

*United Nations Development Programme*



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## **REQUEST FOR PROPOSAL**

### **Development of the Electric Vehicle charging infrastructure in Moldova Phase II, EV fast-charging stations**

RFP No.: RfP-20/02040

Project: Moldova Sustainable Green Cities – Catalyzing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

Country: Republic of Moldova

Issued on: 21 April 2020

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [sc.md@undp.org](mailto:sc.md@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

*Ala Camerzan*

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Name: Ala Camerzan  
Title: Project Associate

Date: **April 21, 2020**

Approved by:

*Corina Oprea*

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Name: Corina Oprea  
Title: Assistant Resident Representative /  
Head of Operations

Date: **April 21, 2020**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP            (a) Shall reject a proposal 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 of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<b>3. Eligibility</b>	<p>3.1 A vendor should 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.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p><b>4. Conflict of Interests</b></p>	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p><b>5. General Considerations</b></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p><b>6. Cost of Preparation of Proposal</b></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p><b>7. Language</b></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p><b>8. Documents</b></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p><b>Comprising the Proposal</b></p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;  b) Technical Proposal;  c) Financial Proposal;  d) Proposal Security, if required by BDS;  e) Any attachments and/or appendices to the Proposal.</p>
<p><b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b></p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p><b>10. Technical Proposal Format and Content</b></p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p><b>11. Financial Proposals</b></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p><b>12. Proposal Security</b></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p>

	<p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p><b>13. Currencies</b></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><b>14. Joint Venture, Consortium or Association</b></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</p>



	be available within one firm.
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> <li>they have at least one controlling partner, director or shareholder in common; or</li> <li>any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>they have the same legal representative for purposes of this RFP; or</li> <li>they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ol>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made</p>

	<p>available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ol> </li> </ol>

<p><b>Email Submission</b></p> <p><b>eTendering submission</b></p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized</p>

	<p>representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors'</li> </ol>

	<p>list;</p> <ul style="list-style-type: none"> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p><b>31. Due Diligence</b></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

	<ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p><b>32. Clarification of Proposals</b></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p><b>33. Responsiveness of Proposal</b></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p><b>34. Nonconformities, Repairable Errors and Omissions</b></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;</li> </ul>

	<p>and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP</a>

	<a href="#">DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>



## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 0.25% of contract for every day of delay, up to a maximum duration of 1 calendar month, thereafter, the contract may be terminated.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Simion Berzoi Address: United Nations Development Programme 131, 31 August Str., MD-2012, Chisinau, Republic of Moldova E-mail address: <a href="mailto:simion.berzoi@undp.org">simion.berzoi@undp.org</a> Tel. mob.: (+373) 79575707
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email
14	23	Deadline for Submission	<b>May 18, 2020, 16:30 (GMT+2, Moldova Local Time)</b> For eTendering submission – as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Offers can be submitted only through on-line bidding in etenderingmodule at: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b>Username: event.guest</b> <b>Password: why2change</b>  Please note: 1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above. 2. You can participate in the bid event only if you have registered in the system. 3. Please refer to Appendix A-Instructions to bidders and Appendix B-Q&A for bidders.  <u>BU Code:</u> MDA10 <u>Event ID:</u> 0000005812  <input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF, ZIP, image files</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>)</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
		Required Documents that must be Submitted to Establish Qualification of Proposers	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</li> <li><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;</li> <li><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside Moldova</li> <li><input checked="" type="checkbox"/> A detailed description of the enterprise (experience, human resources, field-related managerial and technical capacities, etc.);</li> <li><input checked="" type="checkbox"/> A Portfolio containing minimum 2 similar projects implemented;</li> <li><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;</li> <li><input checked="" type="checkbox"/> CE certification: IEC 61851-1, IEC 61851-22, IEC 61851-23 are mandatory;</li> <li><input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of Bidder's practices that contributes to the ecological sustainability and reduction of adverse environmental impact (e.g.: use of non-toxic substances, recycled raw materials, energy-efficient equipment, etc.) either in its business practices or in the goods it manufactures;</li> <li><input checked="" type="checkbox"/> Latest Financial Statement (Income Statement and Balance Sheet). Proof of available financial resources to implement the project and deliver the results;</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years;</li> <li><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, if any;</li> <li><input checked="" type="checkbox"/> The proposed detailed Technical Offer, including the constraints of hardware functioning, estimation of activities and their duration;</li> <li><input checked="" type="checkbox"/> Resumes of Key Personnel comprising information requested in the Terms of Reference (ToR) RfP Section 3, explicitly for the following key functions: <ul style="list-style-type: none"> <li>■ Project Manager;</li> <li>■ Technical Coordinator;</li> <li>■ Engineer.</li> </ul> </li> <li><input checked="" type="checkbox"/> Detailed description of the methodology of work, collaboration between partners, opportunities and risks;</li> <li><input checked="" type="checkbox"/> Technical description of the proposed equipment (including safety related equipment);</li> </ul>

