



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RfQ22/02428: Re-advertisement: EU4MD/ Reconstruction-assembly and modernization works on the ground floor of Ungheni City Hall for the One Stop Shop</b>	Date: 09 February 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

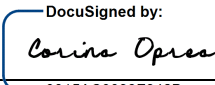
Annex 4: Form for Performance Security

Annex 5: Format for CV of Proposed Key Personnel

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:   
 Name: Corina Oprea  
 Title: Operations Manager  
 Date: 09-Feb-2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>1 March 2022, 15:00, EET (Eastern European Time, GMT+3)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information</p> <p>Insert BU Code: <b>MDA10</b> and Event ID number: <b>0000011567</b></p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> <li>· Username: event.guest</li> <li>· Password: why2change</li> </ul> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.</p> <p><u>Liquidated Damages</u> will be imposed as follows:</p> <p>In case the works are not completed within 4 months, 2.5% of the total contract amount will be deducted out of the final invoice for each week of delay.</p> <p>Max. number of weeks of delay 4.</p> <p>Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD US dollars</b>
<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association.

	Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit <b>only one Bid</b>, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) 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 Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p><b>All prices must:</b></p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Language of quotation</b>	Romanian, Russian or English Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1, and stamped by a certified cost estimation specialist;</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration certificate;</p> <p><input checked="" type="checkbox"/> Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (<i>or Annex 1/Extras to Business Registration Certificate – for local companies</i>)</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed five (5) pages, including printed brochures and product catalogues relevant to the works/services being procured;</p> <p><input checked="" type="checkbox"/> Duly filled-in Bills of Quantities (as per Annex 1), stamped by a certified cost estimation specialist (mandatory on Annex 1 BoQ final pages)</p> <ul style="list-style-type: none"> <li>- Duly filled-in Unit Price Catalogue (F5), stamped by the certified cost estimation specialist</li> <li>- Duly filled-in Resource Schedule (F3), stamped by the certified cost estimation specialist</li> <li>- Duly filled-in Volume of works Schedule (F7), stamped by the certified cost estimation specialist</li> </ul> <p><input checked="" type="checkbox"/> Quality Certificates for the materials and equipment used during Works, valid at the moment of quotation submission. Other Quality Certificates (ISO, etc.), if any;</p> <p><input checked="" type="checkbox"/> The list of equipment, construction machinery and transportation vehicles to be used for tendered works;</p> <p><input checked="" type="checkbox"/> Chart for execution of works (Work Time Schedule) indicating the detailed sequence of activities that will be undertaken and their corresponding timing;</p> <p><input checked="" type="checkbox"/> Written declaration regarding warranty period on works and materials used;</p> <p><input checked="" type="checkbox"/> List of completed minimum three (3) contracts for similar projects (in the field of interior construction/refurbishment works) undertaken within the past five (5) years, with minimum value per one contract of USD 60,000, indicating beneficiary (including contact details), contract amount</p>

	<p>and delivery time. Scan of Final commissioning reports will be attached (for local bidders – procese verbale de receptie la terminarea lucrărilor, inclusiv Anexele 1,2 și 3), or any other prove of successful completion of works (for international bidders);</p> <p><input checked="" type="checkbox"/> List of qualified key personnel, together with their CVs and professional certificates (valid at the date of submission);</p> <p><input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures;</p> <p><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.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services for each phase and submission of payment documentation. Please note that the last payment instalment related to receipt of goods, works and/or services for each phase shall not be less than 10% of contract value to cover liquidated damages.</p> <p>UNDP will issue a certificate of final completion of works upon expiration of the Defect Liability Period of 12 months.</p>
<b>Performance Security</b>	<p>Required in the amount of 10% of the contract amount (see Annex 4: Form for Performance Security)</p> <p><input checked="" type="checkbox"/> Performance Security shall be provided by the selected bidder within a maximum of fifteen (15) days of the contract signature by both parties. The receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p> <p>Performance Security shall be valid until a date -30 days from the date of issue by UNDP of a certificate of final completion. It will be returned to the contractor within 30 days of final completion of the contract.</p>
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Contact Persons for correspondence, notifications and clarifications</b>	<p>Victoria JOSAN at <a href="mailto:victoria.josan@undp.org">victoria.josan@undp.org</a></p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><b>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.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by publishing directly on eTendering.
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer</p> <p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.</p> <p>The submission of the following documents according to resource methodology is mandatory (WinSmeta, WinDoc, etc):</p>

