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## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: <b>15 March 2019</b>
	REFERENCE: <b>RfQ19/01888</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Provision of Design services for construction works and preliminary costs estimation for MiDL Project Site located in Chisinau**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

**Important:** UNDP Moldova will organize a pre-bid meeting on 20 March 2019, 12:00 (Moldova local time) at National Employment Agency's General Direction situated on 53 Hincesti street, Chisinau, Republic of Moldova. The UNDP focal point for arrangements is:

Ion Ratoi, Project Assistant, MiDL Project, UNDP Moldova;

e-mail: [ion.ratoi@undp.org](mailto:ion.ratoi@undp.org)

To confirm participation, please, send an e-mail message by 19 March 2019, 16:00.

Quotations may be submitted on or before **25 March 2019, 12:00 (Moldova local time)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

**Username:** event.guest

**Password:** why2change

**BU Code:** MDA10 and **Event ID** 0000003514

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

**Please Consult eTendering Resources for Bidders for additional information on bidding:**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ19/01888– MiDL/ Detailed Design for construction works of office space for National Employment Agency's General Direction in Chisinau"**.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever

reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Exact Address of Delivery Location (identify all, if multiple)	National Employment Agency's General Direction 53 Hincesti street, Chisinau, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per Delivery Schedule described in the Annex 1
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Moldovan Lei
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	<p><b>Date and Time: 25 march, 2019, 12:00 (Moldova local time)</b></p> <p><b>IMPORTANT NOTE:</b> the time zone indicated in the Tendering system is New York Time zone.</p> <p><b>PLEASE NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</li> <li>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</li> </ol>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian or Russian
Documents to be submitted	<input checked="" type="checkbox"/> Electronic submission of Proposal <b><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></b> <b>Username: event.guest</b> <b>Password: why2change</b> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. <u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u></li> <li>2. <u>You can participate in the proposal event only if you have registered in the system.</u></li> </ol>

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 – Price Schedule Form (Table 1 and Table 2), and in accordance with the list of requirements in Annex 1 - Technical Specifications and Requirements; <input checked="" type="checkbox"/> Company profile (short info up to 1 page); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate together with the Annex; <input checked="" type="checkbox"/> Technical description of the offered services; <input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and professional certificates/Licenses for Civil, Heat & Ventilation and Electrical Engineers, Architect, Cost engineers/estimators (BOQ developers); <input checked="" type="checkbox"/> List with description of the contract and its value to be presented. The list shall include completed /or on going contracts for provision of design services for construction works and preliminary costs estimation of similar complexity (according to the Technical Specifications and Requirements, as specified in Annex 1) performed by the Offeror as main contractor in the past 3 years; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services, according to the delivery timeframe
Liquidated Damages	<b>1 % of contract for every calendar day of delay, based on the approved delivery schedule, up to a maximum duration of 20 calendar days. After which UNDP may terminate the contract.</b>
Evaluation Criteria	<b><u>Minimum qualification criteria</u></b> <u>(failure to comply with these requirements will constitute a reason for disqualification)</u> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>2</sup> ; <input checked="" type="checkbox"/> Minimum 5-year experience and expertise in carrying out detailed design services; <input checked="" type="checkbox"/> Availability of registration documentation; <input checked="" type="checkbox"/> 3 (three) completed /or on going contracts for provision of design services for construction works and preliminary costs estimation of similar complexity (according to the Technical Specifications and Requirements) performed by the Offeror as main contractor in the

<sup>2</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<p>past 3 years. The list with description of the contract and its value to be presented;</p> <p><input checked="" type="checkbox"/> Availability of certified/licensed Civil, Heat &amp; Ventilation, and Electrical Engineers, Architect, Cost engineers/estimators (BOQ developer);</p> <p><input checked="" type="checkbox"/> Delivery period not to exceed the dates indicated in the Annex 1;</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions.</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 20 (twenty) calendar days
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Provision of services</p> <p><input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements</p>
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Annex 1 – Technical Specifications and Requirements</p> <p><input checked="" type="checkbox"/> Annex 2 – Form for Submission of Quotation</p> <p><input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions/ Special Conditions</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p>Ion Ratoi, Project Assistant</p> <p><a href="mailto:ion.ratoi@undp.org">ion.ratoi@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Services provided shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract, UNDP reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change

<sup>3</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

in the unit price or other terms and conditions.

Any Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:


<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

DocuSigned by:  
  
34FB60192D0E4DB...