			<input checked="" type="checkbox"/> Proof of available locations for EV charger's installation (Contract, Partnership agreement, etc.); <input checked="" type="checkbox"/> EV charger installation maintenance works schedule; <input checked="" type="checkbox"/> Proof of all necessary licenses and authorizations for electric works or proof of a contract for performing electric works with a licensed company; <input checked="" type="checkbox"/> Description of the billing system operation. (e.g. possibility of easy (no cost) integration of the EV charger into an existing billing system); <input checked="" type="checkbox"/> Name and address of authorized service in Moldova; <input checked="" type="checkbox"/> Statement or certificate of origin for the offered equipment; Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> At least a 3-year contract with a Renewable Energy Production company for min. 30% renewable electricity purchasing for the EV chargers; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> A detailed estimated budget of works per 1 EV fast-charger and detailed budget for the whole project.
18		Expected date for commencement of Contract	June 15, 2020
19		Maximum expected duration of contract	December 31, 2020
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Low-value, Performance-Based Payment Agreement <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	Low-value, Performance-Based Payment Agreement's conditions <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
		Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Testing and sampling of completed service similar to the requirements of UNDP, where available.
23		Other Information Related to the RFP	N/A

## Section 4. Evaluation Criteria

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### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

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

<b>Previous Experience</b>	Proven experience (minimum of 5 years) in the electric vehicle network management, renewable energy, IT, electric equipment market, services in electric installations or providing services in this area of interest;	Form D: Qualification Form
	Proven experience (minimum of 3 projects) Implemented projects in the area of electric engineering/Integrated ICT solutions in past 3 years rendering an investment of at least 75,000 USD or equivalent; Proof of all necessary licenses and authorizations for electric works or proof of a contract for performing electric works with a licensed company; <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Proof of available locations for EV chargers installation (Contract, Partnership agreement, etc.). Failure of provision of such documents will lead to applicant disqualification.	Form D: Qualification Form
	Proof of at least a 3-year contract with a Regenerable Energy Production company for min. 30% renewable electricity purchasing for the EV chargers. Failure of provision of such documents will lead to applicant disqualification.	Form D: Qualification Form
	Proof of IEC 61851-1, IEC 61851-22, IEC 61851-23 certificates. Failure of provision of such documents will lead to applicant disqualification.	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD 50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	550
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	150
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing (yes - 20 pts; no - 0 points)	20
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>- Financial stability "Annual turnover over 50,000 USD" Yes - 20 pts, No - 0 pts</li> <li>- Age/size of the firm 5 years - 10 pts; each additional year of experience 5 pts; maximum 20 pts;</li> <li>- A detailed estimated budget of works per 1 EV charger Yes - 10 pts, No - 0 pts</li> <li>- A detailed budget for the whole project Yes - 10 pts, No - 0 pts</li> </ul>	60
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) Certain development processes will be outsourced Yes - 20 pts, No - 0 pts	20
1.4	Detailed description of the methodology of work, collaboration between partners, opportunities and risks. Yes - 20 pts, No - 0 pts	20
1.5	Proof of available locations for EV charger's installation (Contract, Partnership agreement, etc.). Yes - 30 pts, No - 0 pts	30
1.6	Proof of all necessary licenses and authorizations for electric works, or proof of a contract for performing electric works with a licensed company; Yes - 30 pts, No - 0 pts	30
1.7	Technical description of the proposed equipment (including safety related equipment). Proof of IEC 61851-1, IEC 61851-22, IEC 61851-23 certificates Yes - 30 pts, No - 0 pts	30
1.8	Quality assurance procedures, warranty. Are there QA and Warranty procedures proposed, quality certificates of the proposed equipment. Yes - 20 pts, No - 0 pts	20

