



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RfQ22/02451: EU CBM: Technical supervision of the rehabilitation works at the block A of Chisinau Circus (Phase 1)	Date: 21 April 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: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Joint Venture/Consortium/Association Information Form

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:

DocuSigned by:
Denis Suschevici
Signature: FA988733D9C84DC

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 21 April 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>10 May 2022, 16:30, EET (Eastern European Time, GMT +3)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX 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. It is recommended that the entire Quotation be consolidated into as few attachments as possible. The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <p>Insert BU Code: MDA10 and Event ID number 0000012229</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"> Username: event.guest Password: why2change <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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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</p>

	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.
Conflict of Interest	<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>
General Conditions of Contract	<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>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar month.</p> <p><input checked="" type="checkbox"/> Liquidated damages: UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract. Liquidated damages shall be imposed as follows:</p> <p>In case the works are not completed within 14 months, 2.5% of the total contract amount will be deducted out of the final invoice for each week of delay. Max. number of weeks of delay 4. Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.</p>
Eligibility	<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>
Currency of Quotation	Quotations shall be quoted in USD
Joint Venture, Consortium or Association	<p>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.</p>

	<p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> <ul style="list-style-type: none"> • After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. • The lead entity and the member entities of the JV, Consortium or Association shall submit only one Bid. • The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid 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. • A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ul style="list-style-type: none"> ◦ Those that were undertaken together by the JV, Consortium or Association; and ◦ Those that were undertaken by the individual entities of the JV, Consortium or Association. • 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
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>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>
Duties and taxes	<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>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Romanian, Russian or English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Duly filled-in Submission Form (as per Annex 2);</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;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 5 pages);</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Income Statement and Balance Sheet for the past two years;</p> <p><input checked="" type="checkbox"/> Joint Venture agreement, if the bidder is not local (Annex 4);</p>

	<input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar technical surveyance for construction or/and for historical, and/or architectural, and/or cultural heritage sites within the past ten 10 years, indicating beneficiary (including contact details), contract amount and period of execution; <input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation); <input checked="" type="checkbox"/> Implementation Plan (sequence of actions) for the services required in the ToR; <input checked="" type="checkbox"/> Written declaration regarding any past and current litigation during the last five (5) years (in which the bidder is/was involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded) or lack of such (if the case); <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;
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> The Contractor shall submit invoices based on progress reports (reflecting the performed services and accepted by UNDP through the "Progress Reports"). <input checked="" type="checkbox"/> In order to ensure the liquidated damages retention (in case applied) (<i>as per SECTION 2: RFQ INSTRUCTIONS AND DATA/ Special Conditions of Contract</i>), the last invoice shall not be less than 10% of the total contract amount.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with contract requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: <u>Vladimir.paraschiv@undp.org</u> Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	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.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract; <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (as specified in Annex 1) and lowest price ¹ ; <input checked="" type="checkbox"/> Availability of Joint Venture agreement with local company, if the bidder is not local; <input checked="" type="checkbox"/> Minimum 10 years of experience in the field of technical supervision for construction or/and historical, and/or architectural, and/or cultural heritage sites (<i>For JV/Consortium/Association, each member should meet requirement</i>);

