
3	Molovata, Dubasari	Il Coșneanu Marina	Hospitality and food services	About 15 thousand kWh annually	About 500 m ³ annually	Solar/photovoltaic system to check	About 60 thousand Moldovan lei annually

3. DUTIES AND RESPONSIBILITIES

The contracting firm will carry out the following tasks and responsibilities:

1. Prepare the work plan and coordinate it with the project team, including the necessary data from each enterprise, the schedule of field visits and the measurement plan.
2. Collect and validate information about each enterprise, including energy and cost data, production or service outputs, operating regimes and equipment. Describe the main, auxiliary and service processes and prepare process and energy/material flow diagrams required by the industrial and building report model.
3. Energy consumption by energy vectors and processes is analysed and the energy and material balances required for the audit are prepared. The efficiency of relevant energy equipment and systems is determined, and appropriate energy performance indicators are established. If the necessary information is not available or is not sufficiently documented, the necessary measurements for the analysis are carried out. The audit will also analyse energy supply mechanisms, metering and sub-metering, available load data and operating modes, where relevant to the enterprise. Based on this analysis, energy efficiency and renewable energy measures are identified and justified, expected energy and cost savings, greenhouse gas reductions, investment costs and financial indicators are calculated and an Energy Audit Report is prepared for each enterprise, using the templates approved by the CNED.
4. The energy auditors proposed for this assignment shall not be subject to any sanctions, suspensions, deregistration or other restrictions limiting their right to conduct and sign off on industrial and building energy audits. UNDP may verify compliance with this requirement.

Energy audits must meet the following requirements:

- be based on current, measured and verifiable data on energy consumption, costs, production or service results and operating conditions, using a representative historical period available at the enterprise level and, where applicable, electrical load profiles;

- include an assessment of the enterprise's energy consumption profile, main energy uses and technological, auxiliary and service processes, with consumption allocation using measurements, sub-metering, engineering calculations or clearly formulated estimates;
- be based on both life-cycle cost analysis, where appropriate, and a simple investment recovery analysis, in line with the requirements of potential financiers, taking into account long-term savings, investment costs, operating and maintenance costs, useful life, residual values and discount rates;
- use sufficiently representative data to provide a reliable picture of energy performance, energy and material flows and the relationship between consumption and relevant production or service indicators;
- use verifiable and reproducible calculations that present the assumptions, annual energy and cost savings, estimated investments, economic indicators, greenhouse gas emission reductions, implementation conditions and the proposed method for measurement and verification.

Volume of services

- The Supplier will carry out energy audits for all SMEs included in the awarded LOT or LOTs and will draw up an Energy Audit Report for each enterprise, in accordance with the Minimum Requirements imposed by the CNED for the Industrial and Buildings Sector.
- For each enterprise, the audit will define the audit boundaries and collect the relevant information for their execution. It will describe the main, auxiliary and service processes, prepare the necessary technological and energy/material flow schemes, inventory energy-consuming equipment, analyse energy purchases, consumption and costs, allocate consumption to processes, determine specific energy indicators and establish the necessary energy and material balances.
- If the available data is insufficient, the Supplier will measure the energy parameters required for the audit using appropriate instruments and will mention the equipment and measurement conditions. **For Lots 1 and 2, measurements of electricity consumption and relevant operating parameters of the main energy-consuming electrical equipment and systems shall be carried out as a mandatory part of the audit and shall not be replaced solely by nameplate data, historical electricity bills, estimates or information provided by the enterprise.** The report will assess the relevant technological equipment and energy systems, identify and evaluate possible measures, calculate the expected savings, greenhouse gas reductions and financial indicators, specify the main assumptions and exclusions and include the calculations and supporting information required by the report templates proposed by the CNED.

