



Moldova

## Prequalification Request (PQR)

Ref. no. IPQ11/00390

Date: 04 July 2011

Dear Sir/Madam,

**Subject: PQR for design and construction of biomass heating systems in Moldova.**

1. You are requested to submit your Statements of Qualification, as per enclosed Prequalification Request.
2. Your Statements of Qualification comprising all necessary documents as listed in the enclosed PQR, marked with “**MEBP: SOQ for design and construction of biomass heating systems**” should reach the UNDP Moldova office no later than **05 August 2011, 16:30**, local time.
3. SOQ can be submitted either in hard copy or electronically.

a) SOQ in hard copy need to be addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova  
Attention: Registry Office/Procurement**

b) SOQ sent electronically need to be addressed to the following e-mail address:

**[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)**

SOQ shall be clearly marked with “**MEBP: SOQ for design and construction of biomass heating systems**”

Contact person for clarifications: Mihai Maciuca, MEBP Procurement and Contract Management Officer ([mihai.maciuca@undp.org](mailto:mihai.maciuca@undp.org))  
CC: Alexandru Ursul, MEBP Project Manager ([alexandru.ursul@undp.org](mailto:alexandru.ursul@undp.org))

4. UNDP Moldova will organize on its premises an informational meeting on **18 July 2011 at 10:00 hours**. To confirm participation please send an email message to Ms. Natalia Murahovschi ([natalia.murahovschi@undp.org](mailto:natalia.murahovschi@undp.org)) no later than **15 July 2011, 17:00 hours**.
5. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your SOQ.
4. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a SOQ.

Yours sincerely,

Matilda Dimovska  
Deputy Resident Representative

A handwritten signature in black ink, appearing to read 'Matilda Dimovska', is written over the typed name and title.

Handwritten initials 'CD' in blue ink are located in the bottom right corner of the page.

Prequalification Request for  
Design and Construction of  
biomass heating systems  
in the Republic of Moldova



**United Nations Development Programme  
Moldova**

**July 2011**

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## **Section I: Instructions to Applicants (ITA)**

### **1. Background**

The Moldova Energy and Biomass Project, a 4 year 14.56 million EUR project, funded by the European Union and UNDP and implemented by UNDP, aims to contribute to a more secure, competitive and sustainable energy production in the Republic of Moldova through targeted support to the most viable and readily available local source of renewable energy, namely biomass from agricultural wastes.

The purpose of the project is to significantly increase the use of renewable energy technologies through fuel switching and energy efficiency. It primarily focuses on improving heating comfort level in rural public sector buildings including schools and community centres by using readily available waste straw supplied from local agricultural enterprises. The project will also stimulate local markets for improved household heating, industrial cogeneration, and biomass-based briquetting, as well as raise local capacity in the biomass sector, and promote the benefits of biomass energy and the project.

By means of this Prequalification Request (hereinafter: **PQR**) UNDP Moldova aims to identify potential highly qualified contractors which will implement design-build projects in rural areas by installing 130 thermal heating systems primarily burning straw with a capacity totaling about 35 MW (average installed capacity of approx. 300 kW), and deliver all necessary incidental works, for the provision of heating for public buildings in rural communities in Moldova.

This PQR follows the Request for Letters of Interest issued on April 29, 2011 by United Nations Development Programme (hereinafter: **UNDP**) Moldova, published on <http://www.undp.md/tenders/details/348/>.

This PQR is open to all eligible business companies and consortia (hereinafter: the **Applicant/Applicants**) interested to work on design-build based contracts within the implementation of Moldova Energy and Biomass Project (hereinafter: **MEBP**). **Applicant Party** is defined as any Single Entity Applicant or, any Consortium Member in case of Consortium, and their subcontractors.

This PQR is for the sole purpose of establishing a list of highly qualified design-build contractors who are financially, technically, administratively capable and duly licensed in accordance with the Moldovan legislation, for supplying both design services and all necessary works for the construction, installation and commissioning of municipal biomass heating systems. Any foreign company currently not licensed according to Moldovan legislation will be required, if pre-qualified, to obtain all licenses necessary for the provision of anticipated services before the proposal submission deadline of the first

Request for Proposal (hereinafter: **RFP**).

In view of the size and complexity of the project, companies are strongly recommended to form Consortia in order to enhance their technical and financial capabilities. In the event that the pre-qualified Applicant is a consortium (hereinafter: the **Consortium**), then all the Consortium members shall be jointly liable for observing the execution of the contract. Every Consortium will appoint and authorize one (1) consortium lead member (hereinafter: the **Lead Member**) to incur liabilities, and receive instructions for and on behalf of any and all Consortium members on all the issues relevant to the PQR and contract, including, but not limited to the submission of the Statements of Qualification (hereinafter: **SOQ**) in the name of Consortium. The execution of the entire contract, including payment, shall be done exclusively with the Lead Member.

Foreign companies are advised to form Consortia with national companies, having relevant experience in order to better understand local working environment conditions and requirements.

Companies participating as Single Entity Applicant may take part only in one SOQ. Consortium Lead Members can not be part of any other consortium participating in the competition.

The pre-qualified Applicants will be invited to submit proposals within a series of limited international competitions (RFP) for the design and construction of municipal biomass heating systems in various packages. RFP will only be issued to the pre-qualified Applicants. After having received and evaluated proposals, UNDP will award design-build contracts to the Applicants whose proposals will be determined to be substantially responsive to the RFP and offer the lowest evaluated price.

For each submission of proposals to the RFP, pre-qualified Applicants should submit with their proposals any information updating their original SOQ or alternatively confirm in the proposals that originally submitted information remain essentially correct as of the date of proposal submission.

## **2. Source of Funds**

Funding for the design and construction of municipal biomass heating systems is available under MEBP funded by European Union and co-financed by UNDP.

## **3. Eligibility**

All Applicants whose core area of business is such that they can deliver the envisaged works as outlined in this PQR, are eligible to participate. The Applicants will have to fulfill all legal requirements as outlined in the Moldovan legislation.