1.9	<p>Proof of at least a 3-year contract with a Renewable Energy Production company for min. 30% renewable electricity purchasing for the EV chargers.</p> <p>Yes - 60 pts, No - 0 pts</p> <p>Each additional 10% of renewable energy use in the energy mix - 20 pts, up to max 200 pts</p>	200
1.10	<p>Changes in EV information board, station and parking lot design (if any).</p> <p>Yes - 10 pts, No - 0 pts</p>	10
1.11	<p>Relevance of:</p> <ul style="list-style-type: none"> <li>- Description of the billing system operation. Responsible parties and distribution of responsibilities (e.g. if the billing system will be integrated in the existing billing system of any partners, then a proof of agreement between responsible party and location owner on integration of EC charger into its existing billing system (or similar) is requested).</li> <li>- Proven experience (minimum of 3 projects) Implemented projects in the same area in past 3 years rendering an investment of at least 75,000 USD or equivalent.</li> </ul> <p>Yes - 30 pts, No - 0 pts</p> <p>3 projects - 30 pts., each additional project - 10 pts., up to max 60 pts.</p>	90
1.12	<p>Sustainable Criteria / Gender equality and diversity commitments:</p> <ul style="list-style-type: none"> <li>- Appointment of women to managerial positions in the team 5 pts</li> <li>- Overall gender balance in the team 5 pts</li> <li>- Diversity within the team: people from minority, vulnerable or marginalized groups are part of the team 5 pts</li> <li>- Demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) 5 pts</li> </ul>	20
<b>Total Section 1</b>		<b>550</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Is the conceptual framework adopted appropriate for the task?	50
2.4	Is the scope of task well defined and does it correspond to the TOR?	70
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	100
<b>Total Section 2</b>		<b>300</b>



<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Qualifications of key personnel proposed		
3.1 a	<b>Project Manager</b>		30
	University degree Business administration, finance, accounting or other relevant technical studies Bachelor's degree - 5 pts., master's degree - 10 pts.	10	
	At least five years of work experience in managing of projects 5 years - 5 pts., every additional year - 1 pts., up to max 10 pts.	10	
	Fluency in Romanian and English Rom - 5 pts., Eng. - 5 pts.	10	
3.1 b	<b>Technical Specialist/ICT Specialist</b>		60
	University degree in engineering, IT other relevant fields Bachelor's degree 5 pts., Master's in ICT 10 pts.	10	
	At least three years of work experience in providing engineering/IT solutions for integrated systems 5 years - 20 pts., every additional year - 2 pts., up to max 30 pts.	30	
	Specific work experience (not less than 2 projects of same complexity and scope) as a Technical Specialist in ICT/Engineering projects proved by the work in coordinating positions, being involved in developing complex solutions similar to attached ToR or of higher complexity 2 projects - 10 pts., each additional project - 5 pts., up to max. 20 pts.	20	
3.1 c	<b>Engineer</b>		60
	University degree in electrical engineering or other relevant fields Bachelor's degree - 10 pts., Master's in electrical engineering - 20 pts.	20	
	At least five (5) years of work experience in electrical engineering 5 years - 10 pts., every additional year - 2 pts., up to max 20 pts.	20	
	License in civil/electrical engineering Yes - 20 pts, No - 0 pts	20	
<b>Total Section 3</b>			<b>150</b>

## Section 5. Terms of Reference

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Please see attached Terms of Reference – Annex 1

## Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

We, the undersigned, offer to provide the services for **Development of the Electric Vehicle charging infrastructure in Moldova – Phase II, EV fast-charging stations** in accordance with your Request for Proposal No. **RfP-20/02040** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNGM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</li> <li>▪ Certificate of Incorporation/ Business Registration;</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country;</li> <li>▪ Power of Attorney.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Activities in the Technical Proposal should be stipulated clearly and be relevant for the achieving of the assignment objectives; the tasks are well understood and properly addressed (in sufficient detail);</li> <li>▪ Existence of quality assurance procedures;</li> <li>▪ Cultural and gender sensitivity;</li> <li>▪ Ability to deliver final products of required quality, on time and within budget;</li> </ul>