Service delivery requirements

1. Information collection, process analysis and measurements will be carried out during field visits and subsequent analysis. UNDP will provide the Supplier with the contact details of the SMEs and the information already collected. The Supplier will verify the source data, clarify inconsistencies and record any limitations of the data or estimation method used in the report.
2. The analysis will be tailored to each enterprise's processes and equipment and will include, but is not limited to:
 - preparing process flow diagrams and energy, material and water balances, where applicable, for main, auxiliary and service processes;
 - analysis of consumption and costs by energy vectors, tariffs and main energy uses, including normalisation of the reference level by production, operating hours, occupancy, seasonality or product mix, as

appropriate. The audit will also analyse tariff structures, energy supply conditions and existing metering mechanisms, where these may affect energy costs or consumption management;

- assessment of the main electrical equipment and systems, including loads, operating modes, controls and efficiency. The audit will identify the largest energy consumers and, where data is available, their contribution to the enterprise's load profile;
 - assessment of fuel use, thermal processes and hot water systems, including relevant heat losses and technically feasible heat recovery opportunities, where applicable;
 - assessment of refrigeration, cooling, ventilation and compressed air systems, including operating settings, controls, losses and maintenance practices, where applicable;
 - for the water utility, the assessment of the water abstraction, treatment, pumping, distribution, sewerage and purification processes, as well as the relevant specific energy consumption indicators. For pumping systems, the analysis should take into account the operating regimes, flow and pressure conditions, pumping efficiency and, where data allow, the energy effect of hydraulic losses;
 - assessment of the main energy-consuming processes in asphalt and concrete production, metal processing, welding and water and sewage utility services for Lot 1, with separation of production consumption from auxiliary consumption, where applicable;
 - assessment of honey processing and packaging, grape sorting and packaging, refrigeration and planned packaging production technologies for Lot 2, differentiating current consumption from future demand, where applicable;
 - assessment of the main service processes within Lot 3, including heating and hot water, cooling, ventilation, kitchen, refrigeration, lighting and other relevant equipment, taking into account occupancy, seasonality and actual operating schedules. For Lot 3, the Buildings category will be taken into account for the energy audit;
 - assessment of existing and proposed renewable energy systems against verified energy demand, generation, self-consumption and applicable grid conditions, where applicable;
 - the development and prioritisation of technically and economically justified energy efficiency and renewable energy measures, taking into account the implementation conditions and the interactions between measures. The report shall also specify the indicators to be used, where appropriate, for monitoring energy performance and savings achieved;
3. For each enterprise, the Supplier will submit the Energy Audit Report together with the relevant measurement records, schematics and editable calculation files used for the analysis. Before finalizing the report, the main findings and proposed measures will be discussed with UNDP and the respective enterprise to confirm the factual information and clarify any unresolved technical issues.
 4. Industrial and building energy audits are carried out and signed only by energy auditors included in the CNED Electronic Register, Industry and/or Buildings category, without sanctions, suspensions, delistings or restrictions affecting their right to draw up industrial energy audit reports.
 5. When developing recommendations, the Supplier will take into account the applicable legislation and technical requirements in the field of industrial and building energy efficiency, renewable energy, electricity, thermal energy, metrology, occupational safety and the technological process in question.

6. The provider will indicate the recommended order of implementation and the main interactions between measures so that combined savings are not counted twice.
7. The provider is liable, in relation to UNDP, for damages caused by an improperly conducted energy audit, deficient consulting services or unauthorized disclosure of information obtained during the audit.
8. Information obtained during or in connection with the energy audit performed may be provided or presented by the Supplier only with the written consent of the Contracting Authority or if disclosure is required by law.
9. UNDP will verify the quality of each individual report against these Terms of Reference, the CNED Minimum Requirements for Energy Audits.

Technical and legislative regulations

The energy audit reports will comply with the legislation and technical requirements in force in the Republic of Moldova. The documents listed below will be taken into account, without limiting the Supplier's obligation to apply any other requirements relevant to the audited process. The main methodological references will be the CNED Minimum Requirements and the Energy Audit Model Reports approved by the CNED.

