

## TERMS OF REFERENCE

for the elaboration of technical design documentation

### 150 kW ground-mounted PV power plant + new transformer post

Amalgamated cluster Sculeni - Taxobeni | Ungheni / Făleşti districts

SALAR International - Support for voluntary amalgamation

### Invitation to Tender

SALAR International AB (hereinafter SALAR International) invites your company to tender for the provision of services described in this document, under a project implemented by SALAR International in the Republic of Moldova, financed by Sweden.

SALAR International implements the PACE Local project (Local Public Administration, Citizen Engagement), a four-year project (2025-2029) supporting the strengthening of local governance in the Republic of Moldova. The overall goal is to strengthen local public authorities within an enhanced local governance framework to improve public service delivery in line with the country's strategic orientation towards EU accession. The project covers support to central government, thematic support to clusters of local public authorities, and local participation in the EU accession process.

## 1. Context and justification

This document establishes the Terms of Reference (ToR) for the procurement of technical design documentation services within the SALAR International Project supporting the voluntary amalgamation of the Sculeni - Taxobeni cluster, Ungheni / Făleşti district, Republic of Moldova. The contract is trilateral: Provider, Investor (SALAR International), and Beneficiary (local public authority). The funding Client is Sida, the Swedish International Development Cooperation Agency.

The member local authorities - Sculeni (Gherman, Blondești, Floreni) and Taxobeni (Hrubna Nouă, Vrancești) - intend to install a 150 kW ground-mounted photovoltaic power plant to reduce electricity expenditure for the entire cluster through net metering. Electricity costs in the peak month (January) exceed MDL 100,000 (approx. EUR 5,500). The resulting technical documentation will serve as the basis for launching competitive procurement procedures for construction works.

## 2. Contract objective

Elaboration of complete technical documentation for a 150 kW ground-mounted photovoltaic power plant, including: techno-economic feasibility study, technical design (PT), PT for the new transformer post, bills of quantities (forms 1, 3, 5 and 7), technical specifications, technical justification report, O&M plan, perimeter fencing, external lighting and video surveillance system (CCTV).

## 3. Included and excluded services

The table below explicitly delineates services included in the contract value from those excluded:

INCLUDED in contract scope	EXCLUDED from contract scope
Techno-economic feasibility study (SFE): 150 kW dimensioning, new transformer post solution, yield calculation, investment payback	Actual construction and installation works
Technical design (PT Phase I and II), including PT for the new transformer post	Procurement and supply of equipment, panels, inverters or materials
Bills of quantities per forms 1, 3, 5 and 7: PV plant + PT + fencing + CCTV + lighting	Specialised topographic surveys (unless explicitly included)

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Technical specifications for works execution	Notarial or cadastral registration services
Technical justification report (incl. annual yield calculations, payback period, panel selection)	Running the competitive procurement procedure for works
Post-installation operation and maintenance (O&M) plan	Storage batteries (not part of the system designed at this stage)
Mandatory site visit (min. 1, including drone-based documentation)	
Support in obtaining permits: urban planning certificate, environment, fire, ISC, ANRE notification	
Revisions: max. 2 rounds per deliverable, no additional cost	
Full technical dossier handover: printed (3 copies) + digital (PDF + editable)	

## 4. Object description and technical specifications

### 4.1 Main technical parameters

Main technical parameters of the ground-mounted photovoltaic power plant:

Parameter	Value	Parameter	Value	Notes
Installed power	150 kW	Location	Ground-mounted (extra-urban land)	Confirmed
Distribution operator	FEE-Nord	System type	On-grid, no storage batteries	
Connection permit valid until	05.08.2026	Operating regime	Net metering (compensation), valid in Moldova at least until 2027	Short deadline!
Land cadastral no.	92632080370	Available area	13.4 ha	No obstacles
Site	Near national road R16 Bălți-Sculeni	Transformer post (PT)	New PT required (included in project)	Significant cost
Recommended panel type	Monocrystalline (>=600-700 W/panel)	Fencing + CCTV + lighting	Mandatory	

