



RFQ Reference: **RfQ-21/02296 Development of Designs and installation of Photovoltaic Panels on a residential building related to implementation of renewable energy measures under Neighborhood Renewal Green Urban Project**

Date: 16 June 2021

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: Corina Oprea

Name: Corina Oprea

Title: Operations Manager

Date: 16 June 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>June 29, 2021, 16:00 (GMT +2:00)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> File Format: JPEG, PdF, ZIP File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. It is recommended that the entire Quotation be consolidated into as few attachments as possible. The bidder should receive an email acknowledging quotation receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <ul style="list-style-type: none"> Insert BU Code: MDA10 and Event ID number: 0000009525 <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<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 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</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in US Dollars
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	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>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>
Duties and taxes	<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>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<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"/> Proof of all necessary licences and authorizations for electric works;</p> <p><input checked="" type="checkbox"/> Financial statements and balance sheets for the last 3 years;</p> <p><input checked="" type="checkbox"/> ISO certificate, Environment Compliance certificates, if the case;</p> <p><input checked="" type="checkbox"/> Statements of origin and certificates of conformity for equipment and panels ;</p> <p><input checked="" type="checkbox"/> Export/Import licenses if applicable</p> <p><input checked="" type="checkbox"/> Written and signed statement of full warranty for all equipment and panels of at least 12 years except the inverter where a minimum 5-year warranty is applied. The warranty should include a scheduled maintenance, carried out once a year and unscheduled on the need.</p> <p><input checked="" type="checkbox"/> Written and signed statement of minimum 5 years warranty for works;</p> <p><input checked="" type="checkbox"/> CE marking applied and / or ENEC certification for the main equipment (PV panels and invertors);</p> <p><input checked="" type="checkbox"/> Written and signed statement of availability of an authorized service center in Moldova – for maintenance purposes;</p> <p><input checked="" type="checkbox"/> List and value of projects performed in the electric equipment market, services in electric installations and providing services in this area of interest for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><i>As prove of similar experience must be submitted copies from the contract for services and acts/reports of technical design handled and accepted by the Client/Beneficiary.</i></p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the proposed equipment and offered services (including details on the installation materials and the proposed smart metering system). The technical description shall be supported by corresponding manufacturer's specifications and catalogues;</p> <p><input checked="" type="checkbox"/> A brief methodology, approach and implementation plan;</p>

	<input checked="" type="checkbox"/> The list of Key Personnel, including CVs, and accreditation certificates (if the case). Relevant experience shall be duly stated in the attached CVs. Additional supporting documents may be required.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Payment will be done in 2 instalments after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<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]
Contact Person for correspondence, notifications and clarifications	E-mail address: alexandru.rotaru@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated via e-mail by 28 June 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> A legally registered entity; <input checked="" type="checkbox"/> Minimum 3 – years' experience in the electric equipment market, services in electric installations and providing services in this area of interest; <input checked="" type="checkbox"/> Minimum 2 (two) completed contracts for provision of PVP services and corresponding installation works performed by the Proposer as main contractor in the past 3 years in the value not less than 25,000 US\$. Contact details must be provided; <input checked="" type="checkbox"/> Average turnover for the past three (3) years shall not be below 100,000 US\$ (in case of consortium applicable for lead company only); <input checked="" type="checkbox"/> Submission of the CVs of the proposed Key Personnel, demonstrating the following minimum requirements: One (1) certified Engineer in electrical networks incl. external electricity networks <ul style="list-style-type: none"> University degree in Electrical Network, Engineering, or another 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. <input checked="" type="checkbox"/> Availability of statement of origin and certificates of conformity for equipment and panels;

	<input checked="" type="checkbox"/> Availability of written and signed statement of full warranty for all equipment and panels of at least 12 years except the inverter where a minimum 5-year warranty is applied. The warranty should include a scheduled maintenance, carried out once a year and unscheduled on the need. <input checked="" type="checkbox"/> Availability of written and signed statement of minimum 5 years warranty for works; <input checked="" type="checkbox"/> Availability of an authorized service center in Moldova; <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1; <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract. <input checked="" type="checkbox"/> Delivery period not exceeding the dates indicated in the Annex 1
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	12 July 2021
Publication of Contract Award	UNDP will publish the contract awards on the UNDP Moldova website.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Development of Designs and installation of Photovoltaic Panels on a residential building related to implementation of renewable energy measures under Neighborhood Renewal Green Urban Project

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 CO₂ reduction of the MSGCP project (200 ktons of CO₂eq. from direct GHG emission reductions). The demo project aims to demonstrate the cost benefits of the energy efficiency of installation of photovoltaics on a multi-storey residential building, by involving the Home Owners Associations.

