

UNDP Pakistan Country Office



Section 3: Terms of Reference Electric Vehicle – Lot 1

Enhancing power reliability while promoting green energy solutions to create smart UNDP facilities

EV Fleet



2

EV Battery
Capacity (kWh)



35-42

Charger
Capacity (kW)



Min. 7kW AC

CO₂ Emissions
Savings
(tons/year/car)



1.75-2.13

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Acronyms

AI - Artificial Intelligence
COB - Close of Business
GHG - Green House Gas
HQ - Head Quarters
ICT - Information and Communications Technology
IoT - Internet of Things
O&M - Operation and Maintenance
ITM - Information and Technology Management
SDGs - Sustainable Development Goals
TOR - Terms of Reference
UAT - User Acceptance Test
UNDG - United Nations Development Group
UNDP – United Nations Development Programme

All the requirements included in this ToR are numbered and boxed.

1. Introduction

The **UNDP PAKISTAN**, in cooperation with the UNDP Information & Technology Management (ITM) Green Energy Team, has taken initial steps towards purchasing an Electric Vehicle with a Charger.

Based on the collected data, calculations have been made to determine which solution will be the most advantageous.

Switching to renewable energy implies strong environmental incentives. This will institute the United Nations Sustainable Development Goals while being an opportunity to promote green energy solutions and inspire local economies to adopt similar solutions.

1.1 Sustainable Development Goals

The Sustainable Development Goals (SDGs) are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate, environmental degradation, prosperity, and peace and justice. The Goals interconnect and in order to leave no one behind, it is important that we achieve each Goal and target by 2030.¹

As a leading agency in the fight against climate change, UNDP is committed to “walk the talk” by demonstrating that we run our operations in a resources-efficient, sustainable, and accountable way.



Figure 1 - The Global Goals for Sustainable Development

Substantial progress has been achieved in making UNDP “greener,” more resilient operations both at Headquarters and in many Country Offices (CO) and Regional Centers. Around the world, our offices are working to minimize the environmental impact associated with operations, from green building renovations and sustainable procurement practices to staff training and bicycling programs. By now, over 20 UNDP CO – out of a total of 167 - have installed or are installing photovoltaic systems to reduce Green House Gas (GHG) emissions and enhance office energy security.

Recently UNDP adopted a ‘Climate Neutrality and Sustainability Plan for Global UNDP Operations’ committing UNDP to reduce GHG emissions by 10% over 5 years and achieving climate neutrality for global operations starting effective 2014².

¹ About the Sustainable Development Goals

(<https://www.un.org/sustainabledevelopment/sustainabledevelopment-goals/>)

² UNDP - Greening the Blue Initiative (<http://www.greeningtheblue.org/what-the-un-is-doing/unitednationsdevelopment-programme-undp>)

1.2 Smart UN Facilities

The concept of Smart UN Facilities revolves around using data insights and interconnected technologies to transform UN Country Offices and related facilities into “smart” premises; in effect, local capacity to carry out the UN’s goals is augmented.

This is rooted in two aspects, which are manifested in multiple technology systems provided by ITM:

1. Fourth Industrial Revolution – the advent of connected technologies including robotics, the Internet of Things (IoT), autonomous vehicles.
2. Smart cities – utilization of sensors for data collection, insights, analysis, and subsequent enhancement of services.

In view of the benefits, it leads to make the first step in transitioning into a low-carbon and digital organization through smart integration of various equipment. As it is depicted below, **Error! Reference source not found.** shows the main technologies that set and establish the Smart UN Facilities including:

