



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b><i>RfQ21/02212 Development of energy audit and preliminary costs estimation related to the implementation of renewable energy measures under Neighbourhood Renewal Green Urban Project</i></b>	Date: <b>17 February 2021</b>
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Denis Suschevici

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 17 February 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>February 24, 2021, 17:00 (Moldova local time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address: n/a</p> <ul style="list-style-type: none"> <li>File Format: PdF, JPEG, ZIP</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>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>BU Code: <b>MDA10</b> and Event ID number <b>0000008576</b></li> </ul> <p>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>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall</p>

	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <b>30 days</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p><b>English and/or Romanian</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> Written confirmation from the company that it has the necessary certified staff for performing the Energy Audits;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 years in the value not less than 5,000 US\$, plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Average turnover for the past three (3) years shall not be below 50,000 US\$ (in case of consortium applicable for lead company only)</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel, as well as their qualification certificates/licenses issued by the institutions in force</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>

	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: alexandru.rotaru@undp.org <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>2 days</b> before the submission deadline. Responses to request for clarification will be communicated via email by 22 February 2021
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> A legally registered entity. <input checked="" type="checkbox"/> Written confirmation from the company that it has the necessary certified staff for performing the Energy Audits <input checked="" type="checkbox"/> Minimum 5 – years’ experience and expertise in carrying out Energy Audits. <input checked="" type="checkbox"/> Minimum 2 (two) completed contracts for provision of EA services reports for solar projects in building sector and preliminary costs estimation performed by the Proposer as main contractor in the past 5 years in the value not less than 5,000 US\$. <i>As prove of such experience may serve copy from the contract for services and act/report of technical design and estimates handled and accepted by the Client/Beneficiary. Detailed list with description of the services provided, contracts’ values, beneficiaries and their contact details must be submitted as part of your submission package.</i> <input checked="" type="checkbox"/> Average turnover for the past three (3) years shall not be below 50,000 US\$ (in case of consortium applicable for lead company only). <input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works – minimum key-personnel. Copies of CVs and licenses to be provided. 1. One (1) Qualified/Certified Electric Energy Auditor (following the Electronic register of energy auditors) 2. One (1) Certified Engineer in electrical networks incl. external electricity networks 3. One (1) Certified energy auditor in the field of thermal energy <input checked="" type="checkbox"/> Delivery period not exceeding the dates indicated in the Annex 1. <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
<b>Expected date for contract award.</b>	05 March 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Terms of Reference

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#### Development of energy audit and preliminary costs estimation related to implementation of renewable energy measures under Neighborhood Renewal Green Urban Project

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##### I. Project Background Information

The objective of the project is to catalyse investments in low carbon green urban development based on integrated urban planning approach, by encouraging innovation, participatory planning, and partnerships between a variety of public and private sector entities.

The strategy of the project is to create, launch and support a new institutional mechanism called “Green City Lab” (GCL) as a vehicle for encouraging and supporting new innovative measures and approaches in addressing the urban development challenges and barriers.

**Moldova Sustainable Green Cities Project (MSGCP)** is targeting the residential sector, part of a broader integrated urban planning approach (IUPA) at a neighbourhood level. It seeks to strengthen the role of the Home Owner Associations (HOAs) to manage their buildings and common property and to contribute to the development of their surroundings, while also supporting them to get their legal status as credit-worthy legal entities with the option to access affordable financing for the required energy efficiency (EE) investments.

**The objective of the demo projects**, within the MSGCP framework, is to contribute to the Green Cities project development objective and intended CO<sub>2</sub> reduction of the MSGCP project (200 ktons of CO<sub>2</sub>eq. from direct GHG emission reductions). The demo project aims to demonstrate the cost benefits of the energy efficiency of installation of photovoltaics/or hot water preparation EE equipment on a multi-storey residential building, by involving the Home Owners Associations. The residential building will be selected based on a comprehensive legal and institutional assessment in the energy and building sectors.

