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**REQUEST FOR QUOTATION (RFQ 98/2020)**

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| RFQ 98/2020 Specialized national economic operator for conducting Energy Audits for selected households in the area of Naselba Lisice | DATE: September 14, 2020 |
| Requesting project: Tackling air pollution in the city of Skopje |

Dear Sir / Madam:

# We kindly invite you to submit your quotation in MKD, Vat exempt for RFQ 98/2020 for Specialized national economic operator for conducting Energy Audits for selected households in the area of Naselba Lisice, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations shall be submitted on or before September 28, 2020 by 10:00am via dedicated email: [**offers.mk@undp.org**](mailto:offers.mk@undp.org)

**Subject: RFQ 98/2020 for Energy Audits -(company’s name)**

It shall remain your responsibility to ensure that your quotation will reach UNDP before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works

|  |  |  |
| --- | --- | --- |
| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | ☐FCA  ☐CPT  ☐CIP  ☐DAP  ☒ **n/a** | |
| Customs clearance, if needed, shall be done by: | ☐UNDP  ☐Supplier/Offeror  ☐Freight Forwarder  **n/a** | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | UNDP,Project Manager | |
| UNDP Preferred Freight Forwarder, if any | **n/a** | |
| Distribution of shipping documents *(if using freight forwarder)* | n/a | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒2 months **upon siging of the contract**  ☐ As per Delivery Schedule attached  Time:  Time Zone of Reference: | |
| Delivery Schedule | ☐Required  ☒ Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
| ☐SEA | ☒ n/a |
| Preferred  Currency of Quotation | ☐United States Dollars  ☐Euro  ☒Local Currency : **MKD** | |
| Value Added Tax on Price Quotation | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ **Must be exclusive of VAT** | |
| After-sales services required | ☐Warranty on Parts and Labor for minimum period of Click to type  ☐Technical Support  ☐Provision of Service Unit when pulled out for maintenance/ repair  n/a | |
| Deadline for the Submission of Quotation | *Monday, September 28, 2020 and 10:00am* | |
| All documentations requested, (including catalogs, instructions and operating manuals), shall be in this language | ☒ English (except copies of original documents shall be submitted in Macedonian, no translation required)  ☐ French  ☐ Spanish  ☒ Macedonian (copies of original documents) | |
| Documents to be submitted | Following Documents Establishing Offeror’s Eligibility & Qualifications must be submitted and include the following:  Required documents :  **FOR THE COMPANY**  ☒ Company Profile  ☒ Certificate of Registration of the business (Tekovna sostojba)  ☒ Valid License for Energy Audit for the operator;  ☒ Full reference list and a specific list of relevant projects, and contact details of the clients of those similar projects for reference check (please indicate the e-mail addresses of the clients);  ☒ Please provide a list of ongoing projects and time for completion and as well list any ongoing contract with UNDP*.*  *☒ Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List*  FOR THE EXPERTS  ☒ Valid License for Energy Audit for the Team Leader and all Team Members  ☒ CVs of the Team Leader and all Team Members  Also please fill in the table 2 under Annex 1.1  *\*\*\*If one member of the team appears in other bid of another Bidder, both bids will be disqualified.*  ☒ Sattement of availability / *Written confirmation from each personnel that they are available for the entire duration of the contract.*  ☒ Financial offer expressed in MKD (lump sum), VAT excluded. The economic operator must provide detailed breakdown of the costs per deliverables (price per audited m2, travel costs, fees and other). | |
| Way of submission of documents **by Email:** | |  | | --- | | Documents to be submitted by email to dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)  Subject: RFQ 98/2020 Energy Audits - Bidder’s name  Format: PDF files  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded as TWO separate documents.**  **Max. size of uploaded files (per document) must not exceed: 30 MB**  **All submitted files should be in the following format:**  **Companyname\_nameofthefile.pdf (or .docx)**  **FINANCIAL offer will be submitted as PDF separate file, DIGITALLY signed and** or signed and scanned in the .pdf format. | | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | ☒ Not permitted  ☐ Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* | |
| Payment Terms | ☒ 100% upon complete delivery of services  ☐ Based upon Invoices submitted.  UNDP shall make progress payments. The period covered by each Invoice shall be 30 (thirty) days during the Time for completion. Invoices shall indicate the quantity of work performed and percentage of completion of each portion of Works as of the end of the period covered by the Invoice.  ☐ Invoices reflecting final payment certificates shall be paid within 30 (thirty) days of the date of their receipt and acceptance by UNDP. | |
| Liquidated Damages | n/a | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price  Comprehensiveness of after-sales services  ☒ Full acceptance of the Contract General Terms and Conditions  ☐ Earliest Delivery / Shortest Lead Time  ☐ Others *[pls. specify]* | |
| UNDP will award to: | ☒ One and only one supplier  ☐ One or more Suppliers | |
| Type of Contract to be Signed | ☒ **minime Contract for services**  ☐ Long-Term Agreement *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  ☐ Other Type/s of Contract *[pls. specify]* | |
| General Terms and Conditions | <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Special conditions of Contract | ☐ n/a  ☐ Others | |
| Conditions for Release of Payment | The payment will be processed in the following tentative installments:  Passing all Testing  Completion of Training on Operation and Maintenance  Installments: Flexible, linked to the Construction Contractor’s payment certificates (invoice amount shall be equal to the percentage of works completed)  Payments will be done upon report submitted with the invoice | |
| Annexes to this RFQ | ☒ Terms of reference (TOR) (Annex 1)  ☒ Table to fill in for relevant experience/projects (Annex 1.1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ Evaluation Criteria (Annex 3) | |
| Contact Person for Inquiries  (Written inquiries only) | Procurement Official  *Procurement.mk@undp.orgProcurement.mk@undp.org*  *Written inquiries only Written inquiries only*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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