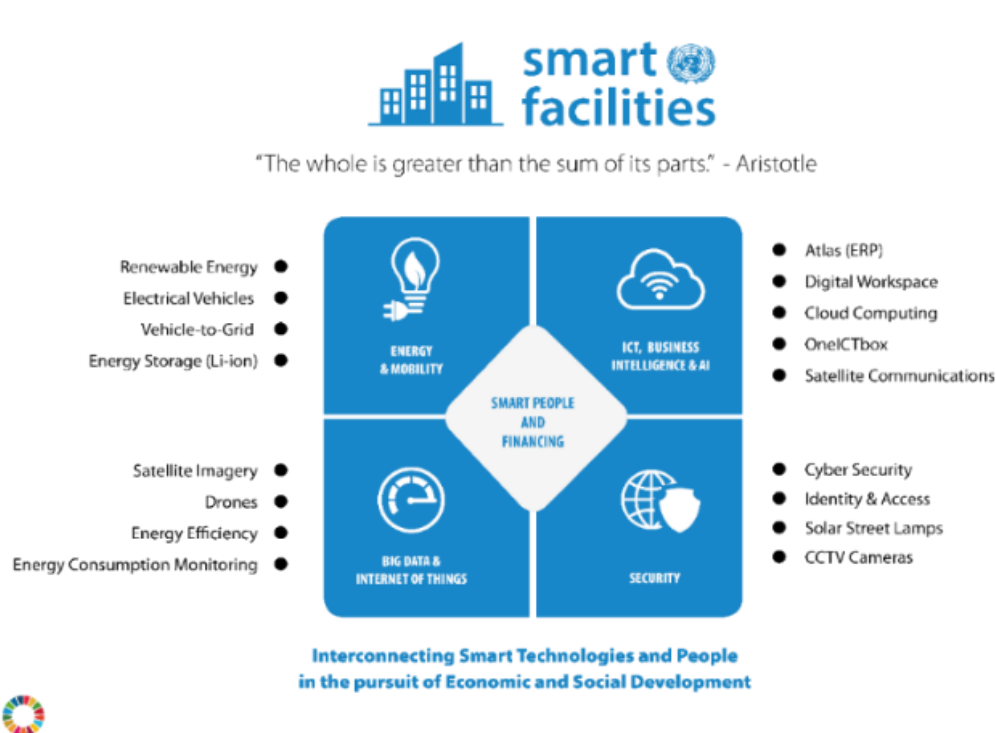


Figure 2 - Smart UN Facilities Framework

Energy & Mobility

- ICT, Business Intelligence & AI
- Big Data & Internet of Things
- Security

1.3 Seven Step Green Energy Process



Figure 3 - Seven Step Green Energy Solution

Use of the United Nations Development Group (UNDG) recommended 7-Step process will be adopted for the project. The approach is a holistic end-to-end process with preliminary assessment of project practicability and the post-installation operation & maintenance.

This is depicted in [Figure 3](#) and elaborated in the subsequent text.

Step 1: Vehicle Utilization & Assessment using IoT

- a) The office is required to complete the Preliminary Site Survey form which will provide information on the current vehicle fleet and the e-Mobility solution they wish to have.

Step 2: Business Case

- b) This step serves to provide essential information and data for decision-making. With the information gathered during Step 1, ITM does an extensive research to identify the potential electric vehicle. This enables an analysis that results in a business case draft presents a potential green energy solution for the UNDP CO.

Step 3: Procurement & Site Preparation

- c) Compilation and publication of solicitation documents is carried out in accordance to UNDP rules as applied by local procurement in such projects;
- d) Evaluation of bids/proposals will be carried out jointly between ITM and the CO.

Step 4: Site-survey – vendor

- a) When implementing charging stations, the vendor carries out an on- site survey to exhaustively take into consideration all aspects that can adversely affect the implementation of the project, and information for the final costing of the project including required materials/equipment and time frames;
- b) The vendor acts as implementer, working closely with focal point at the CO, where necessary, and ITM exercising technical oversight and project management. Submission of the final Site Survey Report marks the end of this step.

Step 5: Design

- a) The selected vendor drafts the final technical design of the facility including any construction plans if applicable, taking into consideration findings from the site survey in the previous step.
- b) As part of technical oversight, ITM must endorse the final design before actual installation starts; Submission of the ***final design, with an endorsement letter from the manufacturer and implementation schedule*** marks the end of this step.

Step 6: Installation

- a) The vendor carries out all the necessary installations, in the process giving regular progress updates to all stakeholders;
- b) Critical milestones are defined, at which point ITM makes the necessary assessments as part of the technical oversight;
- c) Among other critical requirements, the step entails end-to-end testing, physical inspection of the charging station, user training, and complete documentation of the system;
- d) This step involves carrying out User Acceptance Testing (UAT) in which all parties play a role. This test is to be developed in collaboration with ITM.