##### Context:

Urban residential housing stock currently accounts for about 40% of the total residential floor area. Its energy consumption and climate-related impact is exacerbated due to considerable heat and electricity losses from the distribution grids and the buildings. As of 2013, close to 80% of all residential buildings in urban areas were connected to district heating (DH) with heat losses already in distribution estimated at 22% of the total heat supplied, which is well below the 5-10% losses registered in case of modern, well maintained, DH networks. There are around 6,900 multi-storey (multi-apartment) residential buildings in Moldova, out of which 70% are managed by the local government, 7-8% by condominium associations and 17-19% by cooperatives and homeowners’ associations (HOA). Some 50-66% of the common properties of private housing stock has remained under the ownership of local authorities.

Nearly 50% of the multi-family multi-storey housing stock has been operated for more than forty (40) years without rehabilitation, hence the level of infrastructure degradation has reached the safety threshold. Moreover, above 70% of multi-family apartment buildings have very low energy performance (especially buildings built during 1950 -1980s): energy loss account for up to 50% of heat consumption. At the moment, the residential sector of Moldova is the largest energy user with 40% share of the national energy consumption and around 70% of energy consumption related to heating and electricity consumption. While the average Moldovan household spends 30-50% of its total budget on heating and the country use of energy per unit of

GDP is seven times higher than the EU27, the residential building sector has over 60% of energy saving potential that could be explored through good governance at national and local level. Clearly, without a good governance that promotes viable and functional condominium home-owners associations, energy efficiency measures in residential sector are difficult to be implemented.

### **Legal context**

- Law No. 139 (19.07.2018) on Energy Efficiency;
- Law No. 10 (26.02.2016) on promotion of Renewable Energy Sources;
- Law No. 128 (11.07.2014) regulating EE performance in buildings;
- Law No. 913 (30.03.2000) on condominium;
- Government Decision No. 896 (21.07.2016) including rules and norms for certification of energy performance in buildings;
- NCM A.07.02-2012 – “Procedure for developing, endorsing, approving and the framework-content of the design documentation for constructions
- NCM L 01.01-2012 “Rules for determining the value of construction sites”
- CP L 01.01 – 2012 “Guidelines for concluding bill of quantities for construction-assembling works using the resources method”
- Government Decision No. 936 from 16.08.2006 - Technical expertise of the buildings
- HOTĂRÎRE Nr. 676 din 10-09-2020 pentru aprobarea Regulamentului cu privire la auditorii energetici și auditul energetic:
- CP M.01.01:2016 „Auditul energetic al clădirilor”.

## **II. Objective of the assignment**

The overall objective of the assignment is to provide professional services for developing, endorsing and submission of energy audit taking into account further installation of photovoltaics panels and/or hot water solar collectors and fulfill complete documentation regarding costs estimation for above mentioned interventions. The energy audit will be carried out in 2 stages:

**Stage 1** – Elaboration of energy audits for 3 residential buildings in Chisinau municipality. (which should include energy consumption as well, energy savings, payback period of the investments)

**Stage 2** – Based on data received from energy audits, project team in consultation with beneficiary and contractor will identify the type of renewable measures to be implemented (photovoltaics or hot water preparation) and will develop a roadmap of actions and needed authorizations to be obtained.

The contractor will develop the energy audit documentation applying the most efficient technical solutions for proposed energy efficiency measures in residential buildings, based on the technical characteristics and specifications for the interior/exterior lighting, lift operation and hot water preparation systems and required scope of performed works.

Energy Audit service will also identify and provide the best opportunities/options for sustainable use, operation and functioning of the installed infrastructure, proposing modern environmentally friendly and sustainable materials, energy efficient equipment and technologies, according to the international standards in the fields.

### **Energy Audit requirements**

The content of energy audit reports (3 buildings) shall include the required observations on the building itself, the main focus should be on electricity infrastructure and lightning systems taking in account mounting of Photovoltaic Installation and existing hot water preparation system and feasibility of solar collectors’ installation for hot water preparation. The results obtained based on the energy analysis of the buildings,



electrical installations, will serve to identify the optimal energy consumed and as well to establishing the optimal power necessary for future installation of Photovoltaic Panels. The same approach will be applied for the solar hot water preparation installations.