Not.	Document code	Document name
1	Law No. 139/2018	on energy efficiency, as amended
2	Law No. 282/2023	on the energy performance of buildings
3	Government Decision No. 676 of 10.09.2020	Regulation on energy auditors and energy auditing, as amended
4	Law No. 10/2016	on promoting the use of energy from renewable sources, where appropriate
5	ANRE Decision No. 168/2019	Regulation on connection to electricity networks and the provision of electricity transmission and distribution services, where applicable
6	Minimum requirements for energy audits in the industrial sector	Approved by CNED https://cned.gov.md/sites/default/files/document/attachments/cerinte_minime_pentru_auditul_energetic_in_sectorul_industrie_0.pdf
7	Minimum requirements for energy audits in the building sector	CNED approved https://cned.gov.md/sites/default/files/document/attachments/cerinte_minime_pentru_auditul_energetic_in_sectorul_cladiri_0.pdf
8	Model energy audit report for the industrial sector	Approved by CNED https://docs.google.com/document/d/12II74BI4ORdngilKpgqDnSUTsGbieTPR/edit
9	Model energy audit report for the building sector	CNED approved https://docs.google.com/document/d/1HnCAwhvJjsMHOg8sp-AEWsNjN4uxrAig/edit?rtpof=true&sd=true&tab=t.0
10	SM EN 16247-1	Energy audits - Part 1: General requirements
11	SM EN 16247-2	Energy Audits - Part 2: Buildings
12	SM EN 16247-3	Energy audits - Part 3: Processes
13	NCM M.01.01.2025	Energy performance of buildings. Minimum energy performance requirements for buildings
14	NCM M.01.02.2025	Energy performance of buildings. Methodology for calculating the energy performance of buildings

Not.	Document code	Document name
15	Other applicable documents	Other legislative acts, technical regulations and standards in force and applicable to the audited industrial process

5. DELIVERABLES

The Contractor shall take full responsibility for the provision of services described in this Terms of Reference and shall complete the below deliverables per each LOT:

No.	Main deliverables	Completion deadline
1	Work schedule, company-specific data requests, field visit schedule and measurement plan for each SME in the assigned LOT or LOTs, including the equipment and parameters proposed for mandatory measurements under Lots 1 and 2.	Within 1 (one) week after signing the contract
2	Preliminary energy audit report for each designated SME (industrial sector for LOTs 1 and 2, buildings sector for LOT 3), including editable calculations, measurement records, process diagrams, energy and material balances, and proposed measures.	Within 7 (seven) weeks after signing the contract
3	Signed final energy audit report for each designated SME (industrial sector for LOTs 1 and 2, buildings sector for LOT 3), comment response matrix and all supporting editable calculation and measurement files.	Within 8 (eight) weeks after signing the contract

a. Institutional arrangements

The Contractor will work under the coordination of the designated UNDP Project Manager for the administrative aspects of the assignment and with the designated UNDP specialist or team for the technical aspects.

Before proceeding with all reports, the Contractor will agree with the project team on the structure and level of detail of a model Energy Audit Report. This does not replace or limit the requirements of the Model Energy Audit Report for the Industrial Sector approved by the CNED.

b. Working language

Deliverables will be prepared in Romanian.

c. Payment terms and conditions

The contract will be awarded per LOT, as a lump sum covering all costs of delivering the services.

Payments will be made per deliverable and per LOT. A deliverable is payable only after the written acceptance of the UNDP Project Manager, based on the technical review confirming compliance with these Terms of Reference and with the CNED Minimum Requirements. No advance payment will be made.

UNDP will submit comments within 5 (five) working days of receiving a deliverable. The Contractor will address the comments within 5 (five) working days. The deliverable is considered accepted only after the comments have been addressed.

Payment will be made within 30 (thirty) days of receipt of the invoice and of the written acceptance of the deliverable, in the currency of the contract.

Where several LOTs are awarded to the same Contractor, the deliverables and the payments are accounted for separately for each LOT.

5. REQUIREMENTS

The qualifications of the company/organization, or consortium of companies/organizations, including those of the proposed key personnel, are presented in **Section 2** of this document.

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:	RfQ26/03370: GTF Energy audit services for 9 small and medium enterprises	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?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	☐ Yes ☐ No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	☐ Yes ☐ 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: Previous relevant experience, per LOT applied for: LOT 1 and LOT 2: audit reports in the industrial sector completed in the past 3 (three) years, for each LOT; LOT 3: energy audit reports in the buildings sector completed 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	
☐	☐	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.
☐	☐	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.
☐	☐	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.