¹ 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> <input checked="" type="checkbox"/> Minimum 2 similar contracts for technical supervision of construction or/and historical, and/or architectural, and/or cultural heritage sites undertaken in the Republic of Moldova or internationally in over the past 10 (ten) years for projects with a value of at least 500,000 USD each (<i>For JV/Consortium/Association, each member should meet requirement. See more info on JV roles in SECTION 2: RFQ INSTRUCTIONS AND DATA/Joint Venture, Consortium or Association</i>); </p> <p> <input checked="" type="checkbox"/> Maximum project implementation duration of 14 months (since signature of contract and from the moment of the beginning of works on construction site); </p> <p> <input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works – minimum key-personnel: </p> <p> a) 1 (one) Task Manager/Architect; </p> <p> b) 1 (one) attested technical supervisor in the field of general construction works; </p> <p> c) 1 (one) attested technical supervisor in the field of electrical power works. </p> <p> <u>[Experience of Key personnel shall be documented through proving documents (as applicable): CV, copy of professional licence, or copy of Bachelor's degree, or copy of Certificate of attestation/accreditation (Certificat de atestare tehnico-profesionala, pentru specialistii din Moldova) etc. The CV of each technical supervisor shall contain proof of experience in the field of technical supervision of construction and/or rehabilitation works.]</u> </p> <p> <u>The proposed Task manager/Architect shall demonstrate the following minimum requirements:</u> </p> <p> <u>a) Academic Qualifications:</u> </p> <p> - University degree or equivalent in technical/engineering/constructions/architecture studies; </p> <p> <u>b) Experience:</u> </p> <p> - Minimum 10 years of progressively responsible professional experience in the area of construction or/and historical, and/or architectural, and/or cultural heritage sites; </p> <p> - At least 5 years of experience in managing teams; </p> <p> <u>c) Abilities & skills:</u> </p> <ul style="list-style-type: none"> • Fluency in English, Romanian and Russian languages; • Computer literacy and ability to effectively use office technology equipment, IT tools. <p> <u>The proposed technical supervisor for construction shall demonstrate the following minimum requirements:</u> </p> <p> <u>a) Academic Qualifications:</u> </p> <p> - University degree or equivalent in technical/engineering/constructions studies; </p> <p> <u>b) Experience:</u> </p> <p> - Minimum 10 years of progressively responsible professional experience in the area of technical supervision of construction or/and historical, and/or architectural, and/or cultural heritage sites; </p> <p> - Minimum 5 years of progressive experience as attested technical supervisor in civil engineering of large-scale infrastructure projects; </p> <p> <u>c) Knowledge and competencies:</u> </p> <p> - Valid national attestation as technical supervisor for supervision services of civil engineering works; </p> <p> <u>d) Abilities & skills:</u> </p> <ul style="list-style-type: none"> • Fluency in Romanian and Russian languages. • Computer literacy and ability to effectively use office technology equipment, IT tools. <p> <u>The proposed technical supervisor for electrical power lighting networks shall demonstrate the following minimum requirements:</u> </p> <p> <u>a) Academic Qualifications:</u> </p> <p> - University degree or equivalent in technical/engineering/electrical networks studies; </p> <p> <u>b) Experience:</u> </p> <p> - Minimum 10 years of progressively responsible professional experience in the area of technical supervision of electrical power networks execution for construction or/and historical, and/or architectural, and/or cultural heritage sites; </p> <p> - Minimum 5 years of progressive experience as attested technical supervisor in field of electrical power networks of large-scale infrastructure projects; </p> <p> <u>c) Knowledge and competencies:</u> </p>

	<p>-Valid national attestation as technical supervisor for supervision services of electrical power networks;</p> <p><u>d)Abilities & skills:</u></p> <ul style="list-style-type: none"> •Fluency in Romanian and Russian languages. •Computer literacy and ability to effectively use office technology equipment, IT tools. <p>Will serve grounds for disqualification failure to submit one of the following documents:</p> <ul style="list-style-type: none"> • Duly filled-in Submission Form (as per Annex 2); • Technical and Financial Offer (as per Annex 3); • Incomplete CVs (including supporting documentation) which do not correspond to the minimum stipulated criteria. <p>Serious deviations from the provisions of these documents will serve grounds for disqualification.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet
Expected date for contract award.	25 May 2022
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO https://sc.undp.md/tndarchive/
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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: TERMS OF REFERENCE

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 amphitheatre 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.

In 2019 the EU-CBM Programme has contracted a company to carry out a technical expertise of the building 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.

