

SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme, hereinafter referred to as UNDP, through **Promotion of Human Security of Ukrainian refugees, third-country nationals (TCNs), and the host communities in Moldova through Socio-Economic Empowerment and Inclusion project** kindly requests your quotation for the provision of **RfQ23/02721: Rehabilitation works of the Family and Child Social Assistance Center “CREDO” from Ungheni** 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

Annex 2: Quotation Submission Form generated by the online system

Annex 3: Technical and Financial Offer

Annex 4: Bills of Quantities (English and Romanian languages)

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 this 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-00254** 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=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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. Please pay attention that the quotation shall be submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your bid.

UNDP Moldova

SECTION 2: RFQ INSTRUCTIONS AND DATA

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 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.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID. 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&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=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. ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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 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

Gifts and Hospitality	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.
Conflict of Interest	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. 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. 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.
Currency of Quotation	Quotations shall be quoted in in the currency indicated in the portal. (US dollars)
Joint Venture, Consortium or Association	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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
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.

Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. 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.
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.
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
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.
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 Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of Contract if the delivery/completion is delayed by 1 calendar month.
Duties and taxes	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 in the requirements section. All prices must: ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation	Romanian, Russian or English Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Payment Terms	☒ The Contractor shall submit monthly invoices (reflecting the monthly work performed and materials utilized every month as accepted by UNDP through the “Monthly Progress Reports”) and a final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the Engineer.

Liquidated damages	Will be imposed as follows: In case the works are not completed within 90 days, 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.
Conditions for Release of Payment	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of References in Annex 1 ☒ Duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) ☒ Company profile, including detailed portfolio/previous experience in similar fields ☒ Copy of registration certificate ☒ List and value of projects performed for the last 5 years, including clients' contact details ☒ Acceptance Notes of works executed (Final Commissioning Reports for local companies) submitted for 2 sites (in terms of type construction and volume of works with a value not less than 40,000 US\$ each, executed within the last five (5) years, presented as similar experience (as listed in Evaluation Criteria below), including the contract value (<i>in case it is not mentioned in the Note/Report, please attach Contract or other document to prove the value of the project site</i>). <u>Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience.</u> ☒ 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) ☒ Quality Certificates for the materials to be used during Works ☒ List of qualified key personnel, together with CV and professional certificate (valid at the date of presentation) for the certified foreman in the field of civil, industrial and agrozootechnical constructions ☒ Chart for execution of works (Work Time Schedule), for example GANTT ☒ Written declaration/ statement on warranty period on works and materials used, not less than 3 (three) years ☒ 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) ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field ☒ Financial Statements (Income Statements and Balance Sheets) for the past 2 years (2021, 2022)
Evaluation method	☒ The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract for Works ☒ Minimum 5 years of experience in the field of construction/repair of social infrastructure sites ☒ Minimum 2 contracts (in terms of type construction/repair of social infrastructure sites and volume of works) with a value not less than 40,000 US\$ each, in over the past 5 years ☒ Minimum average annual turnover of USD 80,000 equivalent for the last 2 years (as per submitted audited financial statements) ☒ Maximum delivery period not to exceed 90 calendar days upon signature of contract and from the moment the Contractor was given access to the construction site

	☒ Sufficient human resources capability to qualitatively and timely execute the works. Minimum key-personnel with valid certificates: • one (1) certified foreman in the field of civil, industrial and agrozootechnical constructions ☒ Minimum 3 years warranty on works and materials as required by the local legislation and regulations Will serve grounds for disqualification: ☒ Failure to submit one of the following documents: • Duly filled-in Submission Form (as per Annex 2) • Technical and Financial Offer (as per Annex 3) • Duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 3) • Acceptance Notes of works executed (Final Commissioning Reports applicable for national companies) submitted for 2 construction/repair contracts of social infrastructure sites presented as similar experience (as listed under Evaluation criteria below) including the contract value (in case it is not mentioned in the Note/Report, please attach Contract or Minutes of the reception of works). Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience. ☒ Serious deviations from the provisions of the documents below: • Changes in codes for works required*; • Changes in the volume of works required*; • Changes in the volumes of resources in the norms of materials, manpower and tools*; • Changes in coefficient for norms*; • Proposing the manpower remuneration below the medium required by the National Legislation in force (besides the situation when a respective proof from relevant authorities is obtained and presented), (according to Ordinance nr. 14 of 10.02.2022, with the reference to the Approval of the Amendment CP L.01.02:2012/A2:2022 „Construction economics. Instructions for determining the estimate of expenses for construction salaries") *) 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/).
Type of Contract to be awarded	☒ Contract for Works
Expected date for contract award.	30 September 2023

ANNEX 1: SCHEDULE OF REQUIREMENTS

Title: Rehabilitation works of the Family and Child Social Assistance Center “CREDO” from Ungheni

A. Project Description

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The refugee crisis presents an additional challenge that requires sustained attention and support from the international community. Without urgent intervention, the deepening socio-economic, energy, food and human security crises has the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova, whether Ukrainian refugees, third country nationals, or Moldovan citizens (including those from minority ethnic groups). There are risks of massive outmigration and brain drain, as an immediate impact of the worsening of the socio-economic situation, depleting the country of its major asset: human capital.