Step 7: Operation & Maintenance

- a) Preventive and corrective maintenance will be provided depending on the level of charging stations (usually Level 1 and 2 require little maintenance, while Level 3 require more attention), as well as service maintenance for the Electric Vehicle and regular monitoring from UNDP.

Communication and Publicity

Parallel to the 7-step process of green energy solution, ITM Communications Team and the CO Communications Team carry out the promotions of the successful project within the country and globally through the UN network. This process involves highlighting the benefits of the installed system and spread word about the human impact. Furthermore, this aims at motivating similar installations in other parts of the country.

2. Project Description

The goal of this assignment is to select a responsible party (private sector company) based on a competitive process willing to participate in the procurement of an electric vehicle, a compact, fully electric vehicle.

The responsible party is requested to collaborate with UNDP Pakistan, by procuring 2 electric vehicles that meets the requirements listed in section **4.3**. The vehicles will serve UNDP daily operations, a majority of which will be city commute.

UNDP Pakistan Premises is located on the *4th Floor, Serena Business Complex, Khayaban-e-Suharwardy, Islamabad, Pakistan*.

3. Duties and responsibilities

The UNDP and responsible party will collaborate in the framework of the project proposal developed by the responsible party based on:

1. *Best value for money criteria*
2. *Performance-based payment agreement*: Performance-based payments are a type of agreement between UNDP and a responsible party to provide funding upon the verified achievement of an agreed measurable development result. No advances are provided, rather payments are made only upon the verified achievement of agreed results.

The responsible party under this Agreement shall self-finance all activities until the Result(s) are achieved and validated by the Project board. Early termination of the agreement can be envisaged if certain milestones/timeframes/etc are not met. Early termination may also be triggered through lack of adherence to UNDP's Social and Environmental Standards. The responsible party will be capacity assessed (according to UNDP policies), and a due diligence exercise will be done for private sector entities. The responsible party shall get into partnership (if needed) with local public authorities and/or private sector companies for project implementation.

4. Statement of Work

4.1 Vendor

The vehicle manufacturer should satisfy the following conditions:

1. At least 5 years of experience in the electric vehicle network management, renewable energy, IT, electric equipment market, services in electric installations or providing services in this area of interest.
2. Proof of all necessary licenses and authorizations for electric works, or proof of a contract for performing electric works with a licensed company.

4.2 After-sales service and response time

The vendor must be able to comply with the requirements for after-sales services and maintenance processes. In case the vendor is not located in Islamabad to allow for a reasonable response time, it must show proof of

a formal agreement with a local representative with relevant experience to perform such requirements. This aligns with UNDP's mission of developing local capacity. If the vendor is located in Islamabad only then a local representation is not necessary.

Please include the following in the offer document if an agreement with a local representative:

1. Letter signed by both parties, confirming relationship between vendor and local partner.
2. Profile of the local partner, including documentary evidence of relevant experience and services.
3. Official documentation stating that the Local Partner is a registered business in the country.

Both the vendor and the local partner (if applicable) need to agree on the warranty and maintenance terms discussed in **section 4.3 and must be aware of the high-quality expectations for the solution, as the system will serve as a showcase at both national and international levels.** This needs to be proved through a signed document stating the mentioned points.

Note that the vendor is responsible for the requirements mentioned in section 4.3 and not the local partner.

As the local partner may be required to go on-site during the O&M phase for maintenance and/or troubleshooting, it should be based in a strategic location within proximity to the Country Office. In case of a critical incident, the local partner (or the vendor itself, if no local partner is needed) shall acknowledge the issue and perform the required activities depending on the identified incident priority.

4.3 Technical Requirement

Bidder shall supply and deliver manufacturer's standard for the following specifications of **Electric Vehicle OR EQUIVALENT**, Suitable for use by: **UNDP Pakistan Country Office.**

Table 1. Technical Specifications of the EV

No.	Item	Description
4.3.1	General	Electric Vehicle Right Hand Drive model, suitable for driving on hilly roads and in ambient temperature between -3°C to +45°C.
4.3.1.1		4-doors and a rear luggage compartment
4.3.1.2		Min. 5 Passengers
4.3.1.3		Zero tailpipe emissions
4.3.1.4		100% electric – no gasoline required
4.3.1.5		Driving Range: at least 200 km/full battery charge
4.3.1.6		Top Speed: ≥140 km/h
4.3.1.7		Transmission: Automatic
4.3.1.8		Instructions: All signs and instructions in the car must be in English.
4.3.2	Electric Motor	Electric motor with permanent magnet synchronous motor or AC induction motor.

