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REQUEST FOR PROPOSAL

Implementation of works and supply of the equipment for the street lighting modernization in Novogrudok

RFP No.: RFP/BLR/Green Cities/384/2018

Project: UNDP/GEF project “Belarus: Supporting Green Urban Development in Small and Medium-Sized Cities in Belarus”

Country: Republic of Belarus

Issued on: 6 July 2018

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Section 1. Letter of Invitation

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

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

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

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

Please acknowledge receipt of this RFP by sending an email to uladzimir.shtaida@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Approved by:

Name: Yuliya Vaskova
Title: Procurement Assistant
Date: July 6, 2018

Name: Tatiana Bykhankova
Title: Operations Manager
Date: July 6, 2018

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 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> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP: (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design,</p>

	<p>specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP.</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents and related forms which details are provided in the BDS:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p>

Format and Content	<p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, at no expense to UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by the BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Proposal Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a Proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture,	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture</p>

Consortium or Association	<p>(JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates</p>

	and the total price.
17.Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18.Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative Proposals shall not be considered. If submission of alternative Proposal is allowed by BDS, a Bidder may submit an alternative Proposal, but only if it also submits a Proposal conforming to the RFP requirements. UNDP shall only consider the alternative Proposal offered by the Bidder whose conforming Proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Proposal.</p> <p>20.2 If multiple/alternative Proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the Proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the Proposal being rejected.
eTendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the Proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. c) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the Proposal being rejected.

	<p>d) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in the BDS.</p> <p>e) 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-notice/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the Proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of Proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals

28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error,

	<p>in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the Proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Proposals for UNDP procurement opportunities. The content of other Proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in the BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in the BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and

	certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	<p>English (in case of the original copies of documents signed in a language other than English – relevant translation into English authorized by the bidder shall be provide).</p> <p>Any printed literature furnished by the Proposer written in a language other than English, must be accompanied by a translation. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the English language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.</p>
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted</p> <p>Time: 11:00 Minsk time</p> <p>Date: July 11, 2018</p> <p>Venue : 30, Kotovski str., Novogrudok, Republic of Belarus</p> <p>For Bidders who do not have the opportunity to personally participate in the Pr-Bid conference a Skype-conference will be arranged.</p> <p>The UNDP focal point for the arrangement is:</p> <p>Uladimir Shtaida</p> <p>Telephone: +375 29 3328104</p> <p>E-mail: uladimir.shtaida@undp.org</p> <p>Attendance of authorized prospective Bidders' representatives is encouraged. The prospective Bidders' representatives shall submit notification of their intention to attend the Pre-bid conference till July 10, 2018 to e-mail address: uladimir.shtaida@undp.org</p> <p>The prospective Bidders' representatives willing to participate via Skype shall submit notification of their intention with indication of their Skype contact name. In response, the Bidder will receive a Skype contact name, by which it will be possible to join the Skype-conference.</p>
5	16	Proposal Validity Period	90 days

6	12	Bid Security	Not Required
7	42	Advanced Payment upon signing of contract	<p>Allowed up to a maximum of 20 % of contract value</p> <p>If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at:</p> <p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
8	43	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	41	Performance Security	Required in the amount of 10% of contract value
10	13	Currency of Proposal	United States Dollar, Euro, Belarusian Rouble
11	18	Deadline for submitting requests for clarifications/ questions	10 days before the submission deadline
12		Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Uladzimir Shtaida</p> <p>Address: 22A, Krasnoarmeiskaya street, office 15, 220030, Minsk, Republic of Belarus</p> <p>E-mail address: uladzimir.shtaida@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the website</p> <p>http://www.by.undp.org/content/belarus/en/home/operations/procurement.html</p>
14	23	Deadline for Submission	August 03, 2018 17:00 AM (Minsk time)
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email
15	22	Proposal Submission Address	<ul style="list-style-type: none"> Address: UNDP Office in Belarus, 6th Floor, 17, Kirova Str., Minsk, 220050, Republic of Belarus <p>In case of Courier / Hand Delivery of Proposal the Bidder shall submit two envelopes with the Technical Proposal and the Financial Proposal in one outer</p>

			<p>envelope. The Technical Proposal and the Financial Proposal inner envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelope shall be marked as follows:</p> <p>From: Bidder's name and address; Attention: Procurement Unit, UNDP in Belarus Address: 6th Floor, 17, Kirova Str., Minsk, 220050, Republic of Belarus Re. RFP/BLR/Green Cities/384/2018 "Implementation of works on the street lighting modernization in Novogrudok" Do not open before 17.00 hours (Minsk time) on July 30, 2018</p> <ul style="list-style-type: none"> E-mail Address: tenders.by@undp.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only 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. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP (<i>for email submission only</i>) Max. File Size per transmission: 7 MB Mandatory subject of email: Works on the street lighting modernization in Novogrudok, RFP No. BLR/Green Cities/384/2018 In response to your Proposal delivered to the above e-mail address, you will receive an auto-reply about receiving the message. In the event that you did not receive an auto-reply, check the attachment size, as well as the correct spelling of the address.
17	27, 28, 29, 30 and 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70 % (700 points) according to the Evaluation Criteria stated in the Section 4 below</p>
18		Expected date for commencement of Contract	September 20, 2018
19		Maximum expected duration of contract	200 days of commence date
20	36	UNDP will award the contract to:	One Proposer Only
21	40	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	40	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Mixed Goods and Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23		Other Information Related to the RFP	n/a
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid validity

Minimum Eligibility and Qualification Criteria

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

If the Proposal is submitted as a Joint Venture/Consortium/Association/Provision of services by Subcontractors, each member should meet minimum criteria according to the role in delivering the requirements of the RFP as stated in the Form C: Joint Venture/Consortium/Association Information Form of the Section 6 below, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	<ul style="list-style-type: none"> ▪ Bidder is a legally registered entity: Certificate of Incorporation/ Business Registration 	Form B: Bidder Information Form
Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Compliance of the Bidder's Technical proposal	Full compliance of the Bidder's Technical proposal with the requirements of the Terms of reference	Form D: Qualification Form
Terms of Warranty service, technical support	<p>Full compliance of the proposed terms of warranty service (the equipment/works warranty maintenance and technical support) with the requirements of the Terms of reference, namely:</p> <ul style="list-style-type: none"> ▪ Warranty for construction works – at least 5 years from the commissioning date. ▪ Warranty for equipment – at least 5 years from the commissioning date. ▪ Timeframe for the elimination of defects during the warranty period shall be no more than 30 calendar days from the date of receipt of a defect/malfunction notification. ▪ Duration of technical support for equipment and software – at least 5 years from the commissioning date. 	Form D: Qualification Form

Certificates, Licenses and Technical Documentation	<ul style="list-style-type: none"> ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Copies of the luminaires and controllers manufacturer's certificates for compliance with ISO 9001 standards for quality management systems ▪ Copy of the luminaires and controllers manufacturer's certificates for compliance with ISO 14001 standards for environmental management systems, if any ▪ Official appointment to act as Agent or a dealer on behalf of the Manufacturer, or Power of Attorney, if Bidder is not a manufacturer ▪ Certificate of compliance to perform the functions of a prime contractor, Category 3 or higher ▪ Certificate of compliance to perform the functions of a prime designer/ Certificate of compliance for design and survey works, Category 3 or higher (issued to the Bidder or its Subcontractor) ▪ Other Certificates, which may be required according to the legislation of the Republic of Belarus to confirm the right of the Bidder or its Subcontractors' to carry out works offered in the technical proposal of the Bidder in response to the Terms of Reference of this RFP ▪ Power of Attorney to represent interests of the Bidder as regards any matters related to the RFP, incl. signing the Proposal ▪ Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Bidder ▪ Technical documentation for equipment as per Clause 15, Section 5a: <ul style="list-style-type: none"> 1. Technical specification of each proposed model of equipment, confirming all the parameters and data specified in this Terms of Reference, certified by the signature of the Contractor; 2. Photometric files of each proposed luminaire model in formats *.ldt or *.ies; 3. Copy of the certificate (declaration) of conformity of the Customs Union (attaching copies of the test record sheets); 4. Copies of the following documents (for bidders offering products from EU countries or non-Customs Union states): <ul style="list-style-type: none"> - ENEC certificate for the luminaire (ENEC certificate according to standards: EN 62031, EN 62471, EN 60598-1, EN 60598-2-3); - EC Declaration of Conformity (EC Declaration of Conformity in accordance with the requirements of the EU Directive 2004/108/EC, EU Directive 2006/95/EK, EN 60598-2-3, EN60598-1, EN 61547, EN 55015, EN 61000-3-2, EN 61000-3-3, EN 61347-2-13); - Test report on compliance of the proposed product with the electromagnetic compatibility standards (EN 55015, EN 61547, EN 61000-3-2, EN 61000-3-3) issued by an independent laboratory accredited according to ISO 17025; - Test report on the dust and moisture protection rating (IP) of the enclosure of the proposed product (EN 60598-1), confirming the declared rating, issued by an independent laboratory accredited according to ISO 17025; - Test report on the impact protection rating (IK) of the enclosure of the proposed product confirming the declared rating (EN 	Form B: Bidder Information Form
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	<p>50102), issued by an independent laboratory accredited according to ISO 17025;</p> <ul style="list-style-type: none"> - A test report on photobiological safety for each proposed model of the product, issued by an independent laboratory accredited according to ISO 17025. The risk group shall not be higher than Risk Group 1; - A test report on the measured permissible operating temperatures of the luminaire components (EN 60598-1 and declared permissible operating temperatures); <p>5. In case of the absence of the certificate (declaration) of conformity of the Customs Union at the time of submission of the Proposal, the Bidder shall submit an obligation to provide a certificate (declaration) of conformity of the Customs Union with the attached copies of test record sheets before the developed DSE is submitted to the Gosstroyekspertiza as well as the following documentation:</p> <p>5.1 Copies of the documents specified in Clause 4 above (for bidders offering products from EU countries or non-Customs Union states):</p> <p>5.2 Copies of the following documents (for bidders offering products from the Customs Union countries):</p> <ul style="list-style-type: none"> - Technical conditions (if any); - Operational documents; - Test report(s) of the independent test center; <p>6. An obligation to provide the permits issued by RUE "BelGIE" for the used data communications equipment before the DSE development is completed (in case the bidder proposes solutions that envisage data communication via GSM channels)</p>	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> ▪ Relevant experience in the development of design specifications and estimates for electricity and/or lighting projects – at least 3 years of experience and 3 projects (minimum 1 project implemented during the previous year). ▪ Relevant experience in the performance of electrical installation works – at least 3 years of experience and 3 projects (minimum 1 project implemented during the previous year). ▪ Relevant experience in the supply of outdoor lighting fixtures and/or street lighting control systems confirmed by a reference list– at least 1 year of experience and 1 project. <p><i>(For JV/Consortium/Association/ Subcontractors, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	Positive reviews from other customers on the results of work on similar projects (at least one review on the results of design specifications and estimates development and other reviews – for	Form D: Qualification Form

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

	construction and installation works or delivery of a street LED equipment or street lighting control systems) – at least 3 reviews <i>(For JV/Consortium/Association/ Subcontractors, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD 300,000 for the last 3 years. <i>(For JV/Consortium/Association/ Subcontractors, a company which takes the role of the leading partner should meet this requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability: current liquidity ratio is not less than 1.0. If liquidity ratio is less than 1.0, UNDP will verify financial stability / strength of the Bidder and has the authority to seek references from concerned parties and banks on the Bidder's financial standing. UNDP shall have the right to reject any bid submitted by a Bidder proved to be not financial stable as a result of the verification of the Bidder's financial stability/strength <i>(For JV/Consortium/Association/ Subcontractors, a company which takes the role of the leading partner should meet this requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	420
2.	Proposed Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	330
	Total	1000

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Work experience		390
	Relevant experience in the development of design specifications and estimates for electricity and/or lighting projects – at least 3 years of experience and 3 projects (minimum 1 project implemented during the previous year)	140	
	- 5 points for each additional project in the development of design specifications and estimates for electricity and/or lighting projects, but not more than 20 points in total	20	
	Practical experience in the development of design specifications and estimates for the street and outdoor lighting projects. Each project in this sphere counts for 10 points. Maximum - 20 points.	20	
	Relevant experience in the performance of electrical installation works – at least 3 years of experience and 3 projects (minimum 1 project implemented during the previous year)	140	
	- 5 points for each additional project in the performance of electrical installation works, but not more than 20 points in total	20	
	Practical experience in the performance of electrical installation works for the street and outdoor lighting. Each project in this sphere counts for 10 points. Maximum - 20 points.	20	
	Relevant experience in the supply of outdoor lighting fixtures and/or street lighting control systems confirmed by a reference list– at least 1 year of experience and 1 project	30	
1.2	Positive reviews from other customers on the results of work on similar projects (at least one review on the results of design specifications and estimates development and other reviews – for construction and installation works or delivery of a street LED equipment or street lighting control systems) – at least 3 reviews		30
Total Section 1			420

Section 2. Proposed Approach and Implementation Plan			Points obtainable
2.1	Weekly Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing as well as Scheme of the project implementation with indication of the functions of each party involved (Contractor, UNDP, Novogrudok RUE "Housing & Utilities", Technical supervision company), outputs, deliverables and documentation, which should be provided by each party and to each party in the course of the project implementation. The contract implementation plan should also be supported by the Equipment maintenance program for the period of at least 5 years from the commissioning date in accordance with the declared warranty term. Relevant servicing costs according to the provided maintenance programme shall be included into the Financial Proposal.*		100
2.2	5 points for each additional year of warranty above minimum requested warranty term (5 years from the commissioning date) for construction works but not more than 15 points in total		15
2.3	5 points for each additional year of warranty above minimum requested warranty term (5 years from the commissioning date) for equipment but not more than 15 points in total		15
2.4	Warranty maintenance of the equipment performed by the Contractor/Contractor's authorized representative in the territory of the Republic of Belarus is an advantage		10
2.5	Availability of the equipment manufacturer's certificates for compliance with ISO 14001 standards for environmental management systems or analogue is an advantage		10
2.6	Volume of electricity consumption during the period of 15,000 hours**		100
Total Section 2			250

