



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: October 12, 2020
	REFERENCE: RfQ20/02131

Dear Sir / Madam:

We kindly request you to submit your quotation for **the provision of reconstruction works for the Police Station from Egorovca village, Falesti district – Law Enforcement Project** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2, via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000007451

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

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ20/02131 – Provision of reconstruction works for the Police Station from Egorovca village, Falesti district – Law Enforcement Project"**.

Please Consult eTendering Resources for Bidders for additional information on bidding: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

Exact Address of Delivery Location (identify all, if multiple)	Egorovca Village, Falesti District, Republic of Moldova
Latest Expected Delivery Date and Time (if delivery time exceeds)	<input checked="" type="checkbox"/> As per Delivery Schedule described in the Annex 1

<i>this, quote may be rejected by UNDP)</i>	
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars Reference date for determining UN Operational Exchange Rate: October 20, 2020 For reference please access http://treasury.un.org/operationalrates/OperationalRates.aspx#R
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
A pre-bidding conference will be organized on:	October 15, 2020, 10:00 am (Moldova local time) Online: https://undp.zoom.us/j/85097688351?from=msft Please send a message by October 14, expressing your interest in participating at the pre-bidding conference to the email of the contact person: liuba.livadari@undp.org
Deadline for the Submission of Quotation	October 20, 2020, 15:00 (Moldova local time) IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian/Russian
Documents to be submitted	<input checked="" type="checkbox"/> Electronic submission of Proposal https://etendering.partneragencies.org Username: event.guest Password: why2change Please note: 1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above. 2. You can participate in the proposal event only if you have registered in the system. <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company profile (short info up to 3 pages); <input checked="" type="checkbox"/> Copy of Company's Registration Certificate together with the Annex;

	<input checked="" type="checkbox"/> Duly filled-in Bill of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 2); <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar construction sites (in terms of types and volume of works required in the Annex 3 BoQ) undertaken within the past three (3) years, indicating beneficiary (including contact details), contract amount and period of execution (with confirmation documents as: copy of the minutes of work completion); <input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and professional certificates for qualified key personnel); <input checked="" type="checkbox"/> Acceptance Notes of works executed (Final Commissioning Reports for local companies) submitted for each of 3 sites presented as similar experience (as listed in Evaluation Criteria below) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or other document to prove the value of the project site). Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value during the past 2 years; <input checked="" type="checkbox"/> Written declaration regarding warranty period on works and materials used; <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFO. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not allowed
Payment Terms ¹	<input checked="" type="checkbox"/> monthly payments, based on provided and accepted reports for completed civil works <input checked="" type="checkbox"/> advanced payment is allowed up to 20% of the contract amount, paid upon signature of contract by both parties (advanced payment will be deducted from next instalments in an equal percentage that advance payment represents over the total price of the contract) <input checked="" type="checkbox"/> At the signature of the contract, the vendor must provide Performance Guarantee as a bank warranty (10% of the value of the contract) retained and transferred to the company upon expiration of the defect liability period. According to General Terms of Civil Works Contracts, the Defect Liability Period equals with 12 months from the day the certificate of substantial completion was issued (in case of local companies – the Preliminary Commissioning Report)
Liquidated Damages	0.5% of contract value for every day of delay, up to a maximum duration of 15 days. Thereafter, the contract may be terminated.
Evaluation Criteria	<u>Minimum qualification criteria</u> (failure to comply with these requirements will constitute a reason for <u>disqualification</u>)