The overall objective of the intervention is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. The three specific objectives are:

- To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production;
- To enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crises;
- To enhance community security by capacitating the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (Energy, Food, Community) to protect and maintain vital systems, structures and a capacity to support Moldova’s resilience. Ultimately, the advancement of human security in Moldova will give rise to more tangible and sustainable results that comprehensively address root causes and drivers behind current and emerging challenges, identify priorities based on the actual needs, vulnerabilities and capacities of the governments, institutions and the target group of people, and advance solutions that strengthen the protection and empowerment of all peoples and communities.

B. SCOPE OF WORK

UNDP Moldova is seeking to contract a specialized and experienced company/ companies (hereinafter “the Company”) to provide rehabilitate rehabilitation works of the Family and Child Social Assistance Center “CREDO” from Ungheni.

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

- procurement and delivery to the site of the materials and services required to successfully execute the works;
- site preparation for storing materials, execution of works;
- execution of construction and land development works;
- commissioning of the construction works carried out.

All these activities shall be carried out in accordance with the provisions of the Bills of Quantities (BoQ).

The physical and chemical properties of the construction materials proposed by the contractors shall be in accordance with the requirements of the Bills of Quantities and the specifications in the working drawings and with the technical guidelines, requirements and specifications as required below. The construction materials delivered to the site must be accompanied by national certificates of conformity and/or European Certificates (EC) attesting the quality standards. The contractor should also ensure that all materials to be used under the contract are coordinated, prior the execution, with the representatives of the final Beneficiary and UNDP Moldova who are in charge of the day-to-day supervision of the site and regular monitoring of the on-site works.

The Company/Consortium taking part in the tendering procedure shall provide everything necessary for the successful performance of the contract. The Company/Consortium shall ensure the supervision of the works on site-by-site

supervisors certified according to the classification (Government Decision No 329 of 23 April 2009, amended by Government Decision No 207 of 30 March 2022) for general and specialized works.

The Company/Consortium shall perform the works using the skilled labor, materials, mechanisms, machinery and equipment necessary to carry out the works specified in the Specifications. The Company/Consortium shall comply with labour and site protection measures, carry out the necessary laboratory sampling and testing in compliance with the construction rules and standards, ensure the commissioning of engineering systems.

Note for bidders:

Whenever the technical specifications require a specific product, specific brand/model, the bidders may come up with proposals for an alternative product equivalent in all aspects with the specified product and meeting the requirements regarding physical, functional and performance parameters.

C. EXPECTED OUTPUTS

In accordance with the sequence of the works the following results are to be obtained:

I - Façade repair works at the Family and Child Social Assistance Center CREDO, Ungheni

1. Repairing the cracks in exterior plaster, levelled with lime cement mortar brand 100-T in 3 layers (sprit, primer and visible layer), with a maximum width of 15 cm
2. Finishing with 3 mm thick plaster on interior levelled plasters, executed with plaster paste on walls and pillars
3. Painting (washable paint) with polyvinyl acetate-vinyl acetate-based paint, inside and outside, in 2 layers, on existing plasters
4. Painting ceilings, paneling and eaves of wood, PFL or chipboard with oil-based or alkyd paints, on surfaces of more than 20 m², with one layer over existing paint (facade paint)
5. Painting in oil colors the metal railings, gratings and parapets, in one layer of paint over the existing one
6. Painting walls and ceilings with alkyd enamel, on plaster, in one layer
7. Repairing the galvanized sheet metal or aluminum drain pipes
8. Overhauling galvanized sheet metal drain pipes, 0.5 mm thick, executed from a telescopic platform or facade scaffolding.

The volume of works to be carried out are indicated in the Bill of Quantities (List of work volumes/BoQ).

II – Interior repair works at the Family and Child Social Assistance Center CREDO, Ungheni

- Chapter 1. Floor 1
 - Chapter 1.1. Create insulator
 - Chapter 1.1.1. Isolating
 - Chapter 1.1.2. Bathroom
 - Chapter 1.1.3. entry
 - Chapter 1.2. Hall/Corridor
- Chapter 2. Floor 2
 - Chapter 2.1. Bedroom
 - Chapter 2.2. Kitchen
 - Chapter 2.3. Bathroom
 - Chapter 2.4. Hall/Corridor
- Chapter 3. The house of the ladder
- Chapter 4. Technical room

The volume of works to be carried out are indicated in the Bill of Quantities (List of work volumes/BoQ).