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Chief Engineer of the project		120
	Availability of the Certificate issued by the Ministry of Architecture and Construction of the Republic of Belarus combined with at least 5 years of relevant working experience	70	
	Higher education in the field of energy, automation is an advantage	20	
	Work experience over 5 years is an advantage, 5 points for each additional year of experience but not more than 15 points in total	15	
	Experience in designing street lighting systems (from 100 luminaires) is an advantage	15	
3.1 b	Chief Specialist who develops the section of the design documentation "Automation of electrical equipment"		90
	Availability of certificates (attestation) to perform the relevant types of works as part of the development of design specifications and estimates combined with at least 5 years of relevant working experience	60	
	Work experience over 5 years is an advantage, 5 points for each additional year of experience but not more than 20 points in total	15	
	Experience in designing street lighting systems projects (from 100 luminaires) is an advantage	15	
3.1 c	Work Manager (Foreman)		120
	Higher or secondary special education in the field of energy	30	

	Availability of the Certificate issued by the Ministry of Architecture and Construction of the Republic of Belarus for the performance of construction work combined with at least 5 years of relevant working experience	60	
	Work experience over 5 years is an advantage, 5 points for each additional year of experience but not more than 15 points in total	15	
	Experience of implementing projects of street lighting systems (from 100 luminaires) is an advantage	15	
Total Section 3			330

*** Applied scoring system for the evaluation criteria marked with ‘**’:**

Degree of compliance	Supporting Evidence	Scoring scale (% from maximum available score for the given sub-criteria)
Excellent	Excellent evidence of ability to exceed contract requirements	100%
Good	Good evidence of ability to exceed contract requirements	80%
Satisfactory	Satisfactory evidence of ability to support contract requirements	60%
Poor	Marginally acceptable or weak evidence of ability to comply with contract requirements	40%
Very poor	Lack of evidence to demonstrate ability to comply with contract requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

**** Rating the Volume of Electricity Consumption (VEC):**

VEC Rating = (Lowest Electricity Consumption Offer / Offer Being Reviewed) x 100

Section 5a. Terms of Reference

Implementation of works on the street lighting modernization in Novogrudok

1	Brief description of the UNDP Project	<p>The United Nations Development Programme in Belarus (further – UNDP) implements the UNDP/GEF Project “Belarus: Supporting Green Urban Development in Small and Medium-Sized Cities in Belarus” (further – Project).</p> <p>The objective of the Project is the growth of development of green urban development plans and pilot green urban development initiatives related to energy efficiency and sustainable transport in small and medium cities in Belarus.</p> <p>This objective will be achieved through 4 components of the Project:</p> <ol style="list-style-type: none"> 1) Development and adoption of green urban development plans; 2) Development of pilots on sustainable urban transport in Novopolotsk and Polotsk; 3) Development of pilots on energy efficiency in Novogrudok; 4) Replication mechanisms for green urban development in Belarus. <p>Within the framework of Component 3 of the Project, the United Nations Development Program in Belarus carries out activities to modernize the street lighting system in the municipality of Novogrudok.</p> <p>Installation of LED street lighting with street lighting control system will provide for energy savings of 596 MWh/year, which is equivalent to current operational cost savings of USD 90,000.</p> <p>The pilot initiative is expected to generate lifetime direct GHG emission reductions of 3.1 ktonnes of CO₂ equivalent.</p>
2	Facility title	Modernization of the street lighting system in the municipality of Novogrudok
3	Basis for performance of works	<p>Agreement between the Government of the Republic of Belarus and the United Nations Development Program dated September 24, 1992.</p> <p>UNDP/GEF technical assistance project “Belarus: Supporting Green Urban Development in Small and Medium-Sized Cities in Belarus” 00090983 (the project is registered in the database of international technical assistance programs and projects of the Ministry of Economy of the Republic of Belarus on October 27, 2016, No. 2/16/000822)</p>
4	Facility location	<p>City of Novogrudok, Republic of Belarus, ul. L. Sechko, Ul. Chapayeva, Ul. Zamkovaya, Ul. Mitskevicha, Ul. Vysokaya, Ul. Sovetskaya, Ul. Volchetskogo, Ul. Komsomolskaya, 1st Per. Lenina, Ul. Minskaya, Ul. Skoriny, U. Yubileynaya, Ul. Grodnenskaya, Pl. Lenina.</p> <p>A schematic layout of lighting towers of the RUE “Novogrudok Housing & Utilities” is given in Annex 2.</p> <p>The general location plan is given in Annex 5.</p>
5	Type of construction	Modernization.
6	Employer	United Nations Development Program in Belarus.
7	Contractor	Organization to be selected through tendering.
8	Source documents for performance of the works	<p>The following source information will be provided to the winning bidder before signing the contract:</p> <ol style="list-style-type: none"> 1. Design and construction permit issued by the Novogrudok Rayon Executive Committee; 2. Design assignment approved by the Novogrudok RUE “Housing & Utilities”; 3. Technical conditions issued by: State Motor Vehicle Inspectorate, Novogrudok Rayon Power Networks of RUE “Grodnoenergo”, Power Supervision Unit of RUE “Grodnoenergo”, power supplier, RUE “Grodnoavtodor” branch in Novogrudok;

9	List of works within the facility	<p>1. Development of design specifications and estimates (hereinafter referred to as “DSE”), DSE clearance and approval by relevant authorities. Obtaining a positive opinion of the State Construction Expert Evaluation Board (hereinafter referred to as “Gosstroyexpertiza”) on the DSE. Design supervision.</p> <p>2. Supply of equipment, materials and software for street lighting control.</p> <p>3. Performance of construction and installation works.</p> <p>4. Pre-commissioning of equipment.</p> <p>5. End-user training.</p> <p>6. Commissioning of the facility and its transfer to UNDP.</p> <p>7. Transfer of the facility in cooperation with UNDP to the Novogrudok RUE “Housing & Utilities”.</p> <p>8. Warranty service and planned servicing .</p>	
10	Scope of works	<p>General requirements:</p>	<p>1. The DSE shall be developed in compliance with the technical regulations of the Republic of Belarus, international and national design guidelines.</p> <p>2. All source data and other necessary documents shall be collected by and at the expense of the Contractor.</p> <p>3. As part of the DSE, the Contractor shall develop a Specification of products and materials permitted for use in the Republic of Belarus, according to the technical solution offered by the Contractor in the the tender proposal.</p> <p>4. The Contractor shall provide one complete copy of the DSE to UNDP for review (in hardcopy and in electronic format) prior to the review by the Gosstroyexpertiza.</p> <p>The Contractor shall incorporate possible comments made by UNDP and coordinate the final version of the DSE with UNDP and all the concerned agencies in accordance with the regulatory documents (Novogrudok RUE “Housing & Utilities”, the State Motor Vehicle Inspectorate, power supplier, rayon power networks, etc.)</p> <p>5. After receiving a positive opinion of the Gosstroyexpertiza, the Contractor shall provide the final version of the DSE, adjusted in accordance with the Gosstroyexpertiza’s comments, to UNDP for approval,</p> <p>The Contractor shall provide to UNDP the DSE, grouped by books, on paper in 6 copies, as well as in electronic form:</p> <ul style="list-style-type: none"> - each section of the DSE should be presented in the form of a separate *pdf file (Adobe Acrobat); - the graphical part of the design (drawings, plans, detailed drawings, etc. — in * pdf (Adobe Acrobat) and *dwg (Autocad) format; - the cost estimates - in *docx (MS Word) format, as well as in the format suitable for processing with costing software; - the textual part of the design – in MS Word format. <p>6. UNDP shall provide to the Contractor three copies of the DSE with the caption “For performance of the works.”</p> <p>7. The Contractor shall provide to UNDP a registered declaration of conformity for the design documents.</p> <p>8. The Contractor shall carry out design supervision to ensure compliance with the requirements of the DSE, the construction</p>

			management plan and the method statement, as well as quality control of the completed works.
		Time period for development and approval of the DSE and obtaining a positive opinion of Gosstroyexpertiza:	In accordance with the weekly work schedule as per contract. Tentatively: within 60 days after signing the contract
		Time period for design supervision:	In accordance with the weekly work schedule as per contract. The period from the beginning of equipment & materials deliveries and the performance of construction and installation works until the end of the facility commissioning process.
		Endorsement of DSE:	The developed DSE shall be duly endorsed by all interested organizations, including UNDP, Novogrudok RUE "Housing & Utilities", the State Motor Vehicle Inspectorate, the power supplier, rayon power networks operator, etc., as necessary.
		2. Supply of equipment, materials and software for street lighting control	
		General requirements:	<p>In accordance with the Technical Specification (Annex 1), the nomenclature and quantities approved in the DSE.</p> <p>All the necessary equipment, materials and software shall be delivered by the Contractor.</p> <p>The supplied equipment must include all necessary parts and accessories to ensure its installation, commissioning, and operation throughout the warranty period so that the equipment can function in accordance with the declared technical and manufacturer's specifications.</p> <p>All electrical equipment must comply with the current standards and the requirements for electrical installations effective in the Republic of Belarus.</p> <p>See the requirements for the documentation to be provided for equipment and materials in the Technical Specifications (Annex 1).</p> <p>Year of production of equipment and materials - 2018 or later.</p> <p>The UNDP shall inspect equipment on receipt at destination.</p> <p>In case the goods fully comply with the contract specifications the UNDP shall issue the Installation Permit (s).</p>
		Time period for delivery of equipment and materials:	In accordance with the weekly work schedule as per contract. Tentatively: within 120 days after signing the contract
		3. Performance of construction and installation works	
		General requirements:	<p>The works shall be carried out in accordance with the developed and agreed DSE, as well as in compliance with the construction norms and rules of the Republic of Belarus. The construction and installation works shall be performed in compliance with the legislative requirements of the Republic of Belarus in the field of environmental protection, fire safety, occupational safety and health, sanitary rules and hygienic standards, as well as other technical requirements and standards in the field of construction.</p> <p>All materials used in the performance of construction works and subject to confirmation of compliance with the technical regulations of the Customs Union, must have conformity</p>

		<p>certificates of the Customs Union. The construction works should be organized in such a way to ensure implementation of all possible environmental conservation measures. Upon completion of works, the work area shall be cleaned up. Construction debris shall be taken out and stored in a specially designated location. Construction waste shall be disposed of as required by the current legislation of the Republic of Belarus.</p> <p>The contractor receives permission to carry out construction and installation works at the State Construction Supervision Inspectorate (if necessary).</p> <p>Upon completion of the construction and installation works and before the beginning of pre-commissioning works, the Contractor, in the presence of representatives of UNDP and Novogrudok RUE "Housing & Utilities", shall test the installed equipment for readiness for pre-commissioning works.</p> <p>The Contractor shall make all the necessary electrophysical measurements and tests of grounding devices and provide relevant test and measurement protocols to UNDP.</p>
	Due date	In accordance with the weekly work schedule as per contract. Tentatively: within 120 days after signing the contract.
	4. Pre-commissioning of equipment	
	General requirements:	<p>The Contractor shall perform the pre-commissioning of equipment in accordance with the current legislation.</p> <p>Upon completion of the pre-commissioning work, the Contractor, in the presence of representatives of UNDP and Novogrudok RUE "Housing & Utilities", shall conduct comprehensive tests and trials of operation of the installed equipment. Prior to the commencement of the tests, the Contractor shall provide the test program to UNDP for review and approval.</p>
	Due date	In accordance with the weekly work schedule as per contract. Tentatively: within 10 days after supply of equipment and materials
	5. End-user training	
	General requirements:	<p>The contractor is obliged to conduct training for representatives of the Novogrudok RUE "Housing & Utilities".</p> <p>The Contractor shall deliver theoretical and practical training to the personnel of Novogrudok RUE "Housing & Utilities" on the operation and process safety issues with respect to the use and maintenance of all the equipment supplied.</p> <p>Training shall be conducted in accordance with the schedule agreed by the parties.</p> <p>Prior to the start of the training, the Contractor shall provide to the UNDP the Training Program and handouts (visual information for training purposes) in printed and electronic forms in sufficient quantity to conduct the training.</p>
	Due date	In accordance with the weekly work schedule as per contract. Tentatively: within 10 days after supply of equipment and materials
	6. Commissioning of the facility and its transfer to UNDP	