In 2020 a partnership between two Italian companies, PRAS and Traldi, which develop the technical documentation for the full rehabilitation of Block A (large arena) of the Chisinau Circus complex was selected based on technical expertise. Due to a limited budget, the project was divided into implementation stages, and the financial resources available now are intended to cover the works for roof rehabilitation, both the dome and terrace type roof, and to change the carpentry of the vitrified facades of block A, the works that cover the first stage of the intervention.

In order to accomplish the first stage of rehabilitation works, the process of selecting the contractors was divided into two separate procurement events. Thus, the contractor who will carry out the roof works was selected, while the contractor who will change the carpentry of the vitrified facades will be selected following a separate tender to be organized in the near future.

B. OBJECTIVE OF THE ASSIGNMENT:

This Terms of Reference is drawn up to select a company or a consortium of companies, which, will provide persons certified as technical officers to ensure technical supervision services for the works of the first stage of rehabilitation of the block A of Chisinau Circus.

The selected company assumes full responsibility towards the Employer and the Project Beneficiary for the technical supervision of the execution of the construction/maintenance/restoration works, the verification of all aspects related to the implementation of the project in terms of professionalism, quality, compliance with quality standards and

specifications described in the technical documentation. During the execution of the construction works, the company providing technical supervisory services will act as part of the quality supervision and assurance system and fulfil the obligations according to the Law of Quality Assurance No. 721 of 02.02.1996, Government Ordinance No. 361 of 25.06.1996 on quality assurance in construction, and the regulations in force.

The company providing technical supervisory services will represent the interests of the EU-CBM Programme/Beneficiary during rehabilitation works.

The type of works to be supervised corresponds to the entire amount of rehabilitation works planned for in the first stage of intervention and includes the following: partial replacement works of the galvanized sheet cover of the Circus dome, cold galvanizing reconditioning of the entire dome covering, repair and reconditioning by painting of the torch elements on the dome (crown), unwrapping and restoration of the hydro and thermal insulation layers of the terrace roof, installation of a new rainwater drainage system on the roof, endowment of the rainwater drainage system with a gelidity system (electrical system), installation of the resistance elements of the panoramic roof parapet, demolition of the carpentry and of the resistance structure of the vitrified facades, installation of new vitrified facades including new structure, cleaning and restoration works on the façade decoration elements, etc.

The technical supervision shall be accomplished through participating in technical meetings, visiting the site during the implementation of the works, drawing up quality supervision plans, technical solutions, details, for the rehabilitation processes, detecting works that have been omitted in the project documentation, works that could not be estimated at the stage of drawing up the project documentation, or that cannot be carried out on the site in accordance with the previously developed project plans, selecting and monitoring the quality of the materials used for intervention, analyzing and approving/coordinating the technological solutions for implementation proposed by the members of the implementation group (EU-CBM, contractor, Technical Officer, Beneficiary).

At the completion of the works and at the final acceptance, on the basis of technical supervision activity, the designated company shall be responsible for collecting the technical execution documentation, obtaining the approvals and organizing the meetings of the respective committees in accordance with the Government Decision no. 285 of 23.05.1996, Regulation on the reception of construction works and related facilities.

C.KEY TASKS AND EXPECTED OUTPUTS:

In order to achieve the given goals, the selected company will be responsible for the following objectives:

- 1) To study the technical drawings and the execution documentation related to the realization of the project;
- 2) Jointly with the Contractor's and Designer's Representatives (author supervision) review the design documentation;
- 3) Set up of a Quality Assurance Management System for supervision of rehabilitation works;
- 4) Set up a site supervision schedule and method of communication with authorized site representative of the Contractor and Agency for Technical Supervision (ATS);
- 5) To assist the beneficiary in receiving the building permit and registering the object at the Agency for Technical Supervision;
- 6) Verify the presence of building permits, certificates, endorsements or other documents recognized by the Contractor and Subcontractors as necessary and appropriate for the performance of the work under the contract, and take actions to stop any work in the event of withdrawal, suspension or expiration of the validity period of the permits and/or documents given, with immediate reporting thereon to the Beneficiary and the Project officer;
- 7) Verify the conformity of the work carried out with that indicated in the building permit, as well as compliance with all provisions of the building permit;
- 8) Provide technical assistance to EU-CBM for the handover of the site from the Beneficiary to the Contractor for the start of the construction works; to transfer, together with the Beneficiary, the locations for works to the Contractor, to inform him if there are underground networks on site, and to ensure that they have not been damaged and that the necessary measures are taken to avoid causing damage to the surroundings;
- 9) Inform the members of the working group in detail about the content of the project;

