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REQUEST FOR PROPOSAL RFP 019/18

NAME & ADDRESS OF FIRM	DATE: March 23, 2018
	REFERENCE: Development of regulatory framework on energy efficiency labels for the main groups of energy consuming devices in the Eurasian Economic Union.

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of regulatory framework on energy efficiency labels for the main groups of energy consuming devices in the Eurasian Economic Union. (the detailed TOR is attached separately as Annex 1a).**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals need to be submitted on or before **Friday, 6 April 2018, 4:00pm** local Yerevan time (GMT +4) via email, courier mail to the address below:

United Nations Development Programme / UNDP
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia

Or submit via e-mail to the following e-mail address: tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered.

Your Proposal must be expressed in the English, and valid for a minimum period of 60 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit / UNDP Armenia

Description of Requirements

Context of the Requirement	Development of regulatory framework on energy efficiency labels for the main groups of energy consuming devices in the Eurasian Economic Union
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	“Regulatory framework to promote Energy Efficiency in countries of the Eurasian Economic Union” Project Manager
Frequency of Reporting	<i>weekly</i>
Progress Reporting Requirements	On regular basis
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	120 days
Target start date	April 20, 2018
Latest completion date	August 20, 2018
Travels Expected	Service provider has to travel to one of Project partner countries to present the outcomes of the task
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN’s Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
	<input checked="" type="checkbox"/> United States Dollars

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Currency of Proposal	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Interim report by the results of the 1st stage</td> <td>25</td> <td>1 month</td> <td rowspan="3">The manager of the “Regulatory framework to promote Energy Efficiency in countries of the Eurasian Economic Union” Project</td> </tr> <tr> <td>Interim report by the results of the 2nd stage</td> <td>25</td> <td>1 month</td> </tr> <tr> <td>Final report by the results of the 3rd stage including comments</td> <td>50</td> <td>2 months</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Interim report by the results of the 1 st stage	25	1 month	The manager of the “Regulatory framework to promote Energy Efficiency in countries of the Eurasian Economic Union” Project	Interim report by the results of the 2 nd stage	25	1 month	Final report by the results of the 3 rd stage including comments	50	2 months
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Final report by the results of the 3 rd stage including comments	50	2 months																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Climate Change Program Coordinator of UNDP Country Office in Armenia																	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract																	
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.																	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	<input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> <u>Expertise of the Firm - Maximum obtainable points: – 30</u></p> <ul style="list-style-type: none"> • Experience of development and maintenance of MEPS and HEPS of energy consuming devices in the EAEU countries, max-20; • Experience of energy efficiency assessment of energy consuming devices or systems in the EAEU countries, max-5; • Working experience with the public institutions in charge for energy efficiency regulatory framework in the EAEU countries, max-5; • Working experience in UNDP-GEF projects is an asset. <p><input checked="" type="checkbox"/> <u>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan, technical capacity - Maximum obtainable points: 20</u></p> <ul style="list-style-type: none"> - Description of the task implementation methodology and workplan, max-20 ; <p><input checked="" type="checkbox"/> <u>Management Structure and Qualification of Key Personnel - Maximum obtainable points: 50</u></p> <ul style="list-style-type: none"> • Task Leader with at least 15 years of professional experience in energy efficiency, including minimum 5 years of working experience in development of energy efficiency standards as well as full Russian language proficiency, max-15; • Household appliances expert with at least 10 years of professional experience in energy efficiency, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries, max-10; • Electrical machines expert with at least 10 years of professional experience in electrical machinery, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries, max-10; • Lighting expert with at least 10 years of professional experience in lighting, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries, max-10; • Computer modeling and design expert with at least 10 years of professional experience, max-5; <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: N/A

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit, UNDP Armenia</i> procurement.armenia@undp.org 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.
Other Information <i>[pls. specify]</i>	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

I. General Information

Service Title: Development of regulatory framework on energy efficiency labels for the main groups of energy consuming devices in the Eurasian Economic Union.

Customer: UNDP in the framework of “Regulatory Framework to Promote Energy Efficiency in Countries of the Eurasian Economic Union” regional project

Duration: 4 months

Location: home office with one mission to one of EAEU countries to present the draft regulatory framework to stakeholders

II. Background

Energy efficiency improvement of the majority of energy consuming products (LED lamps and luminaries, refrigerators, conditioners, washing machines, motors etc.) has resulted in significant technical potential of energy saving (up to 40%). Nevertheless, the potential of energy efficiency is not realized.

A significant obstacle to transfer to energy efficient technologies in the EAEU countries is the lack of mandatory minimum energy performance standards (MEPS). To solve this problem yet in 2013-2014 Technical Regulations of the Eurasian Economic Union "On Requirements to energy performance of energy consuming products"(hereafter TR EAEU) was drafted. In 2017 the draft TR EAEU passed interstate coordination procedures. Unfortunately, during the period of coordination, a number of the minimum energy performance requirements and approaches for their introduction have become irrelevant and require updating. Additionally, there is no developed regulatory framework on energy efficiency labeling which should be adopted in conjunction with the TR EAEU. Therefore, development of draft normative documents on energy efficiency labeling, elaboration of the proposals for updating energy efficiency requirements for the EAEU countries and development of introduction mechanisms for high energy performance standards (HEPS) at the national level are essential for energy efficiency promotion.

