



## REQUEST FOR PROPOSAL (RFP 127/20)

NAME & ADDRESS OF FIRM	DATE: November 16, 2020
	REFERENCE: Providing of professional services on “Elaboration of identical National Standards of Energy performance of buildings (EPB) in the Republic of Armenia (RA) based on international standards”

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Providing of professional services on “Elaboration of identical National Standards of Energy performance of buildings (EPB) in the Republic of Armenia (RA) based on international standards” (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before **07 December 2020, 4:00 pm local Yerevan time (GMT +4) via email only**: to the following e-mail address:  
[tenders.armenia@undp.org](mailto:tenders.armenia@undp.org)

**No hardcopies are accepted.**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 90 calendar days.

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit  
UNDP Armenia*

## Description of Requirements

Context of the Requirement	The UNDP-GCF “De-Risking and Scaling-up Investments in Energy Efficient Building Retrofits” Project is funded by the Green Climate Fund and is implemented by the UNDP under coordination of the Ministry of Environment of the Republic of Armenia.
Implementing Partner of UNDP	Ministry of Environment of the Republic of Armenia
Brief Description of the Required Services <sup>1</sup>	The main objective of this professional services providing task is to develop local standards based on the mentioned two international standards listed below as per ISO/IEC Guide 21-1:2005 international guideline and requirements of HST 1.6-2006 “National System of Standardization: International & Regional Standards as Rules for Adoption of National Standards and Methods” standard.
List and Description of Expected Outputs to be Delivered	As per Section IV. Expected deliverables of the Terms of Reference, Annex 1a
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) Timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Timeline</i>
Location of work	<input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 6 months after contract signing by both parties (the duration of services should be adjusted to the duration of construction services)
Target start date	December 20, 2020
Latest completion date	June 20, 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro

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

	<input checked="" type="checkbox"/> Local Currency (AMD)			
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Technical translation of 2 International Standards.	50%	Not later than 1 month from signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	- Editions made to the first draft National Standards and public discussion organized for feedback. The documents elaborated based on remarks and recommendations.	30%	Not later than 5.5 months from signing the contract	
- Public discussion of the second editions of the draft National Standards held. Elaborated editions are submitted to the National standardization body for adoption. - Finalization of National Standards is coordinated with				

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

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

	<p>the Technical Commission for Standardization.</p> <p>Presentation of main provisions and requirements of the National Standards developed and consulted with stakeholders in seminar-discussion, organized by the Project.</p>	20%	Not later than 6 months (the duration of services should be adjusted to the duration of construction services)	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF Project</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70% <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 300</b>), including:  - Five-year experience in elaboration of legislative, normative documents, technical regulations and standards (<b>max score: 300</b>);</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 200</b>), including:  - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (<b>max score: 200</b>)</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 500</b>), including:</p> <ol style="list-style-type: none"> <li>1. Team Leader - A professional with at least 10 years of relevant professional experience in the field of Energy, Architecture, Energy Efficiency or Standardization (including 2 projects of similar volume and complexity in the last 5 years), (<b>max score: 200</b>);</li> <li>2. Expert 1. With higher education and with at least 5 years of relevant experience in HVAC or energy/energy efficiency (including 2</li> </ol>			

	<p>similar projects implemented). Experience in the field of buildings` energy performance assessment, certification and energy audit will be considered as an advantage <b>(max score: 100)</b>;</p> <p>3. Expert 2. with higher education in Architecture, urban planning or similar with at least 5 years' relevant experience (including 2 similar projects implemented). Experience in the field of buildings` energy performance assessment, certification and energy audit will be considered as an advantage <b>(max score: 100)</b>;</p> <p>4. Two technical translators (English/Armenian technical translation) with higher professional education, at least 5 years of professional experience, experience in translating energy, construction or related standards (at least 2 similar projects implemented) <b>(max score: 100)</b>.</p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider.
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input checked="" type="checkbox"/> Others <sup>6</sup> Design documentation packages in PDF format
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></i></p> <p>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.</p>
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**TERMS OF REFERENCE  
FOR PROVIDING PROFESSIONAL SERVICES**

Service Title: Providing of professional services on “Elaboration of identical National Standards of Energy performance of buildings (EPB) in the Republic of Armenia (RA) based on international standards”

Project Title: “De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF/00098348 project

Duration: 6 months

Location: Yerevan, Republic of Armenia

**I. Background**

The building sector is recognized as the most significant energy consumer in Armenia. The officially issued energy balances show the households are the main and largest final consumers of energy, mainly including the natural gas and electricity.

