



**REQUEST FOR QUOTATION NO. RFQ22/02565:**

**E-LEARNING/ REPAIR AND CONSTRUCTION WORKS AT THE SCHOOL IN CAZACLIA VILLAGE, CIADIR-LUNGA**

UNDP through the **Improving the quality of education in the Republic of Moldova (E-learning) project**, kindly requests your quotation for the **Request for Quotation no. RFQ22/02565: E-learning/ Repair and construction works at the school in Cazaclia village**, as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements, incorporating the Technical Design (RO)
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer, incorporating Bills of Quantities (RO)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in **Quantum NextGenERP** supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00039** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afrLoop=6329722925931702&\\_afrWindowMode=0&\\_afrWindowId=null&\\_afrFS=16&\\_afrMT=screen&\\_afrMFW=1042&\\_afrMFH=575&\\_afrMFDW=1280&\\_afrMFDH=720&\\_afrMFC=8&\\_afrMFCI=0&\\_afrMFM=0&\\_afrMFR=144&\\_afrMFG=0&\\_afrMFS=0&\\_afrMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.



Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that quotation shall be submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Thank you and we look forward to receiving your quotation.

UNDP Moldova



## Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Tender Timeline.....	5
1.3 Response Rules.....	6
1.4 Terms.....	6
1.5 Attachments.....	6
2 Requirements.....	7
2.1 Section 1. Section 2 RFQ Instructions and Data sheet.....	7
2.2 Section 2. Documents to be submitted.....	8
2.3 Section 3. Annex 1: Schedule of Requirements.....	11
2.4 Section 4. Annex 2 - Quotation Submission Form.....	12
2.5 Section 5. Bidder Declaration.....	13
2.6 Section 6. Annex 3 - Financial Offer.....	15
3 Lines.....	16
3.1 Line Information.....	16



## 1 Overview

### 1.1 General Information

<b>Title</b>	RfQ22/02565: E-learning/Repair and construction works at the school in Cazaclia
<b>Contact Point</b>	Liliana Samburschi
<b>Outcome</b>	Purchase Order
<b>E-Mail</b>	liliana.samburschi@undp.org
<b>Reference Number</b>	RfQ22/02565
<b>Beneficiary Country</b>	Republic of Moldova
<b>Introduction</b>	

#### REQUEST FOR QUOTATION NO. RFQ22/02565:

#### E-LEARNING/ REPAIR AND CONSTRUCTION WORKS AT THE SCHOOL IN CAZACLIA VILLAGE, CIADIR-LUNGA

UNDP through the **Improving the quality of education in the Republic of Moldova (E-learning) project**, kindly requests your quotation for the **Request for Quotation no. RFQ22/02565: E-learning/ Repair and construction works at the school in Cazaclia village**, as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements, incorporating the Technical Design (RO)
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer, incorporating Bills of Quantities (RO)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in **Quantum NextGenERP** supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).



Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00039** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_afCtrl-ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCI=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afCtrl-ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that quotation shall be submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

## 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	21-Nov-2022 14.32.07
<b>Close Date</b>	2-Dec-2022 16.30.00
<b>Time Zone</b>	Eastern European Time



### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

**Negotiation Currency** USD (US Dollar)

### 1.5 Attachments

File Name or URL	Type	Description
Annex 1_Schedule of Requiremen	File	
Annex 2_Quotation Submission F	File	
Annex 3_Technical and Financia	File	
Annex 3_Bills of Quantities (B	File	
UNDP Quantum_User Guide for Su	File	
UNDP Quantum_User Guide for Su	File	
UNDP General Terms and Condi	File	



## 2 Requirements

*\*Response is required*

Please review carefully the requirements and questions in this section, provide answers as required and upload supporting documents when requested so.

### 2.1 Section 1. Section 2 RFQ Instructions and Data sheet

#### 1. Introduction

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 (link: <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit>) and with the provisions in the General Instructions to Bidders included in the document herewith attached.

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.

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 cancellation of the tender in the online portal.

#### 2. General Instructions

Please read and follow the general instructions to Bidders included in the General Instructions document herewith attached.

#### 3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

#### 4. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions for Works:

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Award%20and%20Management%20of%20Contract\\_Model%20Contract%20for%20Civil%20Works.docx&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)



Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:  
<https://www.undp.org/procurement/business/how-we-buy>

## 2.2 Section 2. Documents to be submitted

Section Maximum Score: 16

### \*1. Company Profile

Have you provided a brief profile of the company highlighting areas of expertise, capacity, and experience in similar fields related to the assignment? You can upload attachments for a more comprehensive description of your company and its activities.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

### \*2. Registration Certificate

Have you provided a copy of your company registration certificates?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

### \*3. List of relevant projects

Have you provided the list of completed and/or ongoing contracts for similar construction sites (in terms of types construction/repair works of social infrastructure sites and volume of works) undertaken within the past five (5) years including the following information:

- Name of previous contracts
- Client & Reference Contact
- Details including e-mail
- Contract Value Period of activity
- Types of works undertaken

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

### \*4. Acceptance Notes of works executed

Have you provided the Acceptance Notes of works executed (Final Commissioning Reports for local companies) submitted for two (2) sites (in terms of type construction/repair of social infrastructure sites and volume of works) for the last five (5) years, presented as similar experience (as listed in Evaluation Criteria below) including the contract value (in case it is not mentioned in the Note/Report, please attach Contract or other document to prove the value of the project site)?





Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*5. List of transportation and specialized equipment units**

Have you provided the list of transportation and specialized equipment units to be confirmed with the rights of ownership or contract of lease and availability of the functioning permit in line with national legislation (Bidders shall indicate whether the equipment is their own or rented)?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*6. Quality Certificates for materials**

Have you provided the Quality Certificates for the materials to be used during Works, valid at the moment of quotation submission?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*7. Quality Certificates (ISO, etc.)**

Have you provided the Quality Certificates (ISO, etc.) if available?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

**\*8. CVs and Key Personnel**

Have you provided the list of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation) for the Foreman in construction?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*9. Chart for execution of works**



Have you provided the chart for execution of works (Work Time Schedule), for example GANTT?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*10. Written declaration regarding warranty period**

Have you provided the written declaration regarding warranty period on works and materials used, not less than 3 (three) years?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*11. Written declaration regarding any past and current litigation**

Have you provided the 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)?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*12. Statement of Satisfactory Performance**

Have you provided the Statements of Satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*13. Financial Statements**

Have you provided the Financial Statements (Income Statements and Balance Sheets) for the past 2 years (2021, 2020)?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*14. Annex 2: Quotation Submission Form**



Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*15. Annex 3: Technical and Financial Offer**

Have you uploaded Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1? You can upload attachments for more comprehensive description of your technical offer, in addition to Annex 3.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**\*16. Bill of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3)**

Have you provided the duly filled-in Bill of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 3 BOQs)?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are required*)

**2.3 Section 3. Annex 1: Schedule of Requirements**

Section Maximum Score: 6

**\*1. Compliance with technical requirements**

Please confirm whether you comply with the technical requirements listed in Annex 1: Terms of Reference. If you can not comply or comply with deviations, please indicate counter-offer in the comments. Please upload documents related to your technical offer if different than the filled in Annex 3: Technical and Financial Offer form. Documents could include but are not limited to information detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed.

Maximum Score: 1

Target: Fully Comply

Select one of the following:-

- a. Fully Comply(*Response attachments are optional*)
- b. Comply with minor deviations(*Response attachments are optional*)
- c. Do not comply with requirements(*Response attachments are optional*)

**\*2. Delivery period**

Please confirm that you comply with the following delivery period:



Maximum delivery period not to exceed 100 calendar days upon signature of contract and from the moment the Contractor is given access to the construction site.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

### \*3. Warranty

Please confirm whether you provided a minimum three (3) years warranty on works and materials used.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

### \*4. Installation Requirements

Please confirm that you comply with the below installation requirements:

All the works must be carried out in accordance with national/local standards regarding civil works.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

### \*5. Commissioning

Please confirm that you comply with the below commissioning requirements:

Preliminary and final commissioning of the works must be initiated by the Supplier.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

### \*6. Technical Support Requirements

Please confirm that you comply with the below requirements:

The contracted company will eliminate any infrastructure damages subject to quality guaranty in maximum one month from the moment of written notification.

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes(*Response attachments are optional*)

## 2.4 Section 4. Annex 2 - Quotation Submission Form



Section Maximum Score: 1

**\*1. Annex 2: Quotation Submission Form**

Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

Maximum Score: 1

Target: Yes

Select one of the following:-

a. Yes (Response attachments are optional)

**2.5 Section 5. Bidder Declaration**

**\*1. Requirements and Terms and Conditions**

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.

Select one of the following:-

a. Yes

b. No

**\*2. Capacity and capability**

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.

Select one of the following:-

a. Yes

b. No

**\*3. Ethics**

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.

Select one of the following:-

a. Yes

b. No

**\*4. Code of Conduct**

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.



Select one of the following:-

- a. Yes
- b. No

**\*5. 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.

Select one of the following:-

- a. Yes
- b. No

**\*6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, 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.

Select one of the following:-

- a. Yes
- b. No

**\*7. 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.

Select one of the following:-

- a. Yes
- b. No

**\*8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Select one of the following:-

- a. Yes
- b. No

**\*9. Acceptance of contract**

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.



Select one of the following:-

- a. Yes
- b. No

**\*10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

Select one of the following:-

- a. Yes
- b. No

**2.6 Section 6. Annex 3 - Financial Offer**

**1. Financial Offer**

Please provide detailed pricing directly in the system per each line (**Step 4**), unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.



### 3 Lines

#### Instructions

Please fill in this form in accordance with the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer attached herewith and the duly filled in, signed and stamped **Bill of Quantities (F7)**, including **Unit Price Catalogue (F5)** and **Resource Schedule (F3)** (as per Annex 3 BOQs).

The currency of Proposal shall be US Dollar / USD.

The prices shall be exclusive of VAT.

#### 3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-2-1-1 Architectural solutions	Civil engineering					
2-2-1-3 Internal water supply and sewerage networks	Civil engineering					
3-2-1-3 Heating and ventilation system works	Civil engineering					
4-2-1-4 Electricity networks	Civil engineering					
5-6-1 External sewerage networks	Civil engineering					





Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
6-6-2 External water supply networks	Civil engineerin g					
7-6-3-1 Reinforce d concrete constructi on SE	Civil engineerin g					
8-6-3-2 Technolo gical Solutions	Civil engineerin g					
9-7-1 Landscap ing	Civil engineerin g					