All Applicants must commit themselves to comply with UNDP General Terms and Conditions: <http://www.undp.org/procurement/operate.shtml>.

Applicants (including all members of a Consortium and subcontractors) must not be associated, nor to have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the tender documents, specifications, and other documents for the Project. A firm that has been engaged by UNDP to provide consulting services for the preparation or supervision of biomass heating projects works, and any of its affiliates, shall not be eligible to bid.

Consortia shall submit as a necessary part of their SOQ a copy of the binding Consortium agreement detailing the scope of work and responsibilities to be carried out by each Consortium member.

The Applicants and any Consortium member may not have control over another Applicant's Consortium member. For the purpose of this definition, "control" means to manage or have majority votes and majority representation in the shareholder's assembly or other equivalent body.

#### **4. Subcontracting**

Applicants planning to subcontract any of the anticipated key activities involved in the design and construction of municipal biomass heating system shall specify the activity (ies) or parts of the works to be subcontracted in accordance with ITA Section III, Submission Form (Form 1).

#### **5. Cost of submission**

The Applicants shall bear all costs associated with the preparation and submission of their SOQ. The UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

#### **6. Language**

The SOQ and all correspondence and documents relating to the SOQ exchanged by the Applicant and the UNDP procuring entity shall be written in the English language only. Supporting documents (certificates, financial statements etc) and any printed literature that are part of the SOQ may be written in Romanian or Russian, so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the SOQ, the English translation shall govern.

#### **7. Documents Comprising SOQ**

The Applicant shall prepare SOQ using the forms furnished in ITA Section III. All Forms must be completed without any alteration to its format. All Forms must be signed by the Applicant.

The SOQ shall comprise the following Documents in accordance with ITA Section III:

- (e) Submission Form (Form 1);
- (f) Applicant General Information Sheet (Form 2);
- (g) Applicant's Party General Information Sheets (Form 3);
- (h) Financial Situation (Form 4);
- (i) Applicant's key personnel CVs (Form 5);
- (j) Applicant's past experience (Form 6, Form 7, Form 8, Form 9);
- (k) List of tentatively proposed straw-fired boilers (Form 10);
- (l) Any other document deemed necessary in accordance with the Forms and instructions of ITA Section III, such as, but not limited to:
  - Copies of Articles of Association and documents of registration of the legal entity;
  - Copy of the Consortium Agreement (if applicable);
  - Management and Organization documents;
  - Copies of Financial Statements;
  - Copy of Certificates to prove the qualification of key project staff;
  - Copies of licenses;
  - Reference lists of the Applicant and/or members of Consortium.

#### **7.1 Financial documents**

The Applicant should demonstrate proven financial reporting and accounting capability and stability to implement the design-build contracts.

Applicants should provide key financial information by filling ITA Section III Form 4: Financial Capability.

The Applicant shall provide copies of financial statements (Balance Sheet, Profit and Loss, Cash Flow, notes to the Financial Statements) for the past three (3) fiscal years. The financial statements shall:

- (a) reflect the financial situation of the Applicant, and not parent or subsidiary companies;
- (b) be complete, including all notes to the financial statements;
- (c) correspond to accounting periods already completed (no statements for partial periods shall be requested or accepted).

It is recommended that all Applicants financial statements to be audited by certified auditor.

Applicants shall submit financial documents endorsed/certified by the relevant national authority in accordance with the national legislation of the country of registration.

If Applicant does not submit audited financial statements, then UNDP reserves the right to require from the Applicant during the evaluation process or at a later stage additional evidence (e.g. audited financial balance sheets) to ensure that the financial statements are



duly reflecting the financial state of the Applicant.

Applicants should note that performance security and advance payment security bonds may be required by UNDP in the contracting stage.

Financial statements should be provided by each member of the Consortium.

Key financial data required in Form 4 has to be expressed in EUR, at the current exchange rate of the national bank of the Applicant's country of registration on the day of SOQ submission. A print-out from the bank's webpage confirming the exchange rate should be enclosed.

## **7.2 Management and Organization documents**

The Applicant should provide written narrative description about design-build entity organization, and its **organization chart**. The description and organization chart must clearly identify specific Applicant's organizational elements Consortium members (if applicable) and Subcontractors that will be participating in the project; reporting relationships and functions to be formed by each unit. Description should include information about names and positions of the Applicant's key executives and key management personnel who will have overall responsibility for the project.

Applicants should describe their expertise, capability, structure, and resources to adequately handle design, construction, installation and commissioning within the project. An employment profile should be also provided by the Applicants: total employees, total permanent employees and total professionals in each major category.

CV's shall be presented according to ITA Section III Format 5 **at least** for following key staff:

- **Project Manager(s)**
- **Construction Manager(s)**
- **Civil Construction design engineer(s)**
- **Boiler Plant Design Engineer(s)**
- **Building Heating Design Engineer(s).**

Applicant should ensure that proposed design engineers are able to cover completely all necessary design works listed in ITA Section II, Scope of Works. If one proposed engineer is covering two or more engineering disciplines, then it should be clearly indicated in CV in section "Proposed role in project" and all needed relevant references should be described separately of each engineering discipline in section "Professional experience record" of the CV.

For each engineer copies of the certificates should be added, to demonstrate that engineer is qualified to perform design works in his area of competency.

Applicants should attach a management quality assurance system and monitoring mechanism narrative description for the design and construction work. Such a description

should include the Applicant's policy on Quality, Environment, Health & Safety (hereinafter: **QEHS**) at construction site. If Company/ or Consortium member or subcontractor's management systems are certified according to quality management system standards (ISO 9001 or similar), environmental management system standards (ISO 14000 family or similar) or occupational health and safety management system standards (OHSAS 18001 or similar), then copies of all certificates should be provided.

If QEHS management systems are not certified in accordance with standards, then Applicant should describe clearly present management systems and provide written narrative statement and clear documentary evidence that they have proven QEHS management systems in place to implement design-build projects.