		General requirements:	<p>Upon completion of the works, the Contractor must present the completed works for acceptance, confirming their quality with a set of as-built submissions, including acceptance certificates for covered-up works and documents confirming the quality of all the materials used.</p> <p>The Contractor shall obtain opinions of state bodies (their subdivisions) issued within their competence in accordance with the legislation, references and other documents required for commissioning the facility.</p> <p>The Contractor shall organize and coordinate the work of the commissioning team established by the Novogrudok RUE "Housing & Utilities", and provide necessary documents to the commissioning team. The Contractor is responsible for submitting the Commissioning Certificate and its signing by all members of the commissioning team.</p> <p>The Contractor shall obtain an approval on the facility commissioning from the State Construction Supervision Inspectorate (if necessary).</p> <p>The Contractor shall provide to UNDP a registered declaration of conformity for the facility to be commissioned.</p>
		Due date	<p>In accordance with the weekly work schedule as per contract.</p> <p>Tentatively: within 20 days after pre-commissioning of equipment</p>
		7. Transfer of the facility in cooperation with UNDP to the Novogrudok RUE "Housing & Utilities"	
		General requirements:	<p>Preparing all technical, design, as-built and operational documents for the facility, including those necessary for the subsequent operation of the facility and its reflection in business accounts and handing them over to the Novogrudok RUE "Housing & Utilities" in cooperation with UNDP.</p>
		Due date	<p>In accordance with the weekly work schedule as per contract.</p> <p>Tentatively: within 10 days after commissioning of the facility and its transfer to UNDP</p>
		8. Warranty service and planned servicing	
		General requirements:	<p>1. The quality of the equipment must comply with the manufacturer's standards. The Contractor shall guarantees the quality of the equipment as a whole, including parts and components.</p> <p>2. During the warranty period, the warranty maintenance of the equipment shall be performed by the Contractor/Contractor's authorized representative (preferably in the territory of the Republic of Belarus) at the expense of the Contractor and should include labour inputs, materials and parts/units.</p> <p>3. During the warranty period, the Contractor shall provide repair of the equipment within 30 (thirty) calendar days from the date of receipt of a defect/malfunction notification.</p> <p>The Contractor shall bears all the costs related to dismantling, transportation, and disposal of faulty equipment and delivery of replacement equipment.</p> <p>4. In case of elimination of the identified flaws, defects, deficiencies, or equipment malfunctions, the warranty period shall be extended for the time during which the equipment was not used due to the elimination of the discovered flaws, defects, deficiencies, or equipment malfunctions.</p> <p>5. The Contractor shall provide technical support services for equipment and software, which include provision of responses</p>

			to all the questions from the installation site, recommendations for action at the installation site, classification of problems and provision of recommendations via phone or other communication channels.
		Planned servicing	1. The Contractor shall provide the equipment servicing in accordance with the maintenance program (the relevant costs for the equipment planned servicing should be included into the Financial proposal) – at least 5 years according to the declared warranty term.
		Assignment of rights	1. After signing the Certificate of Final Completion, the right to use the Contractor's warranty obligations, technical support obligations and right to use the Contractor's servicing according to the declared maintenance programme is transferred from UNDP to the Novogrudok RUE "Housing & Utilities" with signing a separate agreement between the Contractor and the Novogrudok RUE "Housing & Utilities".
		Time limits	1. Warranty for construction works – at least 5 years from the commissioning date. 2. Warranty for equipment – at least 5 years from the commissioning date. 3. Timeframe for the elimination of defects during the warranty period shall be no more than 30 calendar days from the date of receipt of a defect/malfunction notification. 4. Duration of technical support for equipment and software – at least 5 years from the commissioning date. 5. Equipment planned servicing - at least 5 years from the commissioning date in accordance with the declared warranty term.
		After Warranty Support	The Contractor shall provide warranty services and technical support for equipment and software, including remote support, for at least 5 years from the date of completion of above-mentioned warranty and technical support obligations under a separate agreement to be concluded between the Contractor and the Novogrudok RUE "Housing & Utilities" (if needed by the Novogrudok RUE "Housing & Utilities").
11	Overall work implementation period	Start date: October 2018 End date: March 2019	
12	Requirements for the Bidders's qualification and work experience	<ol style="list-style-type: none"> 1. Certificate of compliance to perform the functions of a prime contractor, Category 3 or higher 2. Certificate of compliance to perform the functions of a prime designer/ Certificate of compliance for design and survey works, Category 3 or higher (issued to the Bidder or its Subcontractor) 3. Other Certificates, which may be required according to the legislation of the Republic of Belarus to confirm the right of the Bidder or its Subcontractors' to carry out works offered in the technical proposal of the Bidder in response to the Terms of Reference of this RFP 4. Official appointment to act as Agent or a dealer on behalf of the Manufacturer, or Power of Attorney, if Bidder is not a manufacturer 5. Copies of the luminaires and controllers manufacturer's certificates for compliance with ISO 9001 standards for quality management systems 6. Copy of the luminaires and controllers manufacturer's certificates for compliance with ISO 14001 standards for environmental management systems, if any 	

		<p>7. Relevant experience in the development of design specifications and/or estimates for electricity and lighting projects – at least 3 years of experience and 3 projects (minimum 1 project in the last year).</p> <p>8. Minimum years of experience in the development of design specifications and/or estimates for the street and outdoor lighting projects will be an advantage.</p> <p>9. Relevant experience in the performance of electrical installation works – at least 3 years of experience and 3 projects (minimum 1 project in the last year).</p> <p>10. Minimum 3 years of experience in the performance of electrical installation works for the street and outdoor lighting will be an advantage.</p> <p>11. Relevant experience in the supply of outdoor lighting fixtures and/or street lighting control systems confirmed by a reference list– at least at least 1 year of experience and 1 project.</p> <p>12. Positive reviews from other customers on the results of work on similar projects (at least one review on the results of design specifications and estimates development and other reviews – for construction and installation works or delivery, pre-commissioning a street LED equipment or street lighting control system, training of personnel and commissioning of equipment) – at least 3 reviews</p>
13	Requirements for the qualification and experience of the Bidders 's and Subcontractor's personnel	<p>Key personnel:</p> <p>1. The chief engineer of the project, certified by the Ministry of Architecture and Construction of the Republic of Belarus who has work experience at least 5 years</p> <p>1.1 Higher education in the field of energy, automation is an advantage</p> <p>1.2 Work experience over 5 years is an advantage</p> <p>1.3 Experience in designing street lighting systems (from 100 luminaires) is an advantage</p> <p>2. The Chief Specialist, who develops the section of the design documentation "Automation of electrical equipment", which has a qualification certificate and work experience at least 5 years</p> <p>2.1 Work experience over 5 years is an advantage</p> <p>2.2 Experience in designing street lighting systems projects (from 100 luminaires) is an advantage</p> <p>3. The Work Manager (Foreman), certified by the Ministry of Architecture and Construction of the Republic of Belarus for the performance of construction work, having a higher or secondary special education in the field of energy and work experience in engineering positions for at least five years.</p> <p>3.1 The experience of implementing projects of street lighting systems (from 100 luminaires) is an advantage</p>
14	Possibility of engaging subcontractors to perform certain types of works	<p>According to the legislation of the Republic of Belarus, in the event that subcontractors are involved in the execution of design or survey work as well as construction and installation works, the Contractor must have a certificate for the implementation of the functions of the prime contractor.</p> <p>If the Bidders does not have experience in the performance of certain types of works, or special permits (certificates) and clearances required to perform certain types of works, the Contractor has the right to engage subcontractors having relevant experience as requested in the qualification requirements above (item 13).</p> <p>In this case, the Bidder shall provide the Form C: Joint Venture/Consortium/Association Information Form duly signed by all subcontractors to be engaged.</p> <p>The Bidders 's obligation to attract the specific subcontractors, which were taken into account when selecting the winning bidder, is a mandatory condition in the contract.</p> <p>The Bidders may not transfer to the Subcontractor or Subcontractors the entire scope of works/services required to fulfil the contractual obligations.</p>
15	Documents for equipment to be submitted by Bidders	<p>Documents for the luminaires:</p> <p>1. Technical specification of each proposed model of equipment, confirming all the parameters and data specified in this Terms of Reference, certified by the signature of the Contractor;</p>

	<p>2. Photometric files of each proposed luminaire model in formats *.ldt or *.ies, containing the following information: light flux distribution angles in the horizontal and vertical planes, total luminous flux of the luminaire (lm), light colour temperature (K) and other information;</p> <p>3. Copy of the valid certificate (declaration) of conformity of the Customs Union issued on the basis of test record sheets from an accredited laboratory (attaching copies of the test record sheets);</p> <p>4. Copies of the following documents (for bidders offering products from EU countries or non-Customs Union states):</p> <ul style="list-style-type: none"> - ENEC certificate for the luminaire (ENEC certificate according to standards: EN 62031, EN 62471, EN 60598-1, EN 60598-2-3); - EC Declaration of Conformity (EC Declaration of Conformity in accordance with the requirements of the EU Directive 2004/108/EC, EU Directive 2006/95/EK, EN 60598-2-3, EN60598-1, EN 61547, EN 55015, EN 61000-3-2, EN 61000-3-3, EN 61347-2-13); - Test report on compliance of the proposed product with the electromagnetic compatibility standards (EN 55015, EN 61547, EN 61000-3-2, EN 61000-3-3) issued by an independent laboratory accredited according to ISO 17025; - Test report on the dust and moisture protection rating (IP) of the enclosure of the proposed product (EN 60598-1), confirming the declared rating, issued by an independent laboratory accredited according to ISO 17025; - Test report on the impact protection rating (IK) of the enclosure of the proposed product confirming the declared rating (EN 50102), issued by an independent laboratory accredited according to ISO 17025; - A test report on photobiological safety for each proposed model of the product, issued by an independent laboratory accredited according to ISO 17025. The risk group shall not be higher than Risk Group 1; - A test report on the measured permissible operating temperatures of the luminaire components (EN 60598-1 and declared permissible operating temperatures); <p>5. In case of the absence of the valid certificate (declaration) of conformity of the Customs Union at the time of submission of the Proposal, the Bidder shall submit an obligation to provide a certificate (declaration) of conformity of the Customs Union with the attached copies of test record sheets before the developed DSE is submitted to the Gosstroyekspertiza as well as the following documentation:</p> <p>5.1 Copies of the documents specified in Clause 4 above (for bidders offering products from EU countries or non-Customs Union states):</p> <p>5.2 Copies of the following documents (for bidders offering products from the Customs Union countries):</p> <ul style="list-style-type: none"> - Technical conditions (if any); - Operational documents; - Test report(s) of the independent test center. <p><i>Documents for segment controllers:</i></p> <p>1. Technical specification of equipment, confirming all the parameters and data specified in this Terms of Reference, certified by the Contractor;</p> <p>2. Copy of the valid certificate (declaration) of conformity of the Customs Union issued on the basis of test record sheets from an accredited laboratory (attaching copies of the test record sheets);</p> <p>3. Obligation to provide the permits issued by RUE "BelGIE" for the used data communications equipment before the DSE development is completed (in case the bidder proposes solutions that envisage data communication via GSM channels). The procedure for obtaining the permits is available on the website of RUE "BelGIE" https://belgie.by/en/uslugi/vvoz_res</p> <p>4. In case of the absence of the valid certificate (declaration) of conformity of the Customs Union at the time of submission of the Proposal, the Bidder shall submit an obligation to provide a certificate (declaration) of conformity of the Customs Union with the attached copies of test record sheets before the developed DSE is submitted to the Gosstroyekspertiza</p>
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16	Documents for equipment to be submitted by the Contractor after signing the contract	<p><i>Documents for luminaires:</i></p> <p><i>Prior to the submission of DSE to the Gosstroyekspertiza</i></p> <ul style="list-style-type: none"> • A copy of the certificate (declaration) of conformity of the Customs Union issued on the basis of test record sheets from an accredited laboratory (attaching copies of the test record sheets) valid at least till July of 2019 • Copies of the following documents: <ul style="list-style-type: none"> - ENEC certificate for the luminaire (ENEC certificate according to standards: EN 62031, EN 62471, EN 60598-1, EN 60598-2-3); - EC Declaration of Conformity (EC Declaration of Conformity in accordance with the requirements of the EU Directive 2004/108/EC, EU Directive 2006/95/EK, EN 60598-2-3, EN 60598-1, EN 61547, EN 55015, EN 61000-3-2, EN 61000-3-3, EN 61347-2-13); - Test report on compliance of the proposed product with the electromagnetic compatibility standards (EN 55015, EN 61547, EN 61000-3-2, EN 61000-3-3) issued by an independent laboratory accredited according to ISO 17025; - Test report on the dust and moisture protection rating (IP) of the enclosure of the proposed product (EN 60598-1), confirming the declared rating, issued by an independent laboratory accredited according to ISO 17025; - Test report on the impact protection rating (IK) of the enclosure of the proposed product confirming the declared rating (EN 50102), issued by an independent laboratory accredited according to ISO 17025; - A test report on photobiological safety for each proposed model of the product, issued by an independent laboratory accredited according to ISO 17025. The risk group shall not be higher than Risk Group 1; - A test report on the measured permissible operating temperatures of the luminaire components (EN 60598-1 and declared permissible operating temperatures). <p><i>Prior to the equipment delivery</i></p> <ul style="list-style-type: none"> • Technical documentation for the delivered products in the Russian language: <ul style="list-style-type: none"> - Technical specification of each proposed model of equipment, confirming all the parameters and data specified in this Terms of Reference, certified by the signature of the Contractor; - Step-by-step installation instructions for the proposed equipment showing the complete installation process of installing the luminaire; - Technical passport for each unit of equipment specifying the warranty period; - Operation and maintenance manual. • A copy of the manufacturer's certificate for compliance with ISO 9001 standards for quality management systems; • A copy of the manufacturer's certificate for compliance with ISO 14001 standards for environmental management systems (if available); • Photometric files of each proposed luminaire model in formats *.ldt or *.ies, containing the following information: light flux distribution angles in the horizontal and vertical planes, total luminous flux of the luminaire (lm), light temperature (K) and other information. <p><i>Documents for the segment controllers:</i></p> <p><i>Before the DSE is submitted to the Gosstroyekspertiza</i></p> <ul style="list-style-type: none"> • A copy of the certificate (declaration) of conformity of the Customs Union issued on the basis of test record sheets from an accredited laboratory (attaching copies of the test record sheets) valid at least till July of 2019; <p><i>Before the DSE development is completed</i></p>
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		<ul style="list-style-type: none"> • Permits issued by RUE “BelGIE” for the used data communications equipment before the DSE development is completed (in case the bidder proposes solutions that envisage data communication via GSM channels) <p><i>Prior to equipment delivery</i></p> <ul style="list-style-type: none"> • Technical documentation for the delivered products in the Russian language; • Technical specification confirming all the parameters and data specified in this Terms of Reference, certified by the signature of the Contractor; • Step-by-step installation instructions for the proposed equipment showing the complete installation process of installing the controller; • Technical passport for each unit of equipment specifying the warranty period; • Operation and maintenance manual. • A copy of the controller manufacturer’s certificate for compliance with ISO 9001 standards for quality management systems; • A copy of the controller manufacturer’s certificate for compliance with ISO 14001 standards for environmental management systems (if available).
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Annexes to the TOR

1. Annex 1 - Technical Specification for Equipment
2. Annex 2 – Schematic layout of lighting towers (400 light points) of the Novogrudok RUE “Housing & Utilities”
3. Annex 3 – Street lighting inventory for Novogrudok
4. Annex 4 – Current location of street lighting control cabinets in Novogrudok and the number of luminaires connected therethrough
5. Annex 5 – General Layout Plan (attached in *pdf-format)

Technical Specification for Equipment

Purpose of the equipment

The equipment is intended for illumination of city streets and highways with the installation of luminaires on a rigid mounting arm and street lighting control cabinets (see the layout of lighting towers in Annex 2, the current inventory of street lighting fixtures in Annex 3, a list of existing lighting control cabinets in Annex 4, and the general layout plan in Annex 5).

