



## REQUEST FOR PROPOSAL (RFP)

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b> <b>PROJECT NAME AND ID:</b> 00101058 UNDP - GEF Project "Reducing Risks for Investments in Renewable Energy Sources in Kazakhstan" (DREI)	<b>DATE:</b> June 15, 2022  <b>REFERENCE:</b> RFP-2022-035 Development of a methodology for testing components of renewable energy technologies
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of services for Development of a methodology for testing components of renewable energy technologies**

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

Proposals (Technical and Financial; **Financial proposal must be password protected**) must be submitted on or before **29 June 2022, 10.00 am by Nur-Sultan time (GMT+6)** and via email to address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with mandatory indication of the Reference **RFP-2022-035** in the subject of your letter.

Your Proposal must be expressed in the Russian or English language, and valid for a minimum period of 90 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 4.

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: Procurement protest and vendor sanctions | UNDP [https://www.undp.org/procurement/business/protest-and-sanctions?utm\\_source=EN&utm\\_medium=GSR&utm\\_content=US\\_UNDP\\_PaidSearch\\_Brand\\_English&utm\\_campaign=CENTRAL&c\\_src=CENTRAL&c\\_src2=GSR&gclid=EAlaIqobChMllvv4yfac9wIVFASiAxOCxg-zEAYASAAEglbUfD\\_BwE](https://www.undp.org/procurement/business/protest-and-sanctions?utm_source=EN&utm_medium=GSR&utm_content=US_UNDP_PaidSearch_Brand_English&utm_campaign=CENTRAL&c_src=CENTRAL&c_src2=GSR&gclid=EAlaIqobChMllvv4yfac9wIVFASiAxOCxg-zEAYASAAEglbUfD_BwE)

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:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/duct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/duct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

*Karina Amralina*

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Karina Amralina  
Head of Procurement Unit, OiC  
Date: 14-Jun-2022

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## Annex 1

## Description of Requirements

Context of the Requirement	00101058 UNDP - GEF Project "Reducing Risks for Investments in Renewable Energy Sources in Kazakhstan" (DREI)
Brief Description of the Required Services <sup>1</sup>	Development of a methodology for testing components of renewable energy technologies
List and Description of Expected Outputs to be Delivered	The detailed Outputs and deliverables are given in TOR as Annex 3
Person to Supervise the Work/Performance of the Service Provider	<i>ICTA, Project manager</i>
Frequency of Reporting	According to the Terms of Reference
Progress Reporting Requirements	According to the Terms of Reference
Location of work	Home-based and expected travels to 7 pilot regions as per TOR
Expected duration of work	5 (five) months from the date of signing the Contract
Target start date	Approximately July 2022
Latest completion date	Approximately November, 2022
Travels Expected	As detailed in the Terms of Reference
Special Security Requirements	The service provider is required to ensure that its staff has all necessary personal protection related to the COVID-19 in accordance with the current recommendations of WHO and local authorities (masks, gloves, sanitizers, passing the COVID-19 test (if necessary), for the duration of the contract.
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	<input checked="" type="checkbox"/> Required

<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.

completing the services					
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency, Kazakh Tenge <input checked="" type="checkbox"/> United States Dollars – for international Bidders				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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.				
The pre-bid conference meeting will take place:	Time: 3.00 pm by Nur-Sultan time Date: 21 June, 2022 Location: Zoom-call In case of interest on participation at the pre-bid conference, please send notification on your participation not later than June 20, 2022 (Close of Business) to email <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a> with copy to <a href="mailto:aigerim.batyrbekova@undp.org">aigerim.batyrbekova@undp.org</a> UNDP will provide the meeting link with all interested participants one day before the pre-bid meeting.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms	#	Deliverables	Estimated duration to complete	Review and approvals required	Sum (approx.)