Management and Organization documents should also include clear description how the Applicant is going to ensure that all warranty period obligations are met.

The Applicants should also provide information how they are going to provide after sales servicing of straw fired boiler plants and heating equipment during operation. International entities, not represented in Moldova yet, should write a clear statement that they will establish suitable service agent/organization in case successful as result of RFP.

## **8. Request for Clarifications**

Any request for clarifications shall be submitted in writing by e-mail to Mr. Mihai Maciuca, MEBP Procurement and Contract Management Officer ([mihai.maciuca@undp.org](mailto:mihai.maciuca@undp.org)), CC to Alexandru Ursul, MEBP Project Manager ([alexandru.ursul@undp.org](mailto:alexandru.ursul@undp.org)). Replies to the queries, together with the text of queries will be posted on the UNDP Moldova website (tender section), without referencing their source.

## **9. Informational Meeting**

UNDP Moldova will organize on its premises an informational meeting on **18 July 2011** at **10:00 hours**. Representatives of all interested Applicants (Companies/Consortia) are invited to attend. To confirm participation please send an email message to Ms. Natalia Murahovschi ([natalia.murahovschi@undp.org](mailto:natalia.murahovschi@undp.org)) no later than **15 July 2011, 17:00 hours**. Minutes of that meeting shall be published on the UNDP Moldova website tender section.

## **10. Submission of SOQ**

SOQ can be submitted either in hard copy or electronically.

a) SOQ in hard copy need to be addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova  
Attention: Registry Office/Procurement**

b) SOQ sent electronically need to be addressed to the following e-mail address:  
[tenders-Moldova@undp.org](mailto:tenders-Moldova@undp.org)

SOQ should be clearly mention “**MEBP: SOQ for Design and construction of biomass heating systems**” in the subject line of the e-mail or on the envelopes if documents are submitted in hard-copy.

In case of hard-copy submission the Applicant shall prepare one original set of the documents comprising the SOQ as described in ITA Clause 7 and clearly mark it “ORIGINAL”. The original of the SOQ shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

The Applicant shall also submit one (1) copy of the signed original SOQ in a separate envelope, and clearly mark it “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

Hard copy SOQ documents should be bound together using plastic or spiral binding. The applicants are advised to limit the total number of pages in one set of bound documents to no more than 200 A4 paper sheets. In addition Applicants may submit catalogues or brochures to describe the proposed products and/or solutions.

The Applicant shall enclose the original and the copy of the application in large sealed envelopes, bearing the name and address of the Applicant. The UNDP will accept no responsibility for not processing any envelope that was not identified as required.

SOQ shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Applicant, in which case such corrections shall be initialed by the person signing the SOQ.

The entire SOQ shall be scanned or otherwise converted into preferably one electronic *.pdf* (Adobe Acrobat) format file and attached on a CD or DVD as part of their SOQ.

In case of electronic submission, kindly take note of the instructions under “Notice for electronic submission of offers” published on the UNDP Moldova website, tenders section.

SOQ submitted by fax will not be accepted.

Applications shall be received by the UNDP by no later than **05 August 2011, 16:30 hours** (Moldovan local time).

The UNDP may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UNDP and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **11.Late Applications**

Any SOQ received by the UNDP after the deadline for submission of SOQ prescribed in accordance with ITA clause 10 will not be considered eligible for this prequalification exercise.

## **12. Confidentiality**

Information relating to the evaluation of SOQ, and recommendation for qualification,

shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

### **13. Evaluation of SOQ**

The UNDP may reject any SOQ which is not responsive to the requirements of the prequalification document.

The UNDP shall use a set of unified criteria to evaluate the qualifications of the Applicants. Prequalification will be based on compliance with all mandatory requirements and point score criteria related to Applicants general and particular experience, managerial and financial capability, as demonstrated by the responses in the application forms provided in Section III. The qualification and evaluation criteria are available at the Annex I and Annex II.

The Applicants will be assessed in a two-stage process for compliance with the requirements set out in the PQR.

In 1<sup>st</sup> stage each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met. An assessment of “Fail” against any criterion shall eliminate the Applicant from further consideration.

All Applicants that have been able to meet all the mandatory criteria of selection shall proceed to the next stage of the point score evaluation. Point score evaluation criteria are available in Annex II.

Compliant Applicants according to the 1<sup>st</sup> stage of evaluation will be further evaluated against a set of weighted qualitative evaluation criteria in order to determine the list of pre-qualified Applicants that will be invited to participate in the further tender (RFP) processes. A minimum of three (3) and a maximum of seven (7) top ranked Applicants shall be selected.

To assist in the evaluation of applications, the UNDP may, at its discretion, ask any Applicant for a clarification of its SOQ which shall be submitted within a stated reasonable period of time.

The UNDP reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

If necessary UNDP may arrange personal interviews to examine Applicant’s key design-build team members (e.g. Project Manager, Construction Manager, Design Engineers, Company management) experience.

### **14. Right to Accept or Reject Applications**

The UNDP reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

## **15. Notification of Prequalification**

Once the UNDP has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation. Names of the Applicants who have been qualified will be published at UNDP Moldova website tender section.

## **16. Request for Proposal (RFP)**

Shortly after the notification of the results of the PQR the UNDP shall issue Request for Proposals (RFP) for which only the pre-qualified Applicants will be invited to submit their technical and financial proposals.



## **Section II. Scope of works**

### **1. Description of the works**

#### **1.1.Objectives**

Overall objective is to improve heating of public buildings in rural areas of Moldova through implementing straw biomass heating projects and establish related fuel supply markets.

Specific objective is to design and install 130 thermal heating systems primarily burning straw in total about 35 MW for the provision of heating for public buildings in rural communities in Moldova. The nominal capacity of boilers is expected to be usually in the range of 50-450 kW. All the works will be contracted under design-build principle.