- 10) Be familiar with the quality control system (laboratory checks and tests) developed by the contractor;
- 11) Establish and manage a programme of test works to be carried out at independent laboratories (cost of the laboratory testing shall not be included);
- 12) Perform direct on-site supervision of the quality of works and monitoring of implementation progress;
- 13) Organize regular monitoring site meetings (at least on a weekly basis);
- 14) To fill in the Site Work Record Book as well as to control Contractor's Records of site weather conditions, status of instructions issued, activities, employed resources, events, deficiencies in the safety regime, tests carried out and achieved quantities of work and maintain the regular records in a formal Site Work Record Book which is to be signed off daily by the Contractor's licensed supervisor (Foreman) and the supervising engineer;
- 15) To check and approve: minutes on hidden works and works in determinant phases;
- 16) Monitoring the execution schedule of the works in accordance with the signed contract with the vendor;
- 17) Assist the Project officer at the acceptance and/or approval of submissions required from the Contractor, including, but not limited to: key staff appointments, insurances, guarantees warranties, licenses, construction authorizations, programmes, method statements, traffic management plans, safety measures, suppliers and certified materials for incorporation in the works, the quality assurance and control plans, laboratory provisions and execution of the testing programme, requests for approval to proceed, subcontractors, plant, equipment, provision of borrow pits and access roads, environmental protection and health and safety requirements;
- 18) Duly certify Contractor's interim/final certificates for payments for executed works before presenting to the Project Manager for approval;
- 19) Immediate identification and informing the project coordinator about work that were not actually been completed, but are included in the minutes of the completed work;
- 20) Check the quality of the construction elements, mixtures, materials executed in the proper production units of the Contractor;
- 21) Do not allow the contractor or any other subcontractor to introduce construction materials into the site before checking the documents of origin, quality of materials and construction elements, quality certificates and other documents in which the quality is indicated;
- 22) Immediately stop the execution of the construction works in case of low quality or deviation from the approved design. Document, in written form and with photos all identified observations and deviations from the initial design documentation;
- 23) Working with the contractor to troubleshoot problems and communicate immediately to the project officer;
- 24) Take measures of correction or remedy of the works which has been stated as unsatisfactory;
- 25) Receive approval from the designer for the elimination of deficiencies affecting the basic requirements of the construction work or deviations from the design;
- 26) Inform the Beneficiary, the project coordinator and the ATS or the relevant national regulatory body if the construction does not meet the required quality and may pose a danger to the lives of people, their property, to society and the environment
- 27) Ensure that the construction works are performed according to: technical design; technical norms and construction standards valid in the Republic of Moldova; instructions provided by the representatives of the Beneficiary;
- 28) Verify the provision of the certificates of conformity, technical agreements or quality analysis of samples for the materials used on site;
- 29) Coordinate the visits at the site with Project Manager and/or Project officer;
- 30) Inform immediately the Project Manager and Project officer about any unforeseen works;
- 31) Manage of tests on completion, commissioning, snagging and the Taking-Over of the completed Works;
- 32) Promote among beneficiaries the UNDP procedures and ensure transparency of project implementation;

