**ANNEX B: TERMS OF REFERENCE**

# for

**Procurement of Engineering Services for the Reconstruction (Construction) of Barnahus in Moldova**

1. **BACKGROUND**

* + 1. UNICEF Moldova is supporting the Ministry of Labor and Social Protection in its effort to setting up integrated services for children victims and witnesses of crime in line with Government Decree 708/2019 for the approval of the framework Regulation regarding to the organization and operation of the regional Center of integrated assistance of child victims/witnesses of crimes.
		2. To that aim, UNICEF Moldova will reconstruct (construct) **Barnahus in Cahul**, as detailed in a Scope of the Work below.
		3. This Project is expected to benefit **200** children victims and witnesses of crime with adequate services and necessary support.
		4. The objective of these Terms of Reference is to guide a bidding exercise to identify suitable engineering firm for the procurement of engineering services required for this construction project.
1. **DEFINITION**

* 1. **Renovation** of a building refers to the demolition & reconstruction work within the existing building.
1. **SCOPE OF SERVICES**

* 1. The scope of engineering services is divided in 2 packages:

Package 1 includes site assessment, design and technical documents and technical support to procurement, please find details in **Annex E, Design Assignment**; and

Package 2 includes quality assurance and site supervision.

Each package is described in detail in Section 4 Expected Deliverables.

* 1. The contract will be signed with a selected engineering firm for Package 1 and Package 2.
	2. Potential Bidders must visit the Cahul-located site prior to submitting their offers to get familiar with site conditions that may affect their Proposals. Potential Bidders are expected to make their own arrangements to visit the site and on their own expenses. UNICEF shall accept no excuse or claim whatever from the selected engineering firm for not knowing or being able to properly evaluate the site condition and requirements for the services to be carried out. Questions should be submitted in writing to UNICEF in accordance with instruction provided under the RFP.
	3. All design drawings and technical documents developed for construction and/or renovation works implemented directly or indirectly by UNICEF shall be in line with the Organization’s commitments towards Accessible Buildings and achieving Climate Neutrality by 2020, as per [PROCEDURE/DFAM/2020/001](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/UNICEF%20Procedure%20on%20Eco-Efficiency%20and%20Inclusive%20Access.pdf?csf=1&cid=d9455b05-332c-45b5-9687-18b3cf3dfda7) on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, [CF/EXD/2017-004](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/Executive%20Directive%20-%20Accessibility%20in%20UNICEF%27s%20Programme-related%20Construction%20Activities.pdf) on Accessibility in UNICEF’s Programme-Relegated Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.
1. **EXPECTED DELIVERABLES**

* 1. The table below describes in detail each required engineering service, including tasks and expected deliverables.
	2. Deliverables shall be submitted to UNICEF in electronic format (drawings in AutoCAD, Revit and PDF) and hard copies printed in an appropriate scale.