#### **1.2.Quality requirements**

Major quality requirements for the works are:

- Design should be in compliance with the required scope of design work as outlined in RFP and satisfy the heat supply requirements of the specific public building.
- Design should be of high quality, complete and shall cover fully all the components of the boiler plant incl. all necessary connections.
- Design should be in compliance with Moldovan legislation and norms incl. environmental protection requirements.
- Technical solution shall be reliable, maintainable, safe, efficient and cost-effective.
- Quality should be professionally controlled during design and construction phase of the project.
- Safe working environment at the construction site shall be ensured to protect against injuries, fatalities and damage to property.

More detailed quality requirements will be presented to qualified Applicants in the RFP.

#### **1.3.Design/Engineering**

The design and engineering activities shall include but are not limited to the following:

- Site inspections incl. verification of technical information presented in RFP (e.g. building heat load, delivery limits), proposing necessary changes, requesting clarifications.
- General design.
- Architectural design.
- Civil and structural design.
- Process design.

- Electrical design.
- Geotechnical engineering works.
- Necessary structural, mechanical and electrical calculations.
- Dimensioning of equipment.
- Provision of technical and performance requirements.
- Provision of preliminary and complete drawings and plans.
- Design document narrative should be clear and sufficient.
- Coordination of all work (incl. drawings) with all subcontractors, suppliers, partners.
- Automation and instrumentation engineering.
- Design of water connections and sewage systems (if applicable).
- Emissions calculations.
- Preparing any required documents for the approval of authorities on behalf of the beneficiaries.
- Obtaining all required approvals.
- Coordination of the design process with local municipalities and UNDP.
- Obtaining of necessary design reviews and acceptance from UNDP and from third parties (if applicable).

Detailed Requirements for Design and Engineering will be presented to qualified Applicants in the RFP.

#### **1.4. Construction and installation works**

Construction and installation phase of the project should include turnkey delivery and installation of straw fired boiler plant consisting of following components:

- Foundation for boiler plant building and for chimney incl. all excavation works.
- Building envelope, small internal repair works (if applicable).
- Fuel handling/feeding system (depends on the technology used).
- Fuel (straw bales) storage building for 1-2 week fuel reserve (if necessary).
- Straw fired hot water boiler(s).
- Automation and control systems of boiler (boiler electronic control unit).
- Combustion air fans (primary and/secondary).
- Ash removal system (if applicable).
- Flue gas fan (if applicable).
- Chimney, flue gas duct.
- Heating water storage tank to absorb the heat (if applicable, depends on technology used).
- Heating water heat exchanger to separate boiler water circle from building heating circle (if applicable).
- Heating water expansion tank.
- Heating water piping system.
- All necessary valves, pumps.
- Flue gas temperature and oxygen content measurement equipment.
- Heating water temperature and pressure measurement equipment.
- Filters (if applicable).
- Heating distribution piping from boiler plant to building connection point.



- Building internal heating system including heat supply point in the building, automation and control system for heat supply point.
- Raw water piping system (pipes from boiler plant to connection point).
- Water and heat metering system.
- Electrical system, earthing, lighting (if applicable).
- Low voltage systems.
- Fire protection/alarm system.
- Boiler water treatment (if applicable).

In addition to above mentioned boiler plant installation, the following tasks will be included under design-build approach of works:

- Purchase of all necessary equipment, materials and services (all site specific services during construction) needed for successful completion of the works.
- Filling and maintaining project site documentation (certificates, acts, site logbook, safety records, minutes of project meetings, memos etc).
- Adjustment of boiler plant to ensure optimal operating conditions.
- Test measurements of the boiler plant at different loads incl. measurements and calculation of boiler efficiency and reporting.
- Emission measurements and reporting before commissioning (if necessary).
- Provision of full set of documentation including complete design and operation and maintenance documentation.
- Training of boiler plant operators and service staff, examination of trained people.
- Take part in the take over and commissioning of boiler plant and works.
- Provision of the essential tools for current maintenance of boiler plant.

Detailed requirement for construction and commissioning will be presented to qualified Applicants in the RFP.

## **2. Construction Period**

It is planned to award the works in various packages consisting on average of 5 straw fired boiler plants within each package. The design and construction period for each package would be up to 12 months from contract signature. Precise details of packages and required design and construction time would be made available to the qualified Applicants in the RFP.

## **3. Construction Sites**

The construction sites are spread over entire Moldova in rural areas. Precise details of sites including delivery limits and other data would be made available to the pre-qualified Applicants in the RFP.

## **4. Warranty**

Any equipment and works supplied within the project shall be covered by a minimum of 1 year warranty period. Main equipment (boiler, heat exchangers, pumps, boiler control and automation systems) shall be covered by a minimum of 3 years warranty period.



## **Section III. Application Forms and Documents**

### **Form 1: Submission Form**

#### **SOQ for the Design and Construction of municipal biomass heating systems**

Date: [insert day, month, year]

To: **UNDP Moldova**  
**131, 31 August 1989 str**  
**Chisinau MD2012**

We, the undersigned, apply to be pre-qualified for the referenced work and declare that:

- (a) we have carefully examined and have no reservations to the PQR documents and we are fully aware of the principles, responsibilities and risks of design-build contracting approach;
- (b) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by the UNDP or any other international development partner of Moldova or by the Moldova Government under the Country laws, official regulations, or by an act of compliance with a decision of the United Nations Security Council;
- (c) we, including subcontractors, are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the tender documents, specifications and other documents for the MEBP;
- (d) we, plan to subcontract the following anticipated key activities and/or parts of the anticipated works:  
  
*[applicant need to insert here any of the key activities which the Applicant intends to subcontract and legal name of each potential subcontractor]*
- (e) we are familiar with, and commit ourselves to comply with UNDP General Terms and Conditions;
- (f) we understand that UNDP may cancel the prequalification process at any time and that UNDP is neither bound to accept any application that it may receive nor to invite the pre-

qualified applicants to submit proposals during the later stages of the tender, without incurring any liability to the Applicants.