### 4.2 Beneficiary public objects

The 150 kW photovoltaic power plant will serve the following categories of public objects through net metering / self-consumption:

No.	Category of Beneficiary objects	Details
1	Street lighting	4 villages, ~98% coverage
2	Early education institutions	4 institutions
3	Community/culture centres	4 centres

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4	Libraries	3 libraries
5	Water treatment station	1 station
6	Mayor's office	1 office
7	Post-amalgamation institutions (estimated)	Based on NLC list provided by Beneficiary within 5 days of signing

The complete list of NLCs and associated contracted power levels will be provided by the Beneficiary within 5 days of contract signing. The designer shall verify the compatibility of the plant capacity with the aggregate demand of the listed NLCs.

### 4.3 Mandatory technical specifications

- Installed power: 150 kW, in accordance with FEE-Nord connection permit
- Site: cadastral parcel 92632080370, 13.4 ha available, obstacle-free, near national road R16 Bălți-Sculeni
- The connection permit is valid until 05.08.2026. The Provider shall expedite preparation of the PT and propose a timeline ensuring submission of the complete documentation to FEE-Nord at least 30 days before permit expiry. Failure to meet the permit deadline due to reasons attributable to the Provider constitutes a serious contractual non-compliance.
- New transformer post (PT) - required and included in project; experience in new PT design is a mandatory qualification requirement
- On-grid system, no storage batteries at this stage; compatible with applicable technical requirements
- Operating regime: net metering (energy compensation) compatible with FEE-Nord / ANRE regulations in force at the date of project preparation
- Monocrystalline solar panels recommended ( $\geq 600$ -700 W/panel); final choice technically justified in the report
- Lightning protection and earthing system (mandatory)
- Intelligent remote monitoring system (mandatory for PV plants  $> 100$  kW)
- Perimeter fencing (mandatory)
- External lighting - included in project
- Video surveillance system (CCTV) - included in project

## 5. Mandatory general technical requirements

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- Compliance with applicable technical standards
- Bills of quantities mandatory per forms 1, 3, 5 and 7
- Documentation covers in full: 150 kW PV plant + new PT + fencing + external lighting + CCTV + monitoring
- Technical justification report must include: annual yield calculations, investment payback period, comparative analysis of panel types
- Documentation handed over printed (3 copies) + digital (PDF + editable format)

## 6. Required deliverables

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The Provider shall propose its own delivery schedule in the technical offer, within the maximum deadline stated in Section 8. The following deliverables constitute the mandatory documents to be handed over upon contract completion:

- Techno-economic feasibility study: 150 kW dimensioning, new transformer post solution, yield calculation, investment payback
- Complete technical design (PT Phase I + II): electrical diagrams, support structure, fencing, external lighting, CCTV, monitoring
- PT for new transformer post: site plans, single-line diagram, construction details
- Bills of quantities per forms 1, 3, 5 and 7 (PV plant + PT + fencing + CCTV + lighting)
- Technical specifications for works execution; technical justification report
- Post-installation O&M plan; permit support: urban planning certificate, environment, fire, ISC, ANRE notification
- Final report and full technical dossier handed over to Beneficiary: printed (3 copies) + digital (PDF + editable)

Note: The Beneficiary has 10 working days from receipt of the final dossier to submit written comments. The Provider incorporates comments and resubmits within 7 working days at no extra cost (maximum 2 revision rounds).

## 7. Tenderer qualification requirements

The requirements below are evaluated on a PASS / FAIL basis. Only tenderers satisfying all requirements are admitted to the technical and financial evaluation stage.