- In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members;
- A detailed description of the enterprise (experience, human resources, field-related managerial and technical capacities, etc.);
- A Portfolio containing minimum 2 similar projects implemented;
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;
- CE certification: IEC 61851-1, IEC 61851-22, IEC 61851-23 are mandatory; Failure of provision of such documents will lead to applicant's disqualification.
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of Bidder's practices that contributes to the ecological sustainability and reduction of adverse environmental impact (e.g.: use of non-toxic substances, recycled raw materials, energy-efficient equipment, etc.) either in its business practices or in the goods it manufactures;
- Latest Financial Statement (Income Statement and Balance Sheet). Proof of available financial resources to implement the project and deliver the results;
- Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years;
- All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded, if any;
- The proposed detailed Technical Offer, including the constraints of hardware functioning, estimation of activities and their duration;
- Resumes of Key Personnel comprising information requested in the Terms of Reference (ToR) RfP Section 3, explicitly for the following key functions:
  - Project Manager;
  - Technical Coordinator;
  - Engineer.
- Detailed description of the methodology of work, collaboration between partners, opportunities and risks;
- Technical description of the proposed equipment (including safety related equipment);
- Proof of available locations for EV charger's installation (Contract, Partnership agreement, etc.); Failure of provision of such documents will lead to applicant's disqualification.
- EV charger installation maintenance works schedule;
- Proof of all necessary licenses and authorizations for electric works or proof of a contract for performing electric works with a licensed company;

	<ul style="list-style-type: none"> <li>▪ Description of the billing system operation. (e.g. possibility of easy (no cost) integration of the EV charger into an existing billing system);</li> <li>▪ Name and address of authorized service in Moldova;</li> <li>▪ Statement or certificate of origin for the offered equipment;</li> <li>▪ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</li> <li>▪ At least a 3-year contract with a Renewable Energy Production company for min. 30% renewable electricity purchasing for the EV chargers; Failure of provision of such documents will lead to applicant's disqualification.</li> <li>▪ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</li> <li>▪ A detailed estimated budget of works per 1 EV fast-charger and detailed budget for the whole project.</li> </ul>
	<p>The documents included in the proposal should prove the following qualifications of the company:</p> <ul style="list-style-type: none"> <li>▪ Proven experience (minimum of 5 years) in the electric vehicle network management, renewable energy, IT, electric equipment market, services in electric installations or providing services in this area of interest;</li> <li>▪ Proven experience (minimum of 3 projects) – implemented projects in the area of electric engineering/integrated ICT solutions in the past 3 years rendering an investment of at least 75,000 USD or equivalent;</li> <li>▪ Professional organizational skills and delivery in a timely and qualitative manner;</li> <li>▪ Minimum average annual turnover of USD 50,000 for the last 3 years;</li> <li>▪ Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability;</li> <li>▪ Quality assurance procedures, warranty. Are there QA and Warranty procedures proposed, quality certificates of the proposed equipment.</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

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

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

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

### Historical Contract Non-Performance

Contract non-performance did not occur for the last 3 years

Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	



## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

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

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

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

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

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

We, the undersigned, offer to provide the services for **Development of the Electric Vehicle charging infrastructure in Moldova Phase II, EV fast-charging stations** in accordance with your Request for Proposal No. **RfP-20/02040** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-20/02040		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

**Currency of the proposal:** [Insert Currency]

### Table 1: Summary of Overall Prices

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
<b>Subtotal Professional Fees:</b>				

### Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
<b><u>Deliverable 1</u></b> One fully operational, fast-charging station (50 kW DC/AC) with incorporated billing system (or similar by value) installed in Chisinau				
<b><u>Deliverable 2</u></b> Two fully operational, fast-charging station (50 kW DC/AC) with incorporated billing system (or similar by value) installed in Leuseni and Briceni				
Quality assurance process				



## Terms of Reference

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UNDP/GEF Project: Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach

### Development of the Electric Vehicle charging infrastructure in Moldova Phase II, EV fast-charging stations

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**Duty station:** Chisinau, Moldova  
**Contract type:** Low-value, Performance-Based Payment Agreement

In Moldova, the transportation sector is responsible for 14% of all greenhouse gas emissions. Moreover, transportation is the main contributor to the air pollution and, currently, the air pollution that comes from the transportation sector is much higher than the one coming from the industry ([https://www.climatelinks.org/sites/default/files/asset/document/2017\\_USAID\\_GHG%20Emissions%20Factsheet\\_Moldova.pdf](https://www.climatelinks.org/sites/default/files/asset/document/2017_USAID_GHG%20Emissions%20Factsheet_Moldova.pdf)).