Composition of equipment to be purchased for replacement of the existing mercury discharge luminaires with the implementation of a street lighting control system

1. Outdoor LED luminaire (max power 50 W) – 147 sets
2. Outdoor LED luminaire (max power 120 W) – 253 sets
3. Street lighting control system, including software – 1 set

1. Outdoor LED luminaire (max power 50 W) – 147 sets

##	Parameter	Value
1.	Light source type	LED (Light Emitting Diode)
2.	Material of the protective glass of the luminaire	Tempered glass
3.	Material of the housing of the luminaire	Die-cast aluminium
4.	Ingress Protection rating of the luminaire (IP), not less than	IP66
5.	Impact Protection rating of the luminaire (IK), not less than	IK09
6.	Weight of luminaire (kg), not more than	10 kg
7.	Compatibility of the luminaire with the support or console diameter	Ø (diameter) 40÷60 mm, possibility of installation on a standard console
8.	Ability to adjust the tilt angle of the luminaire relative to the horizontal illuminated plane	+/-15°
9.	Operating temperatures range	-40°C - +45°C
10.	Colour temperature, K	4000 +/-250K (neutral white)
11.	Type of luminaire mounting kit	With stainless steel screws
12.	Efficacy of the luminaire, not less than	120 lm/W
13.	Total luminous flux, including losses in the optics, not less than	6000 lm
14.	Colour Rendering Index (CRI)	>70
15.	Electrical safety class according to EN 60598	I (first)
16.	Overvoltage protection, not less than	6 kV
17.	The luminaire is equipped with a lightning protection device built into the luminaire housing, with the following parameters:	<ul style="list-style-type: none"> • rated discharge current, not less than 5 kA; • maximum discharge current, not less than 10 kA
18.	Total power consumption, no more than	50 W
19.	Protection from light pollution, not worse than	Luminous flux 0 candelas above 90° plane of the light emitting surface of the luminaire
20.	Useful lifetime of the luminaire - the operating time, during which the luminous flux is 80% of the initial value (L80), not less than	50 000 hours
21.	Warranty period, not less than	5 years

2. Outdoor LED luminaire (max power 120 W) – 253 sets

##	Parameter	Value
1.	Light source type	LED (Light Emitting Diode)
2.	Material of the protective glass of the luminaire	Tempered glass
3.	Material of the housing of the luminaire	Die-cast aluminium
4.	Ingress Protection rating of the luminaire (IP), not less than	IP66
5.	Impact Protection rating of the luminaire (IK), not less than	IK09
6.	Weight of luminaire (kg), not more than	10 kg
7.	Compatibility of the luminaire with the support or console diameter	Ø (diameter) 40÷60 mm, possibility of installation on a standard console
8.	Ability to adjust the tilt angle of the luminaire relative to the horizontal illuminated plane	+/-15°
9.	Operating temperatures range	-40°C - +45°C
10.	Colour temperature, K	4000 +/-250K (neutral white)
11.	Type of luminaire mounting kit	With stainless steel screws
12.	Efficacy of the luminaire, not less than	120 lm/W
13.	Total luminous flux, including losses in the optics, not less than	14400 lm
14.	Colour Rendering Index (CRI)	>70
15.	Electrical safety class according to EN 60598	I (first)
16.	Overvoltage protection, not less than	6 kV
17.	The luminaire is equipped with a lightning protection device built into the luminaire housing, with the following parameters:	<ul style="list-style-type: none"> • rated discharge current, not less than 5 kA; • maximum discharge current, not less than 10 kA
18.	Total power consumption, no more than	120 W
19.	Protection from light pollution, not worse than	Luminous flux 0 candelas above 90° plane of the light emitting surface of the luminaire
20.	Useful lifetime of the luminaire - the operating time, during which the luminous flux is 80% of the initial value (L80), not less than	50 000 hours
21.	Warranty period, not less than	5 years

Additional requirements for luminaires (max power 50 W and 120 W):

- availability of the “safe maintenance” function – when the luminaire is opened, the power of luminaire automatically cuts;
- the luminaire should be designed to include a built-in dustproof and waterproof filter for smoothing the pressure in the luminaire housing;
- the luminaire should be designed to envisage separate compartments, divided by a partition, which is a structurally inseparable part of the luminaire housing and intended for separate installation of the LED module and the power supply unit in the luminaire housing;
- the luminaire should be designed to provide function of tool less opening of the luminaire compartment where the power supply unit and other electrical devices are placed, to provide for on-the-spot repairs (replacement of the luminaire power supply unit without its dismantling) and maintenance of the luminaire;
- the luminaire should be designed to allow a replacement of the LED module, secondary optics of the luminaire, and other functional components without full or partial dismantling of the luminaire housing;
- all components of the luminaire housing, including the mounting bracket, must have a powder coated finish.

Technical requirements for the power supply unit of the luminaire

- a programmable power supply unit with the output power and feed current setting function;
- data reading from the luminaire driver using DALI/DALI 2 protocols;
- the power supply unit shall have a built-in function of automatic regulation of illumination levels depending on the time of day and power-on modes with the possibility of pre-setting 5 illumination levels. For each of the illumination stages, it shall be possible to select the level and duration of operation.

3 Street lighting control system

Performance requirements for the street lighting control system:

The street lighting control system is designed to control the 400 luminaires to be purchased, as well as for the currently used stock of luminaires specified in Annex 3 and includes the following basic equipment:

1. Controller integrated into the luminaire housing for remote control using PLC technology
2. Segment controller installed in the street lighting control cabinet
3. Centralized control software for the street lighting system
4. Street lighting control cabinets

The street lighting control equipment, as well as the incorporated software, should provide for

- The possibility of real-time monitoring of the main parameters of input and output electric power lines (voltage, frequency, current load monitoring);
- The possibility of real-time monitoring of the status of individual functional units in the control cabinet, storing information about the monitored parameters for a certain period of time, regardless of the presence of external supply voltages, and transferring this information to the main PC-based dispatcher workstation via communication channels;
- The possibility of operating in an automatic mode according to a pre-set street lighting system operating schedule;
- The possibility of local (manual) and remote (using the main PC-based dispatcher workstation) control;
- Switching on, switching off operating modes, monitoring of the technical condition of street lighting control cabinet units;
- Switching on/off and/or adjusting the power consumption of each phase separately according to a pre-set schedule;
- Timely signalling of technical malfunctions and emergency situations arising during the operation of the street lighting control system.

3.1. Controller integrated into the luminaire housing for remote control using PLC technology, 400 units

Technical requirements for the controller

- Built-in automatic positioning (GPS) function to determine the position of the connected luminaire;
- The luminaire controller shall provide for brightness adjustment from 10 to 100% with a brightness adjustment increment of 10%;
- The luminaire controller shall support at least two interfaces for monitoring various types of power supply units of the connected luminaire: 1-10 V, DALI, PWM;
- The luminaire controller shall support DALI or DALI 2 standard;

- The luminaire controller shall have a built-in real-time clock with an astronomical calendar and memory for offline operation for at least 365 days;
- The luminaire controller shall have a functional input for receiving data from an external motion sensor (PIR, Radar, etc.);
- The luminaire controller shall ensure readout of the following data from the luminaire driver in accordance with DALI /DALI2 protocols: total operation hours of the driver; current supplied to the LED array of the luminaire, mA; voltage supplied to the LED array of the luminaire, V; operating temperature on the LED array of the luminaire, °C; operating temperature of the luminaire driver, °C; total power consumption of the luminaire (kWh);
- The luminaire controller shall be able to transmit the data from the connected motion sensors to other luminaire controllers without using a central segment controller;
- The luminaire controller shall use CENELEC B standard (95-125 kHz) for communication with the segment controller;
- Maximum distance between the control network elements, luminaire controller/luminaire controller or luminaire controller/segment controller, shall be at least 200 m;
- Rated voltage of the luminaire controller, 230 V -15%.. + 10%;
- Current frequency 50 +/- 1 Hz;
- Operating temperature range of the luminaire controller, from -40°C to + 70°C;
- Overvoltage protection, at least 3 kV;
- Total consumption of the luminaire controller in the operating mode, no more than 2 W;
- The proposed luminaire controller must meet the standards, at a minimum:
 - EN 301 489-1 (1.9.2) & 7 (1.3.1) - Electromagnetic compatibility and radio spectrum matters;
 - EN 55015: 2013 - Limits and methods of measurement of radio disturbance characteristics of electrical lighting and similar equipment;
 - EN 61547: 2009 - Equipment for general lighting purposes. EMC immunity requirements;
 - EN 61347-2-11 and EN 61347-1 - Lamp Control gear.

3.2 Segment controller installed in the street lighting control cabinet

The quantity is determined by the Contractor based on the number of control cabinets offered by the Contractor to ensure the operation:

- 1) 400 controllers of luminaires purchased under this Terms of Reference, and
- 2) existing luminaires specified in the Annex 3 to the Terms of Reference.

Technical requirements for the segment controller

- Segment controller shall ensure the transfer of data and commands to at least 200 luminaire controllers centralized in a real-time mode with a time shift of less than 1 minute;
- Segment controller shall provide for sending and receiving a minimum amount of data to/from the centralized control software:
 - relay status in any phase (ON/OFF);
 - voltage level in any phase (V);
 - current level in any phase (A);
 - power factor level in any phase (cos ϕ);
 - data from the connected luminaire controller(s);
 - relay operation schedule in case of communication failure;
 - PIN-codes for access of technical personnel;
- Segment controller shall be able to communicate with the central control software via a secure TCP/IP protocol;

- Segment controller shall communicate with the central control software no more often than every 10 minutes;
- Segment controller shall support at least two communication channels (automatic switching) for communication with the central control software: Ethernet (LAN), 3G, LTE, Wi-Fi, etc.;
- Segment controller shall be able to communicate with the luminaires via a power line using secure encryption;
- Segment controller shall have a built-in real-time clock with a backup battery and astronomical calendar support. The clock shall be synchronized from the central control software at least once a day;
- Segment controller shall be able to send notifications to the centralized control software in the event of a complete loss of power;
- Automatic updating of firmware and settings of remote equipment, programming by protocol (OTA);
- Segment controller shall have a minimum of interfaces in the main unit:
 - RS-485 interface for connecting additional equipment;
 - two or more optically separated digital inputs;
 - at least three voltage measurement inputs with the accuracy of +/- 1%;
 - at least three current transformer inputs;
 - at least three relay inputs;
 - at least one antenna connector for PLC equipment;
 - 12 VDC output for connecting an external siren;
- Segment controller should have built-in backup memory for operation without communication with the central control software for at least one month;
- Rated voltage of segment controller, 230V -15 %.. + 10%;
- Current frequency, 50 +/- 1 Hz;
- Operating temperature range of segment controller, from -40°C to + 70°C;
- Overvoltage protection, at least 6 kW;
- Total power consumption of segment controller in the operating mode, no more than 10 W;
- The proposed segment controller must meet the standards, at a minimum:
 - EN 301 489-1 (1.9.2) & 7 (1.3.1) - Electromagnetic compatibility and Radio spectrum Matters;
 - EN 55015: 2013 - Limits and methods of measurement of radio disturbance characteristics of electrical lighting and similar equipment;
 - EN 61547: 2009 - Equipment for general lighting purposes. EMC immunity requirements.

3.3. Centralized control software for the street lighting system

Technical requirements

- The centralized control software for the street lighting system shall provide for at least two-level user access;
- The centralized control software shall support determination of access rights and access restrictions;
- The centralized control software shall visualize all segment controllers, luminaire controllers and the location of gauges and sensors on a map (GIS);
- The maps visualization shall support interactive functions, such as scaling, selecting, adding, deleting and moving objects;
- The maps visualization should provide status information about the luminaire and the cabinet: malfunctions, on/off, dimming level, type, group membership;
- The centralized control software shall allow for configuring and changing the switching and dimming profiles depending on the time of day and outdoor lighting;
- The centralized control software shall allow for configuring and setting the dimming and switching parameters on either a single controller or a group of objects;
- The centralized control software shall support online data visualization and equipment operation;

- The centralized control software shall allow for assigning sensors to luminaire controllers and the corresponding luminaires.
- The user reporting function of the centralized control software for the street lighting system shall envisage the following:
 - user reports shall provide a possibility to select: period (year, month, day, week, day of the week, time), parameters, objects (segment controllers, luminaire controllers), groups;
 - all reports shall be available in html, pdf, xls formats;
 - the server management software shall provide notifications via SMS and e-mail based on user selection criteria;
 - the server management software shall be based on web interfaces and support various browsers with an easy-to-read design;
 - the server management software shall have an interface in the Russian or Belarusian languages with the ability to add new languages (English).

4. Street lighting control cabinets

The quantity is determined by the Contractor based on the number of control cabinets offered by the Contractor to ensure the operation:

- 1) 400 controllers of luminaires purchased under this Terms of Reference, and
- 2) existing luminaires specified in the Annex 3 to the Terms of Reference.