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

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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

Thank you and we look forward to receiving your quotation.

**Annex 1**



# Terms of References

# Specialized national economic operator for conducting Energy Audits

# for selected households in the area of Naselba Lisice

**Background / Context**

Air pollution is a major cause of premature death and disease and is the single largest environmental health risk in Europe, causing around 400,000 premature deaths per year. The report released in June 2019 by the U.N. Environment Program and prepared in cooperation with the World Health Organization confirms that the population in the western Balkans is exposed to some of the highest concentrations of air pollution in Europe, up to five times higher than the national and the EU guideline levels. Moreover, the three cities – Skopje, Bitola, and Tetovo – were ranked in 2017 as among the top ten most-polluted in Europe with conditions worsening tangibly and measurably in over the past five years.

A series of studies conducted under the leadership of the Ministry of Environment and Physical Planning with different partners has helped to identify the main causes. According to the study of air quality for the 2005-2015 period prepared with support from the Finnish Meteorological Institute, the most critical pollutant in Skopje is the suspended particle matter, of which PM10 concentrations exceed both the daily and annual limit values. According to the study air quality in Skopje has a seasonal trend, with PM10 and PM2.5 concentrations higher during the heating season from October to April.

The sector most responsible for emissions of PM is household heating. The heating through wood burning contributes to approximately 30% of the particulate concentrations. Furthermore, air pollution within households from inefficient stoves can be expected to have a more significant impact on women and children, depending on hours spent indoors.

Based on the undertaken analysis and field exploration as well as expressed interest of the government authorities, the project will target the neighborhood area of individual residential buildings in Lisice as suitable location for the interventions planned within the project scope.

The project objective will be achieved through implementation of a set of activities grouped into four components:

* Monitoring of air quality and understanding the potential sources of pollution in the selected residential area, as well as creating coordination platform to tackle the air pollution.
* Changes in the regulatory framework to bring about changes in behavior amongst market operators and consumers.
* Investments in interventions that will reduce energy consumption and air pollution.
* Awareness raising activities to ensure public buy-in and better understanding how to adjust programmes to achieve lasting impacts.

The project is financed by the Swedish International Development Cooperation Agency (SIDA) and is implemented by UNDP alongside the project’s main partners and beneficiaries: The City of Skopje and the Ministry of Environment and Physical Planning.

**Scope of Work**

The project predicts general Energy Audit to be conducted on 120 individual residential buildings in the area of Naselba Lisice, which are selected through an open call for households for implementation of energy-efficiency measures (more information about the call are available at <https://www.mk.undp.org/content/north-macedonia/en/home/library/environment_energy/energy-efficiency-call.html> ).