At the same time, considering the growing tendencies in the national economy, the number of cars on the road is increasing. According to the official statistics, by the end of 2019 there were more than 1 million vehicles registered in Moldova (out of which approx. 240 thousand were in Chisinau). 83 % of the existing vehicles are 11 years old or more (out of which 50% are 20 years old or more). The aging vehicle park increases the air pollution and premature death among Moldovan population. It is estimated that the economic costs of the premature deaths are 3.2 billion dollars according to WHO.

Meanwhile, there were 14,444 hybrid vehicles registered in Moldova at the end of 2019 (of which 5,278 were registered during 2019), and 358 fully electric vehicles (EV) at the end of 2019 with an increasing trend for both types of vehicles. The increase in hybrid and EV interest is linked to customs incentives, as well as the marginal price difference compared to an ordinary gasoline vehicle. The major problem for the electric vehicle or plug-in vehicle users is still the lack of proper charging infrastructure (especially fast charging units), which ultimately decreases the attractiveness for this type of transportation.

Electric Vehicles (EV), with zero emissions, are the most environmentally friendly option currently available on the market. For the last 10 years, the global development of the EV infrastructure increased substantially. Statistics report an increase in registration of electric cars in recent years. The sales of new electric cars have reached a new global record in 2018, with 1.26 million units sold worldwide, or 74% more than in 2017, when 727,000 units were sold. The EV segment has thus recorded one of the largest increases in all segments of the car manufacturing, a growth that motivates car manufacturers to invest in this direction. EV import in Georgia, for example, only between 2017-2018 increased from 63 EVs to 1423 EVs. This massive jump occurred as a direct result of the development of charging stations (since the end of 2016).

In comparison, in 2018, there were 13 public charging stations in Moldova and by the end of 2019 the number increased by 34 charging stations. During the 1<sup>st</sup> phase of the project related to the Development of the electric vehicle's infrastructure in Moldova, implemented by UNDP Moldova



Sustainable Green Cities project, another 60 EV chargers will be functioning by the end of 2020. Out of the proposed 60 stations, 22 are already installed.

## II. Project Background Information

The goal of this assignment is to select a responsible party (private sector company) based on a competitive process willing to participate in the development of the Electric Vehicle charging infrastructure in Moldova in partnership with the UNDP-GEF Project titled: **Moldova Sustainable Green Cities – Catalysing investment in sustainable green cities in the Republic of Moldova using a holistic integrated urban planning approach (further in the text as MSGCP)**. The proposed assignment is linked with the joint UNDP - Energy Efficiency Agency Project “Development of the Electric Vehicle charging infrastructure in Moldova – Phase II, EV fast-charging stations” aiming at promotion of the electrical vehicles use through installation of at least 3 fast-charging stations in the country.

During the duration of this partnership, the selected responsible party will report to the Green Cities Project Manager, Project board and to the Environment, Climate Change and Energy Cluster in UNDP Country Office.

## III. Duties and responsibilities:

The responsible party is requested to collaborate with Green Cities Project in the **Development of the Electric Vehicle charging infrastructure in Moldova Phase II, EV fast-charging stations** by installing, maintaining and managing of 3 EV fast-charging stations in the country. The UNDP and responsible party will collaborate in the framework of the project proposal developed by responsible party based on the Low-value, Performance-Based Payment agreement.

Performance-based payments are a type of agreement between UNDP and a responsible party to provide funding upon the verified achievement of an agreed measurable development result. No advances are provided, rather payments are made only upon the verified achievement of agreed results. The responsible party under this Agreement shall self-finance all activities until the Result(s) are achieved and validated by the Project board. Early termination of the agreement can be envisaged if certain milestones/timeframes/etc are not met. Early termination may also be triggered through lack of adherence to UNDP's Social and Environmental Standards. The responsible party will be capacity assessed (according to UNDP policies), and a due diligence exercise will be done for private sector entities. The responsible party shall get into partnership (if needed) with local public authorities and/or private sector companies for project implementation.