	1.	<p><b>Stage 1</b></p> <p>1. Building a justification for the development of methods and ways for testing the above RES technologies (normative / regulatory references, practicality, justification and other aspects related to testing the components of RES technologies);</p> <p>2. Methods and ways of applicable assessment to an extended list of quality parameters of energy generating equipment based on renewable energy sources (photovoltaics, solar heat, wind energy, low potential heat pumps) and its components;</p> <p>3. Submission and agreement with UNDP on the content of testing methods for RES technologies (at least 10 pages), which should contain at least:</p> <ul style="list-style-type: none"> <li>- general provisions (terms and concepts, test objects);</li> <li>- test procedure (test procedures for components, list of test equipment, test methods, formulas for calculations);</li> <li>- test results (test reports, generation of reports and documentation)</li> <li>- applications.</li> </ul> <p>4. Provisions for compliance and harmonization of the developed methods with the requirements of the legislation of the Republic of Kazakhstan and regulatory documents. Recommendations and a list of normative documents;</p> <p>5. Development of the first edition of 4 methods for testing renewable energy technologies:</p> <ul style="list-style-type: none"> <li>- testing of solar photovoltaic panels (without limitation on unit power of one panel);</li> <li>- testing of wind turbines, including turbine components (up to 1 MW);</li> <li>- testing of solar collectors for hot water supply;</li> <li>- boilers/boilers for solid biomass, pressed straw bales, unit capacity up to 1 MW.</li> </ul>	8 weeks from start date	ICTA, Project manager	40%
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	2.	<b>Stage 2</b> 6. Preparation of letters and distribution of the first edition of the methodologies to interested organizations and companies in the field of testing and certification of RES devices for receiving feedback and comments; 7. Discussion with representatives of testing laboratories of the developed methods for testing renewable energy technologies at the TC 117 meeting, in a hybrid format, so that participants from remote regions can also take part; 8. Expert analysis work with comments, suggestions and recommendations from testing laboratories; 9. Preparation of a comparative table on test methods based following the analysis of the recommendations of testing laboratories and comparison with international practice of testing; 10. Refining, introduction of reasonable changes and submission of the proven version of the methods and ways for testing RES technologies. Based on the results of consideration and approval of the methods, the Contractor prepares a summary of reviews including accepted and not accepted comments and suggestions of testing laboratories. In case of disagreement with the comments and suggestions, a grounded justification should be given; 11. As a result of agreeing on the final text of methods and methods for testing RES technologies - preparation of the final version in Russian and Kazakh languages;	16 weeks from start date	ICTA, Project manager	40%
	3.	<b>Stage 3</b> 12. Registration of methods for testing RES technologies in accordance with national regulatory acts in the field of standardization and testing of equipment (in Russian and Kazakh languages); 13. Preparation of an explanatory note with the attachment of all related documents prepared during the development of 4 methods; 14. Preparation of a draft / text of the order of the authorized body for further approval of the developed methods for testing RES technologies (in Russian and Kazakh languages); 15. Based on the results of the work performed, it is necessary to provide a final information and analytical report with minutes of discussions and summaries of feedback, as well as a draft article in the media. The work should be presented and discussed with all interested parties, including, but not limited to: the Ministry of Energy, Industry and Infrastructure Development, the Committee for Technical Regulation and Metrology (hereinafter - CTRM) and testing laboratories.	20 weeks from start date	ICTA, Project manager	20%
Person(s) to review/inspect/ approve outputs/completed services and authorize the	ICTA, Project Manager				

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<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% (700 points). <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <i>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.</i>
Criteria for the Assessment of Proposal	<p><b>Bids will be evaluated in 3 steps:</b>  <b>Step 1. Pre-liminary examination against the minimum eligibility criteria;</b>  <b>Step 2. Technical evaluation: maximum obtainable points are 1000 (passing score 70% or 700 points and above);</b>  <b>Step 3. Financial evaluation.</b></p> <p><b>Step 1. Following are defined as the minimum eligibility criteria:</b>  1. Full acceptance of the UNDP Contract General Terms and Conditions (GTC).  2. Must have legal capacity to enter into agreements (certificate of registration/re-registration, Charter to be submitted);  3. Have financial stability (certificate of absence of debt in tax authorities), audited financial statements for 2020-2021. If the company is exempted from the audit - a confirmation certificate from the contractor. Profit and loss statement, balance sheets for 2020-2021. VAT certificate (if applicable). If company is not a VAT payer, written confirmation should be submitted.  4. Company's profile with detailed activity information confirming the following: <ul style="list-style-type: none"> <li>• at least 5 years of experience in the field of testing and quality control of electrical equipment in the Republic of Kazakhstan;</li> <li>• at least 5 years of experience in the development of technical documents in the Republic of Kazakhstan in the field of standardization and metrology (technical standards, regulations, rules);</li> <li>• at least 5 years of experience in developing documentation in the field of testing and certification of electrical equipment in the Republic of Kazakhstan (test methods, instructions and protocols, documents for accreditation)</li> </ul> 5. Provide a list of similar services performed, indicating the client, the name of the services / works, the year the services were provided and the cost;  6. Provide at least 3 reviews / recommendations based on the results of similar work performed  7. Availability of the methodology of implementation and the work schedule (must include a description of the methods and procedures for performing the work, the composition of the team and the distribution of responsibilities);  8. Availability of qualified personnel with the necessary work experience and qualifications according to the table below to perform work under this ToR, with the provision of a detailed CV, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire term of the contract.</p>