II. Objective of the assignment

The overall objective of the assignment is to provide professional services for developing, endorsing, submission and installation of photovoltaics panels on the rooftops of the selected building. The residential building was selected based on an open competition and comparative analysis of cost-benefits of the pre-selected buildings. The assignment will be carried out in 2 stages:

Stage 1 – Elaboration of design of the PV system for a residential building (*situated on Arheolog Ion Casian-Suruceanu, 1, street, mun. Chisinau*) with a proposed photovoltaic installation plant of **20 335 Wt**;

At elaboration of the design should be taken in to account the following criteria:

- Full design of the solar PV system to be installed on the rooftop, according to applicable local and international standards and considering the results of the feasibility study. The plant has to be also aesthetically pleasing;
- Perform necessary analysis and estimate annual power generation (see attached feasibility study for the building);
- Considering smart metering system with possibility to read data on PC and smart phone. Also, the hourly/daily/monthly produced amount of energy has to be displayed on a screen installed in open space;
- The system has to be designed according to net metering mechanism;
- Installation type and modality of the system to avoid penetrations in the roof cover.
- All installations shall be designed to facilitate inspection, cleaning, and maintenance and to ensure continued operation under conditions prevailing at the site.
- Submission of preliminary and final as built design documentation, including the string design and wiring.

- Obtaining the necessary permissions, connections from the competent institutions in the specific field (Premier Energy etc.).
- Obtaining the approvals of the authorized experts in the verification and expertise of the design documentation and bill of quantities.
- All designs must be agreed with Beneficiary/Donor prior to commencement of the installation works. Notwithstanding this agreement, the contractor shall be responsible for all design works and ensuring that all installations function correctly in accordance with these designs.

Stage 2 – Based on approved designs for the proposed project, contractor will proceed with installation works, taking into account the following criteria:

- The contractor shall provide details of the manufacturer and the technical specifications for each item of equipment included in the design and quotation. This shall include details for all components/ parts of each installation such as PV modules, inverter, combiner box, including material to be used in the mounting structure, cabling, mounting hardware, meteorological equipment, metering equipment etc. Please provide only one manufacturer/supplier for each item of equipment.
- The contractor shall be responsible for any systems that do not function correctly as a result of improper design and/or improper workmanship. The contractor shall also clearly specify the warranty of the system and where appropriate specific warranties for the main equipment.
- Installation and commissioning of Solar PV system including the smart metering system. The Contractor shall include all associated civil, grid connection and construction works necessary for the complete installation of all equipment, including but not limited to mounting works, fixation, and anchoring. Pricing, designs and specifications for these works shall also be fully detailed in the quotation.

Photovoltaic Design Requirements

Basic Principles to follow when Designing a Quality PV System:

- Ensure the roof area or other installation site is capable of handling the desired system size (based on technical expertise report).
- Specify sunlight and weather resistant materials for all outdoor equipment.
- Locate the array to minimize shading from foliage, vent pipes, and adjacent structures.
- Design the system in compliance with all applicable building and electrical codes.
- Design the system with a minimum of electrical losses due to wiring, fuses, switches, and inverters.
- Ensure the design meets local utility interconnection requirements considering the net metering mechanism.

Photovoltaic Installation Requirements

The following is a list of general recommendations should help the contractor and installer to choose the right materials, equipment, and installation methods that will help ensure that the system will provide many years of reliable service.

➤ Materials:

- Materials used outdoors should be sunlight/UV resistant
- Urethane sealants should be used for all non-flashed roof penetrations in case these penetrations are inevitable.
- Materials should be designed to withstand the temperatures to which they are exposed.

- Dissimilar metals (such as steel and aluminum) should be isolated from one another using non-conductive shims, washers, or other methods.
- Aluminum should not be placed in direct contact with concrete materials.
- Only high-quality fasteners should be used (stainless steel is preferred).
- Structural members should be either:
 - a. corrosion resistant aluminum, hot dip galvanized steel
 - b. stainless steel (particularly for hot and rainy environments)

➤ Equipment and installation methods:

- All electrical equipment should be listed for the voltage and current ratings necessary for the application.
- The yield warranty for the PV modules should be minimum 25 years at minimum 80%.
- Full warranty for all equipment and panels - at least 12 years except the inverter were a minimum 5-year warranty is applied.
- The service life for PV modules and mounting structure is at least 25 years.
- The service life for inverter/s is at least 15 years.
- The efficiency of solar panels must be at least 19.5%.
- The efficiency of the inverter/s must be at least 98%.
- Inverters should be selected with the ability to monitor and transmit data for displaying data on power generation on a screen or computer.
- Minimum 5 years warranty for works.
- All exposed cables or conduits should be sunlight resistant.
- All required overcurrent protection should be included in the system and should be accessible for maintenance.
- All electrical terminations should be fully tightened, secured, and strain relieved as appropriate.
- All mounting equipment should be installed according to manufacturers' specifications
- All roof penetrations should be sealed with an acceptable sealing method that does not adversely impact the roof warranty (roof penetration must be avoided at maximum).
- All cables, conduit, exposed conductors, and electrical boxes should be secured and supported according to code requirements.
- PV Array should be free of shade between 9:00 a.m. and 4:30 p.m. This requirement includes even small obstructions such as vent pipes. A small amount of shade can have a disproportionately high impact on system performance.
- CE marking applied and / or ENEC certification for the main equipment (PV panels and invertors) must be provided.
- The warranty includes scheduled maintenance, carried out once a year and unscheduled on the need.