**Duties and Responsibilities**

The general Energy Audit should be carried-out in accordance with the steps and the methodology elaborated in the **Rulebook on Energy Audit** (Official Gazette No. 94, dated from 4th of July 2013) and the **Rulebook on Modifications and Amendments to the Rulebook on Energy Audit** (Official Gazette No. 18, dated from 9th of February, 2015). According to these Rulebooks, and having in mind the main purpose of the project - through implementation of energy-efficiency measures of the individual residential buildings in Naselba Lisice to decrease the local air pollution - the economic operator should propose and evaluate the possibilities for savings and recommend measures for improving the energy efficiency and local air quality, while considering the possibilities of fuel switch and use of more efficient and/or renewable energy sources for each individual household. Any modifications and/or deviations from the defined steps and methodology on Energy Audit ought to be pre-approved by the Project Team.

Under the direct supervision of the UNDP Project Manager, and in close coordination with the UNDP Programme and Project Team the economic operator shall conduct general Energy Audit in 120 individual residential buildings in Naselba Lisice. Tasks will include, but are not limited to:

1. Conduct Energy Audit for 120 households individually and present the proposed energy-efficiency interventions and costs for their implementation.
2. Develop Final Consolidated Report (in word and excel) that shall present the data/calculation for the quantity and technical specification of the materials/equipment/project documentation (and all other cost related activities) that need to be considered for implementation of the energy-efficiency measures for each household individually and overall.
3. Calculate the decreased emission from the selected households according to international standards and present the main findings in a consolidated report.

In addition, due to the ongoing COVID-19 situation, the selected economic operator is expected to undertake all necessary precaution measures within the course of the project’s duration. It is the economic operator’s sole responsibility to ensure that the safety measures are respected at all times and by all personnel involved in the project.

**Main Outputs/Deliverables**

# The economic operator will be responsible for producing the following output (deliverable):

|  |  |
| --- | --- |
| **Deliverables** | **Tentative date** |
| Energy Audit Reports for at least 60 households | Mid-October 2020 or  15 days after signing the contract |
| Energy Audit Reports for the rest of the households | End of October 2020 or  30 days after signing the contract |
| Final Consolidated Report | Mid-November or 45 day after signing the contract |
| Calculation Report | Early December or 2 months after signing the contract |

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**Qualification Requirements**

The minimum technical requirement of the economic operator

* To hold a valid License for Energy Audit issued by the Ministry of Economy of the Republic of North Macedonia;
* At least 3 (three) projects in Energy Audit;

The key team shall have 1 (one) Team Leader and at least 10 (ten) Team Members with minimum following qualifications:

|  |  |  |
| --- | --- | --- |
|  | **Key Team members**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | Team Leader -Certified Energy Auditor | * Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia; * At least 3 years of demonstrated experience in conducting Energy Audits; * Record of at least 5 relevant projects/assignments as a Team Leader on Energy Audit projects. |
| **2.** | Team Members - Certified Energy Auditors | * Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia; * At least 2 years of demonstrated experience in conducting Energy Audits or energy-efficiency projects; * Record of at least 2 relevant projects/assignments as Energy Auditors. |

The team members must be proposed only by one economic operator. The operator whose team members appear in more than one offer will be disqualified.

**Other staff and resources**

The economic operator will ensure that all other necessary staff and additional technical resources required for efficient finalization of the work will be provided (for e.g. logistical support for conducting the household visits, etc.).

**Terms and Conditions**

* *Contract modality and duration*

The economic operator will be hired under Institutional Contract (IC) modality as per UNDP procedures for a period between October 2020 – December 2020 or 2 months after signing the contract.

* *Language*

The Energy Audit Reports should be prepared in Macedonian language, and the Final Consolidated Report and Calculation Report should be submitted in Macedonian and English language. All produced documents shall be subject to proofreading by qualified translators, while the quality of the final versions is subject to UNDP approval.

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

All primary data, reports, and other documentation produced during this assignment shall be made available to UNDP in electronic format and in hard copy. All data acquired and products developed in the course of the assignment will be in the ownership of UNDP and cannot be used by the economic operator and its team without prior written permission.

• *Travel costs*

All envisaged travel costs should be included in the financial proposal.

* *Payment schedule*

The payment will be processed in four instalments (based on the milestone defined in the Main Outputs/Deliverables section):

1. **35%** upon acceptance of the Energy Reports for at least 60 households
2. **35%** upon acceptance of the Energy Reports for the rest of the households
3. **15%** upon acceptance of the Final Consolidated Report
4. **15%** upon acceptance of the Calculation Report

The total lump sum offer shall be presented as a detailed budget breakdown.