The following outcomes are expected to be provided by the Contractor:

Outcome 1: Completion of all rehabilitation works set out in the contract documents, within no more than 90 calendar days. Once the construction works are completed and the execution documents are submitted, the completed on-site

works shall be commissioned in compliance with the provisions of the Regulation on the acceptance of construction works and related installations, approved by the Republic of Moldova Government Decision No 285 of 23.05.1996.

Outcome 2: Final commissioning of the facility after the expiry of the 1-year warranty period from the date of commissioning of the facility on completion of the works.

D. INSTITUTIONAL ARRANGEMENT

The site is located in Ungheni municipality at the following addresses:

The Family and Child Social Assistance Center “CREDO” is located in Ungheni mun., 8 George Meniuc street, MD-3603.

The construction waste, resulting from excavation, will be transported about 5 km to a disposal site established by the City Hall of Ungheni.

The reporting on the work progress shall take place on a monthly basis through the submission of a Minutes of Acceptance of the works carried out during the preceding 30 calendar days. The minutes shall be signed by the Company Manager/Contractor and the certified Site Manager with the application of the stamps and forwarded for verification to the certified Technical Manager, the Beneficiary's permanent representative on site. Subsequently, the Minutes of Acceptance of the works carried out, signed by the certified Technical Manager, will be countersigned by the National Consultant for Community Infrastructure and submitted for verification and approval to the Project Manager.

OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements/Scope of Works above, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfilment of the requirements:

Delivery Term [INCOTERMS 2010]	DDP
Exact Address of Delivery/Installation Location	The Family and Child Social Assistance Center “CREDO” is located in Ungheni mun., 8 George Meniuc Street, MD-3603
Customs, if required, clearing shall be done by:	Supplier
Installation Requirements	All the construction works must be carried out in accordance with national/local standards regarding civil works.
Commissioning	Preliminary and final commissioning of the works must be initiated by the Contractor
Warranty Period	Minimum warranty on works and materials as required by the local legislation and regulations but not less than 3 (three) years
Technical Support Requirements	The contracted company will eliminate any infrastructure damages subject of quality guaranty in a maximum 10 days from the moment of written notification
Pricing	The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever. Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalanced pricing (i.e. despite an acceptable total evaluated price, the price of one or more BoQ line items is significantly over- or underpriced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).

Payment Terms	☒ The Contractor shall submit monthly invoices (reflecting the monthly work performed and materials utilized every month as accepted by UNDP through the “Monthly Progress Reports”) and a final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the Engineer. UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the corrected amount. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoices submitted by the Contractor within 15 days of their receipt. Invoices will be paid within thirty (30) days of the date of their receipt and acceptance by UNDP. ☒ So as to ensure the liquidated damages retention (in case applied) (as per point 9 of Section 3: Bid Data Sheet), the last invoice shall not be less than 10% of the total contract amount.
All documentations, including catalogues, instructions and operating manuals, shall be in these languages	English, Romanian or Russian

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:	RfQ23/02721	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?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ 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 institutions promoting such issues (If yes, provide a Copy)	☐ Yes ☐ No
Is your company a member of the UN Global Compact	☐ Yes ☐ 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 contracts (in terms of type construction/repair of social infrastructure sites and volume of works) with a value not less than 40,000 US\$ each, in over the past 5 (years)				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (please insert currency)	Period of activity (month/ year)	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	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 – WORKS

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:	RfQ23/02721	Date:	Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price (USD, VAT 0%)
Interior repair works at the Family and Child Social Assistance Center “CREDO”, Ungheni				
Chapter 1. Floor 1				
Chapter 1.1. Create insulator				
Chapter 1.1.1. Isolating				
Chapter 1.1.2. Bathroom				
Chapter 1.1.3. entry				
Chapter 1.2. Hall/Corridor				
Chapter 2. Floor 2				
Chapter 2.1. Bedroom				
Chapter 2.2. Kitchen				
Chapter 2.3. Bathroom				
Chapter 2.4. Hall/Corridor				
Chapter 3. The house of the ladder				
Chapter 4. Technical room				
<i>Subtotal - Interior repair works</i>				
Façade repair works at the Family and Child Social Assistance Center “CREDO”, Ungheni				
Chapter 1: Façade				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time: 90 days	☐	☐	Click or tap here to enter text.
Validity of Quotation: 90 days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Minimum warranty on works and materials as required by the local legislation and regulations but not less than 3 (three) years	☐	☐	Click or tap here to enter text.
<i>Installation Requirements</i> All the works must be carried out in accordance with national/local standards regarding civil works	☐	☐	Click or tap here to enter text.
<i>Commissioning</i> Preliminary and final commissioning of the works must be initiated by the Supplier	☐	☐	Click or tap here to enter text.
<i>Technical Support Requirements</i> The contracted company will eliminate any infrastructure damages subject to quality guaranty in maximum one month from the moment of written notification	☐	☐	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. 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.