

United Nations Development Programme



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REQUEST FOR PROPOSAL

EU-CBM/ Develop technical design for rehabilitation of Block A of the Chisinau Circus building and redesign of the main arena for multi-purpose activities

RFP No.: **20/02026**

Project: **European Union-Confidence Building Measures Programme (EU- CBM V)**

Country: **Moldova, Republic of**

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to andrei.vasilachi@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Liliana CATEROV
Title: Procurement Coordinator
Date: **March 19, 2020**

Approved by:



Name: Corina OPREA
Title: ARR/ Head of Operations
Date: **March 19, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents Comprising the</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

Proposal	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP</p>

	may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit

	<p>only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

<p>eTendering submission</p>	<p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the</p>

	<p>system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>f) They have a record of timely and satisfactory performance with their clients.</p> <p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the

	<p>following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
<p>46. Other Provisions</p>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Required in the amount of USD 8,000 Acceptable Forms of Bid Security: <ul style="list-style-type: none"> ▪ Bank Guarantee (See Form H for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.05% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Andrei VASILACHI, Community and Infrastructure Project Manager E-mail address: andrei.vasilachi@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	16 April 2020, 15:00 (Moldova local time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code MDA10 and Event ID number 0000005632</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	June 22, 2020
19		Maximum expected duration of contract	until November 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
Previous Experience	Minimum of ten (10) years of experience in the area of technical design services. <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<p>Minimum Qualification Requirements</p>	<p>Experience in carrying out the technical design for at least two (2) projects of similar size and complexity for public buildings that accommodate events with a capacity of at least 2000 people and 20,000 cubic meters, developed over the last ten (10) years.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Form D: Qualification Form</p>
	<p>Experience in implementing of at least one (1) project of similar size and complexity in European countries (continent).</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Form D: Qualification Form</p>
	<p><i>For 1 (one) Task Manager/Architect minimum requirements:</i></p> <p>Possession of professional licence and/or Master degree (for those who graduated in Soviet educational system before 1996 Bachelor's degree will be sufficient) in the field of construction or other related fields (Architect/ Civil Engineer/ Urban Planner etc.), and/or Certificate of accreditation in the field of specialization</p>	<p>Attach required documents to Form E: Format of Technical Proposal</p>
	<p><i>For the below listed personnel the minimum requirements are:</i></p> <ul style="list-style-type: none"> ○ 1 (one) Conservation Architect (International position) ○ 1(one) Architect Leader ○ 1(one) Designer Leader in Civil Engineering ○ 1(one) Designer Leader in Internal/External Electricity Networks ○ 1(one) Designer Leader in Heating, Ventilation, Air-Conditioning and Smoke Evacuation Systems ○ 1(one) Designer Leader in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system, out of which 1(one) is the ○ 1(one) Cost Estimator Leader in the field of general construction works and networks <p>Possession of professional licence and/or Bachelor's degree in the area of specialization, and/or Certificate of accreditation in the field of specialization. <i>[Proving documents must be provided, either copy of professional licence, or copy of Bachelor's degree, or copy of Certificate of accreditation (Certificat de atestare tehnico-profesionala, pentru specialistii din Moldova)]</i></p>	<p>Attach required documents to Form E: Format of Technical Proposal</p>
<p>Financial Standing</p>	<p>Minimum average annual turnover of USD 500,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Attach required documents to Form D: Qualification Form</p>
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Form D: Qualification Form</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	500
TOTAL		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> - Age of the firm - < 10 years – 0 pts, 10 years – 20 pts, > 10 years – 2 pts for each additional year up to maximum additional 30 pts - project management controls (organigram) - up to 10 pts 	60
1.3	Relevance of: <ul style="list-style-type: none"> - Experience in carrying out the technical design for at least 2 projects of similar size and complexity for public buildings that accommodate events with a capacity of at least 2000 people (2 projects - 30 pts, >2 projects – 10 pts for each additional project up to max. additional 30 pts) - International experience in carrying out the technical design for at least 2 projects of similar size and complexity in the field of conservation/restoration of Cultural heritage objects (2 projects - 20 pts, >2 projects – 10 pts for each additional project up to max. additional 20 pts) - Experience in implementing of at least 1 project of similar size and complexity in European countries (1 project - 10 pts, for each additional 1 project – 10 pts, up to max. additional 20 pts) - Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 10 pts, if no- 0 pts) - Organization demonstrates significant commitment to sustainability through overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team (if yes – 10 pts, if no- 0 pts) 	150
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does the Methodology and Approach meet the ToR requirements?	20
2.2	Does the Methodological approach demonstrate knowledge and understanding of local legislation in the field of construction, respecting the minimum requirements of the national legislation?	40