- 33) To provide timely assistance to the EU-CBM team in terms of drafting technical specifications for the procurement event for curtain walls;
- 34) Organize preliminary conference/field visits (if necessary) with potential participants of the contractor selection tender to clarify all technical and related issues;
- 35) Provide answers to any technical questions posed by potential bidders;
- 36) Participate in the opening/evaluation of technical/financial offers received;
- 37) To carry out the evaluation of the technical and financial offers received as a result of the tender, provide the expert's written conclusion for the motivation of the evaluation decisions;
- 38) On completion of the works, organize the reception on completion of the project;
- 39) To complete the Site work record book of the object together with the contractor and submit it to the acceptance committee;
- 40) Organize the final reception of the project;
- 41) Submit program written report confirming that milestones under the design/construction contracts have been achieved; including submission of Final Confirmation of Completion;
- 42) Collection of volumes, checking of estimates, preparation of report for excluded and included works (as required);
- 43) To draw up and update the Register of Minutes of works carried out and paid for;
- 44) Take photographs of the object at each visit to the object;
- 45) Prepare and dully submit Reports on, and projections of, financial and physical progress, technical issues, non-compliance and contractual issues. The Reporting shall include, but not limited to:

- Initial Assessment Report.*

This report will provide, in stages, a compilation of the findings of the Initial Condition Survey, recommendations with respect to any requirements for significant additional investigations/test-work, details of and justification for any required/proposed variations, an overview of the Contractor's designs/construction drawings, a cost analysis and substantiation of the Initial Contract Price;

- Monthly Progress Reports*

The report will provide evidence for physical/financial general progress, issues highlighted by the Contractor's progress reports, providing, in an executive summary format a comparison between planned and achieved progress of works, with reasons for any delay and recommendations for recovery action. The Progress Report shall provide a record of the Technical Supervisor's to date/planned inputs, with justifications for any planned changes;

- Special Reports*

The special report, if any, will highlight issues that warrant particular comment and advice to the Project Manager, such as concerns to quality, possible claims or delays.

- Substantial Completion Report*

Report submitted at the time of substantial completion of works. The Report will include the list of outstanding items, tests and defects to be rectified with a programme for their execution. The Substantial Completion Report will also address any outstanding claims and issues recorded by the Contractor in the Statement at Substantial Completion.

- Final Report*

The Final Report will comprise all the assignment period. The final report should contain description of activities at all stages, a compilation of key recommendations and lessons learnt throughout the project.

- 46) Performing all relevant tasks as required by following the instructions given by the Project Manager.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approaches.

D.Regulatory Framework

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

- a) The “International Charter for the Conservation and Restoration of Monuments and Sites” (The Venice Charter 1964) adopted by ICOMOS in 1965.
- b) The ICOMOS Charter “Principles for the analysis, conservation and structural restoration of architectural heritage” adopted by ICOMOS in 2003
- c) The ICOMOS “European Quality Principles for EU-founded interventions with potential impact upon Cultural Heritage” published in 2019
- d) Law No. 721 of 02.02.1996 on the Quality in Constructions;
- e) Law No. 530 of 22.06.1993 The protection of the monuments;
- f) Law on Architectural Activity no. 1350-XIV of 02 Nov. 2000;
- g) Government Decision no. 285 of 23.05.1996, Regulation on the reception of construction works and related facilities.
- h) CP A.08.01-96 Instructions for quality verification and acceptance of hidden works and/or in decisive phases in constructions and related installations;
- i) NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework-content of design documentation for constructions;
- j) NCM A.02.02-1996 Regulations on management and quality assurance;
- k) NCM A.08.01:2016 Organization of construction;
- l) NCM A.08.02:2014 Health and Safety of labor in construction;
- m) CPA.08.11:2015 Execution of construction works on high. General security requirements;
- n) CP A.09.04:2014 Waste management in construction and demolition;
- o) CP E 04.02-2013 Technical rules for the production of systems for external and internal thermal insulation of buildings;
- p) CP E.04.03-2005 Protection of building structures and structures from corrosion;
- q) NCM F.02.04-2007 Concrete, reinforced concrete and pre-stressed concrete products. Production, quality control and acceptance;
- r) CP G.01.03:2014 Electric cable snow thawing systems for gutters, pipes and roofs;
- s) Other normative acts in force on the territory of the Republic of Moldova.