	<ul style="list-style-type: none"> <li>• Respective Bills of Quantities;</li> <li>• Duly filled-in Unit Price Catalogue*;</li> <li>• Duly filled-in Resource Schedule*.</li> </ul> <p>*The catalogues will be generated by the software WinSmeta or similar.</p>
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</li> <li><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions</li> <li><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</li> <li><input checked="" type="checkbox"/> Minimum 5 (five) years of experience in interior construction works.</li> <li><input checked="" type="checkbox"/> Minimum 3 similar contracts (in terms of type and volume of works) in the field of interior construction/refurbishment works undertaken over the past 5 (five) years with a value not less than 60,000 US\$ each (validated by the dully signed Final Commissioning Reports);</li> <li><input checked="" type="checkbox"/> The following key personnel is mandatory: <ul style="list-style-type: none"> <li>• one (1) certified foreman in the field of civil, industrial and agro-zootechnical constructions with at least 5 years of experience in the field required</li> <li>• one (1) certified foreman in the field of electrical installations and networks with at least 5 years of experience in the field required</li> </ul> </li> </ul> <p><i>(CVs and Attestation certificates shall be submitted and valid at the date of bid submission. For each position, the CV must demonstrate the experience for the specific category and profession, including the certificates.)</i></p> <p>The required qualified personnel to be assigned by the contractor to the project on full-time resident positions are to be available on-site during implementation of the works, from start until completion. The Contractor shall engage competent workers to achieve the workmanship stated in the tender documents. Regardless of the personnel listed above the Contractor is required to provide additional supporting personnel to achieve the required scope of work on time without any additional fees. UNDP reserves the right to reject and/or instruct removal of staff due to non-performance.</p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract for works, UNDP reserves the right to vary (increase or decrease) the quantity of works, 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Contract for works
<b>Expected date for contract award.</b>	20 April 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the websites of the CO and/or the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation 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.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Scope of Works

**RfQ-22/02428: EU4MD/ Reconstruction-assembly and modernization works on the ground floor of Ungheni City Hall for the One Stop Shop** requires the delivery of the following works as per attached detailed Bill of Quantities (in English and Romanian languages) and Technical Project Document (Specifications, Sketches, Designs).

#### Introduction:

The “EU4Moldova: focal regions” Programme supports the strengthening of the economic, territorial and social cohesion in the Republic of Moldova through facilitating inclusive, sustainable and integrated local socio-economic growth and improving the standards of living of the citizens in two focal regions: Ungheni and Cahul municipalities and neighboring communities. The Programme will support the two regions by: making the governance more efficient – improving the quality of services and necessary infrastructure; fostering private sector – increasing investments, improving local economy and creating jobs; encouraging participatory democracy – involving citizens in the process of democratic governance and enhancing their capacities to claim their rights.

The EU4Moldova: Focal Regions Programme, funded by the European Union and implemented by the United Nations Development Programme (UNDP) and the United Nations International Children's Fund (UNICEF), is looking for a Contractor to carry out the reconstruction-assembly and repair, modernization interior works inside One Stop Shop of Ungheni City Hall. The civil interior works mainly include: water and sewerage works, electric power equipment/ indoor electric lighting installations, architectural solutions, heating, ventilation and air conditioning, fire alarm, SPA security alarm, telephone and signalling communications installations. Similarly, minor construction and civil work such as Plaster work in non-structural cracks, placement of manhole cover, shedding in emergency staircase, replacement of wooden frames and doors, painting, and so on.

The detailed Bill of Quantities is included.

#### Objective:

The primary objective of this contract is to carry out the reconstruction-assembly and repair interior works as per specification and bidding document.

#### Scope of Work/Assignment:

- Contract will be awarded to the single successful bidder.
- Duration of contract: 16 months, starting from the date on which the Contractor is given Access to the Site and receives a notice from the UNDP Engineer to commence the Works and ending on the date of final completion of Works stated in the Certificate of Final Completion. The period of 16 months includes 4 months necessary for works' completion and 12 months of Defects Liability Period.
- Contractor will carry out the work under direct supervision of the Consultant engineer hired by UNDP and EU4Moldova: Focal Regions Programme Infrastructure Officer.
- Contractor will follow the safety protocols and standard practice regarding the civil engineering norms.