---

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

---

Name *[insert full name of person signing the application]*

---

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of:

---

Applicant's Name *[insert full name of Applicant]* Address *[insert street number / town or city /  
country address]*

---

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

## Form 2: Applicant General Information Sheet

*[This form shall be filled in by Single Entity Applicant or by Lead Member of the Consortium]*

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's/Lead Member's legal name: <i>[insert full legal name, please attach documentary evidence]</i>
In case of Consortium legal name of each partner: <i>[insert full legal name of each Consortium member, please attach documentary evidence]</i>
Applicant's/Lead Member's country of constitution: <i>[indicate country of registration, please attach documentary evidence]</i>
Applicant's/Lead Member's year of constitution: <i>[indicate year of establishment, please attach documentary evidence]</i>
Applicant's/Lead Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant's/Lead Member's authorized representative information <i>[please attach documentary evidence]</i> Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Applicant's core area of business/activity <i>[please list core areas of business activity]</i>
Attached are copies of original documents of: <input type="checkbox"/> Articles of Association and documents of registration of the legal entity named above. <input type="checkbox"/> In case of Consortia, copy of Consortia agreement

### Form 3: Applicant's Party General Information Sheet

[The following form shall be filled in by each of the Applicant's Party (Consortium Members and Subcontractors)]

Date: [insert day, month, year]

Page [insert page number] of [insert total number] pages

Applicant's (Consortium) legal name: <i>[insert full legal name]</i>
Applicant's Party legal name: <i>[insert full legal name of Applicant's Party]</i>
Applicant's Party country of registration: <i>[indicate country of registration]</i>
Applicant Party's year of constitution: <i>[indicate year of constitution]</i>
Applicant Party's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant Party's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Applicant Party's core area of business/activity <i>[please list core area of business activity]</i>
Attached are copies of original documents of: <input type="checkbox"/> Articles of Association, and Registration Documents of the legal entity named above.

## Form 4: Financial Situation

[To be completed by the Single Entity Applicant, and each Consortium member]

Applicant's/Consortium Member's Legal Name: [insert full name]

Date: [insert day, month, year]

Page [insert page number] of [insert total number] pages

Financial information in (EUR equivalent)	Historic information for previous 3 years (EUR equivalent)		
	Year 1	Year 2	Year 3
<b>Information from Balance Sheet</b>			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
<i>Inventory (IN)</i>			
<i>Cash and cash equivalents</i>			
<i>Accounts Receivables (AR)</i>			
Current Liabilities (CL)			
<b>Information from Income Statement</b>			
Annual Turnover			
Profits Before Taxes (PBT)			
Quick Ratio (QR) <sup>i</sup> , calculated as QR=(Cash + AR) / CL	[insert QR]	[insert QR]	[insert QR]

<sup>i</sup> Quick Ratio - an indicator of a company's short-term liquidity. The quick ratio (also acid ratio) measures a company's ability to meet its short-term obligations with its most liquid assets. The higher the quick ratio, the better the position of the company.

## Form 5: Curriculum Vitae (CV)

*[CV's shall be presented at least for key staff in the project such as Project Manager(s), Construction Manager(s), Civil Construction design Engineer(s), Boiler Plant Design Engineer(s) and Building Heating Design Engineer(s)]*

Applicant's/Consortium Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number]* pages

### Proposed role in the project:

1. Family name:
2. First name(s):
3. Date of birth:
4. Nationality:
5. Civil status:
6. Education:

Institution:	
Date:	
Degree(s) or Diploma(s) obtained:	

Institution:	
Date:	
Degree(s) or Diploma(s) obtained:	

### 7. Language skills: (marked 1 to 5 for competence):

Language	Reading	Speaking	Writing

### 8. Membership of professional bodies:

### 9. Other skills: *[e.g. computer literacy, etc.]*

### 10. Present position:



**11. Years with the Firm:**

**12. Key qualification:** *[include copies of all certificates to prove the qualification]*

**13. CEE<sup>ii</sup> and CIS<sup>iii</sup> country experience:**

Country	Dates

**14. Professional experience record:**

Dates	Company	Position	Experience in similar projects <i>[indicate at least 3 references similar to the role in the project]</i>

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<sup>ii</sup> Central and Eastern European *countries*

<sup>iii</sup> Commonwealth of Independent States

## Form 6: Boiler plant construction, reconstruction and installation experience as the main contractor

[The following table shall be filled in by the Single Entity Applicant or by the appropriate Consortium Member(s)]

Applicant's/Consortium Member's Legal Name: [insert full name]

Date: [insert day, month, year]

Page [insert page number] of [insert total number] pages

[Identify **ten (10)** projects which demonstrate boiler plant construction, reconstruction and installation (with a minimum of 50 kW capacity of each boiler) work experience over the **past five (5) years**. List only the work performed as **Main Contractor** and successfully **completed** after the 1<sup>st</sup> of June 2006. List projects chronologically, according to their commencement (starting) dates]

Starting Month / Year	Ending Month / Year	Contract Identification
[indicate month/ year]	[indicate month/ year]	<p>Brief Description of the Works performed by the Applicant/Consortium Member: [describe works performed briefly, description should include at least nominal capacity of boiler or boiler plant total capacity, fuel, work done]</p> <p>Amount of contract: [insert amount in EUR]</p> <p>Name of Employer: [indicate full name]</p> <p>Address of the site where work was done: [indicate street/number/town/ city and country]</p> <p>Employer's contact person: [Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational]</p>

## Form 7: Biomass Boiler plant construction, reconstruction and installation experience

[The following table shall be filled in by the Single Entity Applicant or by the appropriate Consortium Member(s)]

Applicant's/Consortium Member's Legal Name: [insert full name]

Date: [insert day, month, year]

Page [insert page number] of [insert total number] pages

[List all projects which demonstrate biomass boiler plant construction, reconstruction and installation (with a minimum of 50 kW capacity of each boiler) work experience over the **past five (5) years**. List only the works **successfully completed** after the 1<sup>st</sup> of June 2006. List projects chronologically, according to their commencement (starting) dates].