2.3	Does the methodology clearly describe the process based on which will be elaborated the variants of transforming the arena of the Circus into a multifunctional utilisation mode?	40
2.4	Does the proposal contain the preliminary dividing phases for the technical design?	20
2.5	Does the Implementation Plan/GANT Chart meet the ToR requirements, is it logical and appropriate to the task?	20
2.6	Does the proposed risk assessment and mitigation measures qualitative and appropriate to the task?	30
2.7	Is the proposed quality assurance mechanism qualitative and appropriate to the task?	30
2.8	Is the structure of the proposed Organigram logical? Are the roles and responsibilities of each team member properly described?	20
2.9	What is the level of taking into consideration cultural heritage significance throughout all project phases?	30
Total Section 2		250

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	1 (one) Task Manager/Architect	70	
	Experience in leading development of technical design for projects of similar size and complexity for public buildings that accommodate events with a capacity of at least 2000 people (<i>no experience – 0 pts, 1 project – 15 pts, each additional project – 10 pts, up to additional 30 pts</i>)		45
	Experience working with UNDP/UN Agencies/projects/EU funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)		10
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Romanian (5 pts) and/or Russian (5 pts) will be an advantage</i>)		15
3.2	1 (one) Events' Engineer	50	
	Experience in organizing different types of events (indoor events with a capacity not less than 2000 people/each) from technical point of view: stage, sound effect, visualization, lights, projection etc. for at least 10 events organized within the last 5 years (<i>10 events – 15 pts, each additional event – 5 pts, up to max. additional 20 pts</i>)		35
	Language Qualifications (<i>proficiency in English required – 5pts; command of Romanian (5 pts) and/or Russian (5 pts) will be an advantage</i>)		15
3.3	1 (one) Conservation Architect (International position)	60	
	Experience in developing technical documentation for conservation of cultural heritage elements/buildings/sites (at least three projects elaborated over the last 5 years) (<i>3 projects - 10 pts, each additional project 5 pts, up to max. additional 20 pts</i>)		30
	5 years of experience working with technical – scientific documentation for conservation/rehabilitation projects of heritage projects (<i>no experience – 0 pts, 5 years - 5 pts, each additional year 2 pts, up to additional 10 pts</i>)		15
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Romanian (5 pts) and/or Russian (5 pts) will be an advantage</i>)	15	
3.4	1 (one) Leader Architect		

	Experience in developing technical design for public buildings hosting different events (Circus, cinema, theatre, sport arena, concert halls etc.) for at least 3 projects developed over the last 5 years (<i>3 projects within the last 5 years - 15 pts, each additional project within the last 5 years – 10 pts, up to additional 20 pts</i>)	35	60
	Professional Experience in developing technical design for cultural heritage buildings (<i>no experience – 0 pts, 1 project - 5 pts, each additional project –2 pts, up to additional 10 pts</i>)	15	
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
3.5	1 (one) Leader Designer in Civil Engineering		
	Professional Experience in developing technical design for restauration/ consolidation for public buildings hosting different events (<i>no experience – 0 pts, 3 projects within the last 5 years - 15 pts, each additional project within the last 5 years – 10 pts, up to additional 20 pts</i>)	35	60
	Professional Experience in developing technical design for consolidating or restoring cultural heritage buildings (<i>no experience – 0 pts, 2 projects - 5 pts, each additional project – 2 pts, up to additional 10 pts</i>)	15	
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
3.6	1 (one) Leader Designer in Internal/External Electricity Networks		
	Professional Experience in developing technical design for internal/external electricity networks for public buildings with an area not less than 20.000 cubic meters, at least 3 projects within the last 10 years (<i>3 projects within the last 10 years - 20 pts, each additional project within the last 10 years – 10 pts, up to additional 20 pts</i>)	40	50
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
3.7	1 (one) Leader Designer in heating, ventilation, air-conditioning and smoke evacuation systems		
	Professional Experience in developing technical design for heating, ventilation, air-conditioning and smoke evacuation systems for public buildings with an area not less than 20.000 cubic meters, at least 3 projects within the last 10 years (<i>3 projects within the last 10 years - 20 pts, each additional project within the last 10 years – 10 pts, up to additional 20 pts</i>)	40	50
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
3.8	1 (one) Leader Designer in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system		
	Professional Experience in developing technical design for in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system for public buildings with an area not less than 20.000 cubic meters, at least 3 projects within the last 10 years (<i>3 projects within the last 10 years - 20 pts, each additional project within the last 10 years – 10 pts, up to additional 20 pts</i>)	40	50
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
3.9	1 (one) Leader Costs Estimator		