Section 5a. Annex 2 to the Terms of Reference

Schematic layout of lighting towers (400 light points) of the Novogradok RUE “Housing & Utilities”



Figure 1 - Schematic layout of lighting towers in Ul. L. Sechko, City of Novogradok
(layout – one-sided, luminaire installation altitude – 8.5 m) (the towers shown in red are not currently used for lighting purposes)



Figure 2 - Schematic layout of lighting towers in Ul. Chapayeva, City of Novogradok
(layout – one-sided, luminaire installation altitude – 8.5 m) (the towers shown in red are not currently used for lighting purposes)

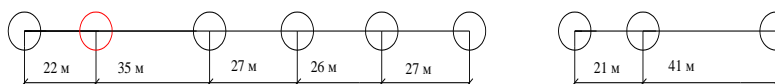


Figure 3 - Schematic layout of lighting towers in Ul. Zamkovaya, City of Novogradok
(layout – one-sided, luminaire installation altitude – 8.5 m) (the towers shown in red are not currently used for lighting purposes)

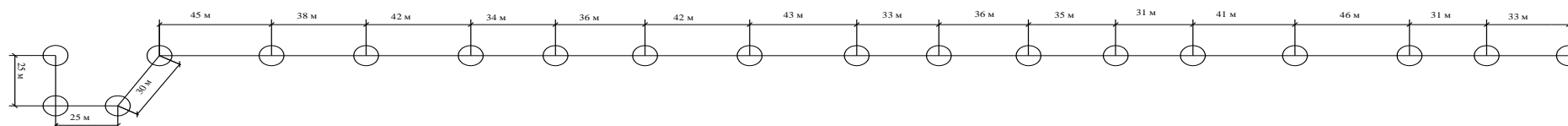


Figure 4 - Schematic layout of lighting towers in Ul. Mitskevicha (before the intersection with Ul. Lomonosova), City of Novogradok
(layout – one-sided, luminaire installation altitude – 8.5 m)

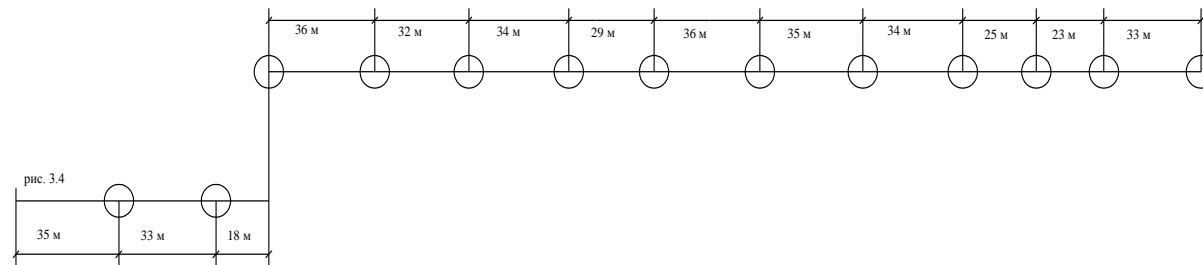


Figure 5 - Schematic layout of lighting towers in Ul. Mitskevicha (from the intersection with Ul. Lomonosova to the intersection with Ul. Yubileynaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

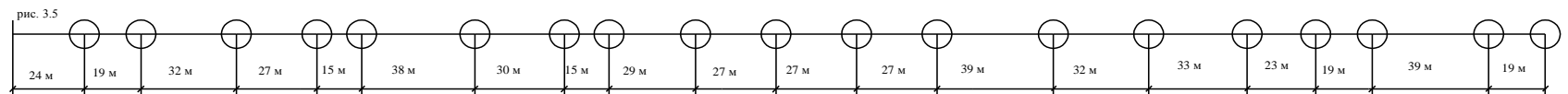


Figure 6 - Schematic layout of lighting towers in Ul. Mitskevicha (from the intersection with Ul. Yubileynaya to the intersection with Ul. Volchetskogo), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

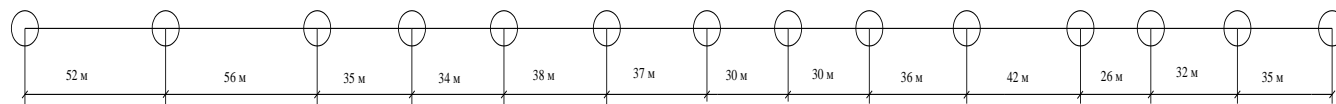


Figure 7 - Schematic layout of lighting towers in Ul. Mitskevicha (from the intersection with Ul. Volchetskogo to the intersection with 3rd per. Volchetskogo), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

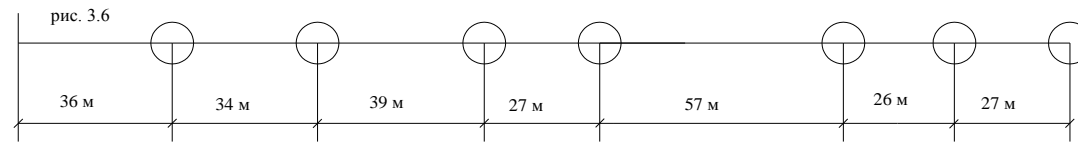


Figure 8 - Schematic layout of lighting towers in Ul. Mitskevicha (from the intersection with 3rd per. Volchetskogo lane to the intersection with Ul. Grodnenskaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

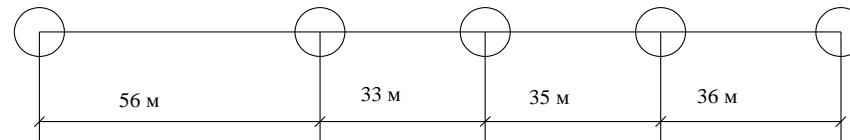


Figure 9 - Schematic layout of lighting towers in Ul. Vysokaya to pl. Lenina, City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

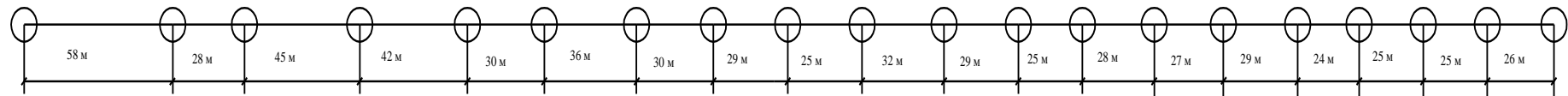


Figure 10 - Schematic layout of lighting towers in Ul. Sovetskaya (before the intersection with Ul. Pionerskaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

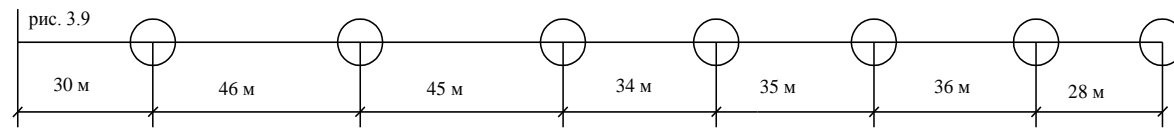


Figure 11 - Schematic layout of lighting towers in Ul. Sovetskaya (from the intersection with Ul. Pionerskaya to the intersection with Ul. Volchetskogo), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

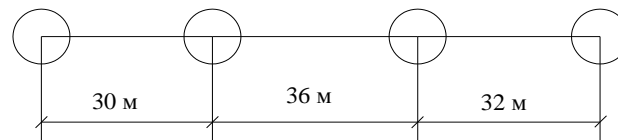


Figure 12 - Schematic layout of lighting towers in Ul. Volchetskogo (junction of Ul. Mitskevicha and Ul. Sovetskaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

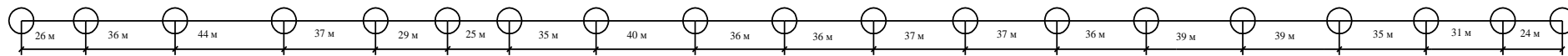


Figure 13 - Schematic layout of lighting towers in Ul. Sovetskaya (from the intersection with Ul. Volchetskogo to the intersection with 1st per. Lenina), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

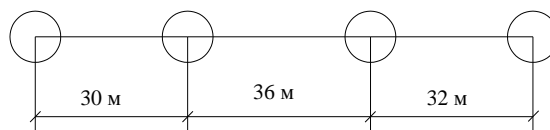


Figure 14 - Schematic layout of lighting towers in Ul. Komsomolskaya (junction of Ul. Mitskevicha and Ul. Sovetskaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

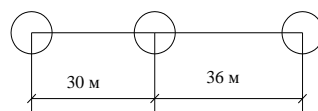


Figure 15 - Schematic layout of lighting towers in 1st per. Lenina (junction of Ul. Mitskevicha and Ul. Sovetskaya), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

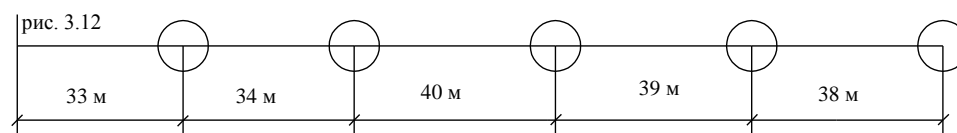


Figure 16 - Schematic layout of lighting towers in Ul. Sovetskaya (from 1st per. Lenina to Pl. Lenina), City of Novogradok (layout – one-sided, luminaire installation altitude – 8.5 m)

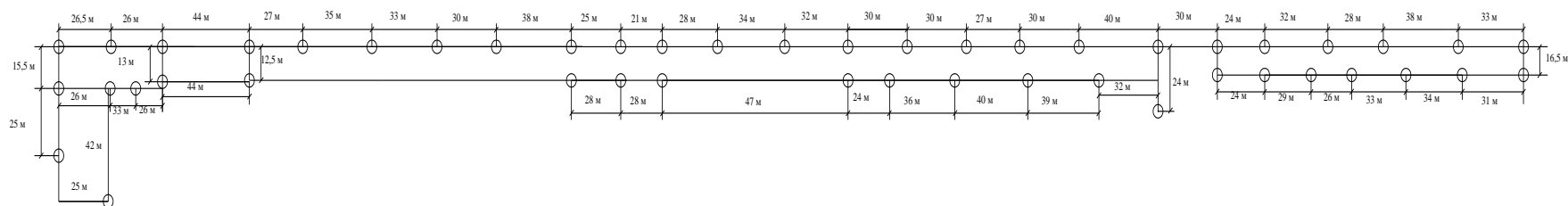


Figure 17 - Schematic layout of lighting towers in Ul. Minskaya (before the intersection with 3rd per. Minski), City of Novogradok (layout - two-row, luminaire installation altitude - 8.5 m)

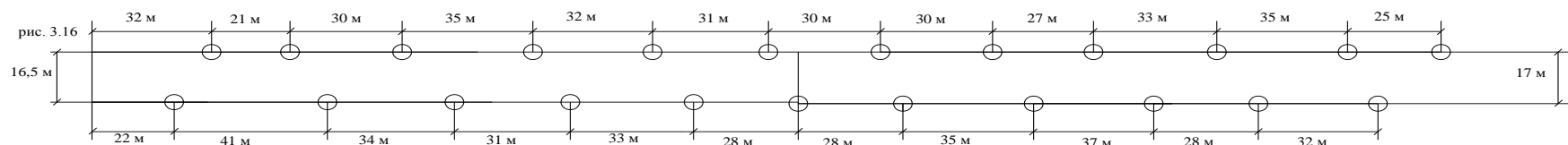


Figure 18 - Schematic layout of lighting towers in Ul. Minskaya (from the intersection with 3rd per. Minski to the intersection with Per. Pervomayski), City of Novogradok (layout - two-row, luminaire installation altitude - 8.5 m)

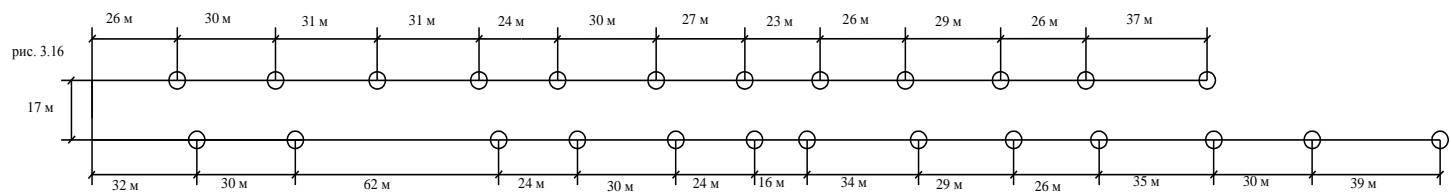


Figure 19 - Schematic layout of lighting towers in Ul. Minskaya (from the intersection with Per. Pervomayski to the intersection with Ul. Sverdlova), City of Novogradok (layout - two-row, luminaire installation altitude - 8.5 m)

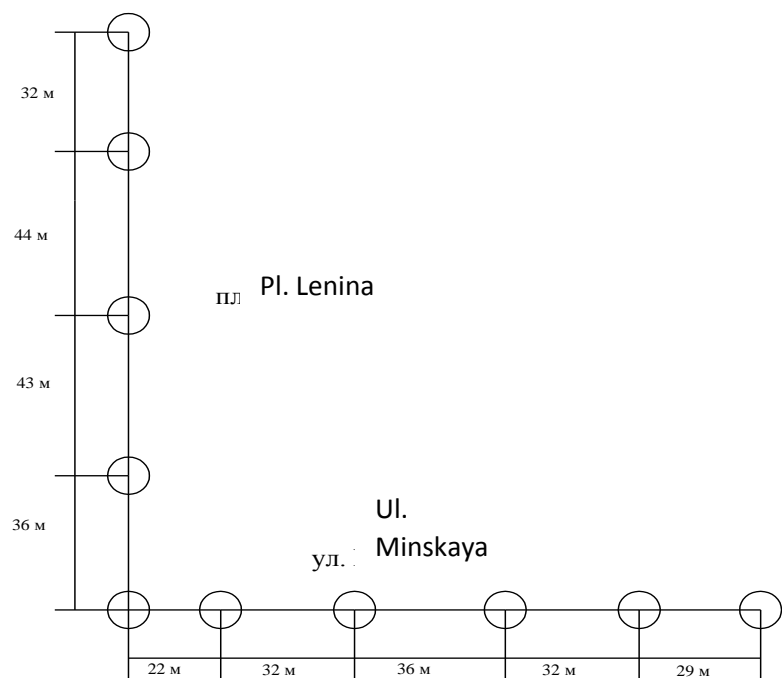


Figure 20 - Schematic layout of lighting towers in Ul. Minskaya and Pl. Lenina, City of Novogradok (layout - one-row; luminaire installation altitude - 8.5 m)

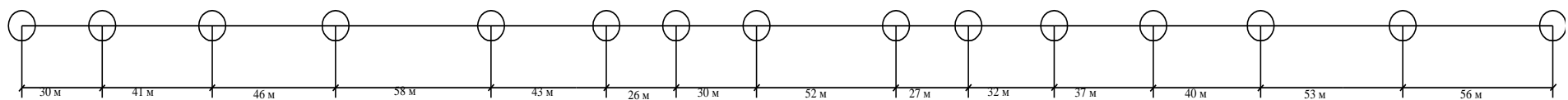


Figure 21 - Schematic layout of lighting towers in Ul. Skoriny (before the intersection with Ul. Yubileynaya), City of Novogradok (layout - one-row, luminaire installation altitude - 9 m)