		Motor power and motor torque should not be less than 100 kW and 250 Nm at governed rpm respectively.
		The motor should have regenerative braking mechanism
4.3.3	Battery	Type: Li-ion battery
		Size: ≥ 35 kWh
		Charging time: Should not be more than 6 hours on standard AC charging and should not be more than 2 hours on DC fast charging.
4.3.4	Dimensions	Length ≥ 3800 mm
		Width ≥ 1700 mm
		Height ≥ 1450 mm
4.3.5	Wheels/Tyres	<ul style="list-style-type: none"> i. Standard alloy wheels. ii. A spare tyre should be provided.
4.3.6	Steering	Electric Power Steering
4.3.7	Brakes	<ul style="list-style-type: none"> i. Disc brakes with regenerative braking mechanism. ii. Electronic parking brake
		Front: Independent type McPherson Rear: Torsion or Multi-link
4.3.9	Display/Gauges	The system should include the onboard display with all the gauges, indicators, signals as necessary for efficient operation, functional monitoring that includes (but not limited to) battery charge indicator, temperature, pressure, transmission gauge etc.
4.3.10	Tool Kit	A set of tool kit for general maintenance purposes should be provided.
4.3.11	Other Essentials	The vehicle should be equipped with the following essential accessories but kindly note that it should not be limited to the below mentioned items. The vendor could propose more inbuilt options as per the manufacturer's standards.
4.3.11.1	Climate Control	<ul style="list-style-type: none"> i. Air Conditioning for cooling and heating. ii. Dust, Pollen, Deodorizing Air Filter
4.3.11.2	Audio	HD Radio™ with "multicast" FM station reception
		USB audio connection
4.3.11.3	Seats	Seat, 4-way (or more) manual bucket driver seat
		Seat, 2-way (or more) manual bucket front passenger seat
		Height-adjustable front and rear head restraints
		Seat Covers
4.3.11.4	Windows	Power windows

		High Solar Energy Absorbing Window Glass or equivalent
		Front Windshield Acoustic Glass
4.3.11.5	Instrumentation	High-resolution screen
		Shift position indicator (A/T)
		Backup camera
4.3.11.6	Mirrors	Power folding side mirrors
		Rear-View Mirror
4.3.11.7	Lights	Fog lights
		Headlight range control
		Headlamp
4.3.11.8	Flooring	Carpeting
4.3.11.9	Convenience	Front sun Visors
		12 Volt Accessory Power Outlet
4.3.11.10	Safety	Front airbag, driver
		Front airbag, front passenger
		Head airbag
		Side airbag
		Anti-lock Braking System (ABS)
		Brake assist system (BAS)
		Electronic stability control (ESC)
		Vehicle stability management (VSM)
		Hill assist control (HAC)
		Front and rear safety belts
4.3.11.11	Security	Engine Immobilizer
		Anti-theft alarm system
		Power Door Locks
4.3.11.12	Warning	Door Ajar
		Front Driver and Passenger Seat Belt Warning
4.3.11.13	Charger	AC Fast charging capability (7.4 kW)
4.3.11.14	Mechanical features	Vehicle stability management VSM
		Hill assist control (HAC)
4.3.12	Factory Standard	
4.3.12.1	Exterior Colour	Factory standard. UNDP Pakistan reserve the right to choose from available factory standard colours during the ordering process.
4.3.12.2	Interior Colour	Factory standard (preferably white). UNDP Pakistan reserve the right to choose from available factory standard colours during the ordering process.
4.3.12.3		Dynamic Cruise Control