¹ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price²;</p> <p><input checked="" type="checkbox"/> Minimum 3-year experience in the field of civil works;</p> <p><input checked="" type="checkbox"/> Minimum 3 similar contracts (in terms of type and volume of works) as per the scope of works undertaken over the past 3 (three) years with a value not less than 100,000 US\$ each;</p> <p><input checked="" type="checkbox"/> Minimum number of qualified specialists with at least 3 years of experience in their specific domain, each: 1 (one) certified construction foreperson, 1 (one) certified electrician, 1 (one) certified specialist in heating and ventilation, conditioning, 1 (one) certified water and sewage specialists, 1 (one) certified engineer in Automatization, 1 (one) certified engineer in CCTV;</p> <p><input checked="" type="checkbox"/> Availability of the minimum required specialized equipment and transportation means;</p> <p><input checked="" type="checkbox"/> Warranty on works, materials and equipments minimum 3 (three) years;</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions;</p> <p><input checked="" type="checkbox"/> Delivery period not to exceed the dates indicated in the Annex 1;</p> <p><input checked="" type="checkbox"/> Failure to submit one of the following documents will serve grounds for disqualification:</p> <ul style="list-style-type: none"> • Duly filled-in Submission Form (as per Annex 2); • Duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 4); • Acceptance Note of works executed (Final Commissioning Reports applicable for national companies) submitted for each of 2 construction sites presented as similar experience (as listed under Evaluation criteria below) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or Minutes of the reception of works). Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience. <p><input checked="" type="checkbox"/> In case if in the submitted Bills of Quantities the following changes will be identified:</p> <ul style="list-style-type: none"> • Changes in codes for works required*; • Changes in the volume of works required*; • Changes in the volumes of resources in the norms of materials, manpower and tools*; • Changes in coefficient for norms*; • Proposing the manpower remuneration below the medium required by the National Legislation in force (besides the situation when a respective proof from relevant authorities is obtained and presented, according to INFORMATION No. 10/1 -0086 of 15 June 2018 on determining the value of construction objects since May 1, 2018 - p. 2 <p>http://www.ednc.gov.md/upload/61/Nota_informativaa.pdf</p> <p>*) When developing BoQs, please be guided by the National Regulatory Framework in Construction as per NCM L.01.01-2012 and Regulation on the procurement of public works</p> <p>http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347161</p> <p>http://mdrc.gov.md/public/files/NCM_L.01.01_PROIECT.pdf</p> <p>http://lex.justice.md/md/295702/).</p>
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² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<p style="color: red;">Serious deviations from the provisions of the BoQs will serve grounds for disqualification.</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Civil Works
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 15 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Provision of works <input checked="" type="checkbox"/> Written Acceptance of Works based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Training on Operation and Maintenance
Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications and Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Civil Works (Annex 3) <input checked="" type="checkbox"/> Schedule of Requirements – Bill of Quantities for the works required and respective quantities (Annex 4) <input checked="" type="checkbox"/> Technical Documentation (Annex 5) <input checked="" type="checkbox"/> Performance Security - Bank Guarantee Template (Annex 6)
Contact Person for Inquiries (Written inquiries only) ³	Liuba Livadari, Project Associate, UNDP Moldova; e-mail: liuba.livadari@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Corina Oprea

Corina OPREA,
Operations Manager

Technical Specifications and Requirements
Provision of reconstruction works for Police Station from Egorovca village, Falesti district
– Law Enforcement Project

A. Project Description

Community policing is a concept and a model of institutional modernization of police, wherein the police force becomes more responsive to the needs of the community it serves. Within this concept the police and the community form a partnership to solve local problems, provide security and safety, prevent and deter crime, and report suspicious activities. The partnership between the police and community will be the basis for public interaction with the police and restore the community's confidence in the police officers' ability to be an effective, professional law enforcement body.

The commitment to change the way Police operate and to bring them closer to the community is reflected in many national policy documents. The Concept Paper on the Reform of the Ministry of Internal Affairs and its Subordinated and Decentralized Units (2010) proposed to focus on the implementation of the principles of community policing by delineating the competencies of the state and local police. The Police Development Strategy for 2016-2020 sets as a goal the implementation of the community policing concept, based on several priority directions: decentralization of authority, better communication skills, friendlier infrastructure, and a more strategic approach to prevention.