Starting Month / Year	Ending Month / Year	Contract Identification
[indicate month/ year]	[indicate month/ year]	<p><b>Role of the Applicant/Consortium Member:</b> [describe role and responsibility, description should indicate whether applicant was performing as "Main Contractor" or "Subcontractor"]</p> <p><b>Detailed Description of the Works performed by the Applicant:</b> [describe works performed as detail as possible, description should include at least nominal capacity of boiler(s), number of boilers installed, type of boilers, type of biomass, work done e.g. installation of a new boiler(s), construction of new boiler plant, reconstruction etc]</p> <p><b>Amount of contract/subcontract:</b> [insert amount in EUR]</p> <p><b>Name of Employer:</b> [indicate full name]</p> <p><b>Name of Main Contractor:</b> (if work was performed as Subcontractor): [indicate full name of Main Contractor]:</p> <p><b>Address of the site where work was done:</b> [indicate street/number/town/ city and country]</p> <p><b>Contact Person of the Main Contractor (if work was performed as Subcontractor):</b> [Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational].</p> <p><b>Contact Person of the Employer:</b> [Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational]</p>

## Form 8: Straw fired boiler plant construction, reconstruction and installation experience

[The following table shall be filled in by the Single Entity Applicant or by the appropriate Consortium Member(s)]

Applicant's/Consortium Member's Legal Name: [insert full name]

Date: [insert day, month, year]

Page [insert page number] of [insert total number] pages

[List all projects successfully completed after the 1<sup>st</sup> of June 2006, which demonstrate straw fired boiler plant construction, reconstruction and installation (with a minimum of 50 kW capacity of each boiler) work experience over the **past five (5) years**. List only the works **successfully completed** after the 1<sup>st</sup> of June 2006. List projects chronologically, according to their commencement (starting) dates].

Starting Month / Year	Ending Month / Year	Contract Identification
[indicate month/ year]	[indicate month/ year]	<p><b>Role of the Applicant/Consortium Member:</b> [describe role and responsibility, description should indicate whether applicant was performing as "Main Contractor" or "Subcontractor"]</p> <p><b>Detailed Description of the Works performed by the Applicant:</b> [describe works performed as detail as possible, description should include at least nominal capacity of straw fired boiler(s), number of boiler installed, type of boilers, type of straw, work done e.g. installation of a new boiler(s), construction of new boiler plant, reconstruction etc]</p> <p><b>Amount of contract/subcontract:</b> [insert amount in EUR]</p> <p><b>Name of Employer:</b> [indicate full name]</p> <p><b>Name of Main Contractor:</b> (if work was performed as Subcontractor): [indicate full name of Main Contractor]:</p> <p><b>Address of the site where work was done:</b> [indicate street/number/town/city and country]</p> <p><b>Contact Person of the Main Contractor (if work was performed as Subcontractor):</b> [Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational].</p> <p><b>Contact Person of the Employer:</b> [Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational]</p>

## **Form 9: Boiler plant and heating system design experience**

*[The following table shall be filled in by the Single Entity Applicant or by the appropriate Consortium Member(s)]*

Applicant's/Consortium Member's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number]* pages

*[Identify **three (3)** successfully completed projects that demonstrate boiler plant design work experience and, **three (3)** successfully completed projects that demonstrate building heating system design work experience over the **past five (5) years** (minimum capacity of the boiler in each project - 50 kW). List only the projects **successfully completed** after the 1<sup>st</sup> of June 2006. List projects chronologically, according to their commencement (starting) dates].*

Starting Month / Year	Ending Month / Year	Contract Identification
<i>[indicate month/ year]</i>	<i>[indicate month/ year]</i>	<p><u>Role of the Applicant/Consortium Member:</u> <i>[describe role and responsibility , description should indicate whether applicant was performing as “Main Contractor” or “Subcontractor”]</i></p> <p><u>Detailed Description of the design works performed by the Applicant/Consortium Member:</u> <i>[describe works performed as detailed as possible, in case not complete boiler plant/heating system was designed but some subsystems of it , then describe those subsystems/components ]</i></p> <p><u>Amount of contract/subcontract:</u> <i>[insert amount in EUR]</i></p> <p><u>Name of Employer:</u> <i>[indicate full name]</i></p> <p><u>Name of Main Contractor (if work was performed as Subcontractor):</u> <i>[indicate full name of Main Contractor]:</i></p> <p><u>Address of the boiler plant site:</u> <i>[indicate street/number/town/ city and country]:</i></p> <p><u>Outcome of the Design work:</u> <i>[indicate whether the boiler plant/heating systems was built or not, when it was built , then indicate when (indicate starting month/year and ending month/year and indicate the Client name of the boiler plant]</i></p> <p><u>Contact Person of the Main Contractor (if work was performed as Subcontractor):</u> <i>[Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational].</i></p> <p><u>Contact Person of the Employer:</u> <i>[Indicate full name of the contact person, his phone number including area and city codes and E-mail (if available). Please ensure that phone number and E-mail are operational]</i></p>

## **Form 10: List of tentatively proposed straw-fired boilers**

*[The following table shall be filled in to list the boilers' make and models, which the Applicant is planning to use in the project. Precise requirements for boilers will be described in RFP. Please note that it is not required that the boiler manufacture is part of Applicant]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number]* pages

Boiler Manufacturer						
Country of origin						
Technology (batch fired boiler or automatically fired)						
Boiler model						
Boiler nominal capacity, kW						
Flue gas temperature at nominal capacity						
Fuel type [in case of batch fired boiler indicate dimensions of the batch]						
Fuel Moisture as of % [indicate range]						
Solid particles emissions						