***Table 1: Services, Tasks and Deliverables***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Service Descriptions** | **Tasks** | **Deliverables** |
| **Package 1** |
| 1- | **Site Assessment**Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation. | **Assessment of existing building**[[1]](#footnote-1)Verify structural integrity and functionality of existing construction, finish quality, accessibility level[[2]](#footnote-2), accuracy of as-built drawings, and if not available, prepare architectural drawings of existing buildings. | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.  |
| **Assessment of sites for new construction**Conduct site surveys (topographical, geotechnical and engineering); verify land legal status and construction laws. |
| **Soil investigation**Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved. | Detailed report approved by UNICEF on soil investigation. |
| 2- | **Design and Technical Documents[[3]](#footnote-3)**Development of construction technical documents, and obtaining necessary construction permits, if required. | **Conceptual design**Produce design sketches that comply with site conditions, criteria, performance standards, greening and accessibility requirements; formulate and evaluate design options; develop conceptual design for the “passed-screening” option. | Feasibility report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings. |
| **Architectural design**Develop architectural design in 2 stages: a) Preliminary design based on approved conceptual design, and b) Detailed design with finish materials’ specifications. | Full set of architectural drawings[[4]](#footnote-4) with specifications, approved by UNICEF. |
| **Structural design**Develop structural design in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis. | Full set of structural drawings[[5]](#footnote-5), specifications, calculations and design analysis, approved by UNICEF. |
| **Building service design**Develop design of plumbing, water supply, sanitary, electrical services in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis. | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **Bid technical documents**Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities). | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF. |
| Confidential cost estimates. |
| **Permitting and declaration**Compile technical and administrative documents required for requesting permit and declaration, and obtain necessary construction permits[[6]](#footnote-6) and declaration for each construction work from Authority. | Original copy of permit(s) officially authorized by Authority. |
| 3- | **Technical Support to Procurement**Assisting UNICEF in the solicitation process and the selection of qualified construction companies. | **Pre-qualification of contractors**[[7]](#footnote-7)Assist UNICEF in the evaluation and pre-qualification of contractors. | Report includes a shortlist of pre-qualified contractors approved by UNICEF. |
| **Bidders’ conference**Attend bidders’ conference with Potential Bidders; respond to their technical queries and questions. | Report includes answers to all technical queries and questions of Potential Bidders during the bidding process. |
| **Technical evaluation**Assist in the evaluation of technical proposals, visits to bidders’ offices and relevant projects, verification of references, etc[[8]](#footnote-8). | Evaluation report approved by UNICEF includes scores and remarks on each technical sub-criterion. |
| **Package 2** |
| 4- | **Quality Assurance and Site Supervision**Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works. | **Quality assurance**Undertake quality assurance and quality control plans and related procedures; review and approve contractor’s construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials’ tests.**Site supervision**Assist in project’s start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; approve workmanship and materials; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Laws and regulations, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report; approve as-built drawings and Preventative Maintenance Manual. In case greening certification is pursued, engage with the Inclusive & Sustainable Operations team for guidance. | Reports approved by UNICEF based on site visits. |

1. **TIMEFRAME AND PAYMENT SCHEDULE**

* 1. The timely completion of these engineering services is of utmost importance for UNICEF.
	2. The duration required for completing Package 1 except “Technical support for procurement” should be no later than [three (3)] months from date of signing the contract.
	3. UNICEF will issue interim and final payments upon satisfactory completion of each Deliverable.

***Table 2: Timeframe and payment schedule***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Scope of deliverable** | **Payment distribution** | **Timeframe** |
| **Package 1** |
| 1 | After approval of UNICEF on completed deliverables of site assessment. | 20% | three weeks |
| 2 | After approval of UNICEF on completed deliverables of design and technical documents. | 70% | three months |
| 3 | After providing technical support to procurement and signing the contract for Works with the Contractor.  | 10% | NA[[9]](#footnote-9) |
| **Package 2** |
| 1 | After approval of UNICEF on report confirming the completion of mobilization and provision of 1 water reservoir with lid | 5%[[10]](#footnote-10) | end of 1st month |
| 2 | After approval of UNICEF on report confirming the demolition works and completion of foundation | 10% | end of 2nd month |
| 3 | After approval of UNICEF on report confirming the completion of structure | 20% | end of 4rd month |
| 4 | After approval of UNICEF on report confirming the completion of engineering works | 25% | end of 6th month |
| 5 | After approval of UNICEF on report confirming the completion of finishing | 25% | end of 8th month |
| 6 | After approval of UNICEF on the report confirming the Substantial Completion and signing the Certificate of Substantial Completion | 5% | end of 9th month |
| 7 | After approval of UNICEF on the report confirming the Final Completion and signing the Certificate of Final Completion | 10% | [8 or 12] months after Substantial Completion |