Qualification requirement	Criterion	Supporting documents
Valid operating licence for electrical installation design (ANRE or ISC)	PASS / FAIL	Copy of valid licence / certificate
ANRE authorisation for the design of photovoltaic systems >100 kW	PASS / FAIL	Valid ANRE certificate / authorisation
Professional qualification of key personnel: bachelor's degree in electrical engineering or equivalent (ISCED level 6), or post-secondary technical qualification in the electro-energy sector (electrical engineer, electromechanical engineer, or equivalent technical certification)	PASS / FAIL	CVs and copies of diplomas / qualification certificates
Experience in designing new transformer posts: minimum 1 contract completed in the last 5 years	PASS / FAIL	Reference with client, value, date; copy of acceptance report or contract extract
Relevant experience: minimum 2 ground-mounted PV design contracts (>=50 kW) completed in the last 5 years	PASS / FAIL	Reference list with clients, values, dates + copies of acceptance reports or contract extracts
Qualified staff: minimum 2 energy engineers with signing authority and documented experience in systems >100 kW	PASS / FAIL	CVs + copies of valid ANRE certifications
Financial capacity: average annual turnover >= EUR 25,000 over the last 3 years	PASS / FAIL	Financial statements for the last 3 years
Eligibility: absence of conflicts of interest, fraud, corruption, prior exclusions or serious professional misconduct	PASS / FAIL	Self-declaration, signed and stamped

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## 8. Delivery timeline

The maximum delivery deadline for the complete technical dossier is 55 calendar days from contract signing. Tenderers may propose a shorter timeline, provided it is realistic and justified in the technical offer (Gantt chart with milestones, allocated resources, risk management measures). The proposed timeline is evaluated as part of the technical evaluation grid.

Note: FEE-Nord connection permit expires on 05.08.2026. The Provider must include verification and respect of this critical deadline in the work plan. The PT documentation shall be submitted to FEE-Nord immediately after preparation, without waiting for final acceptance by the Beneficiary, to protect the permit validity.

## 9. Procurement procedure

- Procedure: Competitive procurement procedure, in accordance with the principles of transparency, competition and equal treatment of tenderers
- Offers to be submitted in Romanian; offer price in EUR excl. VAT; contract value: no maximum indicated
- Offer validity: 60 calendar days from the submission deadline

## 10. Evaluation criteria - 70% technical / 30% financial

The qualification stage (Section 7) is separate from the evaluation stage. Only qualified tenderers are scored using the grid below. Minimum technical score to proceed to financial evaluation: 35 points.

Evaluation criterion	Max. pts.	Objective scoring method
<b>A. TECHNICAL OFFER — 70 pct.</b>		
A1. Methodology and technical solution for 150 kW ground-mounted plant	<b>10</b>	Excellent: innovative solution, complete PT dimensioning, fencing, CCTV, monitoring, permit risk approach = 10 pts. Good: compliant, no distinctive elements = 7 pts. Adequate: minor gaps = 3 pts. Insufficient = 0 pts.
A2. Relevant experience: ground-mounted PV design contracts (>=50 kW) completed in the last 5 years	<b>20</b>	2 contracts (qualification minimum) = 5 pts. 3 contracts = 10 pts. 4 contracts = 15 pts. 5+ contracts = 20 pts.
A3. Team composition and relevant experience	<b>15</b>	Level 1: energy engineer with minimum 3 years relevant experience = 5 pts. Level 2: energy engineer + ANRE grade 4 authorised electrician = 10 pts. Level 3: energy engineer + ANRE grade 4 authorised electrician + energy auditor with minimum 3 years experience = 15 pts. (Score based on submitted CVs and certifications)
A4. Topographic survey and site documentation capacity	<b>10</b>	BASIC: classical survey (total station + GPS RTK), precision +/-3-5 cm, topographic plan and terrain points = 3 pts.

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		INTERMEDIATE: drone photogrammetry, precision +/-3-10 cm, orthophoto + DTM + derived topo plan = 7 pts. ADVANCED: drone + LiDAR / 3D scanning + RTK / total station validation, precision +/-1-3 cm, high-res orthophoto + DSM/DTM + point cloud + complete topo plan = 10 pts.
A5. Proposed delivery timeline (maximum: 55 calendar days)	<b>15</b>	Proposes 55 days = 5 pts. Proposes 45 days = 10 pts. Proposes 35 days or fewer, realistically justified with clearly planned resources = 15 pts.
<b>B. FINANCIAL OFFER — 30 pct.</b>		
B1. Total offer price (EUR, excl. VAT)	<b>30</b>	$P_{fin} = (\text{Min\_price} / \text{Offer\_price}) \times 30$ The offer with the highest cumulative score (A+B) wins. In the event of a tie, the higher technical score (A) prevails.
<b>TOTAL — 100 pct.</b>		

## 11. Contractual conditions

The contract is trilateral and is signed by the Provider, the Investor (SALAR International) and the Beneficiary (local public authority). Documents produced under this contract are intended for the Beneficiary, in line with the objectives of the PACE Local Project, funded by Sida (the Swedish International Development Cooperation Agency).

### 11.1 Ownership of goods and documentation

All equipment, goods and materials procured under this contract remain the property of the Client (Sida) until formally transferred to the Beneficiary. The Provider is responsible for transportation, delivery and installation of equipment, as applicable. The Beneficiary takes receipt of the goods / services upon formal acceptance and becomes responsible for operation and maintenance after transfer. Technical documentation produced by the Provider becomes the property of the Beneficiary upon written acceptance and full payment.

### 11.2 Contract duration

The contract duration is a maximum of 55 calendar days from the date of signature by all parties. The Provider may propose a shorter duration, provided it is realistic and justified in the technical offer. The proposed duration is evaluated as part of the technical evaluation criteria.

### 11.3 Payment

Payment is made in a single instalment by the Investor within 20 working days of written acceptance by the Beneficiary of the final report and complete technical documentation package. No interim payments are provided for. Written acceptance by the Beneficiary is the sole and sufficient condition triggering the payment obligation. The Beneficiary may not refuse acceptance without documented written grounds.

### 11.4 Revision obligation

The Beneficiary has 10 working days from receipt of the final documentation to submit written comments. The Provider incorporates comments and resubmits the revised version within 7 working days at no additional cost (maximum 2 revision rounds). The Investor coordinates the acceptance process and ensures that timelines are respected.

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### 11.5 Delay penalties

11.5.1 Delays attributable to the Provider: 0.1% of contract value per calendar day of delay, without prior notice. Total penalties capped at 10% of contract value. Exceeding this cap entitles the Investor to terminate the contract.

11.5.2 Delays caused by third parties or the Beneficiary: Provider notifies in writing within 3 working days; contractual deadline extended accordingly, without penalties.

### 11.6 Force majeure

Force majeure means any event that is unforeseeable, unavoidable and beyond the control of the parties. Written notification is mandatory within 5 working days of the event, with supporting documentation. If the event exceeds 30 calendar days, any party may terminate without penalty.

### 11.7 Termination

The Investor may terminate the contract by written notice with 15 calendar days' prior notice in case of repeated non-compliance by the Provider or the 10% penalty threshold being exceeded. Payment is due for deliverables accepted in writing up to the termination date.

### 11.8 Intellectual property

All documentation produced under the contract becomes the exclusive property of the Beneficiary upon full payment, in accordance with the ownership clause at section 11.1. The Provider transfers all patrimonial copyright to the Beneficiary.

### 11.9 Governing law and disputes

This contract shall be governed by the applicable law. Any dispute arising out of or in connection with this contract shall be settled amicably; failing such settlement, the dispute shall be submitted to the competent courts of Sweden.

## 12. Documents to be submitted by tenderers

The complete offer must include the following documents, organised in separate folders per the structure below. Any document marked "Mandatory" that is missing will result in the tenderer's disqualification.

Ref.	Document / Requirement	Mandatory	Notes
<b>A — ADMINISTRATIVE DOSSIER</b>			
<b>A1</b>	Company profile: short description of the organisation, fields of activity, operational capacity	Mandatory	Max. 2 pages
<b>A2</b>	Extract from the State Register of Legal Entities (not older than 6 months)	Mandatory	Certified copy or official electronic extract
<b>A3</b>	Copy of valid operating licence for electrical installation design (ANRE or ISC)	Mandatory	Valid at date of submission
<b>A4</b>	Copies of relevant technical certificates / authorisations (ANRE, ISC or equivalent), including ANRE authorisation for systems >100 kW	Mandatory	Per each authorisation held
<b>A5</b>	Eligibility declaration: absence of conflicts of interest, fraud, corruption, prior exclusions or serious professional misconduct	Mandatory	Signed and stamped; own form
<b>A6</b>	Financial statements for the last 3 fiscal years	Mandatory	Certified copies

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<b>B — TECHNICAL QUALIFICATION</b>			
<b>B1</b>	Reference list: ground-mounted PV design contracts (>=50 kW) completed in the last 5 years (minimum 2)	Mandatory	Include client, value, period, brief scope description
<b>B2</b>	Reference for the design of a new transformer post (minimum 1 contract completed in the last 5 years)	Mandatory	Acceptance report or contract extract with client and value
<b>B3</b>	Supporting evidence for each reference: acceptance reports, contract extracts or confirmation letters from client	Mandatory	Min. 1 document per listed reference
<b>B4</b>	CVs of proposed key experts (at least 2 energy engineers with documented experience in systems >100 kW)	Mandatory	Europass format or equivalent; signed by holder
<b>B5</b>	Copies of valid ANRE or ISC certifications for each proposed expert	Mandatory	Valid at date of submission
<b>B6</b>	Declaration on available technical equipment for field surveys, including drones and specialised tools	Mandatory	Specify types, characteristics, availability
<b>C — TECHNICAL OFFER</b>			
<b>C1</b>	Methodology and technical approach: 150 kW dimensioning, new transformer post solution, fencing, CCTV, monitoring, permit risk approach	Mandatory	Structured document
<b>C2</b>	Provider's proposed work plan: Gantt chart, milestones, resources, within the maximum deadline stated in the ToR	Mandatory	Editable format (Excel) + PDF
<b>C3</b>	Risk register with proposed mitigation measures (minimum 5 risks)	Mandatory	Detailed table
<b>C4</b>	Additional technical supporting documents relevant for evaluation (if any)	Optional	Previous studies, field methodologies, similar reports
<b>D — FINANCIAL OFFER (ANNEX 1)</b>			
<b>D1</b>	Completed financial offer form (Annex 1 to this ToR)	Mandatory	Original signed and stamped; price in EUR excl. VAT

## Annex 1 - Financial offer form

Tenderers must complete and submit the signed original of the form below. Price must be expressed exclusively in EUR excl. VAT. Offers with conditional prices or reservations are not accepted. The price covers all costs necessary for full delivery of the services described in the ToR.

<b>I. COMPANY / PROVIDER DETAILS</b>	
<b>Company name:</b>	.....
<b>Registration number:</b>	.....
<b>Registered address:</b>	.....
<b>Contact person:</b>	.....
<b>Phone / E-mail:</b>	.....
<b>Bank account (IBAN):</b>	.....

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## II. OFFER PRICES (EUR EXCL. VAT)

Price must be expressed in EUR excl. VAT and covers all costs necessary for full delivery of the services described in the ToR.

Description	EUR excl. VAT
<b>Total contract price (all services included in the ToR)</b>	.....
of which: feasibility study + technical design (PT Phase I and II)	.....
of which: bills of quantities + technical specifications + justification report	.....
of which: PT for new transformer post	.....
of which: permit support + O&M plan + dossier handover	.....

The Provider confirms that the total price above covers all deliverables described in this ToR in full, with no hidden additional costs.

## III. VALIDITY AND COMMITMENT

Offer validity: 60 calendar days from the submission deadline The Provider confirms that: (a) the price is firm and will not be modified during the validity period; (b) the price covers all services in the ToR in full, with no hidden costs; (c) the conditions of the ToR are fully accepted.

## IV. AUTHORISED SIGNATURE

<b>Name and position of authorised representative:</b>	.....
<b>Date:</b>	.....
<b>Signature:</b>	.....
<b>Company stamp:</b>	.....

## 13. Documents made available to the Provider

- FEE-Nord connection permit for 150 kW; cadastral extract and geometric plan (no. 92632080370)
- Electricity bills for the last 12 months; NLC list (provided within 5 days of signing)
- Access to site; FEE-Nord contact details for technical coordination