The responsible party will have the following responsibilities:

1. Propose the exact locations in Chisinau, Leuseni and Briceni, according to the developed criteria and proposed locations as per Annex 1. The proposed locations will be validated with UNDP prior to Agreement signature and constitute an integral part of an Agreement.
2. Follow all legal steps needed for installation and operation of the EV charging stations.
3. Ensure procurement of 3 EV fast-charging stations and all related safety kits following the minimum technical specifications listed in Annex 1.
4. Ensure on its own cost installation and operational management of 3 EV fast-charging stations as part of this project (2 in the country and 1 in Chisinau), including incorporation of a unified billing system.
5. Ensure the design of the parking lot, the charger itself and information panel.
6. Provide assurance to UNDP that at least 30 % of the electricity needs for fast-chargers will be generated by renewable energy sources. A copy of a contract for at least 3 years should be provided.
7. Provide a written assurance to UNDP that the responsible party will successfully operate and maintain the installed 3 EV fast-charging stations during 5 years after project end. Non respecting of this clause will lead to reimbursement to the UNDP the allocated financial resources.
8. EV fast-charging stations network operator should provide monthly data in Excel or other agreed formats to the MSGCP, Energy Efficiency Agency and Ministry of Economy and Infrastructure. The data should cover the number of charging's per station, the number of charging's per total,

consumed kWh per station, per vehicle and total, each vehicle charging time, and average charging time.

9. Provide logistic and other type of support to the evaluation committee, comprised from UNDP and project board representatives, at the end of the project implementation, in order to assess the quality of the performed works.
10. Develop monthly reports on the work performed and a final report which should be presented to the project board.

**Note:**

- a) UNDP Moldova through the Green Cities Project will ensure co-funding of the project for procurement of EV fast-charging stations hardware and safety kit (type B protection).
- b) The location of the charging stations will be determined by responsible party itself with the condition that it respects the developed criteria for installation and will constitute an integral part of an Agreement. Installation of higher power chargers (ex. CHAdeMO/ CCS with higher power) or the highest share of energy obtained from renewable sources of energy mix will be considered an advantage.

**Criteria for selection and installation of the fast-charging stations in Moldova**

Criteria for selection and installation of the fast-charging station for electric vehicles shall meet the following requirements:

- Fast-charging stations should be publicly accessible to all users and work in 24/7 regime.
- A dedicated enough parking space should be delimited (approx. 2 car parking places), so that electric vehicles with charging sockets installed in different parts of the vehicle can have access to the electrical charger;
- The fast-charging station must be easy to use to ensure relatively high mobility of electric vehicles.
- The selected place should be visible and accessible to all EV users. An information board should be installed containing the instructions for use, as well as MSGCP, GEF, Government and UNDP logos. Also, the parking lots should correspond to the draft design template for information board and the parking lot provided in Annex 2 (or any other agreed with UNDP).
- All wiring and power-up works to install the fast-charging station and ensuring billing of charging service shall be conducted by responsible party. At the same time, to ensure security and accessibility, it is necessary to equip the station with security and lighting systems.
- At the time of installation of the electrical equipment, all safety rules must be observed in accordance with existing regulations and by observing the installation requirements prescribed by the manufacturer. Supervision of compliance with mandatory requirements will be entrusted to an authorized technical officer.
- EV fast-charging stations should be accessible for people with special needs. These include the height and location access.

#### IV. Expected Deliverables and estimated timing

The assignment will be carried out in maximum **6 months** after signature of the agreement. All the deliverables shall be submitted within the timeframe shown in the table below:

##### Deliverable(s) and Performance-Based Payment Terms

Deliverable(s)	Expected Date of Achievement	Eligible Cumulative Payment (USD)	Value of Payment	Penalties
<b>Deliverable 1</b>	30 November 2020			If the milestone/target results are not achieved, no payment will be given.
One fully operational, fast-charging station (50 kW DC/AC) with incorporated billing system (or similar by value) installed in Chisinau				
<b>Deliverable 2</b>	30 November 2020			
Two fully operational, fast-charging station (50 kW DC/AC) with incorporated billing system (or similar by value) installed in Leuseni and Briceni				

#### V. Institutional arrangements:

The responsible party will work under the direct supervision of the MSGC Project Manager. The responsible party shall take overall responsibility on the quality and timeliness of project implementation process within its competency.