	Professional Experience in developing cost estimates for public buildings with a value not less than 8MLN US\$, at least 3 projects undertaken within the past 10 years (<i>3 projects within the last 10 years - 20 pts, each additional project within the last 10 years – 10 pts, up to additional 20 pts</i>)	40	50
	Language Qualifications (<i>proficiency in English required – 5 pts; command of Russian/Romanian will be an advantage–5 pts</i>)	10	
Total Section 3			500

Section 5. Terms of Reference

PROJECT TITLE: European Union Confidence Building Measures V Programme (EU-CBM V)

A. BACKGROUND

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders. The EU CBM Programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Transformative force for social transformation on both banks - the activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Cultural and Historical heritage component focuses on conservation-restoration of historical monuments of national importance and on conservation-restoration of smaller scaled historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

Two Flagship projects to undergo conservation-restoration under EU-CBM Programme are: Bender Fortress located in Transnistrian region and Chisinau Circus located in capital of Moldova.

The Circus building from Chisinau was officially commissioned in 1981. The first performance in the Circus building was held on April 25, 1982. The design documentation for the respective building was developed by the State Design Institute MOLDGIPROSTROI (currently the National Research and Design Institute "Urbanproiect"). The authors' team has been awarded the State Award for Architecture for carrying out the respective project.

The Circus building has a performance hall in the form of an amphitheater for 1900 seats, and the central arena is in the form of a circle with a diameter of 13 meters. The performance hall is surrounded by a semicircle lobby, which is decorated with encaustic wall paintings; the lobby floor is made of marble mosaic representing tumbling animals. The main façade is enriched with an obelisk representing a clown.

The Circus building complex from Chisinau is composed of 6 buildings, delimited among themselves through seismic and trampling joints:

1. Bloc A, the building with the main arena
2. Bloc B, gallery-type building for access from Bloc A to Bloc C
3. Bloc C, the building with the small arena.
4. Blocs D, E, F – buildings for administrative-housework purposes.

In 2004 the Circus building stopped its activity in order to undertake reparation and renovation works, but the given works were not finished, hence the building is not yet operational.

On May 30, 2014, as a result of current reparation works, the small arena of the Circus, bloc C, became operational again, having 300 seats and a diameter of 9 meters.

In 2019 the EU-CBM Programme has contracted a company to carry out a technical expertise of the block A of the Circus complex and as a result, it was found that bloc A has a limited technical operational condition and it is necessary to perform a number of works to reinforce and restore the load-bearing constructions so as to get the building back into an operational technical condition.

B. OBJECTIVE OF THE ASSIGNMENT:

The objective of this assignment is to identify a company to develop the technical design documentation for carrying out rehabilitation works (structural reinforcement, removal of finish elements from asbestos, replacement of engineering networks, conservation and rehabilitation of architectural elements and decorated surfaces and works of art, etc.) in Bloc A of the Circus building and to suggest solutions to redesign the main arena for multi-purpose activities.

Participation to this RFP process is open to all registered architectural and/or engineering and/or architectural/engineering offices and/or bureaus and/or companies.

To achieve the objective of this assignment, the appointed company will be responsible to carry out all the technical design related works, including obtaining the permissive technical documentation (drawings, urbanism certificates, technical conditions for getting connected to the networks), drafting, coordinating and endorsing the design documentation and specifications as established in the legislation in force, organizing as well author's supervision activities.