## Annex I: Qualification Criteria and Requirements

Eligibility and Qualification Criteria			Compliance Requirements			Reference	
No.	Subject	Requirement	Single Entity	Consortium			
				All Members	Lead Member	One Member	
<b>1. Submittal requirements</b>							
1.1	<b>Provision of SOQ</b>	a) SOQ submitted by e-mail - subject line properly identified or b) SOQ submitted in hard copy -1 original and 1 copy of SOQ is provided - in sealed envelope - properly marked	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 10
1.2	<b>Format of SOQ</b>	Original and Copy sets of SOQ should be bound separately, and duly marked	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 10
1.3	<b>Signatures</b>	Original of SOQ is: a) duly signed, by b) authorized Applicant	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 10
1.4	<b>Electronic copy</b>	a)SOQ is converted into <i>.pdf</i> format file and b) attached on a CD or DVD as part of SOQ	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 10
1.5	<b>Correctness</b>	SOQ shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 10

*Prequalification Request for the Design and Construction of biomass heating systems in Moldova*  
7/4/2011

<b>Eligibility and Qualification Criteria</b>		<b>Compliance Requirements</b>					<b>Reference</b>
<b>No.</b>	<b>Subject</b>	<b>Requirement</b>	<b>Single Entity</b>	<b>Consortium</b>			
				<b>All Members</b>	<b>Lead Member</b>	<b>One Member</b>	
1.6	<b>Language</b>	a) The SOQ shall be written in the English b) English translation of pertinent passages for Russian/Romanian language documents provided	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I, Clause 6
1.7	<b>Submission Form</b>	Submission form is: a) presented, b) duly signed c) complete	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III, Form 1
1.8	<b>Subcontractors</b>	Subcontractors in key areas and their role (scope of work) is identified	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 4 and ITA Section III Form 1
1.9	<b>Information about Applicant</b>	Applicant's General Information sheet is: a) presented b) signed c) complete	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III Form 2
1.10	<b>Information about Applicant's Party</b>	Applicant's Parties General Information sheets are: a) presented b) signed c) complete	Must meet requirement	Must meet requirement	N/A	Must meet requirement	ITA Section III Form 3
1.11	<b>Articles of Association</b>	Copies of Articles of Association documents are provided	Must meet Requirements	Must meet Requirement	Must meet requirement	N/A	ITA Section I Clause 7
1.12	<b>Documents of Registration</b>	Copies of Documents of registration are provided a) for each Applicant b) for each Applicant party	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7 ITA Section III Form 2, Form 3
1.13	<b>Provision of the Consortium Agreement</b>	In case of Consortium, Copy of Consortium Agreement should be provided.	N/A	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 3; ITA Section II, Form 2



*Prequalification Request for the Design and Construction of biomass heating systems in Moldova*  
7/4/2011

Eligibility and Qualification Criteria		Compliance Requirements					Reference
No.	Subject	Requirement	Single Entity	Consortium			
				All Members	Lead Member	One Member	
1.14	<b>Content of the Consortium Agreement</b>	Agreement should be a) binding and b) should include <u>scope of work and responsibilities</u> to be carried out by each Consortium member; c) Lead Member is appointed	N/A	Must meet Requirement	Must meet requirement	N/A	ITA Section I, Clause 1 Clause 3
1.15	<b>CV of the Key Personnel</b>	CV's of the key personnel a) presented for every required person; b) are complete; b) copies of all certificates to prove the qualification provided a) include experience in similar projects	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7.2 ITA Section III Form 5
1.16	<b>Management and organization</b>	Narrative management description is presented incl. Organization chart and QEHS management systems, certificates	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7.2
1.17	<b>Warranty Period</b>	Description how the Applicant is going to ensure that all warranty period obligations are met.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7.2 ITA Section II Clause 4
1.18	<b>After sales service</b>	Description of after sales service function. Companies not active in Moldova should provide statement that their will establish suitable service agent/organization in case successful as result of RFP	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7.2

<b>Eligibility and Qualification Criteria</b>		<b>Compliance Requirements</b>					<b>Reference</b>
<b>No.</b>	<b>Subject</b>	<b>Requirement</b>	<b>Single Entity</b>	<b>Consortium</b>			
				<b>All Members</b>	<b>Lead Member</b>	<b>One Member</b>	
1.19	<b>Financial Capability</b>	Submission of key financial data a) form 4 is complete b) quick ratio is presented	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section III, Form 4
1.20	<b>Financial Statement</b>	Submission of Financial Statements for the last 3 fiscal years endorsed/certified by a relevant authority	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 7.1
1.21	<b>Boiler plant construction experience as the main contractor</b>	Submission of complete information according to required form	Must meet requirement	N/A	N/A	Must meet requirement	ITA Section III Form 6
1.22	<b>Biomass Boiler plant construction experience</b>	Submission of complete information according required form	Optional	Optional	Optional	Optional	ITA Section III Form 7
1.23	<b>Straw fired boiler plant construction experience</b>	Submission of complete information according required form	Optional	Optional	Optional	Optional	ITA Section III Form 8
1.24	<b>Boiler plant and heating system design experience</b>	Submission of complete information according required form	Must meet requirement	N/A	N/A	Must meet requirement	ITA Section III Form 9
1.25	<b>Information about straw fired boilers</b>	Submission of information about straw fired boilers key parameters	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III Form 10
<b>2. Eligibility Requirements</b>							
2.1	<b>General eligibility</b>	Not having been declared ineligible by UN organization and/or the Government of Moldova	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 3 ITA Section III Form 1