**Dorin ROTARU**  
*ARR/Head of Operations*

## Technical Specifications and Requirements

### Provision of professional Detailed Design for construction works services and preliminary costs estimation for the rehabilitation of office space for National Employment Agency's General Direction in Chisinau

#### A. Background

Migration still remains an overwhelming issue in the Republic of Moldova; with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country's population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Within the period of 2015-2018, with the support of SDC and UNDP, the Moldovan Government succeeded to successfully devise, enhance and spill over an innovative and effective tailor-made national DMD model of migrants' engagement into local development process, pursuing the improvement of basic local services, creating jobs and income generating activities. Within the piloting phase, 38 communities (representing over 10% of the country population and located in all regions of Moldova) have been supported to pioneer a new DMD model, which resulted in improved local infrastructure and local services with tangible benefit for over 310,000 citizens.

Building on the previous positive experience at local level, a new phase of 'Migration and Local Development Project' (MiDL Project) has been decided to be implemented, with a 4-year (2019-2022). The Overall Goal of this continuation is *maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora*. In this context, the project shall pursue two Outcomes:

*Outcome 1: Moldovan labor, potential, actual and returning migrants benefit from comprehensive employment support services;*

*Outcome 2: Community members, including migrants are meaningfully engaged in the local development process.*

To achieve the first Outcome, the MiDL Project shall assist the Ministry of Health, Labor and Social Protection, the National Employment Agency (NEA) and other relevant stakeholders in upgrading and consolidating the national policy, legal and institutional framework for labour migration. Dedicated efforts shall be made to enable employment service providers to deliver quality services to labour migrants at all stages of migration. In this context, the MiDL Project shall assist the NEA to innovate, modernize and improve efficiency of employment services in up to two local employment offices, that shall serve as model for MHLSP and NEA for replication in other territorial units. The modernization process shall include renovation and upgrading of physical facilities, business processes and procedures, as well as capacity building of its staff in the field of labour migration.

#### B. Objective of the assignment:

The overall objective of the assignment is to provide professional engineering/design work with emphasis on the development of complete design documentation and estimation of costs, as well as, elaboration of tender/construction documents, required for the reconstruction of the existing public infrastructure facility, 3<sup>rd</sup> floor, located on 53, Hincesti str., in Chisinau and its adaptation into the office of National Employment Agency - General Direction for Chisinau.

The contractor will develop the design documentation applying the most efficient technical solutions for proposed capital rehabilitation/reconstruction of public facility based on the type, technical characteristics and specifications of infrastructure and required scope of rehabilitation works.

The design services will also identify and provide the best opportunities/options for sustainable use, operation and functioning of the rehabilitated infrastructure, proposing modern environmentally friendly and sustainable materials, equipment, technologies, according to the international standards in the field.

### C. Design requirements:

The content of design documentation shall be set up in correspondance with national building codes: NCM A.07.02-99.

The selected contractor will render its service for development of clear and complete designs including, but not limited to, the following:

1. **Statement of Works (SOW)** with narrative description of designed technological solutions, units of the main equipment, furniture and materials, technical systems/utilities, as well as, specification on how the capacity of new General Employment Direction for Chisinau of NEA, etc. were estimated;

2. **Drawings:** Complete detailed construction drawings of all works in sufficient detail for tendering, contractual and construction purposes. All drawings shall be presented in electronic (PDF) format and on appropriate paper support. All drawings should be clear, sharp, and accurate. Symbols and abbreviations should be defined in a legend. Layout plan of equipment and furniture and isometric drawings for the internal heating, water supply and sewerage systems will be also part of the design assignment.

3. **Bill of quantities (BOQ):** Complete for technological equipment and furniture and all items of work with adequate description for each item. The quantities for all work items should be based on actual take-off calculation and not based on estimates. All BOQs shall be presented in a spreadsheet format, preferably MS Excel;

*Important: The BOQs should be entirely presented (either in Romanian or in Russian), in the following formats: Form 7, Form 5, and Form 3 (according to "WinSmeta"). Please note that, Form 7 should be submitted in Excel and translated into English.*

4. **Specifications:** Comprehensive and up to date, in accordance with current best practices, general and particular Technical Specifications for all works and equipment based on internationally accepted standards and sufficient for procurement, installation and construction works;

5. **Documentation** of all design literature and design calculations for all civil, planning, connections to utilities, structural, electrical, automation and mechanical works. All set of Design documentation shall be elaborated in 4 copies, including 3 copies on paper.

*Important: Documentation with detailed recommendations and measures for protection of environment will be also part of the design assignment.*

6. **Cost estimations:** comprehensive estimation of involved costs taking into account all necessary labor and materials based on current prices available on the local market and manpower remuneration, which shall not be below the minimum required by the National Legislation.