III. Scope of professional services

Objective of the Task

The objective of the assignment is to analyze international experience for application of minimal/high energy performance standards (MEPS/HEPS), to develop draft regulatory framework for energy efficiency labeling and to prepare proposals for updating of minimum energy performance requirements for draft TR EAEU.

Activities to Perform

Activities within the task are grouped into the following consecutive stages:

Stage 1. Comparative analysis of normative energy efficiency requirements of the draft TR EAEU with the relevant energy efficiency requirements applied in the EAEU countries as well as with the best international experience.

- Analysis of international experience (EU, IEA, etc.) of application of energy efficiency requirements (MEPS/HEPS) and elaboration of the proposals to improve the relevant regulatory framework at the regional level,

- Comparative analysis of energy efficiency requirements set in the draft TR EAEU with the applicable national requirements of the EAEU countries as well as the best international practices.

Stage 2. Development of draft regulatory framework on energy efficiency labels for the main groups of energy consuming devices.

- Analysis of the EU Energy labeling regulatory framework,
- Elaboration of the proposals for labeling of the product groups indicated in the draft TR EAEU based on the relevant EU experience (harmonization),
- Development of graphical layouts for energy efficiency labels,
- Development of the proposals or methodological recommendations for identification of energy efficiency classes,
Development of draft regulatory framework on introduction of labels the EAEU and its presentation to the key project stakeholders.

Stage 3: Development of the proposals for updating minimal energy efficiency requirements for the draft TR EAEU and development of introduction mechanisms for high energy performance standards (HEPS).

- Preparation of actual numerical values of high energy efficiency requirements and minimum energy efficiency requirements for the product groups in accordance with the TR EAEU,
- Development of a feasibility report on introduction of minimal and high requirements of energy efficiency considering current level of technological development and international experience,
- Development of introduction mechanisms for high energy performance standards (HEPS),
- Development of recommendations on HEPS introduction in the EAEU countries,
- Circulation of a developed report including updated MEPS, as well as HEPS introduction mechanisms among the key project stakeholders, amending the relevant deliverables based on the feedback provided.

Requirements for implementation of work

While performing work it's necessary to consider:

- compliance of applied terminology and units of measurement to normative documents at the territory of the EAEU;
- energy efficiency requirements listed in normative documents of the EAEU countries;

Duration of Professional Services

Estimated duration of activities to be performed in the frames of the task is 4 months.

IV. Key results expected upon the task completion

The expected outputs of the task implementation are:

1. Analytical report on comparison of MEPS given in the EAEU TR with those applied in the EAEU member countries as well as with the best international experiences drafted and agreed with the Project Management.
2. Analytical report on development of energy labeling regulatory framework in the EAEU is drafted and agreed with the Project.
3. Final report draft containing proposals to: i) update the MEPS given in the draft TR EAEU and ii) introduce the HEPS mechanisms in the EAEU is developed and agreed with the Project Team as well as circulated among the key project stakeholders and received comments are considered as applicable in the Final Report.

4. The key outputs of the Task are presented within a regional project event.

Expected Deliverables

#	Deliverable	Timeframe
1	Interim report by the results of the 1 st stage	1 month
2	Interim report by the results of the 2 nd stage	1 month
3	Final report by the results of the 3 rd stage including comments	2 months

The Contractor should submit the reports in Russian and in English. The reports should be provided in hard copy and/or electronic version and/or by e-mail.

In the course of work executor is obliged to provide regular consultations on essential matters of performance of work by phone and/or e-mail.

V. Professional Requirements

Applicant organization/company must possess:

- ✓ Experience of development and maintenance of MEPS and HEPS of energy consuming devices in the EAEU countries,
- ✓ Experience of energy efficiency assessment of energy consuming devices or systems in the EAEU countries,
- ✓ Working experience with the public institutions in charge for energy efficiency regulatory framework in the EAEU countries,
- ✓ Methodology and work plan for the task implementation,
- ✓ Experienced professional staff, including:
 - Task Leader with at least 15 years of professional experience in energy efficiency, including minimum 5 years of working experience in development of energy efficiency standards as well as full Russian language proficiency,
 - Specialists in energy efficiency standards development for the groups of products covered by the TR EAEU namely:
 - a. Household appliances expert with at least 10 years of professional experience in energy efficiency, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries,
 - b. Electrical machines expert with at least 10 years of professional experience in electrical machinery, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries,
 - c. Two lighting experts with at least 10 years of professional experience in lighting, including minimum 5 years of experience in elaboration of EE standards and regulations in the EAEU countries,
 - d. Computer modeling and design expert with at least 10 years of professional experience.
- ✓ Working experience in UNDP-GEF projects is an asset.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- g) *For more documents (details) please see the ToR, Annex 1a, paragraph 4.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive),</i> <i>currency</i>
1	Interim report by the results of the 1 st stage		
2	Interim report by the results of the 2 nd stage		
3	Final report by the results of the 3 rd stage including comments		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Annex 3

(Attached separately)