Status: The contractor shall be considered as having legal status of an independent firm and shall not be considered in any respect as being a member of the United Nations. The rights and obligations of the consultant are strictly limited in articles mentioned in Terms of Reference. Accordingly, the contractor shall not be entitled to any benefit except as expressly mentioned in Terms and Reference and agreement.

Tax: The contractor is liable to make the payment of any kinds of tax including the VAT to the government of Moldova that may arise in connection with this service. UNDP is in no way, responsible for the payment of any kinds of taxes in this connection.

**Please refer separate attachments for Specifications, Sketches, Designs and Bill of Quantities for the requirements:**

- [Annex 1.1: Bill of Quantities \(RO\)](#)
- [Annex 1.2: Bill of Quantities \(ENG\)](#)
- [Annex 1.3: Technical Project Document \(Specifications, Sketches, Designs\).](#)

**In case of deviations between Bill of Quantities and Technical Project Document, prevails Bill of Quantities.**

#### Delivery Requirements

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall deliver the works within 4 months (not to exceed 120 calendar days) after receiving Contract signature.
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Bidder
<b>Exact Address(es) of Delivery Location(s)</b>	#7, Nationala str., MD3606 Ungheni, Raionul Ungheni, Republic of Moldova
<b>Training on Operations and Maintenance</b>	Training the personnel of the contracting authority – a minimum number of 3 persons, for a minimum period of 24 hours regarding the operation and maintenance, practical use of equipment.
<b>Warranty Period</b>	Minimum one year for works. Minimum two (2) years for equipment and installations.



## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ22/02428	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country <b>Phone</b> <b>E-mail</b>	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Bank Information		Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.		
<b>Previous relevant experience: 3 contracts undertaken within the past 5 years in the field of interior construction/refurbishment works undertaken over the past 5 (five) years with a value not less than 60,000 US\$ each (validated by the dully signed Final Commissioning Reports)</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of works	Types of works undertaken incl. date when the Final Commissioning Report was signed

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ22/02428	Date: Click or tap to enter a date.

**Technical Offer**

Provide the following:

- As required in RfQ Section 2.

**Financial Offer**

The Bidder is required to prepare the Price Schedule following the below format:

- Duly filled-in Price Schedule, as per form below indicating prices per categories of works in US dollars;
- Duly filled-in Bills of Quantities (as per Annex 1), including F3, F5 and F7 forms, as per national legislation requirements, calculated based on resource methodology (WinSmeta software or similar) in US dollars.

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:

<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347161>

<http://lex.justice.md/md/295702/>

Serious deviations from the provisions of these documents will serve grounds for disqualification.

Please, **ensure that no changes in the volume of works are allowed; no changes in codes for works are allowed; no changes in the volumes of resources in the norms of materials, cost of labor and tools are allowed; no changes in coefficient for norms are allowed.**

Please, **ensure that the human power remuneration is not less than medium required by the National Legislation in force** (according to Ordinance no. 164 of 24.11.2021, with the reference to the Approval of the Amendment CP L.01.02: 2012/ A1: 2021 „Construction economics. Instructions for determining the estimate of expenses for construction salaries“).

**Currency of Quotation: USD US dollars**

Ref	Description of Deliverables	Price
1.	Reconstruction-assembly and modernization works on the ground floor of Ungheni City Hall for the One Stop Shop	
<b>TOTAL and All-inclusive PRICE (VAT 0%)</b>		

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time: within 4 months after Contract for works is signed.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Validity of Quotation 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms 100% within 30 days after receipt of goods, works and/or services for each phase and submission of payment documentation. Please note that the last payment instalment related to receipt of goods, works and/or services for each phase shall not be less than 10% of contract value to cover liquidated damages. UNDP will issue a certificate of final completion of works upon expiration of the Defect Liability Period of 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty minimum one year for works and two (2) years for equipment and installations	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Training the personnel of the contracting authority – a minimum number of 3 persons, for a minimum period of 24 hours regarding the operation and maintenance, practical use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

## ANNEX 4: Form for Performance Security

**Performance 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 Contractor*] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *Click to enter* dated *Click to enter*, to deliver the goods and execute related services *Click here to enter text*. (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, 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 Contract Price 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 until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

[Stamp with official stamp of the Bank]



**ANNEX 5: Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]

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

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Signature of Personnel Date (Day/Month/Year)

*(in no circumstances here must be applied the signature of Director or other administrative person, only the signature of person whose experience and qualifications are described in CV)*