Based on the technical documentation and specifications (estimates) drafted by the company, a tender will be launched to select the entrepreneur to carry out the rehabilitation works in Bloc A of the Circus complex.

When developing the design documentation, the company will take into consideration the conclusions and recommendations envisaged in the technical expertise report No. 7C-ITN/2019 dated 22.10.2019 "Examining the resistance structure and the architectural elements of the Circus building located in Chisinau city, on Renasterii Nationale Avenue" and the report by Lorenzo Jurina on the preliminary examination of the building in the frameworks of EU TWINNING Project. **The respective reports will be available to the interested bidders after a preliminary request in written to the UNDP Focal person (indicated in point 12, Section 3, page 18).**

C. KEY TASKS AND EXPECTED OUTPUTS:

The process of developing the design documentation for reconstructing the Bloc A of Circus Complex from Chisinau will be divided into 4 stages:

1) The preliminary project (Schiță de proiect, proiect preliminar).

At this stage, the company will be responsible for developing minimum 3 solutions for transforming the circus arena for multipurpose activities. When developing the respective solutions, the company will take into account all the peculiarities of the existing building and the recommendations of the technical experts from the above-mentioned report. During the same stage, the company will also develop minimum three options for planning the internal premises and the façade of the building. To fulfill the respective tasks, the EU-CBM Programme will provide to the winning company the plans of the floors, sections and facades in DWG format, obtained as a result of the technical expertise.

According to the decision of the Government No. 73 of 2014, the works that are part of the Preliminary project (Schiță de proiect) are:

- a. the historical note on the subject;
- b. the plan for positioning the object on the territory;
- c. the general plan of the object (with indication of the adjacent buildings);
- d. investigation of buildings / buildings with monumental status (including interior and exterior decorative elements and carpentry, construction elements, domestic fixed furnishings, etc.) part of information is obtained at the technical expertise stage;
- e. complete photographic documentation of the existing buildings (with architectural, technical and internal details, etc.), of the architectural surveys carried out;

- f. conservation / restoration, rehabilitation / adaptation projects, consolidation or new construction project, as the case may be, developed by architects with practical experience in conservation / restoration design working on monuments, Authorized / certified in the field of historical architectural heritage;
- g. the colour solution of the facades.

Taking into account the architectural uniqueness of the building and the and the high decorative and craftsmanship qualities of its decorated surfaces, which, for the period of its edification is also representative from the point of view of the technologies in construction, was included in the List of proposed real estate for the attribution of the status of historical monument of national category (MECC Order no. 146 of 17.02.2020, published in the Official Monitor of the Republic of Moldova No. 70-74 of 06.03.2020, art. 240). Thus, when drafting the preliminary project, it is required to consider how to preserve the authentic elements of architectural decoration on the interior and the architectural particularities of the exterior of the building and to assess how the proposed solutions may negatively impact on the architectural and decorative qualities of the building. One of the tasks of the Contractor is to keep as much as possible the authentic elements of the building. The following guiding principles must be respected: minimizing interventions and preserving as much as possible the architectural layout and character, the quality of the space, physical architectural, structural and decoration features, as well as volume of building and decorative materials and techniques that would be authentic for the period when the building was built shall be used when developing the solutions for interior designs and facades.

On the basis of the preliminary report included in the Technical Expertise, the preliminary project must develop a report on the cultural, including historic- architectural, significance of the Bloc A, the heritage character- defining features supporting / demonstrating its significance and their susceptibility to change in relation to their role in illustrating the cultural significance of the building (including the 0 susceptibility, that is no possibility to stand change). The preliminary project must also include: maps of the decay/ structural deficiency phenomena of the decorated surfaces according to standard vocabulary and maps of the interventions, with a description of the intervention sequence, accompanied by a technical report describing the decay phenomena and the conservation interventions. A thorough photographic documentation, including details, of the heritage features and of their decay phenomena. The preliminary project for the decorative surfaces and architectural elements must present an overall methodological approach for the project and operationalize the guiding principles announced at the previous paragraph through the proposed interventions. A close cooperation between the international conservation consultant and the whole design team is indispensable, as the heritage qualities of the building and their susceptibility to change must guide the overall intervention.

A verification of the need for possible further details of the geometric survey to implement conservation interventions, particularly of the decorative surfaces and artistic objects, must be carried out for the areas that are likely to be intervened upon in the first tranche of works, in dialogue with CBM Programme.