Energy audit reports of the buildings will be performed for:

- Residential complex of buildings located on the following addresses:
  - Arheolog Ion Casian Suruceanu 1, Chisinau (Condominium Co-Owners Association Nr.55/560);
  - Unirii street, nr.20/2, Stauceni (Condominium Co-Owners Association Nr.55/468);
  - M. Sadoveanu 28 str. (Condominium Co-Owners Association nr. 151);

Energy Audit will include the following activities:

- Inspection of the heat supply and domestic hot water supply installations, in order to identify the heat consumption reduction potential and feasibility.
- Inspection of power supply network and the existing cables capacity as well as identify need works to be performed.
- Implementation of the smart metering system (for the new installations).
- Draft a roadmap of actions (incl. needed authorizations and permissions) to be undertaken by the HoA and project in order to initiate the photovoltaics solar hot water preparation installations installation.

### **Requirements**

The content of Energy audit documentation shall be set up in compliance with national standards.

The selected contractor will provide services for developing a clear and complete EA documentation including, but not limited to, the following:

1. **Statement of Works (SOW)** with narrative description of potential constrains or proposed solutions about energy consumptions of the main and potential electrical equipment and hot water consumption, photovoltaic and solar panels. Establishing power capacity for photovoltaic installation taking in account energy consumption as well possibility of energy delivery in the national electrical network. Identification the potential places for equipment installation. References to normative acts and/or technical documents, results of calculations underlying the adopted solutions.
2. Establishing power capacity (for Solar hot water collectors taking in account hot water consumption).
3. Draft a roadmap of actions (incl. needed authorizations and permissions) to be undertaken by the HoA and project to initiate the projects (for each HoA separately).
4. **Drawings:** Complete detailed construction drawings (graphic form) of all roofs, electrical and hot water distribution schemes of the building in sufficient detail. All drawings shall be presented in electronic (DWG or CDR and PDF) formats and on appropriate paper support. Symbols and abbreviations should be defined in a legend. The drawings are needed for explaining and argumentation of proposed technical solutions.
5. **Documentation** - all technical normative literature used in the EA process and calculations performed during the EA process for all activities. The entire set of EA documentation shall be elaborated in 5 copies, including 4 copies on paper

The EA should comply with the local legislation norms and regulations, standards and specifications, local building regulations.

### **Expected Deliverables and estimated timing**

The Contractor is expected to complete all investigations and present full energy audit reports, in maximum 20 days since the date of contract signature.

#	Deliverables	Estimated timing
1	Elaboration of energy audits reports for 3 residential buildings in Chisinau municipality. located on the following addresses: <ul style="list-style-type: none"> <li>• Arheolog Ion Casian Suruceanu 1, Chisinau;</li> <li>• Unirii street, nr.20/2, Stauceni;</li> <li>• M. Sadoveanu 28 str.</li> </ul>	By March 30, 2021 20 days
	<b>as well will cover the following compartments</b>	
A	General Plan	1 days
B	Statement of works,	2 days
C	Plans of measurements in the field	
D	Execution of EA report	4 days 13 days
I	Environment protection	
F	Basic conditions on operation	

### Language requirements

All communication and documentation, including catalogues, instructions, and operating manuals, related to the assignment should be in **Romanian**. The documents will be presented in electronic and paper format. The deliverables in electronic form should be submitted in a format that would enable beneficiaries to further edit and use these deliverables.

### Confidentiality:

- All data and information received from partners with the purpose of elaboration of energy audits for 3 residential buildings in Chisinau municipality shall not be disclosed to any person other than the Authorized Recipients, even after completion of the contract.
- All Confidential Information should be kept secret and not used for any purpose other than for the clauses mentioned in this document.

### Timeframe

The expected period of implementation is March 2021.

