**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

*Daniela Gasparikova*

United Nations Development Programme

*131, 31 August street 1989, Chisinau, Republic of Moldova*

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood, and hereby accept the Terms of Reference describing the duties and responsibilities of **Three National Consultants (2 Interior Designers and 1 Landscape Designer) under the Transforming Education in Moldova through Model Schools;**
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. I hereby propose my services, and I confirm my interest in performing the assignment through the submission of my CV, which I have duly signed and attached hereto as Annex 1;
4. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology, which I have attached hereto as Annex 3;
5. I hereby propose to complete the services based on the following payment rate:
* A total lump sum per all deliverables [*state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of 365 days after the submission deadline;
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall *[please check the appropriate box]:*
* Sign an Individual Contract with UNDP;
* Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

1. I hereby confirm that *[check all that applies]*:
* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type**  | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
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1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
4. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

 YES  NO If the answer is "yes", give the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of International Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have any objections to our making enquiries of your present employer?

 YES  NO 

1. Are you now, or have you ever been a permanent civil servant in your government’s employ?

 YES  NO  If answer is "yes", WHEN?

1. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

 YES  NO  If "yes", give full particulars of each case in an attached statement.

1. Statement of Health

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

 I will be able to provide proof of medical insurance coverage if selected

1. Conflict of Interest

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

 I have not been involved and do not have conflict of interest

 I have a potential conflict of interest

1. Prohibitions and Sanctions

We hereby declare that neither myself nor our firm, ultimate beneficial owners, representatives, agents, affiliates or subsidiaries or employees, or subcontractors or suppliers for any part of the contract 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 and 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.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

 DATE: SIGNATURE:

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *[please check all that applies]***:**

* CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work

**ANNEX 2**

**BREAKDOWN OF COSTS[[1]](#footnote-1)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**POSITION 1**

**Interior designer 1:**

**Key activities and deliverables (Cantemir Gymnasium and Cimislia Lyceum)**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost (USD)** | **Quantity (m2)** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fees  |  | 1639.7 m2 |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Others (pls. specify) |  |  |  |
|   |  |  |  |
| 1. **Travel[[2]](#footnote-2) Expenses to Join duty station**
 |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel**
 |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |
| --- | --- |
| **Key deliverables designer no. 1 (Educational Spaces)** | **Amount (USD)** |
| “Mihai Eminescu” Gymnasium, Cantemir town |
| Deliverable 1: Primary years space* Primary classroom – 51m2;
* Primary communal hall – 130m2;
* Primary toilets – 20m2;
* Teachers’ room – 20m2;
* Indoor sport hall for primary cycle – 70m2.
 |  |
| Deliverable 2: Common spaces* Main entrance foyer/lobby – 220m2;
* Canteen with kitchen – 360m2.
 |  |
| Mihai Eminescu” Lyceum from Cimislia town  |
| Deliverable 1: Gymnasium/lyceum years* Gymnasium/lyceum classroom – 60m2;
* Gymnasium/lyceum Teachers’ room – 20m2;
* Indoor sport hall – 263.7m2.
 |  |
| Deliverable 2: Common spaces:* Main entrance foyer/lobby – 190m2;
* Multifunctional hall for events and conferences – 235m2;
* Façades of the educational building.
 |  |
| TOTAL |  |

*\*Basis for payment tranches*

***If the final measurement of the object(s) will vary by up to 10% from the indicated surface, the deliverables’ amounts will remain unchanged.***

**ANNEX 2**

**BREAKDOWN OF COSTS[[3]](#footnote-3)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**POSITION 2**

**Interior designer 2:**

**Key activities and deliverables (“Mihai Eminescu” Gymnasium, Telenesti town & “Emil Necula” Lyceum, Mereni Village, Anenii Noi district)**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost (USD)** | **Quantity (m2)** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fees  |  | 1665.2 m2 |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Others (pls. specify) |  |  |  |
|   |  |  |  |
| 1. **Travel[[4]](#footnote-4) Expenses to Join duty station**
 |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel**
 |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |
| --- | --- |
| **Key deliverables designer no. 2 (Educational Spaces)** | **Amount (USD)** |
| **“Mihai Eminescu” Gymnasium, Telenești town** |  |
| Deliverable 1: Gymnasium years/Resource centre space* Gymnasium classroom – 40m2;
* Gymnasium communal hall – 80m2;
* Gymnasium toilets – 38m2;
* Teachers’ room – 18.5m2;
* Physiotherapy room – 63.7m2;
* Psychological therapy room – 19m2;
* Foreign language study classroom – 40m2.
 |  |
| Deliverable 2: Common spaces* Façades of the educational building;
* Locker rooms (situated in other building) – 120m2.
 |  |
| Deliverable 3: Workshops* Workshops building (for cooking, sawing, woodwork, metalwork etc., 2x145.5m2=191m2)
 |  |
| “Emil Necula” Lyceum, Mereni Village, Anenii Noi district  |
| Deliverable 1: Gymnasium years* Gymnasium/Lyceum classroom – 60m2;
* Gymnasium/Lyceum communal hall – 210m2;
* Gymnasium/Lyceum toilets – 20m2;
* Teachers’ room – 20m2.
 |  |
| Deliverable 2: Common space* Main entrance foyer/lobby – 260m2;
* Multifunctional hall for events and conferences – 270m2;
* Façades of the educational building.
 |  |
| Deliverable 3: Workshops* Workshops building (for cooking, sewing, woodwork, metalwork, etc., 2x107.5m2=215m2).
 |  |
| TOTAL |  |

*\*Basis for payment tranches*

***If the final measurement of the object(s) will vary by up to 10% from the indicated surface, the deliverables’ amounts will remain unchanged.***

**ANNEX 2**

**BREAKDOWN OF COSTS[[5]](#footnote-5)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**POSITION 3**

**Landscape designer:**

**Key activities and deliverables (“Mihai Eminescu” Gymnasium, Telenesti town & “Emil Necula” Lyceum, Mereni Village, Anenii Noi district)**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost (USD)** | **Quantity (ha)** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fees  |  | 8.17 ha |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Others (pls. specify) |  |  |  |
|   |  |  |  |
| 1. **Travel[[6]](#footnote-6) Expenses to Join duty station**
 |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel**
 |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |
| --- | --- |
| **Key deliverables designer no. 3 (Landscape designer)** | **Amount (USD)** |
| **“Mihai Eminescu” Gymnasium, Telenesti town** |
| Deliverable 1: Outdoor spaces on school premises (excluding sports fields and gardens/greenhouses – 1.8ha). |  |
| “Emil Necula” Lyceum, Mereni Village, Anenii Noi district  |
| Deliverable 2: Outdoor spaces on school premises (excluding sports fields and gardens/greenhouses – 1.8ha). |  |
| “Mihai Eminescu” Gymnasium, Cantemir town |
| Deliverable 3: Outdoor spaces: * **outdoor spaces on school premises** (excluding sports fields and gardens/greenhouses – 1.7ha),
* **outdoor multifunctional sports field** (for volleyball, basketball, tennis, badminton, handball, etc. – 1.47ha).
 |  |
| Mihai Eminescu” Lyceum from Cimislia town |
| Deliverable 1: outdoor spaces on school premises (excluding sports fields and gardens/greenhouses – 1.4ha). |  |
| TOTAL |  |

*\*Basis for payment tranches*

***If the final measurement of the object(s) will vary by up to 10% from the indicated surface, the deliverables’ amounts will remain unchanged.***

1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-2)
3. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-3)
4. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-4)
5. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-5)
6. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-6)