	Infotainment and Connectivity	Bluetooth® wireless technology for hands-free calling and phonebook downloading capabilities
		Navigation Business
		Rear View Camera
		Park Distance Control
4.3.12.4	Parts, Repairs and Training Manuals	<p>i. The successful bidder shall supply UNDP Pakistan with access to a comprehensive training manual which describes:</p> <ul style="list-style-type: none"> - Appropriate use of the vehicle purchased - Appropriate charging pattern and use of the vehicle's battery - Inappropriate use/charging patterns that could damage the battery, that is not covered by the warranty of the car and should be avoided - Comprehensive repairs and parts manual which identify the component parts and describes the appropriate process for repairing the vehicle purchased. <p>ii. Hard copy <u>manuals</u> meeting these requirements must be provided via printed copy, CD or DVD. Where hard copy manuals are provided, one copy of the vehicle model type ordered to a maximum of five (5) to UNDP Pakistan are required and shall be delivered with the first vehicles on a one for one basis prior to the UNDP Pakistan's issued payment.</p>

4.4 Warranty

Table 2. Warranty Specifications of the EV.

4.4.1	Warranty	Car Limited warranty covers 4 years or 50,000 miles
4.4.2		Powertrain warranty covers 4 years or 50,000 miles
4.4.3		4-year Unlimited Mileage Roadside Assistance Program
4.4.4		12-year Unlimited Mileage Rust Perforation Limited Warranty
4.4.5		12-year unlimited mileage anti-corrosion warranty against rust perforation.
4.4.6		Hybrid components (high-voltage battery) warranty covers 8 years, or 100,000 miles Complimentary maintenance is covered for 3 years or 36,000 miles.
4.4.7		<p>i. Towing Service: In the event of a mechanical breakdown normally covered under the Vehicle Warranty, the vehicle should be transported at no cost to the nearest car dealer maintenance garage.</p> <p>ii. Towing in the event of an accident or collision should be also covered.</p>

4.4.8		<p>Warranty certification/documentation for the Electric Vehicle including summary overview of warranty arrangements shall be included in the system documentation.</p> <ul style="list-style-type: none"> i An overview of available warranty extension options for main components shall be provided. ii Any cost associated with warranty replacements during the warranty period will be borne by the supplier. iii Any cost associated with the maintenance and technical support for the charging system during maintenance subscription will be borne by the supplier.
4.4.9		Other warranty arrangement suggested by the bidder will be also considered

4.5 Standard equipment

Vehicles must be delivered with all Manufacturers Standard Equipment regarding comfort, utility, safety, and convenience.

4.6 Services

All services B-1 must be included at no additional cost to the UNDP Pakistan Country Office.

SERVICE B-1: RUSTPROOFING: Factory rust proofing.

5. Tasks and Responsibilities

The overall tasks and responsibilities of the provider are indicated below in Table 3.

Table 3 – Mandatory tasks and Responsibilities

5.1	Risk Assessment, Avoidance and Mitigation Plan	<p>A mandatory risk assessment must be conducted and presented along with the technical offer, including as minimum features:</p> <ul style="list-style-type: none"> i. All potential risks that the project might incur. ii. The probability of incurrence and severity of the identified risks (e.g.: risk matrix). iii. The risk tolerance for the identified risks. iv. Proactive and reactive responses for risks surpassing the defined threshold of severity and/or probability. v. A mitigation plan for the risks identified as most severe or likely to happen (e.g., in case the final timeline is not respected due to external factors).
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		<p>This risk assessment must include all the major phases of the project, i.e., procurement, shipment and transportation of goods, training of the end-users.</p>
5.2	Shipment of material	<p>Shipment to be provided for the electric vehicle and the associated components, following all procedures and documentation specified in this document.</p> <p>It is recommended to perform check and verification of the electric vehicle functioning before shipment (ideally 2 weeks before shipment).</p> <p>A pre-shipping inspection should be planned in case UNDP chooses to inspect the electric vehicle before shipment.</p>
5.3	Commissioning, UAT and Training	<p>Training</p> <ol style="list-style-type: none"> Electric vehicle utilization training must be provided to UNDP PAK user(s). The content of the training must also include topics such as: <ol style="list-style-type: none"> Appropriate use of the vehicle purchased Appropriate charging pattern and use of the vehicle's battery Inappropriate use/charging patterns that could damage the battery, that is not covered by the warranty of the car and should be avoided Comprehensive repairs and parts manual which identify the component parts and describes the appropriate process for repairing the vehicle purchased. <p>User Acceptance Testing</p> <ol style="list-style-type: none"> The UAT shall be developed in collaboration with ITM UNDP User Inspection will be performed during commissioning by ITM and the CO Focal point. <p>Commissioning</p> <ol style="list-style-type: none"> Complete the UNDP Commissioning check list. Manuals of the electric vehicle must be provided. A representative from the supplier's own staff/ team during commissioning of the system must be present.