Yes	No	
☐	☐	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.
☐	☐	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 Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	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.
☐	☐	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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	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.

LOT 1**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:	RfQ26/03370: GTF Energy audit services for 9 small and medium enterprises	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) applicable to both international and local Bidders or Moldovan Leu (MDL) for local companies		
Ref		Price, VAT 0% [Please indicate currency]
1.	Work schedule, company-specific data requests, field visit schedule and measurement plan for each SME in the assigned LOT, including the equipment and parameters proposed for mandatory measurements	
2.	Preliminary energy audit report (industrial sector) for each designated SME, including editable calculations, measurement records, process diagrams, energy and material balances, and proposed measures.	
3.	Signed final energy audit report (industrial sector) for each designated SME, comment response matrix and all supporting editable calculation and measurement files.	
Total Price [Please indicate currency]		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price [Please indicate currency]	Total Price [Please indicate currency]
I. Personnel				
Team leader (1 expert)	day			
Key Experts (to be included separately by expert – name and role area to be mentioned), as below:				

Senior certified expert	day			
Junior certified expert	day			
Other Experts, if necessary: (please specify)				
.....				
II. Other Costs (as applicable)				
Local Transportation				
Other Costs: (please specify)				
Total <i>[Please indicate currency]</i>				

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 – 8 (eight) weeks after signing the contract	☐	☐	Click or tap here to enter text.
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	☐	☐	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.

LOT 2**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:	RfQ26/03370: GTF Energy audit services for 9 small and medium enterprises	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) applicable to both international and local Bidders or Moldovan Leu (MDL) for local companies		
Ref		Price, VAT 0% [Please indicate currency]
1.	Work schedule, company-specific data requests, field visit schedule and measurement plan for each SME in the assigned LOT, including the equipment and parameters proposed for mandatory measurements	
2.	Preliminary energy audit report (industrial sector) for each designated SME, including editable calculations, measurement records, process diagrams, energy and material balances, and proposed measures.	
3.	Signed final energy audit report (industrial sector) for each designated SME, comment response matrix and all supporting editable calculation and measurement files.	
Total Price [Please indicate currency]		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price [Please indicate currency]	Total Price [Please indicate currency]
III. Personnel				
Team leader (1 expert)	day			
Key Experts (to be included separately by expert – name and role area to be mentioned), as below:				

Senior certified expert	day			
Junior certified expert	day			
Other Experts, if necessary: (please specify)				
.....				
IV. Other Costs (as applicable)				
Local Transportation				
Other Costs: (please specify)				
Total <i>[Please indicate currency]</i>				

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 – 8 (eight) weeks after signing the contract	☐	☐	Click or tap here to enter text.
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	☐	☐	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.

LOT 3**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:	RfQ26/03370: GTF Energy audit services for 9 small and medium enterprises	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) applicable to both international and local Bidders or Moldovan Leu (MDL) for local companies		
Ref		Price, VAT 0% [Please indicate currency]
1.	Work schedule, company-specific data requests, field visit schedule and measurement plan for each SME in the assigned LOT.	
2.	Preliminary energy audit report (buildings sector) for each designated SME, including editable calculations, measurement records, process diagrams, energy and material balances, and proposed measures.	
3.	Signed final energy audit report (buildings sector) for each designated SME, comment response matrix and all supporting editable calculation and measurement files.	
Total Price [Please indicate currency]		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price [Please indicate currency]	Total Price [Please indicate currency]
V. Personnel				
Team leader (1 expert)	day			
Key Experts (to be included separately by expert – name and role area to be mentioned), as below:				
Senior certified expert	day			

Junior certified expert	day			
Other Experts, if necessary: (please specify)				
.....				
VI. 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 – 8 (eight) weeks after signing the contract	☐	☐	Click or tap here to enter text.
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	☐	☐	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.	
Exact name and address of company 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 Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.