*Important: The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction works to proceed without need for on-site instructions and selection of materials, construction assembly, layout or location of any element or feature.*

The designs should comply with the local legislation State building norms and regulations, standards and specifications, local building regulations and shall also ensure:

1. reliable and safe operation of recommended equipment, materials, and engineering systems;
2. water supply and water treatment system's performance requirements;
3. optimal energy efficiency measures of rehabilitated facilities and systems;
4. cost efficiency in terms on construction, operation and maintenance;
5. compliance with health and safety requirements;
6. compliance with environmental protection requirements;

#### **D. Key tasks and expected outputs:**

In accomplishing the assignment, the contractor commonly shall be responsible for undertaking all the necessary activities for turning out complete designs and tender documents for rehabilitation and putting into operation the aforementioned Site, including but not limited to, the following tasks:

1. Inspection of premises at 3<sup>rd</sup> floor, block "B", in order to determine the volume of rehabilitation works and proper location of heating, ventilation, electrical, water supply and sanitary equipment;
2. Project site's general plan, structural designs and engineering, incl. water, sewerage, heat, electrical design for all electrical equipment including low-current system design, earth/ground connection system, lightning protection, automation and control;
3. Evaluate and update the technical conditions for the connection to the water network and electricity grids (by case);
4. Design of organization of construction site (DOC);
5. Obtain jointly with Beneficiary Authority city planning permits (Urbanistic Certificate);
6. Obtain health and sanitary and environmental permits/preliminary opinions;
7. Assist Beneficiary in obtaining building permits (Authorization for Construction);
8. Provision of Detailed Design Author's supervision;
9. Development of bill of quantities and preliminary cost estimates;
10. Participate in the preliminary and final commissioning procedures.

UNDP/MiDL Engineer will assist the Contractor in arranging and coordinating site visits with local Beneficiary Authority responsible for the implementation of MiDL project in Chisinau.

Contractor shall properly coordinate the design and engineering process with the local planning authorities, Beneficiary representatives and MiDL Project. Contractor should obtain expertise clearance for design from all relevant authorities, (when necessary).

Contractor should assist public facility's owner in requesting and obtaining from the local authorities preliminary permits, if not obtained. Contractor should also assist public facility's owner to prepare all necessary supporting documentations to obtain construction permit from local planning authorities.

All the detailed design documentation shall be subject to mandatory control by Independent Authorized Verifiers or the State Verification Department (by case). Design documentation shall also undergo an examination (by experts), when needed.

The design company assumes the responsibility to make the necessary technical adjustments (appeared in the process of construction) to the project documentation. These adjustments will be made within three working days upon the official request from the MiDL Project's Engineer.

Upon termination of Construction Works, the Contractor will participate in the works hand-over activities and will endorse an author confirmation, certifying the compliance of Works to the design.

#### **E. Implementation timeframe**



The Contractor is expected to complete all investigations and present full design documentation, including complete drawings, BOQs authorized by verifiers, tender launching documentation, etc. in maximum 60 days without "Verification of the designs and Bill of Quantities" item and maximum 90 days including "Verification of the designs and Bill of Quantities" and expertise, if required, by the verification department, from the contract signature date.

## F. Deliverables

Contractor is required to deliver the expected design services, in accordance with the following deliverable items and established schedules:

Item No.	Description/Specification of Services	Delivery Date
1.	<p>Detailed design for capital rehabilitation / reconstruction of the existing space, 3<sup>rd</sup> floor, into the Office for NEA General Employment Direction in Chisinau, including:</p> <ul style="list-style-type: none"> <li>- building quantity survey (planning drawings);</li> <li>- detailed layout of technological equipment and furniture;</li> <li>- 3D internal design of a part of internal space (300 m<sup>2</sup>)</li> <li>- architectural, structural and construction solutions;</li> <li>- internal decoration schedule and new floors;</li> <li>- heating and ventilation;</li> <li>- internal water supply, sewerage system and sanitation;</li> <li>- electricity, lighting, automation and low powered nets;</li> <li>- security and fire control system;</li> <li>- video security system;</li> </ul> <p>NEA General Direction's yard surface – 500 m<sup>2</sup>;  Typical, nine – stored building, 3<sup>rd</sup> floor, reinforced concrete frame structure, outside walls: prefabricated concrete panels; h=3m;  S=690.0m<sup>2</sup>; Number of people - 30 persons;  Actual roof surface – 720.0m<sup>2</sup>;</p>	60 days from the date of contract signing
2.	<p>Detailed drawings/solutions for connection to existing water and power supply, sewerage nets; exterior lighting;</p> <p>Water - PE pipes; sanitation - PVC pipes; Ø by calculations and Technical Conditions;  Video camera – operate 24 hours a day, distance IR up to 30m;  Self-supported isolated electric conductors CIA-2A; Cable type - СИП 2*25 mm<sup>2</sup> (by case);</p>	60 days from the date of contract signing
3.	Design of site General Plan and in yard land arrangement;	60 days from the date of contract signing
4.	Detailed Design of Organization of Construction site	60 days from the date of contract signing
5.	Design of the fire and environment protection measures;	60 days from the date of contract signing
6.	Project site geodesic survey (0.05ha);	20 days from the date of contract signing
7.	Bill of quantities (BOQ), complete for all items of work with detailed description for each item;	60 days from the date of contract signing