5.4	Stabilization of the System	<ul style="list-style-type: none"> i. The awarded vendor must remain at the disposal of the beneficiary for at least six months (stabilization period) after handover/commissioning to assist in answering any technical or other related questions. ii. The maintenance agreement starts after stabilization period of 6 months
5.5	Maintenance of the system	<ul style="list-style-type: none"> i. Mandatory maintenance and after-sales services for 3 years including: <ul style="list-style-type: none"> a. Periodic maintenance (preventive and corrective) b. Technical support (onsite and/or remote) ii. Vendor technical support and/or helpdesk contact information and procedures including escalation procedures are required. iii. Maintenance is required, inclusive of appropriate escalation measures. <p>In case of non-conformity with these requirements and poor performances UNDP reserves the right to terminate the contract and ask for liquidation depending on the entity of the damage.</p>

6. Documentation

After award of contract and formalization of purchase order (PO), the supplier shall deliver all the documents listed in Table 4 by e-mail to UNDP ITM (itm.green.energy.team@undp.org) and copy UNDP Pakistan pramila.tripathi@undp.org.

Table 4 – Documents after award of contract

No	Document	Description
6.1	Project Plan Report	Complete report specifying all the steps that will be carried out to perform the project (from delivery to after sales services) with the corresponding timeline and who will be responsible of each step (vendor, local partner, or both).
6.2	Bill of materials	Complete list of equipment to be supplied.
6.3	Shipping documents	<ul style="list-style-type: none"> i. Invoice ii. Packing list iii. Bill of lading iv. Insurance

6.4	Warranty documents	<p>Warranty certification/documentation for the electric vehicle, including summary overview of warranty arrangements (technical and logistical).</p> <ul style="list-style-type: none"> i. Overview of available warranty extension options for main components ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier iii. Cost associated with the maintenance and technical support for the electric vehicle during maintenance subscription will be borne by the supplier
6.5	Testing procedure	List of tests that will be carried out and respective pass/fail criteria.
6.6	User acceptance testing report and proof of performance to UNDP	Results of the individual tests and system performance test as outlined in the testing procedure; sign off by vendor, UNDP ITM and system user; any deviations and pending tasks need to be recorded.
6.7	Training manual/guide	<ul style="list-style-type: none"> i. Provide manuals ii. Include Electric Vehicle Training guide and videos if available
6.8	O&M Manual and troubleshooting guide	<ul style="list-style-type: none"> i. Electric Vehicle Maintenance and Troubleshooting Essentials Guide for Country Office (day-to-day operations) ii. Description of correct operation and maintenance of the car iii. Troubleshooting in case of errors iv. Preventive and corrective maintenance logs
6.9	After sales service agreement	Agreement between UNDP, vendor and system user, defining the scope of the included maintenance (corrective and preventive) and technical support (on-site and remote).
6.10	Maintenance reports	Electric Vehicle Regular Maintenance Technical Report(s).
6.11	Photo and video documentation	<p>Documentation of the car commissioning, and testing, such as:</p> <ul style="list-style-type: none"> i. Training of local staff ii. Overview of the Electric Vehicle

7. Price and Delivery Schedule Forms

7.1 Price Schedule – Acquisition Cost of the EV

Table 5 – Price Schedule

Item	Description	Quantity	Unit Price (XXX)	Total Price (XXX)
1.	Electric Vehicle	2		
2.	Cable for charger	2		
3.	Software and firmware if applicable			
4.	Electric Vehicle Training, UAT and Commissioning	Lump Sum		
5.	Freight cost to Pakistan			
6.	Total DPU price Pakistan – (Acquisition Cost)			
7.	Maintenance Cost Preventive and corrective maintenance by the vendor (for 3 years): after-sales services and technical support (on-site and/or remote) including continues online system and performance monitoring.			
8.	TOTAL FINAL COST			

8. Communications Management Plan

This section sets the communication framework for the life of the solar PV installation process. The overall desirable outcome is to keep all parties well informed in a timely fashion to avoid disruption and possible misaligned expectations.