E.Deliverables

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

Nr	Type of services provided (the only criterion for payment is the provision of deliverables that meet the requirements and quality required)	Delivery deadline
1	Technical supervision of rehabilitation works - initial stage a) Quality Assurance Management Plan (QAMP) that will include a detailed work plan (calendars of actions, milestones, resources) and methodology of quality control for the entire assignment (Estimated workload to complete the deliverable - maximum 5 working days); b) Initial Assessment Report of the technical designs of the Rehabilitation works of bloc A of Chisinau Circus first stage (Estimated workload to complete the deliverable - maximum 5 working days).	31 May 2022
2	Support in procurement process a) Assisting the EU-CBM programme team in the preparation of tender documentation for the selection of construction companies, responsible for the curtain wall rehabilitation works (Estimated workload to complete the deliverable - maximum 3 working days);	31 August 2022

	b)Assisting the EU-CBM programme team in the evaluation of technical and financial offers submitted by construction companies. (Estimated workload to complete the deliverable - maximum 3 working days per object).	
3	Technical surveillance of object a)Systematic site visits, not less than once per week. Participation in technical and organizational meetings. The Technical Supervisor will verify that the Construction Companies meet all the technical requirements in accordance with the conditions of the contract. He will check the quality of the works and the quality of the materials used. The Technical Supervisor will verify the conformity of the works carried out with National Standards and UNDP Moldova procedures. (Estimated workload to complete the deliverable - maximum 45x1=45 working days); b)Collection of volumes, verification of estimates, preparation of the report for excluded and included works (if necessary) (Estimated workload to complete the deliverable - maximum 5 days per contractor 2x5=10 working days); c)Collection of the execution documentation for the implemented works on site and transmission to the beneficiary (if necessary) (Estimated workload to complete the deliverable - maximum 3 working days for each entrepreneur- 3x2=6 working days); d)Drawing up reports on the progress of the project. (Estimated workload to complete the deliverable - maximum 1x15=15 working day).	31 May 2023
4	Technical supervision of rehabilitation works – acceptance of works committee a)Assisting the EU-CBM programme and project beneficiaries in setting up the commission for the acceptance of the site at the completion of the works. (Estimated workload to complete the deliverable - maximum 3 working days for each entrepreneur- 3x2=6 working days); b)Assisting the EU-CBM / cultural heritage programme manager in evaluating the results of the contractors. (Estimated workload to complete the deliverable - maximum 1 working days for each entrepreneur- 1x2=2 working days); c)Assisting with the substantial acceptance of the project, supervising the correctness of the completion of all documents submitted. Ensuring that all procedures for the completion of the object are fulfilled. (Estimated workload to complete the deliverable - maximum 3 working days for each entrepreneur- 3x2=6 working days); d)Drawing up the minutes of the commission for the acceptance of the object at the end of works (substantial completion) and collecting the signatures of the members of the committee. (Estimated workload to complete the deliverable - maximum 3 working days for each entrepreneur- 3x2=6 working days).	31 May 2023
5	Final Report a)Provision of final report on the subject with photos for each stage. Coordinate the final report with the EU-CBM programme manager and project coordinator on the social infrastructure and cultural heritage component. (Estimated workload to complete the deliverable - maximum 4 working days).	31 May 2023

Note: The tentative schedule shown has been estimated to be sufficient/feasible for the expected workload to be successfully completed and is proposed as a guideline for the duration of the contract. It cannot and should not be used as a sole criterion for completion of the contract/work. Submission of expected deliverables approved by the EU CBM V Programme will be the sole criterion for the Contractor's work to be completed and eligible for payment/payments.