1. **KEY PERSONNEL**

* 1. Package 1:
* Project Manager (full-time) with 8-year experience in the domain.
* Architect (full-time) with 6-year experience in the domain.
* Structural/Civil Engineer (part-time) with 5-year experience in the domain.
* Electromechanical Engineer (part-time) with 5-year experience in the domain.
* Sanitary Engineer (part-time) with 2-year experience in the domain.
* Heating, ventilation and air conditioning Engineer (part-time) with 5-year experience in the domain.
* Protection installations Engineer (part-time) with 2-year experience in the domain.
* Gas supply Engineer (part-time) with 2-year experience in the domain.
* Topographer (part-time) with 2-year experience in the domain.
* Engineer geologist (part-time) with 2-year experience in the domain.
* Interior designer (part-time) with 5-year experience in the domain.
* Landscape designer (part-time) with 2-year experience in the domain.
* BoQ specialist (part-time) with 5-year experience in the domain.
	1. Package 2 :
* Project Manager (full-time) with 8-year experience in the domain.
* Technical Supervision Specialist (Responsabil Tehnic) with 10 years relevant experience
* Resident Civil Engineer (full-time) with min. 5-year experience in site supervision.
* Architect (full-time) with 6-year experience in the domain.
* Electromechanical Engineer (part-time) with 5-year experience in the domain.
* Sanitary Engineer (part-time) with 2-year experience in the domain.
* Heating, ventilation and air conditioning Engineer (part-time) with 5-year experience in the domain.
* Protection installations Engineer (part-time) with 2-year experience in the domain.
* Gas supply Engineer (part-time) with 2-year experience in the domain.
* Interior designer (full-time) with 5-year experience in the domain.
* Landscape designer (part-time) with 2-year experience in the domain.
* BoQ specialist (part-time) with 5-year experience in the domain.
1. **ELIGIBILITY AND QUALIFICATIONS**
	1. The Potential Bidders are eligible to submit complete proposals for the services of Package 1 and Package 2 included in Section 4, and their submission will be taken into consideration in the proposal’s evaluation process.
	2. The selected engineering firm is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.
	3. The Potential Bidder shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.
	4. **Documents** to be submitted in the Technical Proposal:

* The Potential Bidder must be registered as an engineering firm in Moldova. Technical Proposals shall include copies of original documents defining the constitution or legal status of the company, place of registration, and principal place of business.
* Copy of curriculum vitae (Maximum two (2) pages) or description of qualification, including qualification certificates, of key personnel requested in Section 6 involved in providing the relevant service. UNICEF may conduct reference checks on the key personnel during the evaluation process.
* Reports on the financial standing of the Potential Bidder, such as profit and loss statements and auditor’s reports for the past three years.
	1. The Potential Bidder must provide sufficient **information** in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award of the contract.
1. **Mandatory** information to be submitted in the Technical Proposal (ANNEX C):
* Form 1: Technical Proposal Submission
* Form 2: Technical Proposal Letter
* Form 3: Potential Bidder’s General Information
* Form 4: Potential Bidder’s Contact Details
* Form 5: List of Completed Similar Services Undertaken the Last 3 Years
* Form 6: List of Similar Services in Hand
* Form 7: Proposed Methodology for the Implementation of Package 1 and Package 2
* Form 8: Proposed Planning (Gantt Chart) for the Implementation of Package 1 and Package 2
* Form 9: List of Proposed Key Personnel
* Form 10: CV of the Proposed Team
* Form 11: List of Office Equipment, Engineering Instruments and Design Software
* Form 12: Potential Bidder’s Financial Information/ Adequacy of Working Capital
* Form 13: Summary of Service Values Undertaken the last 3 Years
* Form 14: List of Current Litigations
1. Information to be submitted in the Price Proposal (ANNEX D):
* Form 15: Price Proposal Letter
* Form 16: Price Proposal Submission
	1. Errors in the Proposals
* In the event of any discrepancy between the copies of the Proposals submitted as hard copies, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Firm’s representative.
* The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialled by the person or persons signing the Proposal.
	1. The following criteria will be considered for selection of Potential Bidders for the award of the contract:
* The capacity of the engineering firm to manage multiple assignments at the same geographical locations of this project.
* The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignment.
* The Potential Bidder must have wide range of experience and technical expertise in the field of construction engineering consultancy (at least 5 years).
* The Potential Bidder must be well informed of the construction engineering context of Moldova and is very familiar with Moldova National Building Code.
* The working experience with international and UN Organizations will be preferable.
1. **EVALUATION PROCESS AND METHOD**
	1. Following closure of the RFP, the Proposals will be evaluated by the evaluation team in 3 steps following the Proposal Evaluation Process stated in the RFP document. The evaluation will be restricted to the contents of the Proposals and the reference checks.
	2. The technical merits of each Technical Proposal will be evaluated using the rating system in **Table 3** (below) on the basis of the Proposal Evaluation Approach stated in the RFP document.