	Communication Activity	Description	Frequency	Format/Channel	Deliverable	Responsible	Accountable	Consulted	Informed
1	Publishing RfQ	Final ToR & RfQ	As needed	e-mail	Final RFQ	GET, CO	CO	Vendors	GET/CO ²
2	Receipt of bids	Update on progress	Weekly	Meeting	Status update	CO	CO	GET	CO
3	Evaluation	Technical & financial	After submission	e-mail	Final assessment results	CO, GET	GET		CO
4	Winner Announcement	Outcome notification	After evaluation	e-mail	Informational message, PO	CO	GET	Vendors	CO
5	Shipping	Shipment of goods	As per provided timeline	e-mail	Invoice, Packing list, Bill of lading, Insurance	Vendor	Vendor	CO, GET	-
6	Customs clearance	Clearance of good at the CO	As needed	In person, e-mail	Clearance confirmation	CO	CO	Vendor	GET
7	Onsite Assessment	Assessment of all aspects of project	End of each installation	e-mail, In person		GET, Vendor	GET	Vendor	CO
8	Commissioning	Schedule for training, UAT, etc.	End of each installation	e-mail	Signed UAT, checklist, etc.	Vendor, GET	Vendor	CO	-
9	Invoice Payment	Receipting and disbursement	As per agreed plan	e-mail, phone	Invoice, payment confirmation	GET	GET	Vendor	CO
10	System Maintenance	Periodic and general support	As needed	e-mail, phone	Maintenance report	GET, Vendor	Vendor	CO	-

8.1 Project Team Contact Details

Name	Designation	E-mail	Phone #
Country Office (CO)	Head of General Admin Unit	yasir.khaldoon@undp.org	TBA
ITM GET (GET)	Project Manager	itm.green.energy@undp.org	+45 45 33 61 14
<<Vendor name>> (Vendor)	Solution provider	Vendor's email TBA	TBA

8.2 Communications Conduct

Meetings: - Ad-hoc project meetings will be convened whenever there is need for in-depth discussions that cannot be achieved through e-mail or telephone communication. A record of the meeting proceedings will be kept, particularly action points and agreed decisions.

Email: - E-mail communication is considered an official record in UNDP and this applies for e-mobility projects as well. Most issues and information with clear cut intents will be communicated through e-mail to the relevant parties. To keep all informed and for audit trail purposes, all parties should be copied as suitable, and the same thread used as much as possible. All circumstances that may impact on delivery timelines should be proactively communicated by the concerned party to allow for timely resolution.

Informal Communications: - For successful and timely project implementation, informal communication is a necessary ingredient. Given the nature of the projects, interaction between the parties, informal communication will form a sizable chunk of overall communication in this project. However, caution needs to be exercised to avoid negative consequences at a later stage. All communication that commits either part/stakeholder should be formally documented and communicated according

9. Delivery Requirement

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods after Contract signature.
Delivery Terms (INCOTERMS 2020)	DPU
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Shall be done by: <input checked="" type="checkbox"/> UNDP Pakistan <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	United Nations Development Programme Pakistan Country Office UN Offices Serena Business Complex G5 Islamabad, Pakistan Contact details: Yasir Khaldoon yasir.khaldoon@undp.org
Distribution of shipping documents (if using freight forwarder)	<p>The country office will proceed to the customs clearance once the supplier provides shipping documents.</p> <p>Once the shipping documents are shared with the country office, the supplier must await the greenlight of the country office before shipping the items. If items are shipped before green light is given, and in case storage costs, or any additional costs, are charged by Customs Authorities, it will be the responsibility of the supplier to pay for these extra expenses.</p>
Training on Operations and Maintenance	1.All documentation must be in English. 2.Operation manuals must also be provided in Urdu.
Warranty Period	Warranty certification/documentation of the vehicle, including summary overview of warranty arrangements (technical and logistical). i. Overview of available warranty extension options for main components. ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier. iii. Cost associated with the maintenance and technical support for the electric vehicle during maintenance subscription will be borne by the supplier.
Local service support requirements	Local Service Support Requirements: - Supplier is required to have a branch established in Asia, and preferably in Pakistan. - Supplier must have a local partner who is a legally representative or subsidiary of the brand, not just a sales office.
Preferred Mode of Transport	Air/Land/Sea