All deliverables require the approval of the program manager.

NOTE: All the deliverables shall be presented in Romanian language.

F. Requirements for submission of deliverables

All reporting documentation must be submitted in printed form (2 copies) and in electronic format - scanned copies of the signed and stamped printed versions on a USB stick.

Photos must be submitted in pdf/jpg format. Photos must be submitted in electronic folders, which will contain the name of the object and the date the photo was taken.

In order to submit a full and fair financial offer, it is recommended that the Bidder visits and examines the technical conditions of the objects to be conserved/reconstructed. To plan such a site visit, please send a message to andrei.vasilachi@undp.org, Andrei VASILACHI, Project Manager, Confidence Building Measures Programme.

G. Institutional arrangements

The selected company will enter into a contract with UNDP and will work under the leadership of the project coordinator/officer of the European Union Programme 'Confidence Building Measures' (EU-CBM V) and under the supervision of the Cultural Heritage Component Manager of the European Union Programme 'Confidence Building Measures' (EU-CBM V). The selected company will be responsible for establishing and maintaining good working relations with all persons involved in the implementation process and for organising his own transport and logistical arrangements.

The selected company will be responsible for ensuring security measures while on the construction site.

H. Financial arrangements

Payments will be made via invoice on a lump sum basis (periodicity to be agreed with the selected company) after submission and approval of progress reports and certification by the Community Infrastructure Project Officer, the Community Infrastructure Project Manager and the EU-CBM Programme Manager that the services have been satisfactorily delivered during the reporting period. Payments will be processed on the basis of the submitted deliverables.

The company must take into account all costs for measures related to the provision of deliverables. Prices and payments shall correspond to the deliverables received and not to the expenses related to the deliverables in question. Lack of understanding or of knowledge will not be considered as a waiver for objectives.

I. Duration of Work

The duration of the contract will depend on the schedule of execution of rehabilitation works at the first stage of intervention. The tentative works execution schedule covering the period from May 2022 to May 2023. Deliverables 1-5 are planned to be achieved during this period.

J. Qualifications of the Successful Service Provider

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

- I) Availability of Joint Venture agreement with local company, if the bidder is not local;
 - II) Legal entity with minimum 10 years of experience in the field of technical supervision for construction or/and historical, and/or architectural, and/or cultural heritage sites (*For JV/Consortium/Association, each member should meet requirement*);
 - III) Minimum 2 similar contracts for technical supervision of construction or/and historical, and/or architectural, and/or cultural heritage sites undertaken in the Republic of Moldova or internationally in over the past 10 (ten) years for projects with a value of at least 500,000 USD each (*For JV/Consortium/Association, each member should meet requirement*);
 - IV) Proven technical and human resources for successful implementation of the assignment. Minimal presence of the implementation team consisting of:
 - a) 1 (one) Task Manager/Architect;
 - b) 1 (one) attested technical supervisor in field of general construction works;
 - c) 1 (one) attested technical supervisor in field of electrical power works;
- A. Minimal selection criteria for the proposed task manager/architect will be:

- a) Academic Qualifications:
 - University degree or equivalent in technical/engineering/constructions/architecture studies;
- b) Experience:

- Minimum 10 years of progressively responsible professional experience in the area of construction or/and historical, and/or architectural, and/or cultural heritage sites;
- c)Knowledge and competencies:
 - At least 5 years of experience in managing teams;
- d)Abilities & skills:
 - Fluency in English, Romanian and Russian languages;
 - Computer literacy and ability to effectively use office technology equipment, IT tools.