The second output of the respective stage would be the design drawing. After being developed by the company, this drawing together with the internal designs and façade should be coordinated and endorsed by the beneficiary and the Donor.

The company shall be responsible for changing the documentation submitted for approval in line with the requests coming from the Donor and the Beneficiary.

2) The stage of collecting the permissive documentation for design.

This stage will be carried out in parallel with the stage of the design drawing. During the respective stage, the appointed company will be responsible for obtaining the technical conditions to get connected to technical and utility networks, prescription from specialized services, the Ministry of Education, Culture and Research of Moldova and urbanism certificate.

3) The stage of developing the design documentation and specifications

During the respective stage, the selected design company will be responsible to draft the design documentation for project execution (PE) in line with NCM A.07.02-2012 - Procedure for development, endorsement, approval, and framework-content of design documentation for constructions. The following initial documentation will be used to achieve the objectives set for the respective stage: plans, sections, facades, topographic altitude of the land plot adjacent to the Circus complex, geological studies and the calculation for the load-bearing structure carried out by the company which has developed the expertise for the building. All the above-mentioned materials will be submitted by the Programme in electronic format (DWG, Moldref, SCAD) to the winning company.

After approving the design drawing, and obtaining of the urbanism certificate, the appointed company will be responsible to develop, within one week, the design theme and to coordinate it with the investor.

The drafting of the design documentation will start with the TP compartment (technology of processes). The compartment should provide the possibility to modify/transform the small arena of the Circus and to adapt it to multifunctional activities.

When drafting the general plan (GP), the company will take into consideration the need to organize the parking lot for cars and bicycles and to adapt the adjacent territory for persons with special needs and bikers.

The GP will also include the Drainage Network for diminishing the level of underground water and from the basement of the building according to the recommendations of the technical expertise.

The compartment of Architectural Solutions (AS) will include directly the measures to be carried out so as to bring the building in line with the main exigency E from the Law No. 721 of 02.02.1996 on Quality in Constructions, thermal insulation, waterproof and energy saving. As the building has inside different decorative elements, such as murals carried out in special techniques, decorative flooring made of mosaic with circus theme, and different other compositions which are entered in the Register of state protected pieces of art, the designer will develop measures to preserve and restore them. Solutions will be developed to change the acoustic panels, which according to the technical expertise have to be replaced with some modern ones. Special importance shall be paid for organizing the access of persons with special needs, re-zoning and organization of technical-sanitary groups for the respective persons. Solutions will have to be suggested for replacing the asbestos plates in the dome and lobby halls.

The compartment on Constructions Elements (Resistance) will envisage the entire complex of measures for enhancing the construction in line with the recommendations provided by the technical expertise. To enhance the elements of the metal resistance structure of the dome, the company will develop details in line with the legislation in force.

According to the technical expertise results, all the technical and utility networks are highly worn out and did not function for more than 15 years, hence all of them will be redesigned and rethought according to the new rules and with modern materials and equipment so as to ensure good functioning for a period of minimum 15 years.

Modern and energy-efficient equipment and materials will be used in the compartment dealing with heating, ventilation and air-conditioning, so as to allow minimizing the consumption of energy for the building. The subchapter on ventilation will use a special approach for the system to evacuate smoke in case of fires.

The compartment for Thermo-mechanic Equipment (TM) will review the solutions which were recommended by the technical expertise, as well as alternative options for getting connected to the district heating system of the city.

When drafting the design documentation, the company will take into account the equipping of the building with low airflow networks, anti-fire warning system and automated fire extinguishing system, video supervision and guarding system, and access control system.

The estimates and technical specifications for selecting the company will be developed in line with NCM L01.01-2012 Rules for determining the value of construction sites based on resource method.

All technical installations must be conceived keeping in mind that the Circus is a historic – cultural monument and therefore its significance and its architectural fabric, including space and physical details, must not be negatively impacted by new technical utility networks and equipment. No negative impact should derive from the solutions conceived. If any potential conflict should arise in devising solutions, this needs to be brought to the attention of EU- CBM Programme as soon as possible.

Given the limited financial means, the Contractor shall divide the technical design and cost estimates into stages with clear indication of their implementation order and the value of each stage.