The support for the implementation of Community Policing concept in Moldova, designed and provided under the previous U.S. Government/INL-UNDP interventions, has enabled the Police to offer a more user-friendly environment for the community-police engagement by redesigning and remodeling police stations in two pilot areas (Chisinau and Singerei). Furthermore, previous interventions moved the community policing agenda forward by developing police bicycle patrolling capacities at the regional level.

The current interventions will seek to continue the work on both dimensions mentioned above. The use of police station space as a community-police collaboration tool will be further expanded under the current project component. Capitalizing on Chisinau and Singerei experiences, the next two pilot police stations to be transformed through this Project will further explore the potential of innovation (for instance, by using 'design thinking' and/or 'behavioral science' techniques) in rethinking the ways Police engage with the community and deliver services.

B. Scope of Works

UNDP seeks companies or a consortium of companies which have proven experience in carrying out construction/reconstruction works at highest quality requirements and standards. The scope of works is to carry out dismantling, external and internal finishing works, installation of internal electrical system, heating, ventilation and conditioning systems, CCTV networks, land improvement, preliminary and final commissioning of one (1) infrastructural project situated in Egorovca village, Falesti district.

Transportation of materials shall be the responsibility of the Contractor. Residues formed as a result of civil works undertaken will be evacuated by the Contractor to authorized dumps.

Detailed BoQ for required works are described in **Annex 4** and technical documentation **Annex 5** to the present Request for Quotation. The Contractor shall hold necessary labour, equipment, machinery, tools necessary for successful implementation of the contract and execute all mentioned works in accordance with local standards and regulations related to construction field and environment protection.

It is envisaged that the works will include the following activities:

- **Reconstruction works and installation of required equipment:** dismantling works, reinforcement works, external and internal finishing works, installation of electrical system, heating, ventilation and conditioning systems, CCTV systems, sewerage and heating networks, land improvement works etc.
- **Commissioning** of all supplied systems, equipment, materials and construction works including making required training and performance test measurements.

The Contractor shall ensure that all construction and installation activities are implemented in accordance with the Bill of Quantities, and national quality standards and requirements in constructions and are properly coordinated with representatives of building owners, local municipality, company which developed the Bill of Quantities exercising technical supervision role, and with UNDP Moldova representatives. Local authorities will assist the Contractor in obtaining and requesting approvals, as necessary.

- **Sites:**

Item No.	Project's Name	Location	Contact Person
1	Reconstruction Works of the Police Station from Egorovca village, Falesti district	Egorovca village, Falesti district, Moldova	Liuba Livadari, Project Associate, Law Enforcement Project, UNDP Moldova; e-mail: liuba.livadari@undp.org

Site visits: Bidders are recommended to visit and examine the Site and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract. Bidders should arrange site visits at their own cost and shall coordinate the site visits with the following contact person from UNDP: Oleg Afanasii, Law Enforcement Project Engineer, o_afanasii@yahoo.com.

C. Main Technical Requirements for Works and Specialized Equipment

General preparatory and reconstruction works

Under the current tender the following reconstruction works are proposed to be undertaken: Architectural Solutions (BoQ 2-1-1), Reinforcement Works-CBA (BoQ 2-1-2), Internal Water and Sanitation networks (BoQ 2-1-3), Heating and ventilation, conditioning (BoQ 2-1-4), Power Electrical Equipment / Indoor Electrical Lighting (BoQ 2-1-5), Fire Signaling (BoQ 2-1-6), Signaling the automatic guard (BoQ 2-1-7), LAN System (BoQ 2-1-8), Video control (BoQ 2-1-9), Telephone and signaling communications (BoQ 2-1-10), Gas Supply Networks-AGI (BoQ 2-1-11).

All technical solutions and works will be performed in line with the technical documentation no. RFQ20-02038, developed by „BIM-TECH Solution” S.R.L. Company, License A MMII 045303 of 31.07.2014; the Technical Specifications announced for this tender, as well as local normative documents: NCM G.03.02:2015 "External sewerage networks and installations"; СНиП 3.02.01-87 "Constructions in the ground, foundations and basement "; СНиП II-89-80 "General plans for industrial enterprises "; СНиП III-4-80 "Labor security in constructions ".