Armenia’s Fourth National Communication to the UNFCCC (2020) identifies residential, public and commercial buildings among the major sources of GHG emissions and country’s top priorities for climate change mitigation.

According to the Armenia’s 2017 National Inventory Report (NIR) 18% of the Energy Sector total GHG emissions is from the fuel combustion in the residential buildings, and 7 % is from the fuel combustion in the commercial/institutional and public buildings. Based on IPCC methodology this mentioned figures do not include GHG emissions generated for electricity consumption in the buildings. Final energy consumption (FEC) in the residential buildings amounts up to 33% - 38% (2015-2018) of country total FEC, and up to 18 - 20% sums FEC in Commercial and Institutional subcategory.

At the same time, the building sector presents a significant energy saving potential, which is possible to realize through the effective use of modern EE technologies and practices, reinforce of EPB robust certification system, Policy de-risking, EE lending, etc.

It is well known that Armenia is involved in European Neighborhood Policy (ENP) since 2004 and that implementation of ENP action plan approved in 2006 aims to contribute to harmonization of Armenian legislation, norms and standards with EU criteria. In this connection, improvement of energy efficiency of buildings and constructions needs paying significant attention to EU directives.

Responding to the commitments of Armenia under the Comprehensive and Enhanced Partnership Agreement (CEPA) to implement the provisions of Directive 2010/31/EU on energy performance of buildings (EPBD) signed with the European Commission envisage recognition and promotion of the set of EPB standards.

The text of the Agreement was ratified by the Armenian Parliament on April 11, 2018 and the provisions of the EPBD shall be implemented in 5 years of its entry onto force.

At the same time, improvement of buildings’ EE level and issue of EPB certificates are reflected in certain provisions of the RA law “On Energy Saving and Renewable Energy” and Governmental Resolution № 426-N, dated 12 April 2018 on establishing the technical regulation for energy savings and energy efficiency in newly constructed multi-apartment buildings, as well as objects constructed (reconstructed/renovated) by state funds.

In this connection, the RA Ministry of Environment, RA Ministry of Economy, RA Ministry of Territorial Administration and Infrastructure and Urban Development Committee in cooperation with “De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF project, initiated a harmonization process of standards relevant to the sector. The Project’s work plan for 2020-2022 includes development of national standards, harmonized with the European and International ones.

## **II. Substantiation of the Task within the Project's Objectives**

The objective of the UNDP-GCF project is to reduce GHG emissions and systematically decarbonize the existing building stock in Armenia. The project focuses on reducing the overall investment risk profile of energy efficiency retrofits in the building sector – one of the major energy consumers in Armenia.

Policy de-risking component will support national, sub-national and local authorities to adopt and implement an enabling policy framework for energy efficiency retrofits. Investment risks for commercial lenders of energy efficiency retrofit finance will be addressed through policy de-risking tools including:

- Modernization and enforcement of energy efficiency standards and mandatory energy performance standards for retrofitted buildings;
- Monitoring and enforcement of associated construction norms and standards;
- Development, introduction and enforcement of adequate secondary legislation for providing functional models and rules for all multi-apartment building management bodies to undertake energy efficiency retrofits;
- Improvement and implementation of legislation that will assist the management of energy efficiency building retrofits for different types of buildings;
- Assistance to residents and common-share building organizations on collective decision-making on the complex issues of energy efficiency retrofit investment.

Modernization and enforcement of EPB standards would contribute to introduction of regulations relevant to the contemporary market conditions and, consequently, would foster reduction in the amount of imported fuel as well as in GHG emissions.