- **Staffing**

The responsible party shall indicate lead experts per areas of expertise. If the qualifications of certain expert correspond to the requirements of more than one area of expertise, than the expert can be proposed for that respective area, too. The Company will ensure that all other necessary staff and additional technical resources required for efficient finalization of the work will be provided (e.g., logistical support for organizing various meetings and conducting field work).

- **Timeliness and quality**

The responsible party's performance shall be assessed based on timeliness and quality of services. The responsible party shall be notified of any deviation from the agreed schedules and standards, pursuant to which it will be required to remediate its performance. In case no satisfactory remediation shall be obtained UNDP reserves the right to terminate the contract.

- **Language**

The draft project proposal and all its complementary documents shall be endorsed in English. The final reports shall be submitted in English or Romanian.

- **Legal and other requirements**

The content of the requested documents shall conform to the pertaining relevant legislation in the country and the international best practices and models.

- **Methodology**

Interested bidders should provide in their project proposal the Methodology of EV fast chargers project implementation. Enough detail should be given to technical and safety parameters of the equipment, places for charger's installation, billing system. The responsible party should demonstrate that the proposed project will be sustainable in time (min. 5 years after project end up). The responsible party will ensure that all other necessary staff and additional technical resources required for efficient finalization of the work will be provided (e.g., logistical support for organizing various meetings and conducting field work).

- **Additional costs**

UNDP will cover only the costs for equipment: EV fast charger hardware and safety kit. The costs associated with installation of EV fast chargers, maintenance, billing system or other operational/management or other types of costs should be covered by the responsible party from their own resources.

- **Submission of data, reports and other material produced**

The responsible party will report on its progress in achieving all agreed objectively verifiable indicators and minimum progress thresholds in accordance with the reporting schedule and format specified in the Results Reporting Format as part of the Agreement. Progress reports will include financial and narrative information; final report will contain evidence of results achievement. All primary data, reports, and other documentation produced during this assignment shall be made available to UNDP in appropriate electronic format (word, excel, PDF, etc.) depending on the nature of its content.

- **Consultations process**

The responsibility for facilitating the consultation process for the purposes of completion of tasks outlined hereto will be primarily responsibility of the responsible party.

- **Sustainability of results**

UNDP must be able to demonstrate that the results to be achieved are sustainable and of demonstrable quality. In this respect, post agreement covenants may be necessary to conclude in order to ensure the continuation of activities and results following the conclusion of the agreement.

## **VI. Minimum qualification requirements:**

- At least 5 years of experience in the electric vehicle network management, renewable energy, IT, electric equipment market, services in electric installations or providing services in this area of interest;
- Proof of all necessary licenses and authorizations for electric works, or proof of a contract for performing electric works with a licenced company;
- Minimum 3 projects implemented in the past 3 years rendering an investment of at least 75,000 USD or equivalent;
- At least a 3-year contract with a Renewable Energy Production Company for min. 30% renewable electricity purchasing for the EV chargers.
- Proof of available locations for EV fast-chargers installation (Contract, Partnership agreement, etc.). Failure of provision of such documents will lead to applicant disqualification.
- Proof of IEC 61851-1, IEC 61851-22, IEC 61851-23 certificates. Failure of provision of such documents will lead to applicant disqualification.
- **Project proposal**

The project proposal should contain the following minimum information:

- Company profile, history and Registration certificate, and other relevant certificates
- Detailed description of the methodology of work, collaboration between partners, opportunities and risks.
- Proof of available locations for EV charger's installation (Contract, Partnership agreement, etc.).

- At least a 3-year contract with a Renewable Energy Production Company for min. 30% renewable electricity purchasing for the EV chargers
- Proof of all necessary licenses and authorizations for electric works;
- Technical description of the proposed equipment (including safety related equipment).
- Mandatory CE certification mark (IEC 61851-1, IEC 61851-22, IEC 61851-23).
- Quality certificates of the proposed equipment
- Description of the billing system operation. Responsible parties and distribution of responsibilities (e.g. if the billing system will be integrated in the existing billing system of any partners, then a proof of agreement between responsible party and location owner on integration of EC charger into its existing billing system (or similar) is requested).
- Changes in EV information board, station and parking lot design (if any).
- Proof of available financial resources to implement the project and deliver the results.
- A detailed estimated budget of works per 1 EV fast-charger.
- A detailed budget for the whole project.