**1.1. – Qualification Requirements Table**

**For the Company/Service provider**

Please fill in the table below to summarize at least 3 relevant Energy Audit projects.

The full reference list of projects shall also be provided separately, but it shall not exceed 10.

|  |  |  |
| --- | --- | --- |
| **Titles of 3 relevant projects** | **References Contact Details (Name /Email)** | **Briefly elaborate the title/relevance of the project** |
|  |  |  |
|  |  |  |
|  |  |  |

**2. For the Key Personnel**

Please fill in the table below as per the requirements of the ToR, for each of the proposed Key Personnel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Team Leader[[1]](#footnote-2)*** | Record of at least 5 relevant projects/assignments as a Team Leader on Energy Audit projects | Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia | At least 3 years of demonstrated experience in conducting Energy Audits |
| *1.* |  | *1.*  *2.*  *3.*  *4.*  *5.* |  |  |

Team Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***At least 10 Team Members[[2]](#footnote-3)*** | Record of at least 2 relevant projects/assignments as Energy Auditors | Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia | At least 2 years of demonstrated experience in conducting Energy Audits or energy-efficiency projects |
| *1.* |  | *1.*  *2.* |  |  |
| *2.* |  | *1.*  *2.* |  |  |
| *3.* |  | *1.*  *2.* |  |  |
| *4.* |  | *1.*  *2.* |  |  |
| *5.* |  | *1.*  *2.* |  |  |
| *6.* |  | *1.*  *2.* |  |  |
| *7.* |  | *1.*  *2.* |  |  |
| *8* |  | *1.*  *2.* |  |  |
| *9.* |  | *1.*  *2.* |  |  |
| *10.* |  | *1.*  *2.* |  |  |

***3. Availability confirmation form*** (to be filled by all proposed experts)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, last name), agree that the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity) will use my CV for the tender application under this RFP

I declare that the information provided in my CV is accurate, and I am able to provide relevant evidence (reference letters, job contracts, etc.) upon request.

If the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity), is selected for contract, I agree to be available under the conditions given in the ToR.

Name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as in your ID document)

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

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

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery***

Skopje

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

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the services listed below in conformity with the specification and requirements of UNDP as per

# RFQ 98/2020 Specialized national economic operator for conducting Energy Audits for selected households in the area of Naselba Lisice

in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MKD, VAT excluded.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RfQ.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RfQ, and the General Terms and Conditions of UNDP’s Standard Contract for this RfQ.

We agree to abide by this Bid for 60 days*.*

We undertake, if our Bid is accepted, to commence the Works and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[please mark this letter with your corporate seal, if available]*

**Annex 3**

**Evaluation criteria**

**Evaluation criteria**

Contract will be awarded to the Bidder that meets the criteria based on pass/fail method and offers the lowest offer.

|  |  |  |
| --- | --- | --- |
| **Minimum Requirements** | | **Status** |
| **For the Company:** |  | **YES/NO** |
|  | To hold a valid License for Energy Audit issued by the Ministry of Economy of the Republic of North Macedonia | YES/NO |
| At least 3 (three) projects in Energy Audit | YES/NO |
| **Team Leader** | |  |
|  | Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia | YES/NO |
| At least 3 years of demonstrated experience in conducting Energy Audits | YES/NO |
| Record of at least 5 relevant projects/assignments as a Team Leader on Energy Audit projects | YES/NO |
| **Team Members (min 10) and all must meet the mandatory criteria** | |  |
|  | Valid Energy Audit Certificate issued by the Ministry of Economy of the Republic of North Macedonia | YES/NO |
|  | At least 2 years of demonstrated experience in conducting Energy Audits or energy-efficiency projects | YES/NO |
|  | Record of at least 2 relevant projects/assignments as Energy Auditors | YES/NO |

In case one member of the team appears in another offer of the other Bidder, both bids will be disqualified

1. *CVs in English with clear and relevant information about reviewer’s involvement in stated projects.* [↑](#footnote-ref-2)
2. *CVs in English with clear and relevant information about reviewer’s involvement in stated projects.* [↑](#footnote-ref-3)