ANNEX I: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Price and Delivery Schedule Forms. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Bidder's Declaration

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Annex II: Compliance Response Form		Understood	Understood with reservations	Comments	
Introduction					
1	Introduction	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Sustainable Development Goals	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Smart UN Facilities	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	7-Step Green Energy Process	<input type="checkbox"/>	<input type="checkbox"/>		
Project Description					
2	Project Description	<input type="checkbox"/>	<input type="checkbox"/>		
3	Duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>		
4	Statement of Work	<input type="checkbox"/>	<input type="checkbox"/>		
4.1	Vendor	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	After-sales service and response time	<input type="checkbox"/>	<input type="checkbox"/>		
4.3 Technical Requirements		<input type="checkbox"/>	<input type="checkbox"/>		
4.3.1	General	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.2	Electric Motor	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.3	Battery	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.4	Dimensions	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.5	Wheels/Tyres	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.6	Steering	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.7	Brakes	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.8	Suspension	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.9	Display/Guages	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.10	Tool kit	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.11	Other Essentials	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.12	Factory Standards	<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Warranty	<input type="checkbox"/>	<input type="checkbox"/>		
4.5	Standard equipment	<input type="checkbox"/>	<input type="checkbox"/>		
4.6	Services	<input type="checkbox"/>	<input type="checkbox"/>		
5	Tasks and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>		
6	Documentation	<input type="checkbox"/>	<input type="checkbox"/>		

6.1	Project Plan Report	<input type="checkbox"/>	<input type="checkbox"/>		
6.2	Bill of materials	<input type="checkbox"/>	<input type="checkbox"/>		
6.3	Shipping documents	<input type="checkbox"/>	<input type="checkbox"/>		
6.4	Warranty documents	<input type="checkbox"/>	<input type="checkbox"/>		
6.5	Testing procedure	<input type="checkbox"/>	<input type="checkbox"/>		
6.6	User acceptance testing report and proof of performance to UNDP	<input type="checkbox"/>	<input type="checkbox"/>		
6.7	Training manual/guide	<input type="checkbox"/>	<input type="checkbox"/>		
6.8	O&M Manual and troubleshooting guide	<input type="checkbox"/>	<input type="checkbox"/>		
6.9	O&M schedule	<input type="checkbox"/>	<input type="checkbox"/>		
6.10	After sales service agreement	<input type="checkbox"/>	<input type="checkbox"/>		
6.11	Maintenance reports	<input type="checkbox"/>	<input type="checkbox"/>		
6.12	Photo and video documentation	<input type="checkbox"/>	<input type="checkbox"/>		

Who we are

UNDP ITM/CIAS

Our Vision

Creating Smart Facilities to build local capacity and inspire a movement.

Our Mission

To support and guide Country Offices in leveraging technology for efficient delivery on the organization's mandate.

The Information and Technology Management is the leader in digital transformation, so UNDP can be agile and effective in its global delivery.

UNDP ITM is headquartered in New York and UN City Copenhagen Denmark, a smart facility which hosts 9 UN agencies and is built with a high focus on sustainability. Our combined efforts provide standardized practices for UNDP country offices to achieve the Sustainable Development Goals and incite other local and international entities to follow our lead.

To illustrate our work, in the wake of the 2014 West Africa Ebola outbreak, country offices in Guinea, Sierra Leone and Liberia could not rely on the grid to meet their energy requirements and diesel shortages restricted access to a sufficient power supply. In order to address this, UNDP ITM leveraged its experience in implementing smart facilities to roll out solar solutions in the affected countries.

Following this outbreak, UNDP ITM has aided the installation of solar panel systems in over 13 countries worldwide.

We look forward to implementing the Smart Facilities concept even further.