Vendor needs to carry out a site visit for the verification of required details and assessment of installation methods and structural rigidity (to avoid over stressed areas) of roof or slab for the PV panels. It is also required to check the spacing for electrical connections, metering, and monitoring equipment's.

Expected Deliverables and estimated timing

The Contractor is expected to complete all works (designs + installation) and submit full designs, in maximum 10 days and complete installation works in one month since the date of contract signature.

# Deliverables	Estimated timing
Stage 1	
Development of Design project for photovoltaic panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.	10 days since the date of contract signature
Stage 2	
Installation works for Photovoltaic Panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.	One month (1 month) since the date of contract signature

Language requirements

All communication and documentation, including catalogues, instructions, and operating manuals, related to the assignment should be in Romanian. The designs and other related documents will be presented in electronic format.

Confidentiality:

- All data and information received from partners with the purpose of elaboration of design works for Photovoltaic Panels for a residential building 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 interested bidders are invited to get acquainted with the location on **23.06.2021, 15:00 (Chisinau time), Arheolog Ion Casianu Suruceanu street 1, Chisinau municipality.**

The expected period of implementation is September 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.

- Minimum 3 – years’ experience in the electric equipment market, services in electric installations and providing services in this area of interest.
- Minimum 2 (two) completed contracts for provision of PVP services of installation works performed by the Proposer as main contractor in the past 3 years in the value not less than 25,000 US\$. Contact details must be provided.
- Average turnover for the past three (3) years shall not be below 100,000 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:

One (1) certified Engineer in electrical networks incl. external electricity networks

- University degree in Electrical Network, Engineering, or another 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

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
Stage 1		
Development of Design project for photovoltaic panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.	10 %	10 days since the date of contract signature
Stage 2		
Installation works for Photovoltaic Panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.	90 %	One month (1 month) since the date of contract signature

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:	RfQ-21/02296 Development of Designs and installation of Photovoltaic Panels on a residential building related to implementation of renewable energy measures under Neighborhood Renewal Green Urban Project	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

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

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:	RfQ-21/02296 Development of Designs and installation of Photovoltaic Panels on a residential building related to implementation of renewable energy measures under Neighborhood Renewal Green Urban Project	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Development of Design project for photovoltaic panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.				
Installation works for Photovoltaic Panels on a residential building in Chisinau municipality, Arheolog Ion Casian Suruceanu 1 str with installation plant of 20 335 Wt.				
Total				

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.
Availability of statement of origin and certificates of conformity for equipment and panels	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements:	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<input checked="" type="checkbox"/> Availability of written and signed statement of full warranty for all equipment and panels of at least 12 years except the inverter were a minimum 5-year warranty is applied. The			

warranty should include a scheduled maintenance, carried out once a year and unscheduled on the need. <input checked="" type="checkbox"/> Availability of written and signed statement of minimum 5 years warranty for works <input checked="" type="checkbox"/> Availability of an authorized service center in Moldova			
All data and information received from partners with the purpose of elaboration of design works for Photovoltaic Panels for a residential building in Chisinau municipality shall not be disclosed to any person other than the Authorized Recipients, even after completion of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Confidential Information should be kept secret and not used for any purpose other than for the clauses mentioned in the RfQ document	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<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.

Certificate Of Completion

Envelope Id: 6BA0863D1B084DA8A802142FB53B4884

Status: Completed

Subject: Please DocuSign: 01 RfQ 21-02296_Works_Photovoltaic_Panels

Source Envelope:

Document Pages: 16

Signatures: 1

Certificate Pages: 2

Initials: 6

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

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One United Nations Plaza

New York, NY 10017

ala.camerzan@undp.org

IP Address: 188.212.24.253

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Cristina Gnaciuc

cristina.gnaciuc@undp.org

United Nations Development Program

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 178.168.122.58

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Signed: 6/16/2021 5:53:30 AM

Electronic Record and Signature Disclosure:

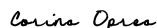
Not Offered via DocuSign

Corina Oprea

corina.oprea@undp.org

Operations Manager

United Nations Development Program

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 77.89.212.77

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Certified Delivered

Security Checked

6/16/2021 7:00:11 AM

Signing Complete

Security Checked

6/16/2021 7:00:42 AM

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Completed	Security Checked	6/16/2021 7:00:42 AM
Payment Events	Status	Timestamps