D. Management arrangements

Each construction project will be monitored by the designated UNDP Engineer, who will carry out systematic monitoring site visits. Additionally, UNDP has contracted a technical supervisor to monitor daily construction activities.

E. Training

The Contractor will be in charge of line testing and demonstration of equipment performance indicated in the bid. The Contractor should plan and deliver, at his own cost, an on-site training for the staff (maximum 2 persons). It will also provide phone consultations for 30 calendar days from the final receipt date. During this period, at the request of the beneficiary, the contractor will, if necessary, ensure at least 2 on-site visits to provide the necessary consultations. The training should be provided in Romanian (or Russian where required) language or with interpretation in Romanian, if applicable. The training should include a maximum of 8 hours of basic training regarding the overall functionality, key system controls, maintenance requirements, safety standards, etc.

I. Implementation Timeframe and Required Deliverables

The overall term of execution of works in the Contract is spread over **90 calendar days**, effective from Contract signature date. The Contractor shall have all required tasks completed and approved by the Engineer before/ by the last calendar day of the contract period. The following is the list of required key deliverables:

	Deliverables	Timeframe
1	Accomplishment of all construction/reconstruction works, supply and installation of all the equipment included in (BoQ chapters: BoQ 2-1-1, BoQ 2-1-2, BoQ 2-1-3, BoQ 2-1-4, BoQ 2-1-5, BoQ 2-1-6, BoQ 2-1-7, BoQ 2-1-8, BoQ 2-1-9, BoQ 2-1-10, BoQ 2-1-11.	within 75 calendar days from contract signature.
2	Preliminary Commissioning at the stage of works finishing.	within 80 calendar days from contract signature.
3	Final Commissioning of construction works, including training of end users.	within 90 calendar days from contract signature.

F. Commissioning works

After all construction works are finished, the equipment is properly installed and tested, the preliminary and final commissioning committee shall be convened. The responsibility for the organization of commissioning committees belongs to beneficiary institution and designated technical supervisor. The responsibility of the contracted company is to provide all necessary documentation.

G. Warranty Period

The Warranty period on works and equipment shall commence upon the Take Over and last minimum 36 (thirty-six) months. In the event that any part is repaired and/or replaced within warranty period, for that single part new 36-month warranty period starts from the date of repair/replacement. However, the overall duration of warranty shall be limited to maximum 36 months in total for parts that are being replaced or repaired, counted from date of the Take Over.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)*

The Proposer is required to prepare and submit:

1. **Quotation Form – Price Schedule** (Annex 2, Tables 1&2);
2. **Duly filled-in Bills of Quantities (F7)**, including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 4)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. "RfQ20/02131– Provision of reconstruction works for the Police Station from Egorovca village, Falesti district – Law Enforcement Project".

TABLE 1: Price Schedule:**Currency of the Bid: USD, VAT exclusive**

Item #	Description	Unit	Unit Price *	Quantity Required	Total Price per item <u>VAT exclusive</u>
2-1-1	Architectural Solutions	US \$		1	
2-1-2	Reinforcement Works –CBA	US \$		1	
2-1-3	Water and sanitation internal networks	US \$		1	
2-1-4	Heating and ventilation, conditioning	US \$		1	
2-1-5	Power Electrical Equipment / Indoor Electrical Lighting	US \$		1	
2-1-6	Fire Signaling	US\$		1	
2-1-7	Signaling the automatic guard	US\$		1	
2-1-8	LAN System	US\$		1	
2-1-9	Video Control	US\$		1	
2-1-10	Telephone and signaling communications	US\$		1	
2-1-11	Gas supply network-AGI	US\$		1	
TOTAL (VAT exclusive)					

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Validity of Quotation - 90 days			

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Warranty on works, materials and equipment – 3 years			
All Provisions of the UNDP General Terms and Conditions for Civil Works			

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

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

[Designation]

[Date]