B.Minimal selection criteria for the proposed technical supervisor for construction will be:

- a)Academic Qualifications:
 - University degree or equivalent in technical/engineering/constructions studies;
- b)Experience:
 - Minimum 10 years of progressively responsible professional experience in the area of technical supervision of construction or/and historical, and/or architectural, and/or cultural heritage sites;
 - Minimum 5 years of progressive experience as attested technical supervisor in civil engineering of large-scale infrastructure projects;
- c)Knowledge and competencies:
 - Valid attestation as technical supervisor for supervision services of civil engineering works;
- d)Abilities & skills:
 - Fluency in Romanian and Russian languages.
 - Computer literacy and ability to effectively use office technology equipment, IT tools.

C.Minimal selection criteria for the proposed technical supervisor for electrical power lighting networks will be:

- a)Academic Qualifications:
 - University degree or equivalent in technical/engineering/electrical networks studies;
- b)Experience:
 - Minimum 10 years of progressively responsible professional experience in the area of technical supervision of electrical power networks execution for construction or/and historical, and/or architectural, and/or cultural heritage sites;
 - Minimum 5 years of progressive experience as attested technical supervisor in field of electrical power networks of large-scale infrastructure projects;
- c)Knowledge and competencies:
 - Valid attestation as technical supervisor for supervision services of electrical power networks;
- d)Abilities & skills:
 - Fluency in Romanian and Russian languages.
 - Computer literacy and ability to effectively use office technology equipment, IT tools.

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:	RfQ22/02451: EU CBM: Technical supervision of the rehabilitation works at the block A of Chisinau Circus (Phase 1)	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	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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 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 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.			
Previous relevant experience: 2 similar contracts for technical supervision of construction or/and historical, and/or architectural, and/or cultural heritage sites undertaken in the Republic of Moldova or internationally in over the past 10 (ten) years for projects with a value of at least 500,000 USD each				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions, Sanctions: 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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 – SERVICES

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:	RfQ22/02451: EU CBM: Technical supervision of the rehabilitation works at the block A of Chisinau Circus (Phase 1)	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of company's qualification and capacity that is relevant to the Terms of Reference;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Nr	Type of services provided (the only criterion for payment is the provision of deliverables that meet the requirements and quality required)	Total price, USD (excl. VAT)
1	Technical supervision of rehabilitation works - initial stage 1. Quality Assurance Management Plan (QAMP) 2. Initial Assessment Report of the technical designs of the Rehabilitation works of bloc A of Chisinau Circus first stage	
2	Support in procurement process 1. Assisting the EU-CBM programme team in the preparation of tender documentation 2. Assisting the EU-CBM programme team in the evaluation of technical and financial offers submitted by construction companies.	
3	Technical surveillance of object 1. Systematic site visits, not less than once per week. Participation in technical and organizational meetings. 2. Collection of volumes, verification of estimates, preparation of the report for excluded and included works (if necessary) 3. Collection of the execution documentation for the implemented works on site and transmission to the beneficiary (if necessary) 4. Drawing up reports on the progress of the project.	
4	Technical supervision of rehabilitation works – acceptance of works committee 1. Assisting the EU-CBM programme and project beneficiaries in setting up the commission for the acceptance of the site at the completion of the works. 2. Assisting the EU-CBM / cultural heritage programme manager in evaluating the results of the contractors 3. Assisting with the substantial acceptance of the project, supervising the correctness of the completion of all documents submitted. 4. Drawing up the minutes of the commission for the acceptance of the object at the end of works (substantial completion) and collecting the signatures of the members of the committee.	
5	Final report 1. Provision of final report on the subject with photos for each stage.	
Subtotal		...USD
Other costs (which considered necessary for the implementation of this contract, please specify)		...USD
TOTAL		...USD

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period of 14 months upon signature of contract and from the moment the Contractor was given access to the construction site	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation <i>90 calendar days</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<i>Commissioning</i> Participation in the preliminary and final commissioning of the works	<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.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 4: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFQ reference:	RfQ22/02451: EU CBM: Technical supervision of the rehabilitation works at the block A of Chisinau Circus (Phase 1)		

To be completed and returned with your Bid if the Bid 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 goods and/or 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 ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

We have attached a copy of the below referenced 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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____