Eligibility and Qualification Criteria		Compliance Requirements					Reference
No.	Subject	Requirement	Single Entity	Consortium			
				All Members	Lead Member	One Member	
2.2	<b>Limits of number of proposals made</b>	One Single Entity Applicant may take part only in one SOQ Consortium Lead Member can not be member of any other applicant.	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section I, Clause 1
2.3	<b>Composition of Consortium</b>	The Applicant's Consortium member may not have control over another Applicant's Consortium member.	N/A	Must meet requirement	N/A	N/A	ITA Section I Clause 3
2.4	<b>Association with consultants</b>	Applicant is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the tender documents, specifications, and other documents for the Project	Must meet requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I, Clause 3
2.5	<b>UNDP General Terms and Conditions</b>	Commitment to UNDP General terms and Conditions	Must meet Requirement	Must meet requirement	Must meet requirement	N/A	ITA Section I Clause 3 ITA Section III Form 1
2.6	<b>Licenses</b>	a) Copies of all necessary licenses provided, or b) Commitment to obtain licenses provided	Must meet Requirement	Must meet Requirement	N/A	N/A	ITA Section I, Clause 7
<b>3. Financial Eligibility</b>							
3.1	<b>Liquidity</b>	Quick ratio should not be lower than <u>1.0</u> based on financial statement from latest fiscal year.	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III, Form 4

Eligibility and Qualification Criteria		Compliance Requirements					Reference
No.	Subject	Requirement	Single Entity	Consortium			
				All Members	Lead Member	One Member	
3.2	<b>Total cumulative Turnover</b>	Total cumulative turnover calculated as total certified payments received for contracts in progress or completed, within the last three (3) fiscal years shall be <u>1.3 M EUR</u>	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III, Form 4
3.3	<b>Annual turnover of the latest fiscal year</b>	Annual turnover of the latest financial year shall be no less than <u>0.5 M EUR</u>	Must meet requirement	N/A	Must meet requirement	N/A	ITA Section III, Form 4
<b>4. Past Experience</b>							
4.1	<b>Boiler plant construction experience as Main Contractor</b>	At least ten (10) successfully completed projects that demonstrate boiler plant construction, reconstruction and installation work experience over the past five (5) years	Must meet requirement	N/A	N/A	Must meet requirement	ITA Section III, Form 6
4.2	<b>Boiler plant design experience</b>	At least three (3) successfully completed contracts that demonstrate boiler plant design experience over the past five (5) years.	Must meet requirement	N/A	N/A	Must meet requirement	ITA Section III, Form 9
4.3	<b>Building heating system design experience</b>	At least three (3) successfully completed contracts that demonstrate building heating system design work over the past five (5) years	Must meet requirement	N/A	N/A	Must meet requirement	ITA Section III, Form 9

## Annex II: Point Score Evaluation

### 1. Scoring allocations

Evaluation Criteria		Maximum Points Obtainable
1.	<b>Past experience in the construction, reconstruction and installation of boiler plants</b> Applicant with highest number of projects scores 15 and other Applicants at the following pro rata: Applicant's score = (Applicants total number of projects / Highest number of projects) x 15	15
2.	<b>Past experience in the design of boiler plants and heating systems</b> Applicant with highest number of projects scores 15 and other Applicants at the following pro rata: Applicant's score = (Applicants total number of projects / Highest number of projects) x 15	15
3.	<b>Past experience in the construction, reconstruction and installation of biomass boiler plants</b> Applicant with highest number of projects scores 10 and other Applicants at the following pro rata: Applicant's score = (Applicants total number of projects / Highest number of projects) x 10	10
4.	<b>Past experience in the construction, reconstruction and installation of straw boiler plants</b> Applicant with highest number of projects scores 10 and other Applicants at the following pro rata: Applicant's score = (Applicants total number of projects / Highest number of projects) x 10	10
5.	<b>Quality, Environment, Health and Safety (QEHS) management system capability</b> Technical Evaluation Table 1	10
6.	<b>Project key staff Experience</b> Technical Evaluation Table 2	20
7.	<b>Organization and management capability</b> Technical Evaluation Table 3	20
<b>TOTAL SCORE</b>		<b>100</b>

A total score for each technically qualified Applicant shall be calculated by summing up the points obtained for each evaluation criterion as described in the table above and Applicants shall be ranked based on the accumulated total score – from the highest to the lowest (highest total score shall be ranked first, lowest – last). **Top-ranked three (3) to seven (7) Applicants which obtained the highest cumulative score will be pre-qualified.**

## 2. Evaluation forms

Technical Evaluation Table 1		Points obtainable	Applicant				
			A	B	C	D	E
<b>1. QEHS management system capability</b>							
1.1	Adequate Quality management system is in place	3					
1.2	Quality management system is certified according to ISO 9001 standard or similar	3					
1.3	Adequate Environmental management system is in place	1					
1.4	Environmental management system is certified according to ISO 14000 standard or similar	1					
1.5	Adequate Health and Safety management system is in place	1					
1.6	Health and Safety management system is certified according to OHSAS standard 18001 or similar	1					
<b>Total</b>		<b>10</b>					

Technical Evaluation Table 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
<b>Project key staff Experience</b>							
2.1	Experience of the Project Manager <i>(5-10 years of experience – 2 points, &gt;10 years – 4 points)</i>	5					
2.2	Experience of the Construction Manager <i>(3-5 years of experience – 2 points, &gt;5 years – 4 points)</i>	4					
2.3	Experience of the Civil Construction Design Engineer <i>(3-5 years of experience – 2 points, &gt;5 years – 4 points)</i>	4					
2.4	Experience of the Boiler Plant Design Engineer <i>(3-5 years of experience – 2 points, &gt;5 years – 4 points)</i>	4					
2.5	Experience of the Building Heating Design Engineer <i>(3-5 years of experience – 2 points, &gt;5 years – 4 points)</i>	3					
<b>Total</b>		<b>20</b>					

Technical Evaluation Table 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
<b>Organization and management capabilities</b>							
3.1	Does the provided organization statement and organization chart describe all project specific elements in sufficient details?	3					
3.2	Is the proposed project management structure effective and suitable?	4					
3.3	Is there a key executive(s) designated and assigned with overall responsibility, for project execution?	4					
3.4	Is the staffing level sufficient for project implementation?	5					
3.5	Is the description of provision of after sales services sufficient and suitable?	4					
<b>Total</b>		<b>20</b>					