***Table 3: Technical Evaluation Criteria***

|  |  |
| --- | --- |
| **CRITERIA** | **MAXIMUM POINTS** |
| **TECHNICAL EVALUATION** | **80** |
| 1. **Firm’s Profile**
* Number of years as an engineering firm providing similar services;
* Proven experience in the country;
* Size and structure of the firm;
* Type and range of similar services previously provided (e.g. assessment of an existing building, building architectural design, site supervision and quality assurance for construction project).
 | 10 |
| 1. **Firm’s Experience**
* List of completed services of similar nature completed in past three (3) years with references;
* List of on-going services of similar nature with reference;
* Type of clients to whom the services were provided (Government, private sector, UN Organizations, others);
 | 35 |
| 1. **Proposed Methodology and Planning**
* Proposed methodology for implementing Package 1 and Package and plan for quality assurance;
* Proposed planning (Gantt Chart) for implementing Package 1 and Package 2.
 | 5 |
| 1. **Resources (key personnel and equipment)**
* List of key personnel proposed for the management team of design phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;
* List of key personnel proposed for the management team of site supervision phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;
* List of essential support staff;
* List of office equipment, engineering instruments and design software owned by the firm.
 | 25 |
| 1. **Financial Capacity**
* Working capital;
* Provision of Audited Financial Reports for the last three (3) years;
* Summary of project values for the last three (3) years.
 | 5 |

# ANNEX C: TECHNICAL PROPOSAL FORMS

The following Forms and information there within are considered an integral part of this submission and must be provided for the Proposal to be considered. The information should be provided according to the sample format.

**Form 1: Technical Proposal Submission**

This PROPOSAL FORM must be completed, signed and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

**INFORMATION**

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

**DECLARATION**

The undersigned, having read the Terms of Reference, the UNICEF Contract for Engineering Services, and **RFP# LRPS-2023-9186345** set out in the attached document, hereby offers to supply the services specified in Terms of Reference at the price or prices quoted in the Schedule of Prices, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the **RFP# LRPS-2023-9186345**

**Name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Validity of Offer (not less than 90 days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Currency of Offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form 2: Technical Proposal Letter**

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

To: Chief/ OIC SUPPLY & PROCUREMENT SECTION

UNICEF Moldova, 131 ’31 august 1989’ street, Chisinau Moldova

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in Moldova in accordance with your Request for Proposal **RFP# LRPS-2023-9186345** dated 07.11.2023 and our Proposal dated [---------------]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Price Proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company

Address:

**Form 3: Potential Bidder’s General Information**

|  |
| --- |
| **Potential Bidder General Information** |
|  |
| **Description** | **Information** | **Remarks** |
| (to be filled by the Potential Bidder) |  |
|  Registration number |  |  |
|  Registration year |  |  |
|  Staff number |  |  |
|  **Legal Status** |  | Provide certified copies of Registration |
|  **VAT Registration Nr.** |  |  |
|  **UNGM Registration Nr.** |  |  |

**Form 4: Potential Bidder’s Contact Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Title of Contact Person |   |   |   |   |   |
|   |  |  |  |  |   |
| Address of Contact Person |   |   |   |   |   |
|   |  |  |  |  |   |
| Telephone/Cell number of Contact Person |   |   |   |   |   |
|   |  |  |  |  |   |
| Email of Contact Person |   |   |   |   |   |
|   |  |  |  |  |   |

**Form 5: List of Completed Similar Services Undertaken the Last 3 Years**

Please provide copies of signed Contracts and Certificates of final completion for each completed service.

|  |
| --- |
| **Completed Services** |
| **Employer name & contact details** | **Description of Services** | **Start date** | **End date** | **Value** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Form 6: List of Similar Services in Hand**

Please provide copies of signed Contracts for each service in hand.

|  |
| --- |
| **Completed Services** |
| **Employer name & contact details** | **Description of Services** | **Start date** | **Expected end date** | **Value** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Form 7: Proposed Methodology

Please provide methodology proposed by the Potential Bidder for Package 1 and Package 2, the approach suggested for implementing the required engineering services, the plan for quality assurance, etc.

### Form 8: Proposed Planning

Please provide detailed planning (Gantt Chart) proposed by the Potential Bidder for implementing Package 1 and Package 2.