## **III. Scope of Provision of Professional Services**

The main objective of this professional services providing task is to develop local standards based on the mentioned two international standards listed below as per ISO/IEC Guide 21-1:2005 international guideline and requirements of HST 1.6-2006 “National System of Standardization: International & Regional Standards as Rules for Adoption of National Standards and Methods” standard.

1. **ISO 52000-1:2017 Energy performance of buildings — Overarching EPB assessment — Part 1: General framework and procedures.**
2. **ISO/TR 52000-2:2017 Energy performance of buildings — Overarching EPB assessment — Part 2: Explanation and justification of ISO 52000-1.**

Within providing professional services, the incumbent organization must perform the following activities, according to AST 1.2-2013 “National standardization system. Development of National Standards” clear procedures defined by the National Standard and provision of Project requirements:

- Development of the first editions of the draft standards;
- Public discussion of the first editions of the draft standards;
- Obtaining and summarizing experts’ feedback by the technical standardization commission on the draft standards developed;
- Elaboration of the documents based on remarks and recommendations received during the process of discussions of designs harmonization;
- Public discussion of the final (second) editions of the draft national standards;
- Coordination of the latest editions of the draft standards with the Technical Commission for Standardization;
- Obtaining expert opinion of professional organizations on the latest editions of draft standards (agree the list with the Project Management);



- Summarize and present the latest editions of the standards, ensuring the adoption and publication of standards based on the conclusions of the Standardization Technical Council to the National Standardization body.

#### IV. Expected deliverables

	Deliverables	Duration (from contract signing date)	Budget, USD
1	Technical translation of 2 International Standards.	1 month	
2	<ul style="list-style-type: none"> <li>- Editions made to the first draft National Standards and public discussion organized for feedback. The documents elaborated based on remarks and recommendations.</li> <li>- Public discussion of the second editions of the draft National Standards held. Elaborated editions are submitted to the National standardization body for adoption.</li> <li>- Finalization of National Standards is coordinated with the Technical Commission for Standardization.</li> </ul>	5.5 months	
3	Presentation of main provisions and requirements of the National Standards developed and consulted with stakeholders in seminar-discussion, organized by the Project.	6 months	

#### V. Professional Requirements

Applicant organization must possess:

- Five-year experience in elaboration of legislative, normative documents, technical regulations and standards;
- Experienced professional staff, in particular:
  - Team Leader - A professional with at least 10 years of relevant professional experience in the field of Energy, Architecture, Energy Efficiency or Standardization (including 2 projects of similar volume and complexity in the last 5 years)
  - Expert 1. With higher education and with at least 5 years of relevant experience in HVAC or energy/energy efficiency (including 2 similar projects implemented). Experience in the field of buildings` energy performance assessment, certification and energy audit will be considered as an advantage.
  - Expert 2. with higher education in Architecture, urban planning or similar with at least 5 years' relevant experience (including 2 similar projects implemented). Experience in the field of buildings` energy performance assessment, certification and energy audit will be considered as an advantage.
  - Two technical translators (English/Armenian technical translation) with higher professional education, at least 5 years of professional experience, experience in translating energy, construction or related standards (at least 2 similar projects implemented).

#### VI. Payment mode

Payment will be made after timely submission and acceptance of respective claims and deliverables, accompanied with respective package of documents as follows:

Deliverable 1: 50% of total amount

Deliverable 2: 30% of total amount

Deliverable 3: 20% of total amount

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### **A. Qualifications of the Service Provider**

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

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

### **B. Proposed Methodology for the Completion of Services**

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

### **C. Qualifications of Key Personnel**

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

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

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**D. Cost Breakdown per Deliverable for design services\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Technical translation of 2 International Standards.	50%	
2	<ul style="list-style-type: none"> <li>- Editions made to the first draft National Standards and public discussion organized for feedback. The documents elaborated based on remarks and recommendations.</li> <li>- Public discussion of the second editions of the draft National Standards held. Elaborated editions are submitted to the National standardization body for adoption.</li> <li>- Finalization of National Standards is coordinated with the Technical Commission for Standardization.</li> </ul>	30%	
3	Presentation of main provisions and requirements of the National Standards developed and consulted with stakeholders in seminar-discussion, organized by the Project.	20%	

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

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

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

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



## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**