4) The stage of verification, coordination, and endorsement of the design documentation (proiect de execuție)

The design company will be responsible for carrying out all the verifications, coordination, endorsements for the design documentation and estimates in line with the legislation in force.

The costs related to verification and coordination of design documentation, as well as all the fees and charges for these procedures will be totally incurred by the design company.

After finishing of the verification, coordination and endorsement of detailed technical design selected company will be responsible for development of summary report of all work which was done. This report will be developed in English and it is a subject of endorsement by UNDP.

5) The stage of author's supervision of project implementation process.

During the process of selecting the company to carry out the rehabilitation works, the estimators of the design company will provide support and clarifications to the team of the EU-CBM Programme.

During the rehabilitation process, the design company will be responsible for adjusting the developed solutions when divergences occur between the design and the de-facto situation at the site. The company will be also responsible for introducing changes in the design documentation during the author's supervision stage if the construction company comes up with optimization proposals or suggestions to change the used materials. Before being implemented, all these changes will be discussed with the project implementation group and materials will be changed only if they prove to have higher characteristics than the ones envisaged in the design documentation. All the modified documentations will be re-verified and re-endorsed in line with the legislation in force and the costs for this will be incurred by the design company.

In case of detection of errors/omissions in the project documentation, as well as the consequences on the cost of the project, the costs for their remedy will be supported by Contractor (Designing Company).

Upon the end of the rehabilitation works, the design company will present the designer's endorsement for acceptance of rehabilitation works.

All the above-mentioned considerations are minimal requirements, and the responsibilities of the design company shall not limit themselves only to these ones. The design company will be responsible for carrying

out other activities which are not mentioned above, but are necessary for obtaining the full documentation for rebuilding Bloc A of the Circus from Chisinau.

D. REGULATORY FRAMEWORK

For the contract implementation, the selected company shall be guided by the normative acts in force in Moldova, specifically:

- a) Law No. 1530 of 22.06.1993 on monuments protection
- b) GD No. 73 of 31.01.2014 regarding of the organization and functioning regulation of the National Council of Historical Monuments
- c) Law No. 721 of 02.02.1996 on the Quality in Constructions;
- d) NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework-content of design documentation for constructions;
- e) CP C.01/02-2014 Designing buildings and constructions considering accessibility for persons with disabilities;
- f) NCM E.03.02-2014 Protection against fires in buildings and installations;
- g) NCM E.04.04-2016 Protection against environmental actions, Design of constructions' anticorrosive protection;
- h) NCM C.04.03-2015 Design rules for coverings;
- i) NCM G.03.03-2015 Internal installations for water supply and sewerage;
- j) CP C.04.08-2015 Blocks of PVC windows and doors;
- k) CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on resource method;
- l) NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction;
- m) Other normative acts in force on the territory of the Republic of Moldova.

E. DELIVERABLES

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

Stages	Deliverables and Description/Specification of Services	Expected Delivery Date
1.	The stage of sketches (Schiță de proiect): a) Public presentation of the preliminary project (Schiță de proiect) in front of Donor and Beneficiary; b) Schiță de proiect incl. 3 solutions for transforming the circus arena into a multifunctional platform; c) 3 options of designs for interior premises and facades of the building; d) Schiță de proiect endorsed (1 option selected out of 3 proposed) for further implementation	<i>Within 2 months from the date of signing the contract</i>
2.	The stage of collecting permissive documentation a) Technical conditions for connecting to technical and utility networks; b) Coordination of facades and planimetric solutions with the Architectural Division of Chisinau city; c) Receiving prescriptions from the relevant supervision authorities (Ministry of Education, Culture and Research, Public Health Agency,	<i>Within 1 month from the date of signing the contract</i>

Stages	Deliverables and Description/Specification of Services	Expected Delivery Date
	Anti-fire Supervision Service, Environmental Endorsement, etc.) d) Issuance of the Urbanism certificate for the building rehabilitation	
3.	The state of developing design documentation and specifications a) Design documentation, all compartments, developed; b) Specification documentation, in full volume, developed; c) Presentation of the design documentation and specifications divided into implementation stages;	<i>Within 6 months from the date of signing the contract</i>
4.	The state of verification, coordination and endorsement of design documentation a) Endorsement for verification of design documentation and specifications from all relevant inspections and services; b) Design documentation and specifications rectified after removing all objections, with original endorsements and signatures.	<i>Within 7 months from the date of signing the contract</i>
5.	The stage of author's supervision: a) Author's supervision logs dully filled in; b) Plans, nodes, drawings of changes emerged during the process of works' implementation provided to UNDP and Vendor performing the restauration works; c) Designer's endorsement for acceptance of rehabilitation works provided.	<i>During performing the rehabilitation works and at the end of process</i>