The applicant shall include information on the volume of allocated resources to carry out the assignment. A breakdown per man-days allocated for each deliverable shall be submitted, clearly explaining the role team members involved.

## III. Institutional Arrangement

The contractor will work under the guidance of the Project Manager. The contractor will report to the Project Manager and Cluster Lead, Energy and Environment, UNDP Moldova.

Payments will be disbursed in several instalments, upon submission and approval of deliverables mentioned in the Section "Deliverables and tentative framework" and certification by UNDP Policy Specialist that the services have been satisfactorily performed.

#### **IV. Qualifications and experience requirements**

- A legally registered entity.
- Written confirmation from the company that it has the necessary certified staff for performing the Energy Audits.
- Minimum 5 – years’ experience and expertise in carrying out EA.
- Minimum 2 (two) completed contracts for provision of EA services reports for solar projects in building sector and preliminary costs estimation performed by the Proposer as main contractor in the past 5 years in the value not less than 5,000 US\$
- Average turnover for the past three (3) years shall not be below 50,000 US\$ (in case of consortium applicable for lead company only)
- Professional organizational skills and delivery in a timely and qualitative manner
- ISO certification will be considered an advantage
- Sufficient human resources capability to qualitatively and timely execute the works – minimum key-personnel.

#### **Team members**

1. One (1) Certified Electric Energy Auditor (following the Electronic register of energy auditors)
  - University degree in Energy, Engineering, or other related field.
  - At least 5 years of professional experience in energy audit;
  - Fluency in Romanian and Russian. Knowledge of English will be an advantage
2. One (1) Certified Engineer in electrical networks incl. external electricity networks
  - University degree in Electrical Network, Engineering, or other related field.
  - At least 5 years of professional experience in Electrical Network, Engineering, or other related field;
  - Fluency in Romanian and Russian. Knowledge of English will be an advantage
3. One (1) Certified energy auditor in the field of thermal energy (following the Electronic register of energy auditors)
  - University degree in Energy, Engineering, Construction or other related field.
  - At least 5 years of professional experience in thermal installations;
  - Fluency in Romanian and Russian. Knowledge of English will be an advantage

During the assignment, the Contractor’s team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Applicants demonstrating equitable gender representation and diversity within the team will have an advantage.

#### **V. Scope of Proposal Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of extension of its duration. All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket.

Payments will be made upon submission of deliverables and according to the following payment schedule:

Deliverable	Proportion of payment disbursed	Target date
<p>Elaboration of energy audits reports for 3 residential buildings in Chisinau municipality, located on the following addresses:</p> <ul style="list-style-type: none"> <li>• Arheolog Ion Casian Suruceanu 1, Chisinau;</li> <li>• Unirii street, nr.20/2, Stauceni;</li> <li>• M. Sadoveanu 28 str.</li> </ul>	100 %	By March 31, 2021

## ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ-2102212 Development of energy audit and preliminary costs estimation related to the implementation of renewable energy measures under Neighbourhood Renewal Green Urban Project</b>	Date: Click or tap to enter a date.

### Company Profile

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

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b><i>RfQ-2102212 Development of energy audit and preliminary costs estimation related to the implementation of renewable energy measures under Neighbourhood Renewal Green Urban Project</i></b>	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

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

**Currency of Quotation: USD**

Ref	Description of Deliverables	Price
1.	Elaboration of energy audits reports for 3 residential buildings in Chisinau municipality. located on the following addresses: <ul style="list-style-type: none"> <li>Arheolog Ion Casian Suruceanu 1, Chisinau;</li> <li>Unirii street, nr.20/2, Stauceni;</li> <li>M. Sadoveanu 28 str.</li> </ul>	
<b>Total Price</b>		

**Breakdown of Fees**

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
One (1) certified Electric Energy Auditor	day	1		
One (1) certified Engineer in electrical networks incl. external electricity networks	day	1		
One (1) certified energy auditor in the field of thermal energy	day	1		
Other expenses				
International flights				



Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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