**Technical specifications of the EV chargers**

Technical parameters	Value
Input voltage according to the power supply network	Min. 400 V (+ 10/-15%), 3-phase
Power (KW) per station	50 kW (DC) 22 kW (AC)
Output voltage	DC: 50 - 500V AC: 400V
Charging current	DC: 125 A AC: 32 A
Grounding	TT, TN-S, TN-C-S
Frequency	50 Hz
Min. working temperature [°C]	(-30)
Max. working temperature [°C]	+ 55
Protection class	IP54/IP55 (IEC 60529), IK10 (IEC 62262) demonstrated through testing reports
Humidity relative rate	5-95% without condense
Configurations	<ul style="list-style-type: none"> <li>- RFID: ISO/IEC 14443A/B, ISO/IEC 15392 or ISO/IEC 15393 and ISO 15118 user identification, Remote authorization</li> <li>- Minimum 3 anti-vandal connectors/plugs: 2 (two) DC's (CCS and CHAdeMO) with attached cable and 1 (one) AC 32A;</li> <li>- Floor mounting (with pedestal)</li> <li>- Editable metal case (ready for branding)</li> <li>- Ergonomic design</li> <li>- Visible, simple and easy to understand use instructions.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- Type B protection included.</li> </ul>
<b>Network connection and Certifications</b>	
Network connection	10/100 Base-T Ethernet, Wireless, GSM/GPRS
Network integration	OCPP 1.5S/ 1.6J or OCPP 2.0
Operations	<ul style="list-style-type: none"> <li>- user authentication</li> <li>- resending data to record upload data</li> <li>- monitoring the status of the charging station</li> <li>- possibility to optimize charging time through software</li> <li>- remote (free) access</li> <li>- billing system ready</li> </ul>
Certifications	<ul style="list-style-type: none"> <li>- Mandatory CE certification mark (IEC 61851-1, IEC 61851-22, IEC 61851-23).</li> <li>- Other standards will constitute an advantage example: EV/ZE ready, IMQ IDIADA etc</li> </ul>

**Note:** Technical solutions that will add value to the proposed technical specifications will be considered an advantage.

**Important Notes:**

1. The proposed EV fast chargers should use an energy mix composed of **min. 30%\*** of energy obtained from renewable sources (e.g. wind, photovoltaics, biomass/biogas co-generation).
2. The proposed EV fast chargers should have the technical parameters of being integrated in any EV charging stations network (including any billing system).
3. The chargers should be installed in the following locations:
  - Mun. Chisinau: 31 August 1989, nr. 80 (close to UN parking space) or propose an alternative location in the Chisinau city centre;
  - Leuseni (border with Romania, but not more than 10 km range from the custom). The proposed location is indicative, and the bidder should indicate the exact location where the charger will be installed.
  - Briceni (the city or intersection of the R11 and M14, but not more than 10 km range from the city centre). The proposed location is indicative, and the bidder should indicate the exact location where the charger will be installed.

If a different location is proposed, the responsible party should provide a detailed explanation which should be validated by UNDP.

4. All wiring and power-up works (incl. necessary authorizations and permissions) to install the charging station will be done by the bidder on their own costs. The costs for wiring, power-up and any other works needed per each location should be provided. The billing of charging service (interoperability with charging network operator) shall be also conducted by the bidder on its own resources (incl. access to the internet network).
5. At the time of installation of the electrical equipment, all safety rules must be observed in accordance with existing regulations and by observing the installation requirements prescribed by the manufacturer. Supervision of compliance with mandatory requirements will be entrusted to an authorized technical officer contracted and paid by the bidder. A final receipt of the works must be performed based on national requirements/ legislative and normative acts.
6. Technical/financial/logistical solutions that will add value to the proposed specifications will be considered as an advantage.

N.B. As the required minimum energy mix composed of energy obtained from renewable sources should be at least 30%, the proposals with higher ratio will be considered as an advantage.

### Draft design for Information board and parking lot