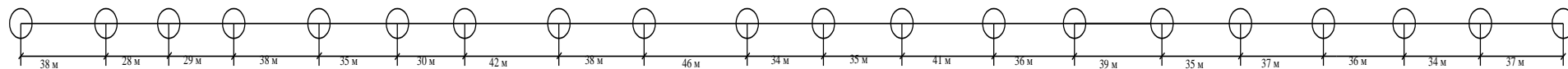


Figure 22 - Schematic layout of lighting towers in Ul. Skoriny (from the intersection with Ul. Yubileynaya to the intersection with Ul. Volchetskogo), City of Novogradok (layout – one-row, luminaire installation altitude - 11 m)

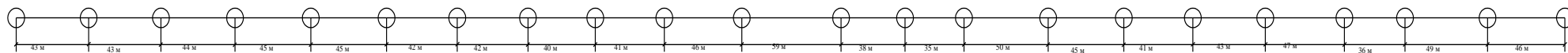


Figure 23 - Schematic layout of lighting towers in Ul. Volchetskogo, City of Novogradok (layout - one-row; luminaire installation altitude - 9.5 m)

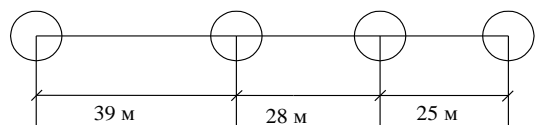


Figure 24 - Schematic layout of lighting towers in Ul. Yubileynaya, City of Novogradok (layout - one-row; luminaire installation altitude - 8.5 m)



Figure 25 - Schematic layout of lighting towers in Ul. Grodnenskaya (before the intersection with Ul. Chekhova), City of Novogradok (layout - one-row, luminaire installation altitude - 9.5 m) (the towers shown in red are not currently used for lighting purposes)

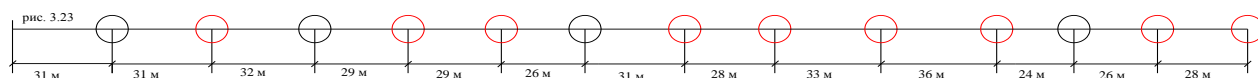


Figure 26 - Schematic layout of lighting towers in Ul. Grodnenskaya (from the intersection with Ul. Chekhova to the intersection with Ul. Mitskevicha), City of Novogradok (layout - one-row, luminaire installation altitude - 8.5 m) (the towers shown in red are not currently used for lighting purposes)

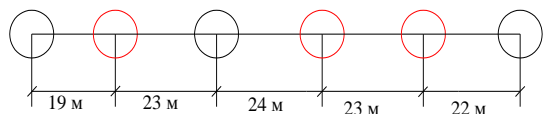


Figure 27 - Schematic layout of lighting towers in Ul. Grodnenskaya (from the intersection with Ul. Mitskevicha to Pl. Lenina) City of Novogradok (layout - one-row, luminaire installation altitude - 8.5 m) (the towers shown in red are not currently used for lighting purposes)

Section 5a. Annex 3 to the Terms of Reference

Existing Street lighting inventory for Novogradok

Lighting Fixture Model	Lamp Type	Power Capacity of Lighting Fixture, kWh	Quantity of Lighting Fixtures, units
ЖТУ 70	DNaT-70*	0.07	98
PTY 125	DRL-125**	0.125	123
ЖСУ-100	DNaT-100	0.1	64
ЖКУ 70	DNaT-70	0.07	96
ЖКУ 100	DNaT-100	0.1	160
ЖКУ 150	DNaT-150	0.15	235
РКУ 125	DRL-125	0.125	24
РКУ 250	DRL-250	0.25	207
СВД ССМ-К-М-32	LED	0.032	180
СВД ССМ-К-М-64	LED	0.064	130
СВД ДСО-02-40	LED	0.04	285
СВД ДСО-02-70	LED	0.07	137
СВД ДКУ 80	LED	0.08	14
СВД ДКУ-45	LED	0.045	15
СВД ДКУ-30	LED	0.03	11
Total:	-	-	1779

*DNaT - Sodium Discharge lamp

**DRL - Mercury Discharge lamp

Section 5a. Annex 4 to the Terms of Reference

Current location of street lighting control cabinets in Novogrudok and the number of luminaires connected therethrough

##	Current Location of Street Lighting Control Cabinets	Connected load, kW	Light source type		
			LED	Mercury Discharge lamp (DRL-type)	Sodium Discharge lamp (DNaT-type)
1	Street lighting, ul. Drozdovicha	4	17		19
2	Ul. F. Skoriny, TP-89	3	50	5	10
3	Ul. Mitskevicha / 2, TP-103 V/G	8	19	24	21
4	TP-74*	1	10		1
5	TP-30	2	9	1	3
6	TP-58	5	2	31	
7	Street lighting, Ul. Borzobogatogo, TP-1	1	6		
8	Street lighting, Ul. Chapayeva, TP-50	4	30	2	3
9	ZTP-104**	5	35		31
10	Ul. Grodnenskaya (intersection with Ul. Volchetskogo)	4	15	4	3
11	Ul. Sverdlova	3	16		1
12	Street lighting, Ul. Sportovaya TP- 64	5	12		29
13	Street lighting, Ul. Chekhova, TP- 59	3	2		17
14	Street lighting, Ul. Kosmonavtov, TP- 87	3	28		
15	Street lighting, STP- 86	4	20	6	1
16	Street lighting, Ul. Sovetskaya, TP -2	5	10	4	28
17	Street lighting, Ul. Kommunalnaya, TP-3	3	1	5	12
18	Street lighting, Ul. Sechko, TP- 5	7	66	4	2
19	Street lighting, Ul. Podgornaya, TP- 6	7	43	1	1
20	Street lighting, Ul. Lenina, TP-7	7	24	18	16
21	Street lighting, Ul. Lenina, TP-49	5			
22	Street lighting, Per. Grodnenski	2	11		
23	STP-82***	3	11	2	
24	Street lighting, Zelenkhoz	6	52	1	
25	Street lighting, Ul. 1 Maya, TP-19	5	1	6	15
26	Street lighting, Ul. Internatsionalnaya, TP-31	7	22	3	16
27	Street lighting, Ul. Molodezhnaya, STP-75	4	4	6	3

##	Current Location of Street Lighting Control Cabinets	Connected load, kW	Light source type		
			LED	Mercury Discharge lamp (DRL-type)	Sodium Discharge lamp (DNaT-type)
28	Street lighting, Ul. Mitskevicha, TP-36	6	28		9
29	Street lighting, Ul. Mitskevicha, TP-42	1	1	1	4
30	Street lighting, Ul. Oktyabrskaya, TP-43	3	5	3	11
31	Street lighting, Ul. Suvorova, TP-46	3	13		3
32	Street lighting, Ul. Yubileynaya, TP-66	6	29	4	15
33	Street lighting, Ul. Komsomolskaya, GKTP-28****	4	4	14	5
34	Street lighting, Grabniki, STP-93	4	3	7	3
35	Street lighting, Mitropol, STP-81	5	8	2	3
36	Street lighting, Ul. Zavodskaya	3	11		1
37	Street lighting, Ul. Stroitelei, TP-83	5	7	23	14
38	Street lighting, Ul. Yatsuka, TP-105	6	53	3	3
39	Street lighting, Ul. Tikhaya, STP-101	3	2	7	3
40	Street lighting, Ul. Pochtovaya	2	2		11
41	Street lighting, Ul. Minskaya TP-8	11	1	2	138
42	Residential Area Vostochny, TP-20	4			48
43	STP-85	3	17	2	
44	Street lighting, Ul. Volcheckogo, TP-51	7	5		74
45	Street lighting, Ul. Mitskevicha, TP- 40	3		6	17
46	Street lighting, Pl. Lenina	5		40	
47	Street lighting, Skver Mitskevicha	5	2	32	2
48	Street lighting, municipal park	4		30	
49	Street lighting, Small Castle (Malyi Zamok), TP- 35	4	12	23	17
50	Street lighting, Ul. Lomonosova, KTP-98*****	3	13		11
51	Ul. Telmana, TP-76	2			11
52	Street lighting (street TBC)	2	5		

*TP – transformer substation

**ZTP – closed transformer substation

***STP – pole-mounted transformer substation

****GKTP – city package transformer substation

*****KTP - package transformer substation

Section 5a. Annex 5 to the Terms of Reference

**General Layout Plan
(attached in *pdf-format)**

Section 5b: Other Related Requirements

Further to the Terms of Reference in the preceding Section 5a, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DAP or DDP
Exact Address of Delivery/Installation Location	Novogrudok, Republic of Belarus/ Installation location is indicated on the General Layout Plan (Annex 5)
Mode of Transport Preferred	Land
Customs, if required, clearing shall be done by:	Supplier
Ex-factory / Pre-shipment inspection	The UNDP shall have the right at its own cost to conduct inspection of the equipment in the manufacturer's factory or prior to its shipment. If the equipment fails to meet the contract specifications the Contractor shall take immediate steps to remedy the deficiency or replace the defective equipment at his own cost to the satisfaction of the UNDP
Inspection upon delivery	<ul style="list-style-type: none"> • The UNDP shall inspect equipment on receipt at destination. • In case the goods fully comply with the contract specifications the UNDP shall issue the Installation Permit. • If equipment fails to meet the contract specifications the Contractor shall take immediate steps to remedy the deficiency or replace the defective equipment at his own cost to the satisfaction of the UNDP.
Payment Terms (max. advanced payment is 20% as per UNDP policy)	Max of 20% upon contract signature/PO issuance and the rest within 30 days from UNDP's written Acceptance of Works based on full compliance with RFP requirements
Conditions for Release of Payment	<input checked="" type="checkbox"/> Contract signature/PO issuance and submission of Performance Security <input checked="" type="checkbox"/> Written Acceptance of Works based on full compliance with RFP requirements after commissioning of the facility and its transfer to UNDP

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/BLR/Green Cities/384/2018		

We, the undersigned, offer to provide the services for the street lighting modernization in Novogrudok in accordance with your Request for Proposal No. RFP/BLR/Green Cities/384/2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ol style="list-style-type: none"> 1. Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured 2. Certificate of Incorporation/ Business Registration 3. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder 4. Copies of the luminaires and controllers manufacturer's certificates for compliance with ISO 9001 standards for quality management systems 5. Copies of the luminaires and controllers manufacturer's certificates for compliance with ISO 14001 standards for environmental management systems, if any 6. Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder 7. Official appointment to act as Agent or a dealer on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer

8. Power of Attorney to represent interests of the Bidder as regards any matters related to the RFP, incl. signing the Proposal
9. Certificate of compliance to perform the functions of a prime contractor, Category 3 or higher
10. Certificate of compliance to perform the functions of a prime designer/ Certificate of compliance for design and survey works, Category 3 or higher (issued to the Bidder or its Subcontractor)
11. Other Certificates confirming, which may be as required according to the legislation of the Republic of Belarus to confirm the right of the Bidder or its Subcontractors' to carry out works offered in the technical proposal of the Bidder in response to the Terms of Reference of this RFP
12. Technical documentation for equipment as per Clause 15, Section 5a:
 - 12.1 Technical specification of each proposed model of equipment, confirming all the parameters and data specified in this Terms of Reference, certified by the signature of the Contractor;
 - 12.2 Photometric files of each proposed luminaire model in formats *.ldt or *.ies;
 - 12.3. Copy of the certificate (declaration) of conformity of the Customs Union (attaching copies of the test record sheets);
 - 12.4. Copies of the following documents (for bidders offering products from EU countries or non-Customs Union states):
 - ENEC certificate for the luminaire (ENEC certificate according to standards: EN 62031, EN 62471, EN 60598-1, EN 60598-2-3);
 - EC Declaration of Conformity (EC Declaration of Conformity in accordance with the requirements of the EU Directive 2004/108/EC, EU Directive 2006/95/EK, EN 60598-2-3, EN 60598-1, EN 61547, EN 55015, EN 61000-3-2, EN 61000-3-3, EN 61347-2-13);
 - Test report on compliance of the proposed product with the electromagnetic compatibility standards (EN 55015, EN 61547, EN 61000-3-2, EN 61000-3-3) issued by an independent laboratory accredited according to ISO 17025;
 - Test report on the dust and moisture protection rating (IP) of the enclosure of the proposed product (EN 60598-1), confirming the declared rating, issued by an independent laboratory accredited according to ISO 17025;
 - Test report on the impact protection rating (IK) of the enclosure of the proposed product confirming the declared rating (EN 50102), issued by an independent laboratory accredited according to ISO 17025;
 - A test report on photobiological safety for each proposed model of the product, issued by an independent laboratory accredited according to ISO 17025. The risk group shall not be higher than Risk Group 1;
 - A test report on the measured permissible operating temperatures of the luminaire components (EN 60598-1 and declared permissible operating temperatures);
 - 12.5. In case of the absence of the certificate (declaration) of conformity of the Customs Union at the time of submission of the Proposal, the Bidder shall submit an obligation to provide a certificate (declaration) of conformity of the Customs Union with the attached copies of test record sheets before the developed DSE is submitted to the Gosstroyekspertiza as well as the following documentation:

12.5.1 Copies of the documents specified in Clause 4 above (for bidders offering products from EU countries or non-Customs Union states):

12.5.2 Copies of the following documents (for bidders offering products from the Customs Union countries):

- Technical conditions (if any);
- Operational documents;
- Test report(s) of the independent test center;

12.6. An obligation to provide the permits issued by RUE "BelGIE" for the used data communications equipment before the DSE development is completed (in case the bidder proposes solutions that envisage data communication via GSM channels)

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/BLR/Green Cities/384/2018		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association and in case of provision of services through subcontractors

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

We have attached a copy (copies) of the below document (s):

☐ Copies of the agreements with Subcontractor (s)

☐ Copies of special permits (certificates) and clearances issued to the Subcontractor (s) required to perform certain types of works

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

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

Historical Contract Non-Performance

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

☐ Contract(s) not performed for the last 3 years

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

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

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

Previous Relevant Experience

List the assignments for the performance of electrical installation works, development of design specifications and estimates and the supply of outdoor lighting fixtures (incl. LED lighting fixtures) and/or street lighting control systems confirmed by a reference list including pre-commissioning and training an end user.