NOTE: All the deliverables shall be presented in Romanian language. (Overall Summary Report to be presented also in English)

REQUIREMENTS TOWARDS PRESENTATION OF DELIVER ABLES

All the design documentation and specifications will be presented in hardcopies in 4 copies and in electronic format – scanned from the printed-out copies with signatures and endorsements on a flash-drive.

Additionally, the design documentation will be provided in DWG format, and the specifications – in .kos format.

Drawings must be submitted in:

AutoCAD drawing file format. Included in the electronic deliverable should be the .ctb file (which defines the plot style of the drawings).

Pdf/jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from AutoCAD by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG format in scale.

F. General organizational information/requirements

Buildings:

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

- Climate rayon - III B;
- Snow loading - 500 Па/м²;
- Wind loading - 350 Па/м²;

Seismicity level - 8 grades;
 Average outside temperature - 17°C;
 Heating season duration - 166 days;
 Average outside temperature during winter season - +0,6°C;

G. Institutional Arrangements

The Contractor will be awarded a contract with UNDP for the delivery of services applied for, and will work under the guidance of the EU-CBM V Project Officers/Engineers and supervised by EU-CBM V Community Infrastructure Project Manager. The Contractor will be responsible for establishing and maintaining of good working relationships with relevant authorities, as well as for arranging all necessary transportation and logistics arrangements.

Selected company will be responsible for Safety measures (for people, structures and special elements) before initiating and implementing any type of work: scaffolding, nets, signage etc.

H. Financial Arrangements

Payments will be made based on unit prices provided in the financial proposal multiplied with the quantities for services required and accepted by UNDP. Even though the contract will be signed in US\$ currency, the payments will be effected in MDL based on UN operational rate of exchange on the day of payment (for reference, please, refer to <https://treasury.un.org/operationalrates/default.php>). Still, the Bidders are required to consider any eventual currency fluctuations while developing their Financial Proposal, given that currency fluctuation is not subject to any changes in the unit rates and total contract price.

Participants must take into account all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives. The Contractor will bear the responsibility for its own logistics and shall arrange their travel to and from the site, to and from the meetings/presentations. **All the logistical arrangements and costs associated with presentation of deliverables will be supported by EU-CBM.**

I. Duration of Work

- a) The estimated duration of works is maximum 210 calendar days. The expected time of commencement of contract is June 2020;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables;
- c) The timeline of works must be in the form of an Excel spreadsheet/ chart stating the various work items (making reference to the technical specifications and the bill of quantities) and the duration of each stage in weeks/ months. This chart shall stipulate clearly the overall and specific duration of the services.

J. Qualifications of the Successful Service Provider at Various Levels

The offers will be evaluated based on their compliance with the general requirements specified bellow:

- Legal entity with minimum 10 years proven experience in the area of technical design;
- Experience in development of minimum 2 similar sites undertaken within the last ten (10) years

(Public buildings for events with capacity not less than 2000 people)

Proven technical and human resources for successful implementation of the assignment. The recommended composition of the implementation team:

- a. 1 (one) Task Manager/Architect
- b. 1 (one) Events' Engineer
- c. 1 (one) International Conservation Architect
- d. 3 (three) licensed Architects, out of which 1(one) is the Leader
- e. 1 (one) licensed Land Planer
- f. 2 (two) Designers licensed in Civil Engineering, out of which 1(one) is the Leader
- g. 2 (two) Designers licensed in Internal/External Electricity Networks, out of which 1(one) is the Leader
- h. 2 (two) Designers licensed in Heating, Ventilation, Air-Conditioning and Smoke Evacuation Systems, out of which 1(one) is the Leader
- i. 1 (one) Designer licensed in Water Supply/Sewerage Networks and Automated Systems for Fire Extinguishing
- j. 1 (one) Designer licensed in designing the networks for natural gas supply
- k. 1 (one) Designer in automation of processes
- l. 2 (two) Designers licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system, out of which 1(one) is the Leader
- m. 4 (four) certified Costs Estimators in the field of general construction works and networks, out of which 1(one) is the Leader