8.	Verification of the designs and Bill of Quantities by independent Authorized / Licensed Experts;	90 days from the date of contract signing
9.	Design Author's Supervision during the construction period;	N/A

### Particular requirements for the deliverable items of Site:

**Item 1** Detailed Design of capital rehabilitation / reconstruction of the existing space, 3<sup>rd</sup> floor, into the Office of NEA General Direction for Chisinau, particularly includes detailed layout of equipment and furniture, total reconstruction of internal walls and complete renovation of internal decorations, including replacement of existing floors with wood/laminate ones in public activities rooms (by case), and ceramic tiles in corridors, sanitary rooms, etc.; replacement of doors with PVC, MDF, wood ones (by case); design of access ways for disabled people to get inside the building, video security system. A narrative memo with overall description of project compartments, calculations, selected equipment and materials, reference to technical norms and standards, technical specifications, etc., will also be part of this item;

*Important: Contractor shall not elaborate building roofing and external decoration.*

**Item 2** This item will particularly consist of a plan and short description of connections of NEA General Employment Direction's office to existing water supply, sanitation, and power supply nets, as well as, technical specifications and compliance with particular EU/National standards.

**Item 3** General Plan, developed with 1:500 scales, will include placement of building where NEA General Employment Direction's office is located, with exterior entrances, existing exterior water and sanitation, and power supply infrastructure, land arrangement inside the yard. Architectural concept/terms shall be based on the Urbanistic Certificate for design, obtained according to the national legislation.

**Item 4** This particular design documentation shall consider mainly, but not limited to, recommendations for organization of construction works, while carrying out internal and outside construction works, without disturbing occupational process.

**Item 6** Geodesic survey shall mainly provide information on geographical/urban placement of NEA General Employment Direction's office vs the existing buildings and other urban structures, as well as, information on existing underground and/or air infrastructure water, power supply nets, etc.;

**Item 8** Critical requirement!!! The estimation of quantities for all work items must be based on actual take-off calculation and not based on proximate estimates. All BOQs shall be presented in a spreadsheet format, preferably MS Excel, as mentioned above;

**Item 9** Author's Supervision during the construction period will, also, include contractor's participation at preliminary and final commissioning of completed works procedures

### G. General organizational information/requirements

Elaboration of design documentation is initiated based on agreement of Government Direction of fixed Assets and the recommendations of NEA General Direction for Chisinau, as well as, Urbanistic Certificates for design work, issued by the Chisinau Local Public Authorities.

First drafts, schemes and proposed architectural and technical solutions, elaborated by the designers, shall be coordinated jointly with beneficiary agency, owner of the building and MiDL Project Engineer. Technical Conditions for connection of newly designed facilities (by case) to existing utilities: water, sanitation and power supply nets, shall be obtained from respective institutions by the contractors, jointly with Beneficiary and at the contractors' initiative.

*Buildings:*

The following special regional climate conditions and technical characteristics shall be taken into account while designing project buildings and constructions:

Climate raion - III B;

Snow loading - 500 Па/м<sup>2</sup>;

Wind loading - 300 Па/м<sup>2</sup>;

Seismicity level - 7 grades;

Average outside temperature - 16°C;

Heating season duration - 166 days;

Average outside temperature during winter season - +0.6°C;

Earth structure data – in accordance with geological surveys (by case);

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **"RfQ-19/01888 – Provision of Design services for construction works and preliminary costs estimation for MiDL Project - Chisinau"**

**TABLE 1: Offer to Supply Services Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Services	Quantity	Latest Delivery Date	Unit Price (USD), VAT 0%	Total Price (USD), VAT 0%
	<b>Site – Chisinau, 53, Hincesti str.</b>				
1	Detailed layout of NEA's General Employment Direction in Chisinau, new technological plan with layout of equipment and furniture	1			
	Detailed design of NEA's General Employment Direction in Chisinau, including internal reconstruction works and engineering systems;	1			
2	Connection of the office of General Employment Direction to existing utilities: water, power and sewerage;	1			
3	General Plan of the site and land development;	1			
4	Design of Organization of Construction site;	1			
5	Design of the environment protection;	1			
6	Geodesic / land survey (0.05ha);	1			
7	Bill of quantities (BOQ);	1			
8	Verification of the designs by Authorized Experts	1			
9	Design Author's Supervision;	1			
10	BOQ – Form # 7, English of Russian version	1			
	<b>TOTAL</b>				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

### **General Terms and Conditions**

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[ATTACHED TO THE ANNOUNCEMENT]