Please list only previous similar assignments successfully completed at least during the last 3 years.

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

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

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

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

Financial Standing

Annual Turnover for the last 3 years	Year 2015	USD
	Year 2016	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

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

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

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

Technical Specification for the Equipment

Part 1

Works to be Executed	Description of Works (required)		Description of Works (offered) <i>Please confirm provision of the required works</i>
1. Development of design specifications and estimates (DSE), DSE clearance and approval by relevant authorities. Obtaining a positive opinion of the Gosstroyexpertiza on the DSE. Design supervision.	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
	Endorsement of DSE:	The developed DSE shall be duly endorsed by all interested organizations, including UNDP, Novogrudok RUE "Housing & Utilities", the State Motor Vehicle Inspectorate, the power supplier, rayon power networks operator, etc., as necessary.	<i>Please confirm</i>
2. Supply of equipment, materials and software for street lighting control	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
3. Performance of construction and installation works	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
4. Pre-commissioning of equipment	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
5. End-user training	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
6. Commissioning of the facility and its transfer to UNDP	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
7. Transfer of the facility in cooperation with UNDP to the	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>

Novogradok RUE “Housing & Utilities”			
8. Warranty service and planned servicing	General requirements:	In accordance with Terms of Reference Section.	<i>Please confirm</i>
	Time limits	1. Warranty for construction works – at least 5 years from the commissioning date. 2. Warranty for equipment – at least 5 years from the commissioning date. 3. Timeframe for the elimination of defects during the warranty period shall be no more than 30 calendar days from the date of receipt of a defect/malfunction notification. 4. Duration of technical support for equipment and software – at least 5 years from the commissioning date. 5. Equipment planned servicing - at least 5 years from the commissioning date in accordance with the declared warranty term.	<i>Please confirm</i>
	Assignment of rights	1. After signing the Certificate of Final Completion, the right to use the Contractor's warranty obligations, technical support obligations and right to use the Contractor's servicing according to the declared maintenance programme is transferred from UNDP to the Novogradok RUE “Housing & Utilities” with signing a separate agreement between the Contractor and the Novogradok RUE “Housing & Utilities”.	<i>Please confirm</i>
	Planned servicing	1. The Contractor shall provide the equipment servicing in accordance with the maintenance program (the relevant costs for the equipment planned servicing should be included into the Financial proposal) – at least 5 years according to the declared warranty term.	<i>Please confirm</i>
	After Warranty Support	The Contractor shall provide warranty services and technical support for equipment and software, including remote support, for at least 5 years from the date of completion of above-mentioned warranty and technical support obligations under a separate agreement to be concluded between the Contractor and the Novogradok RUE “Housing & Utilities” (if needed by the Novogradok RUE “Housing & Utilities”).	<i>Please confirm</i>
9. Overall work implementation period		Start date: October 2018 End date: March 2019	<i>Please confirm</i>

Part 2

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
1. Outdoor LED luminaire (max. power 50 W)	147 sets	MODEL, MANUFACTURER, COUNTRY OF ORIGIN	<i>Please indicate model, manufacturer, country of origin of the offered goods:</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
			Model: _____ Manufacturer: _____ Country of origin: _____
		Year of manufacture: not earlier than 2018 (not being used or repaired)	<i>Please indicate the year of manufacture, that the goods are new, not being used or repaired</i>
		Light source type	LED (Light Emitting Diode)
			<i>Please indicate parameters</i>
		Material of the protective glass of the luminaire	Tempered glass
			<i>Please indicate parameters</i>
		Material of the housing of the luminaire	Die-cast aluminium
			<i>Please indicate parameters</i>
		Ingress Protection rating of the luminaire (IP), not less than	IP66
			<i>Please indicate parameters</i>
		Impact Protection rating of the luminaire (IK), not less than	IK09
			<i>Please indicate parameters</i>
		Weight of luminaire (kg), not more than	10 kg
			<i>Please indicate parameters</i>
		Compatibility of the luminaire with the support or console diameter	Ø (diameter) 40÷60 mm, possibility of installation on a standard console
			<i>Please indicate parameters</i>
		Ability to adjust the tilt angle of the luminaire relative to the horizontal illuminated plane	+/-15°
			<i>Please indicate parameters</i>
		Operating temperatures range	-40°C - +45°C
			<i>Please indicate parameters</i>
		Colour temperature, K	4000 +/-250K (neutral white)
			<i>Please indicate parameters</i>
		Type of luminaire mounting kit	With stainless steel screws
			<i>Please indicate parameters</i>
		Efficacy of the luminaire, not less than	120 lm/W
			<i>Please indicate parameters</i>
		Total luminous flux, including losses in the optics, not less than	6000 lm
			<i>Please indicate parameters</i>
		Colour Rendering Index (CRI)	>70
			<i>Please indicate availability</i>
		Electrical safety class according to EN 60598	I (first)
			<i>Please indicate parameters</i>
		Overvoltage protection, not less than	6 kV
			<i>Please indicate parameters</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)		Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		The luminaire is equipped with a lightning protection device built into the luminaire housing, with the following parameters:	<ul style="list-style-type: none"> • rated discharge current, not less than 5 kA; • maximum discharge current, not less than 10 kA 	<i>Please indicate parameters</i>
		Total power consumption, no more than	50 W	<i>Please indicate parameters</i>
		Protection from light pollution, not worse than	Luminous flux 0 candelas above 90° plane of the light emitting surface of the luminaire	<i>Please indicate parameters</i>
		Useful lifetime of the luminaire - the operating time, during which the luminous flux is 80% of the initial value (L80), not less than	50 000 hours	<i>Please indicate parameters</i>
2. Outdoor LED luminaire (max. power 120 W)	253 sets	MODEL, MANUFACTURER, COUNTRY OF ORIGIN		<i>Please indicate model, manufacturer, country of origin of the offered goods:</i> Model: _____ Manufacturer: _____ Country of origin: _____
		Year of manufacture: not earlier than 2018 (not being used or repaired)		<i>Please indicate the year of manufacture, that the goods are new, not being used or repaired</i>
		Light source type	LED (Light Emitting Diode)	<i>Please indicate parameters</i>
		Material of the protective glass of the luminaire	Tempered glass	<i>Please indicate parameters</i>
		Material of the housing of the luminaire	Die-cast aluminium	<i>Please indicate parameters</i>
		Ingress Protection rating of the luminaire (IP), not less than	IP66	<i>Please indicate parameters</i>
		Impact Protection rating of the luminaire (IK), not less than	IK09	<i>Please indicate parameters</i>
		Weight of luminaire (kg), not more than	10 kg	<i>Please indicate parameters</i>
		Compatibility of the luminaire with the support or console diameter	Ø (diameter) 40÷60 mm, possibility of installation on a standard console	<i>Please indicate parameters</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)		Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		Ability to adjust the tilt angle of the luminaire relative to the horizontal illuminated plane	+/-15°	<i>Please indicate parameters</i>
		Operating temperatures range	-40°C - +45°C	<i>Please indicate parameters</i>
		Colour temperature, K	4000 +/-250K (neutral white)	<i>Please indicate parameters</i>
		Type of luminaire mounting kit	With stainless steel screws	<i>Please indicate parameters</i>
		Efficacy of the luminaire, not less than	120 lm/W	<i>Please indicate parameters</i>
		Total luminous flux, including losses in the optics, not less than	14400 lm	<i>Please indicate parameters</i>
		Colour Rendering Index (CRI)	>70	<i>Please indicate availability</i>
		Electrical safety class according to EN 60598	I (first)	<i>Please indicate parameters</i>
		Overvoltage protection, not less than	6 kV	<i>Please indicate parameters</i>
		The luminaire is equipped with a lightning protection device built into the luminaire housing, with the following parameters:	<ul style="list-style-type: none">• rated discharge current, not less than 5 kA;• maximum discharge current, not less than 10 kA	<i>Please indicate parameters</i>
		Total power consumption, no more than	120 W	<i>Please indicate parameters</i>
		Protection from light pollution, not worse than	Luminous flux 0 candelas above 90° plane of the light emitting surface of the luminaire	<i>Please indicate parameters</i>
		Useful lifetime of the luminaire - the operating time, during which the luminous flux is 80% of the initial value (L80), not less than	50 000 hours	<i>Please indicate parameters</i>
Additional requirements for luminaires (max power 50 W and 120 W):	Availability of the “safe maintenance” function – when the luminaire is opened, the power of luminaire automatically cuts;		<i>Please conform</i>	
	the luminaire should be designed to include a built-in dustproof and waterproof filter for smoothing the pressure in the luminaire housing		<i>Please conform</i>	
	the luminaire should be designed to envisage separate compartments, divided by a partition, which is a structurally inseparable part of the luminaire housing and intended for		<i>Please conform</i>	

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		separate installation of the LED module and the power supply unit in the luminaire housing	
		the luminaire should be designed to provide function of tool less opening of the luminaire compartment where the power supply unit and other electrical devices are placed, to provide for on-the-spot repairs (replacement of the luminaire power supply unit without its dismantling) and maintenance of the luminaire	<i>Please conform</i>
		the luminaire should be designed to allow a replacement of the LED module, secondary optics of the luminaire, and other functional components without full or partial dismantling of the luminaire housing	<i>Please conform</i>
		all components of the luminaire housing, including the mounting bracket, must have a powder coated finish	<i>Please conform</i>
Technical requirements for the power supply unit of the luminaire		A programmable power supply unit with the output power and feed current setting function	<i>Please conform</i>
		data reading from the luminaire driver using DALI/DALI 2 protocols	<i>Please conform</i>
		the power supply unit shall have a built-in function of automatic regulation of illumination levels depending on the time of day and power-on modes with the possibility of pre-setting 5 illumination levels. For each of the illumination stages, it shall be possible to select the level and duration of operation	<i>Please conform</i>
3. Street lighting control system		<i>Performance requirements for the street lighting control system:</i> The street lighting control system is designed to control the 400 luminaires to be purchased, as well as for the currently used stock of luminaires specified in Annex 3	<i>Please conform</i>
		Street lighting control system shall include the following basic equipment: 1. Controller integrated into the luminaire housing for remote control using PLC technology 2. Segment controller installed in the street lighting control cabinet 3. Centralized control software for the street lighting system 4. Street lighting control cabinets	<i>Please conform</i>
		<i>The street lighting control equipment, as well as the incorporated software, should provide for</i> <ul style="list-style-type: none"> • The possibility of real-time monitoring of the main parameters of input and output electric power lines (voltage, frequency, current load monitoring); • The possibility of real-time monitoring of the status of individual functional units in the control cabinet, storing information about 	<i>Please conform</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		<p>the monitored parameters for a certain period of time, regardless of the presence of external supply voltages, and transferring this information to the main PC-based dispatcher workstation via communication channels;</p> <ul style="list-style-type: none"> • The possibility of operating in an automatic mode according to a pre-set street lighting system operating schedule; • The possibility of local (manual) and remote (using the main PC-based dispatcher workstation) control; • Switching on, switching off operating modes, monitoring of the technical condition of street lighting control cabinet units; • Switching on/off and/or adjusting the power consumption of each phase separately according to a pre-set schedule; • Timely signalling of technical malfunctions and emergency situations arising during the operation of the street lighting control system. 	
3.1. Controller integrated into the luminaire housing for remote control using PLC technology	400 pcs.	MODEL, MANUFACTURER, COUNTRY OF ORIGIN	<i>Please indicate model, manufacturer, country of origin of the offered goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
		Year of manufacture: not earlier than 2018 (not being used or repaired)	Year of manufacture: not earlier than 2018 (not being used or repaired)
		<i>Technical requirements for the controller:</i>	
		• Built-in automatic positioning (GPS) function to determine the position of the connected luminaire;	<i>Please conform</i>
		• The luminaire controller shall provide for brightness adjustment from 10 to 100% with a brightness adjustment increment of 10%;	<i>Please conform</i>
		• The luminaire controller shall support at least two interfaces for monitoring various types of power supply units of the connected luminaire: 1-10 V, DALI, PWM;	<i>Please conform</i>
		• The luminaire controller shall support DALI or DALI 2 standard;	<i>Please conform</i>
		• The luminaire controller shall have a built-in real-time clock with an astronomical calendar and memory for offline operation for at least 365 days;	<i>Please conform</i>
		• The luminaire controller shall have a functional input for receiving data from an external motion sensor (PIR, Radar, etc.);	<i>Please conform</i>
		• The luminaire controller shall ensure readout of the following data from the luminaire driver in accordance with DALI /DALI2 protocols: total operation hours of the driver; current supplied to the LED array of the luminaire, mA; voltage supplied to the LED	<i>Please conform</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		array of the luminaire, V; operating temperature on the LED array of the luminaire, °C; operating temperature of the luminaire driver, °C; total power consumption of the luminaire (kWh);	
		• The luminaire controller shall be able to transmit the data from the connected motion sensors to other luminaire controllers without using a central segment controller;	<i>Please conform</i>
		• The luminaire controller shall use CENELEC B standard (95-125 kHz) for communication with the segment controller;	<i>Please conform</i>
		• Maximum distance between the control network elements, luminaire controller/luminaire controller or luminaire controller/segment controller, shall be at least 200 m;	<i>Please indicate parameters</i>
		• Rated voltage of the luminaire controller, 230 W -15%.. + 10%;	<i>Please indicate parameters</i>
		• Current frequency 50 +/- 1 Hz;	<i>Please indicate parameters</i>
		• Operating temperature range of the luminaire controller, from - 40°C to + 70°C;	<i>Please indicate parameters</i>
		• Overvoltage protection, at least 3 kW;	<i>Please indicate parameters</i>
		• Total consumption of the luminaire controller in the operating mode, no more than 2 W;	<i>Please indicate parameters</i>
		• The proposed luminaire controller must meet the standards, at a minimum: - EN 301 489-1 (1.9.2) & 7 (1.3.1) - Electromagnetic compatibility and radio spectrum matters; - EN 55015: 2013 - Limits and methods of measurement of radio disturbance characteristics of electrical lighting and similar equipment; - EN 61547: 2009 - Equipment for general lighting purposes. EMC immunity requirements; - EN 61347-2-11 and EN 61347-1 - Lamp Control gear.	<i>Please conform</i>
3.2 Segment controller installed in the street lighting control cabinet		MODEL, MANUFACTURER, COUNTRY OF ORIGIN	<i>Please indicate model, manufacturer, country of origin of the offered goods: Model: _____ Manufacturer: _____ Country of origin: _____</i>
		Year of manufacture: not earlier than 2018 (not being used or repaired)	Year of manufacture: not earlier than 2018 (not being used or repaired)
		The quantity is determined by the Contractor based on the number of control cabinets offered by the Contractor to ensure the operation: 1) 400 controllers of luminaires purchased under this Terms of Reference, and 2) existing luminaires specified in Appendix 3.	<i>Please indicate the quantity of equipment</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		<i>Technical requirements for the segment controller:</i>	
		<ul style="list-style-type: none"> Segment controller shall ensure the transfer of data and commands to at least 200 luminaire controllers centralized in a real-time mode with a time shift of less than 1 minute; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall provide for sending and receiving a minimum amount of data to/from the centralized control software: <ul style="list-style-type: none"> - relay status in any phase (ON/OFF); - voltage level in any phase (V); - current level in any phase (A); - power factor level in any phase ($\cos \phi$); - data from the connected luminaire controller(s); - relay operation schedule in case of communication failure; - PIN-codes for access of technical personnel; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall be able to communicate with the central control software via a secure TCP/IP protocol; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall communicate with the central control software no more often than every 10 minutes; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall support at least two communication channels (automatic switching) for communication with the central control software: Ethernet (LAN), 3G, LTE, Wi-Fi, etc.; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall be able to communicate with the luminaires via a power line using secure encryption; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall have a built-in real-time clock with a backup battery and astronomical calendar support. The clock shall be synchronized from the central control software at least once a day; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall be able to send notifications to the centralized control software in the event of a complete loss of power; 	<i>Please conform</i>
		<ul style="list-style-type: none"> Automatic updating of firmware and settings of remote equipment, programming by protocol (OTA); 	<i>Please conform</i>
		<ul style="list-style-type: none"> Segment controller shall have a minimum of interfaces in the main unit: <ul style="list-style-type: none"> - RS-485 interface for connecting additional equipment; - two or more optically separated digital inputs; - at least three voltage measurement inputs with the accuracy of $\pm 1\%$; - at least three current transformer inputs; - at least three relay inputs; - at least one antenna connector for PLC equipment; - 12 VDC output for connecting an external siren 	<i>Please conform</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		• Segment controller should have built-in backup memory for operation without communication with the central control software for at least one month;	<i>Please conform</i>
		• Rated voltage of segment controller, 230W -15 %.. + 10%;	<i>Please indicate parameters</i>
		• Current frequency, 50 +/- 1 Hz;	<i>Please indicate parameters</i>
		• Operating temperature range of segment controller, from -40°C to + 70°C;	<i>Please indicate parameters</i>
		• Overvoltage protection, at least 6 kW;	<i>Please indicate parameters</i>
		• Total power consumption of segment controller in the operating mode, no more than 10 W;	<i>Please indicate parameters</i>
		• The proposed segment controller must meet the standards, at a minimum: - EN 301 489-1 (1.9.2) & 7 (1.3.1) - Electromagnetic compatibility and Radio spectrum Matters; - EN 55015: 2013 - Limits and methods of measurement of radio disturbance characteristics of electrical lighting and similar equipment; - EN 61547: 2009 - Equipment for general lighting purposes. EMC immunity requirements.	<i>Please conform</i>
3.3. Centralized control software for the street lighting system	1 set	NAME, DEVELOPER, COUNTRY OF ORIGIN	<i>Please indicate name, developer, country of origin of the offered software: Name: _____ DEveloper: _____ Country of origin: _____</i>
			<i>Year of development:</i>
		<i>Technical requirements of the incorporated software</i>	
		• The centralized control software for the street lighting system shall provide for at least two-level user access;	<i>Please conform</i>
		• The centralized control software shall support determination of access rights and access restrictions;	<i>Please conform</i>
		• The centralized control software shall visualize all segment controllers, luminaire controllers and the location of gauges and sensors on a map (GIS);	<i>Please conform</i>
		• The maps visualization shall support interactive functions, such as scaling, selecting, adding, deleting and moving objects;	<i>Please conform</i>
		• The maps visualization should provide status information about the luminaire and the cabinet: malfunctions, on/off, dimming level, type, group membership;	<i>Please conform</i>