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (if the case)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal

(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

We, the undersigned, offer services for **EU-CBM/ Develop technical design for rehabilitation of Block A of the Chisinau Circus building and redesign of the main arena for multi-purpose activities** in accordance with your **Request for Proposal No. 20/02026** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years

- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value issued within the past three (3) years
- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person) of the all personnel (mentioned under Section 5: ToR). For the Key personnel, apart from CVs clearly stipulating the relevant experience which meets the requirements there shall be also provided copies of professional licence, or Bachelor's degree, or Certificate of accreditation (Certificat de atestare tehnico-profesionala, pentru specialistii din Moldova) (mentioned under Section 4: Evaluation Criteria);
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. **Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.** The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

Financial Standing

Annual Turnover for the last 3 years	Year 2018 (or 2019)	USD
	Year 2017 (or 2018)	USD
	Year 2016 (or 2017)	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2018 (or 2019)	2017 (or 2018)	2016 (or 2017)
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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Attached are copies of the financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference person 1: [Insert] Reference person 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

We, the undersigned, offer services for the **EU-CBM/ Develop technical design for rehabilitation of Block A of the Chisinau Circus building and redesign of the main arena for multi-purpose activities** in accordance with your **Request for Proposal No. 20/02026** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02026		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: US\$

A. Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Stage 1 and Stage 2 (Sketches and permissive documentation)		
2	Stage 3 (Design documentation and specifications)		
3	Stage 4 (Verification, endorsement and coordination of design documentation and specifications)		
4	Stage 5 Author's supervision		
	Total	100%	USD

*Basis for payment tranches

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
I. Personnel Services				
1. Main implementation team				
a) Task Manager/Architect	Working days			

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
b) Specialist in Events' Organization	Working days			
c) Architect 1/ Leader	Working days			
d) Architect 2	Working days			
e) Architect 3	Working days			
f) Land Planer	Working days			
g) Designer in civil engineering 1/ Leader	Working days			
h) Designer in civil engineering 2	Working days			
i) Designer in internal/external electricity networks 1/ Leader	Working days			
j) Designer in internal/external electricity networks 2	Working days			
k) Designer in heating, ventilation, air-conditioning and smoke evacuation systems 1/ Leader	Working days			
l) Designer in heating, ventilation, air-conditioning and smoke evacuation systems 2	Working days			
m) Designer in water supply/sewerage networks and automated systems for fire extinguishing	Working days			
n) Designer in networks for natural gas supply	Working days			
o) Specialist in designing the automation of processes	Working days			
p) Designers in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system 1/ Leader	Working days			
q) Designers in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system 2	Working days			
r) Costs Estimator 1	Working days			
s) Costs Estimator 2	Working days			
t) Costs Estimator 3	Working days			
u) Costs Estimator 4	Working days			
Subtotal I.1				
2. Other consultants, experts, etc.				
a)	Working days			
b)	Working days			

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
c)	Working days			
<i>Other staff, if necessary</i>				
Subtotal I.2				
Sub-total – Personnel Services				
II. Direct costs				
a) Airfare Costs, <i>if relevant</i>				
b) Inhouse transportation, <i>if relevant</i>				
c) Field Transportation, <i>if relevant</i>				
d) Accommodation, <i>if relevant</i>				
e) Per diems, <i>if relevant</i>				
f) Translation costs, <i>if relevant</i>				
g) Equipment lease, <i>if relevant</i>				
<i>Other, if relevant</i>				
Subtotal II				
Sub-total – Direct costs				
III. Administrative Costs				
a. Communication costs, <i>if relevant</i>				
b. Office supplies/ stationaries (paper, cartridges etc.), <i>if relevant</i>				
c. Bank fees, <i>if relevant</i>				
<i>Other, if relevant</i>				
Sub-total – Administrative costs				
TOTAL BUDGET				

*) Please, adjust the table as per your technical proposal. You may add/delete any budget sub-categories which seem relevant to your technical proposal.

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]