<b>Step 2. Technical Proposal (70% of the overall assessment, with maximum 1000 points calculated as 100% of total technical, o/w minimum obtainable is 70% i.e., 700 score)</b> <input checked="" type="checkbox"/> Professional experience of the company [30%] <input checked="" type="checkbox"/> Proposed methodology and work plan [30%] <input checked="" type="checkbox"/> Organizational structure and key personnel [40%]			
<b>Summary of Technical Proposal</b>		<b>Weight, %</b>	<b>Max points</b>
1.	Expert assessment of the Firm / Organization	30%	300
2.	Suggested methodology, strategy and implementation plan	30%	300
3.	Organizational structure and key personnel	40%	400
<b>Total</b>			<b>1000</b>
<b>Technical Assessment</b>			<b>Max Points</b>
<b>Expert assessment of the Firm / Organization</b>			
1.1	<b>At least 5 years of experience in interaction and performance of work for organizations operating in the field of testing and quality control of electrical equipment in the Republic of Kazakhstan:</b> 5 years - 56 points (minimum requirement); for each additional year - 8 points, maximum - 80 points.	80	
1.2	<b>At least 5 years of experience in the development of technical documents in the Republic of Kazakhstan in the field of standardization and metrology; (technical standards, regulations, rules):</b> 5 years - 56 points (minimum requirement); for each additional year - 8 points, maximum - 80 points.	80	
1.3	<b>At least 5 years of experience in the development of documentation in the field of testing and certification of electrical equipment in the Republic of Kazakhstan (test methods, instructions and protocols, documents for accreditation):</b> 5 years - 56 points (minimum requirement); for each additional year - 8 points, maximum - 80 points.	80	
1.4	<b>List of similar services performed, indicating the client, name of services / works, year of services and cost (if possible):</b> if available - 20 points (minimum requirement).	20	
1.5	<b>At least 3 reviews / recommendations based on the results of similar work performed:</b> if available – 20 points (minimum requirement).	20	
1.6	<b>Experience of working with UNDP and other international organizations:</b> absent - 0 points if available - 20 points.	20	
<b>Total:</b>			<b>300</b>



Suggested methodology, strategy and implementation plan		
2.1	Understanding the essence, methodology and expected results of the project corresponds to the terms of reference and is reflected in the proposal;	150
2.2	Work schedule (must include the composition of the team and the distribution of responsibilities, descriptions of methods and procedures for performing work)	150
	<b>Total:</b>	<b>300</b>
Organizational structure and key personnel		
3.1	<b>Project Manager</b>	
	<b>Higher technical education:</b> higher education - 42 points (minimum requirement); master's degree - 51 points, higher qualification - 60 points;	60
	<b>At least 10 years of experience in the field of technical regulation, standardization, testing and certification of electrical equipment:</b> 10 years - 42 points (minimum requirement), for each additional year 9 points, max. up to 60 points	60
	<b>Excellent knowledge of legislative and other regulatory documents in the field of standardization and testing:</b> with experience 50 points (minimum requirement)	50
	<b>Excellent presentation and reporting skills:</b> with experience - 30 points (minimum requirement)	30
	<b>Total for Project Manager:</b>	<b>200</b>
3.2	<b>Technical expert</b>	
	<b>Higher technical education</b> - 25 points (minimum requirement); master's degree - 30 points, higher qualification -35 points;	35
	<b>At least 5 years of experience in testing laboratories:</b> 5 years - 25 points, (minimum requirement) for each additional year 5 points, max. up to 35 points	35
	<b>At least 3 years of experience in preparing documentation for testing laboratories (test methods, instructions and test reports):</b> 3 years - 21 points (minimum requirement), 3 points for each additional year, max. up to 30 points	30
	<b>Total for Technical expert</b>	<b>100</b>
3.3	<b>Expert-corrector</b>	
	<b>Higher legal education:</b> higher education - 25 points (minimum requirement); master's degree - 30 points, higher qualification -35 points;	35

		<b>At least 5 years of experience in the development of technical documents in the Republic of Kazakhstan (standards, regulations, rules):</b> 5 years - 25 points (minimum requirement), for each additional year 5 points, max. up to 35 points	35
		<b>At least 3 years of experience in office work on the development of methodological documents, keeping a summary of feedback and reporting:</b> 3 years - 21 points (minimum requirement), for each additional year 3 points, maximum. up to 30 points	30
	<b>Total for Expert-corrector</b>		<b>100</b>
	<b>GRANDTOTAL for Management Structure and Qualification of Key Personnel</b>		<b>400</b>
	<b>Step 3. 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:  <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> Combined Score = (TP Rating) x 70% + (FP Rating) x 30%  <b>The financial offer must be password protected.</b>		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b) <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 3) <input checked="" type="checkbox"/> Contract template and General Terms and Conditions / Special Conditions (Annex 4)		
Contact Person for Inquiries (Written inquiries only)	<i>Aigerim Batyrbekova</i> <i>aigerim.batyrbekova@undp.org</i> 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>Procedure for filing an electronic proposal</p>	<p><b>IMPORTANT:</b></p> <p>Applicants must submit their bids via electronic mail <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a>; with obligatory indication of the name of the contest <b>RFP-2022-035</b> in the subject of the letter.</p> <p>The technical and financial parts of the Proposal should be presented in separate files. <b>Financial offer (Annex 2b) must be password protected.</b> The password to the Financial Proposal should not be provided to UNDP until a request has been received from the UNDP representative, Aigerim Batyrbekova.</p> <p>Document format: PDF files only;</p> <p>A maximum of 60 characters should be included in the names of the files and should not contain any special characters other than letters;</p> <p>The files to be sent must not contain viruses or be damaged;</p> <p>Maximum file size for one electronic transmission: up to 20 MB;</p> <p>Maximum number of electronic transmissions: 5 messages;</p> <p>Mandatory indication of the subject <b>RFP-2022-035 Development of a methodology for testing components of renewable energy technologies</b></p> <p>If more than 1 message is used, enter a serial number in the subject.</p>
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