Item to be Supplied	Q-ty	Description/ Specification of Goods (required)	Description/Specification of Goods (offered) <i>Please confirm provision/ indicate parameters of the offered goods</i>
		• The centralized control software shall allow for configuring and changing the switching and dimming profiles depending on the time of day and outdoor lighting;	<i>Please conform</i>
		• The centralized control software shall allow for configuring and setting the dimming and switching parameters on either a single controller or a group of objects;	<i>Please conform</i>
		• The centralized control software shall support online data visualization and equipment operation;	<i>Please conform</i>
		• The centralized control software shall allow for assigning sensors to luminaire controllers and the corresponding luminaires	<i>Please conform</i>
		• The user reporting function of the centralized control software for the street lighting system shall envisage the following: - user reports shall provide a possibility to select: period (year, month, day, week, day of the week, time), parameters, objects (segment controllers, luminaire controllers), groups; - all reports shall be available in html, pdf, xls formats; - the server management software shall provide notifications via SMS and e-mail based on user selection criteria; - the server management software shall be based on web interfaces and support various browsers with an easy-to-read design; - the server management software shall have an interface in the Russian or Belarusian languages with the ability to add new languages (English).	<i>Please conform</i>
4. Street lighting control cabinets		MODEL, MANUFACTURER, COUNTRY OF ORIGIN	
		Year of manufacture: not earlier than 2018 (not being used or repaired)	Year of manufacture: not earlier than 2018 (not being used or repaired)
		The quantity is determined by the Contractor based on the number of control cabinets offered by the Contractor to ensure the operation: 1) 400 controllers of luminaires purchased under this Terms of Reference, and 2) existing luminaires specified in Appendix 3.	<i>Please indicate the quantity of equipment</i>
Technical Documentation		All documentations, including catalogues, instructions and operating manuals shall be in Russian (supplied with the Goods)	<i>Please list documents to be supplied with equipment and indicate their language:</i>

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/BLR/Green Cities/384/2018		

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

SECTION 1: Bidder's qualification, capacity and expertise – please use the Previous Relevant Experience table of the Form D: Qualification Form to provide the information required in the items 1.1.-1.2 below:

- 1.1 Practical work experience in the development of design specifications and estimates, performance of electrical installation works and in the supply of outdoor lighting fixtures and/or street lighting control systems.
- 1.2 Positive reviews from other customers on the results of work on similar projects (design specifications and estimates development, construction and installation works, for delivery, pre-commissioning a street LED equipment or street lighting control system, training of personnel and commissioning of equipment)

SECTION 2: Proposed Approach and Implementation Plan

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

- 2.1 The contract weekly Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing as well as Scheme of the project implementation with indication of the functions of each party involved (Contractor, UNDP, Novogrudok RUE "Housing & Utilities", Technical supervision company), outputs, deliverables and documentation, which should be provided by each party and to each party in the course of the project implementation. The contract implementation plan should also be supported by the equipment maintenance program for the period of at least 5 years from the commissioning date in accordance with the declared warranty term. Relevant servicing costs for according to the provided maintenance programme shall be included into the Financial Proposal.
- 2.2 Additional years of warranty for construction works and equipment if any.
- 2.3 Warranty maintenance of the equipment performed by the Contractor/Contractor's authorized representative in the territory of the Republic of Belarus if available.
- 2.4 Availability of the equipment manufacturer's certificates for compliance with ISO 14001 standards for environmental management systems or analogue if any.
- 2.5 Volume of electricity consumption during the period of 15,000 hours

The Bidders shall provide information on electricity consumption during the min. warranty period (5 years, 15,000 hours) in accordance with Table 1 below.

The volume of electricity consumption during the warranty period will be compared and taken into account in the technical evaluation of the proposals (Section 4 (Evaluation Criteria)).

The bidders shall have the right to submit a proposal, indicating lower-power luminaires than those specified in the Technical Specification (Annex 1) provided that their technical proposal meets the requirements stipulated in the Technical Specification and, primarily, the criteria "Total luminous flux, including losses in the optics, not less than 6000 lm" for luminaires of no more than 50 W, "Total luminous flux, including losses in the

optics, not less than 14400 lm” for luminaires of no more than 120 W, and “Efficiency of the luminaire, not less than 120 lm/W”.

Table 1.

Luminaire power according to the technical specification	Luminaire power, declared by the Contractor, W	Number of luminaires, set	Electricity consumption for 15000 hours, kW · h
A	B	C	D=BxCx15000
1. Not more than 50W	XX	147	XXXX
2. Not more than 120W	XXX	253	XXXXX
Total, line 1 + line 2:			XXXXX

Total consumption of electricity for 15,000 hours during the warranty period of 5 years will be compared and taken into account in the technical evaluation of the proposals (Section 4 (Evaluation Criteria)).

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

References

Reference 1:
[Insert]

Reference 2:
[Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/BLR/Green Cities/384/2018		

We, the undersigned, offer to provide the services for the street lighting modernization in Novogrudok in accordance with your Request for Proposal No. RFP/BLR/Green Cities/384/2018 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/BLR/Green Cities/384/2018		

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

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

Part 1. Summary Bill of Quantities

The Bidder is required to prepare the Summary Bill of Quantities (Summary BOQ) as indicated in the form provided below. Prices offered by Bidders in the Summary BOQ are fixed. Bidders should neither change the Summary BOQ text nor work quantity while submitting the offer. In the offer, Bidders should consider all the expenses for works, including transportation costs, materials storing, work insurance, testing and putting into operation, as well as temporary works or temporary constructions if they are required.

Delivery of all necessary materials shall be carried out by the Contractor. The price of one unit of work should include all the costs of its implementation, including, but not limited to, the following costs: profit, general economic and production costs, employee salaries, machine operation costs, social security contributions, material costs (excluding the cost of basic materials, the price of which is allocated to separate items) and other necessary costs.

The cost of works, services and materials provided for in the terms of reference, but not represented by separate items in the Summary BOQ of work and materials on the facility, is considered as taken into account in the calculation of the price proposal included in other items of work and materials indicated in the Summary BOQ. The cost of works, services and materials is not presented separately for payment and not paid.

Summary Bill of Quantities and materials for the construction works on the facility "Modernization of the street lighting system in the municipality of Novogradok"

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

#	Title of works	Unit of measure	Quantity	Price per unit	Total
1	Development of design specifications and estimates (DSE), DSE clearance and approval by relevant authorities. Obtaining a positive opinion of the "Gosstroyexpertiza" on the DSE	Project	1		
2	Design supervision	Project	1		
3	Outdoor LED luminaire (max power 50 W)	set	147		

4	Installation of outdoor LED luminaires (max power 50 W) with the dismantling of existing ones	set	147		
5	Outdoor LED luminaire (max power 120 W)	set	253		
6	Installation of outdoor LED luminaires (max power 120 W) with the dismantling of existing ones	set	253		
7	Equipment and materials for street lighting control system for 400 LED luminaires	set	1		
7.1	Including control cabinets in the assembly	set	please specify quantity		
7.2	Including other equipment (if applicable), please specify equipment	set	please specify quantity		
8	Performance of construction and installation works of street lighting control system for 400 LED luminaires	system	1		
8.1	Including installation of control cabinets in assembly	set	please specify quantity		
8.2	Including installation of other equipment (if applicable), please specify equipment	set	please specify quantity		
9	Equipment, materials for street lighting control system for existing street lighting inventory for Novogrudok	set	1		
9.1	Including control cabinets in the assembly	set	please specify quantity		
9.2	Including other equipment (if applicable), please specify equipment	set	please specify quantity		
10	Performance of construction and installation works of street lighting control system for existing street lighting inventory for Novogrudok	system	1		
10.1	Including installation of control cabinets in assembly	set	please specify quantity		
10.2	Including installation of other equipment (if applicable), please specify equipment	set	please specify quantity		
11	Software for street lighting control system (designed and existing)	set	1		
12	Pre-commissioning of equipment	set	1		
12.1	Including for the designed street lighting inventory	set	1		
12.2	Including for the existing street lighting inventory	set	1		
13	End-user training	man-day	XX		
14	Servicing Costs (as per Part 2, Form G)	set	1		

TOTAL cost without VAT			
VAT – ____%			
TOTAL cost with VAT			

Sincerely yours,

Signature of the authorized person

Last name, first name and middle name, position of the person signing the document:

Name of the company:

Contact information:

Part 2. Planned servicing

Servicing costs during the declared warranty period should include planned maintenance according to the maintenance program submitted by the bidder as a part of the Technical Proposal. The costs should cover the servicing of the lighting system operating 3000 hours per year (servicing of the luminaires, control cabinets, software, datalink channels, consultations of the contractor's authorized specialists during the planned business trips to Novogrudok). Planned servicing should be implemented by the contractor's authorized specialists and include dedicated specialists remuneration, travel costs to Novogrudok and other overhead costs. In case the costs of the maintenance program differs for different years, they shall be given separately for each year (1, 2, 3, 4, 5, etc.) of the warranty period declared in the proposal. Please, complete the table below:

Table 1. Equipment planned servicing (in currency of the Proposal: ____)

##	Name	Amount, w/o VAT
1	Planned servicing costs during the warranty period of years from the commissioning date, including:	-----
1.1	Cost of maintenance of 400 luminaires	
1.1.1	Year 1	
1.1.2	Year 2	
1.1.3	Year 3	
1.1.4	Year 4	
1.1.5	Year 5	
1.1.6	
1.2	Cost of maintenance of the street lighting control system (service support of control cabinets, software, datalink channel, on-site consultations, etc.)	
1.2.1	Year 1	
1.2.2	Year 2	
1.2.3	Year 3	
1.2.4	Year 4	
1.2.5	Year 5	
1.1.7	...	
	Total w/o VAT:	
	Total with VAT (...%)	

Sincerely yours,

Signature of the authorized person

Last name, first name and middle name, position of the person signing the document:

Name of the company:

Contact information: