

## TERMS OF REFERENCE

for the elaboration of technical design documentation

### Photovoltaic systems and electrical systems modernisation

Amalgamated cluster Roşcani - Teliţa - Calfa | Anenii Noi district

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 Roşcani - Teliţa - Calfa cluster, Anenii Noi 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 three local authorities - Roşcani, Teliţa and Calfa - intend to install photovoltaic power plants on public buildings and land and modernise outdated internal electrical systems, to reduce public electricity expenditure and improve operating conditions for public institutions.

The resulting technical documentation will serve as the basis for launching competitive procurement procedures for construction works.

## 2. Contract objective

Elaboration of a complete technical design package - including technical design (PT), bills of quantities (forms 1, 3, 5 and 7), technical specifications, technical justification report and O&M plan - for each of the 6 objects in the Roşcani - Teliţa - Calfa cluster.

## 3. Included and excluded services

| INCLUDED in contract scope   | EXCLUDED from contract scope                                 |
|--|--|
| Technical design (PT Phase I and II) for all 6 objects                               | Actual construction and installation works                   |
| Bills of quantities per forms 1, 3, 5 and 7 per object                               | Procurement and supply of equipment or materials             |
| Technical specifications for works execution (per object)                            | Specialised topographic surveys (unless explicitly included) |
| Technical justification report (per object), incl. calculations, equipment selection | Notarial or cadastral registration services                  |
| Post-installation operation and maintenance (O&M) plan per PV system                 | Running the competitive procurement procedure for works      |

|   |   |
|---|---|
| Mandatory site visits (min. 1 per object, including drone-based documentation)                | Obtaining the Premier Energy connection permit for Telița (permit exists; designer monitors validity) |
| Support in obtaining permits: Calfa (connection permit), all objects (fire, ISC, environment) |   |
| Written verification with Premier Energy of combined permit scope for Object 2                |   |
| Revisions until written acceptance of the complete dossier (max. 2 rounds, no extra cost)     |   |
| Full technical dossier handover: printed (3 copies) + digital (PDF + editable)                |   |

## 4. Object descriptions and technical specifications

The contract covers 6 objects across 3 localities in Anenii Noi district:

| No. | Object / Locality  | System type                       | Power       | Location          | Operator / Permit                           |
|-----|--|-----------------------------------|-------------|-------------------|---|
| 1   | Kindergarten Scufița Roșie, Roșcani                            | PV plant (prosumer)               | 40 kW       | Rooftop           | Premier Energy; permit 10.02.2027           |
| 2   | House of Culture + Mayor's Office, Roșcani                     | Shared PV plant (prosumer)        | 30 kW       | Rooftop           | Premier Energy; permit 10.02.2027           |
| 3   | Telița, Anenii Noi dist. (land, cadastral 1043205295)          | Ground-mounted PV (prosumer)      | 31 kW       | Ground            | Premier Energy; permit valid 22.07.2026     |
| 4   | Gymnasium Visegrad, Calfa (2 NLCs: 36 kW + 24 kW)              | PV plant (prosumer)               | 60 kW total | Rooftop           | Premier Energy; connection permit pending   |
| 5   | Kindergarten Scufița Roșie, Roșcani (integrated with Object 1) | Internal electrical modernisation |             | Existing building | Connection permit + power increase obtained |
| 6   | Gymnasium Visegrad, Calfa (integrated with Object 4)           | Internal electrical modernisation |             | Existing building | No permits yet; support included            |

### 4.1 Photovoltaic systems - Roșcani

#### Object 1: Kindergarten Scufița Roșie - 40 kW (integrated with Object 5)

- Rooftop system (4-slope frame, metal tile, ~880 m<sup>2</sup>, 25°, partial S-E); prosumer regime; on-grid, no batteries
- Premier Energy; connection permit valid 10.02.2027; connection via PT-419S1B, ~180 m
- Building 1975, roof under capital renovation - designer coordinates with renovation team
- Switchboard modernisation integrated with Object 5 (same complex); lightning protection and smart monitoring (mandatory)

#### Object 2: House of Culture + Mayor's Office - shared 30 kW

- 20 kW + 10 kW based on combined permits; rooftop (~750 m<sup>2</sup>, 25°, partial S-W); Premier Energy; permit 10.02.2027; PT-174B, ~200 m
- Designer must verify in writing with Premier Energy that the permit covers both NLCs simultaneously and provide written confirmation to the Beneficiary; lightning protection and monitoring (mandatory)

## 4.2 Photovoltaic system - Telița

### Object 3: Ground-mounted plant - 31 kW

- Extra-urban land, 0.26 ha, APL property, unencumbered, unfenced
- Premier Energy connection permit valid until 22.07.2026. The Provider verifies permit status immediately and proposes a timeline ensuring PT submission to Premier Energy at least 30 days before expiry.
- Site in sanitary protection zone of artesian wells - special environmental/sanitary permits mandatory; fencing + lightning protection and monitoring (mandatory)

## 4.3 PV system + electrical modernisation - Calfa

### Object 4: Gymnasium Visegrad - 60 kW total: NLC 1 = 36 kW + NLC 2 = 24 kW (integrated with Object 6)

- Rooftop (1,647 m<sup>2</sup>, metal tile, 35-40°, W+E); building 1986, roof 2004; prosumer regime with 2 NLCs
- Connection permit is pending - obtaining it is integral to the scope; the Provider provides active support; contract timelines are adjusted if delays are caused solely by Premier Energy; lightning protection + monitoring + permit support (fire, ISC, environment)

### Object 5: Electrical modernisation - Kindergarten Roșcani (integrated with Object 1)

- Soviet-era system; full modernisation: switchboards, cabling, LED, smart metering; power 30 kW to permit 40 kW; documentation integrated with Object 1

### Object 6: Electrical modernisation - Gymnasium Calfa (integrated with Object 4)

- Deteriorated cables, old fuses, frequent outages; internal network modernisation, LED, smart metering; documentation integrated with Object 4; permit support included

## 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
- Lightning protection and earthing, mandatory for all objects
- Intelligent remote monitoring system, mandatory for all PV systems
- Perimeter fencing, mandatory for the ground-mounted system (Object 3)
- Monocrystalline panels recommended; final choice technically justified in the report
- Documentation 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:

- Complete technical design (PT Phase I + II) for all 6 objects
- Bills of quantities per forms 1, 3, 5 and 7 per object
- Technical specifications for works execution per object
- Technical justification report per object (incl. calculations, panel selection)
- Post-installation O&M plan per PV system

- Written confirmation of site visits performed and photographic / measurement documentation
- Supporting documents for permit obtainment support
- Final report and full technical dossier handed over to Beneficiary: printed (3 copies) + digital

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  |
| 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  |
| Relevant experience: minimum 2 completed PV design or electrical modernisation contracts 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  | 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   |

## 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: Premier Energy connection permit for Object 3 (Telița) expires on 22.07.2026. The Provider must include verification and respect of this critical deadline in the work plan.

## 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 approach  | <b>10</b> | Excellent: innovative solutions, full coverage of all 6 objects, complete compliance with specifications = 10 pts.<br>Good: compliant, no distinctive elements = 7 pts.<br>Adequate: minor gaps = 3 pts.<br>Insufficient = 0 pts.  |
| A2. Relevant experience: PV design / electrical modernisation contracts completed in the last 5 years | <b>20</b> | 2 contracts (qualification minimum) = 5 pts.<br>3 contracts = 10 pts.<br>4 contracts = 15 pts.<br>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.<br>Level 2: energy engineer + ANRE grade 4 authorised electrician = 10 pts.<br>Level 3: energy engineer + ANRE grade 4 authorised electrician + energy auditor with minimum 3 years experience = 15 pts.<br>(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.<br>INTERMEDIATE: drone photogrammetry, precision ±3-10 cm, orthophoto + DTM + derived topo plan = 7 pts.<br>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.<br>Proposes 45 days = 10 pts.<br>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> | $P_{fin} = (\text{Min\_price} / \text{Offer\_price}) \times 30$<br>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

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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.

### 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 license 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)  | 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                                       |
| <b>B — TECHNICAL QUALIFICATION</b> |   |           |  |
| <b>B1</b>                          | Reference list: similar PV design or electrical modernisation contracts completed in the last 5 years (minimum 2)                 | Mandatory | Include client, value, period, brief scope description |
| <b>B2</b>                          | Supporting evidence for each reference: acceptance reports, contract extracts or confirmation letters from client                 | Mandatory | Min. 1 document per listed reference                   |
| <b>B3</b>                          | CVs of proposed key experts (at least 2 energy engineers), including documented years of relevant experience                      | Mandatory | Europass format or equivalent; signed by holder        |
| <b>B4</b>                          | Copies of valid ANRE or ISC certifications for each proposed expert   | Mandatory | Valid at date of submission                            |
| <b>B5</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: detailed description of proposed solutions, compliance with specifications                    | 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): previous studies, field methodologies, similar reports | Optional  | Supports assessment of technical capacity           |
| <b>D — FINANCIAL OFFER (ANNEX 1)</b> |  |           |   |
| <b>D1</b>                            | Completed financial offer form (Annex 1 to this ToR) with prices per object and total  | 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.

### I. COMPANY / PROVIDER DETAILS

**Company name:** .....

**Registration number:** .....

**Registered address:** .....

**Contact person:** .....

**Phone / E-mail:** .....

**Bank account (IBAN):** .....

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

All prices must be expressed in EUR excl. VAT. The price covers all costs necessary for full delivery of the services described in the ToR.

| Brief description  | Price EUR excl. VAT |
|--|---------------------|
| 1. Kindergarten Scufița Roșie, Roșcani - Design of 40 kW PV plant        | .....               |
| 2. House of Culture + Mayor's Office, Roșcani - Design of 30 kW PV plant | .....               |
| 3. Telița - Design of 31 kW ground-mounted PV plant                      | .....               |
| 4. Gymnasium Visegrad, Calfa - Design of 60 kW PV plant (2 NLCs)         | .....               |
| 5. Kindergarten Roșcani - Design of internal electrical modernisation    | .....               |
| 6. Gymnasium Calfa - Design of internal electrical modernisation         | .....               |
| <b>Total contract price (Objects 1-6 combined)</b>                       | .....               |

### III. VALIDITY AND COMMITMENT

Offer validity: 60 calendar days from the submission deadline The tenderer 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>                                  | ..... |