### Form 9: List of Proposed Key Personnel

Qualifications and experience of key management and technical personnel proposed for the required services. Signed CVs (Max. two (2) pages) and education degree certificate of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

|  |
| --- |
| **Management Key Staff** |
| 1. **Key Professionals for Design Stage**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Key Professionals for Site Supervision Stage**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Support Staff**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

###

### Form 10: CV of the Proposed Team

CV for each category of the services bidding for.

|  |  |
| --- | --- |
| **Position Title and No.** | [e.g., PROJECT MANAGER] |
| **Name of Expert:** | [Insert full name] |
| **Date of Birth:** | [day/month/year] |
| **Country of Citizenship/Residence** |  |

**Education:** List in reverse order starting with highest degree obtained up to Graduate Degree, the university/ institution or other specialized education, giving the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Degree/Diploma/Certificate obtained** | **Name of University/ Institution** | **Duration (mm-yyyy)** |
| **From**  | **To** |
|  |  |  |  |  |
|  |  |  |  |  |

**Employment record relevant to the services:** Starting with present position, list in reverse order. Please

provide dates, name of employing organization, titles of positions held, types of activities performed and

location of the service, and contact information of previous clients and employing organization(s) who

can be contacted for references. Past employment that is not relevant to the service does not need to be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  | **Contact information for references** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, staff/advisor/consultant to… | Tel………/e-mail……; Mr. xxxxx, [deputy director] |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations:**

**1.**

**2.**

**List of papers published in your name in peer reviewed/national/international journals:**

**1.**

**2.**

**Proficiency in Language Skills (indicate only languages in which you can work i.e. read, write, speak):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** | **Understand** |
|  | **Not** |  | **Not** |  | **Not** |  | **Not** |
| **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** | **Easily** |
| **English** |  |  |  |  |  |  |  |  |
| **Romanian** |  |  |  |  |  |  |  |  |
| **Others (specify)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Expert’s contact information:** (e-mail …………………., phone……………)

### Form 11: List of Office Equipment, Engineering Instruments and Design Software

|  |
| --- |
| **Office Equipment, Engineering Instruments and Design Software** |
| 1. **Office Equipment**
 |
| **Description** | **Quantity** | **Brand, Model, Specifications** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Engineering Instruments**
 |
| **Description** | **Quantity** | **Brand, Model, Specifications** | **Owned/Rented** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **Design Software**
 |
| **Name** | **Version** | **Utilization** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Form 12: Potential Bidder’s Financial Information/ Adequacy of Working Capital**

IMPORTANT: Please provide attached copies of Audited Financial Reports for the last three (3) years.

|  |
| --- |
| **Adequacy of Working Capital** |
| **Source of credit line** | **Amount** | **Remarks** |
|  |  |  | *Provide documentary evidence* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |  |  |

**Form 13: Summary of Service Values Undertaken the Last 3 Years**

|  |
| --- |
| **Service Values for the Last 3 Years** |
| **Employer name & contact details** | **Description of Services** | **Duration** | **Value** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:**  |  |

**Form 14: List of Current Litigations**

Please provide information on any current litigation in which the Firm(s) is involved.

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# ANNEX D: PRICE PROPOSAL FORMS

**Form 15: Price Proposal Letter**

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

To: Chief/ OIC SUPPLY & PROCUREMENT SECTION

UNICEF Moldova, 131 ’31 august 1989’ street, Chisinau Moldova

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in Moldova**,** as specified in the Annex B, followingyour Request for Proposal **RFP# LRPS-2023-9186345** dated 07.11.2023 and our Technical Proposal in the Annex C.

Our attached Price Proposal is for the sum of (---------------------------------------------------------------------------------------------------------------------------amount in figures and words). This amount is inclusive of all taxes payable under the applicable law.

Our Price Proposal shall be binding on us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of the Proposal.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company

Address:

**Form 16: Price Proposal Submission**

|  |  |
| --- | --- |
| **Service Description** | **Price** |
| **PACKAGE 1** |
| * 1. **Site Assessment**
 |  |
| * 1. **Design and Technical Documents**
 |  |
| * 1. **Technical Support to Procurement**
 |  |
|  **TOTAL PACKAGE 1** |  |
| **PACKAGE 2** |
| * 1. **Site Supervision during execution of works**
 |  |  |
| * 1. **Site Inspection during Defects Liability Period**
 |  |  |
| **TOTAL PACKAGE 2** |  |
| **TOTAL PACKAGE 1 AND 2, MDL w/o VAT** |  |

UNICEF will assume that the bidders will have factored in its offer all causes that may have an influence on the prices. Therefore, the costs indicated above should include all costs and benefits related to labor, including but not limited to:

* Head office overhead charges and reporting;
* Travel expenses to remote sites;
* Time lost due to inclement weather;
* Bonuses and all other incentive payments;
* Contribution to training levy and all statuary contributions;
* Contributions for annual and public holidays;
* Fares and time allowances for traveling;
* Safety and welfare facilities;
* Workmen's compensation and third-party liability insurance, sick pay or insurance in respect thereof;
* Obligations for redundancy payments;
* Engineering tool and instrument allowance;
* Use, repair and up keeping of engineering tools and instruments;
* Protective clothing and safety personnel protection;

# ANNEX E: Design Assignment details

**Design Assignment details, *‘Reconstruction of the building by changing its purpose into a regional centre for integrated assistance to victims/witness of crime (Barnahus-type), in Cahul city, with an area of up to 300 m2***

**Detailed task for this initiative:**

**1. Initial analysis and objective setting**

a. Analysis of the building and the construction lot, including the landscape, the accessibility and the environment.

b. Consult the stakeholders, including child protection organisations, local authorities and the community, to understand the specific needs and to define project objectives.

**2. Developing the functional program**

a. Establish the functions and services to be provided by the Barnahus building, such as interviews, counselling, medical and juridical support.

b. Define the technical and volume requirements for each function and service.

**3. Architectural design**

a. Develop a detailed architectural plan that would include the distribution of spaces, their dimensions and configuration in compliance with the contemporary architectural and urbanistic trends.

b. Design the exterior facades to blend harmoniously in the environment and offer corresponding aesthetics.

c. Develop the design of the interior to create a child and family friendly environment paying attention to lighting, finishes and furniture.

d. Minimum number of rooms needed (can be changed during design):

Ground level

- Halls (min. 4 m2)

- Boiler room (min. 15m3)

- Waiting area/reception for children, with a kitchenette (min. 30 m2)

- Waiting area/reception for adolescents (min. 20 m2)

- Toilet for visitors, including for people with disabilities (min. 12 m2) and shower

- Hallway (min. 10 m2)

- Psychologist (min. 7 m2)

- Psychological counselling (min. 10 m2), located in a low traffic area and high sound insulation

- Children hearing (min. 10 m2), located in a low traffic area and high sound insulation

- Medical examination (min. 18 m2), with toilet included

First floor

- Waiting area (min. 10 m2)

- Personal toilet, including for people with disabilities (min. 8 m2)

- Cleaning equipment room (min. 3 m2) with special sink

- Meeting room 15 people + technician (min. 40 m2)

- Manager’s office (min. 7 m2)

- Office for 6 pers. (min. 30 m2)

The architectural solution should be considering:

- the modern urban ideas;

- the functional use of the territory of the object and of the adjacent territory;

- the current pedestrian flow directions;

- the natural characteristics of the territory;

- the landscape-visual analysis of the territory;

- the number of green spaces, depending on the needs and functional use of the territory;

- the expected intensity of pedestrian flow and recreational load on adjacent lands.

The building should meet all the modern requirements.

Be used all year round.

Access routes should be arranged according to the flow of people.

The level of access routes should be above the surrounding ground level.

Comfortable benches, a playground and a bicycle parking should be installed.

The are should be protected from excessive noise with the help of landscaping and green areas.

**4. Structural design and engineering**

a. Design the structure of the building to ensure its stability and safety, taking into account the seismic requirements.

b. Design the related systems.

**5. Energy efficiency and sustainability**

a. Integrate the characteristics of energy efficiency in the project such as thermal insulation and use of renewable energy sources.

b. Select sustainable and environmentally friendly construction materials.

c. All the project drawings and the technical documentation developed for the construction works implemented directly or indirectly by UNICEF will meet the Organization’s commitments towards the accessible buildings and reaching climate neutrality, eco-efficiency and inclusive access, and the UNICEF strategy for climate neutrality and the Strategic Plan.

**6. Technical documentation**

a. Develop the full technical documentation, including the architectural drawings, the structural drawings, the plans for the installations and the technical specifications.

b. Minimum necessary set of execution drawings and investigations:

- Topo-geodetic survey

- Technical geological survey

- General plan (PG)

- Drainage network (RD)

- Architectural solutions (SA)

- Interiors (IN)

- Reinforced concrete constructions (CBA)

- Heating, ventilation and air conditioning (IVC)

- Interior water supply and sewerage networks (RAC)

- Exterior water supply and sewerage networks (REAC)

- Gas supply. Interior installations (AGI)

- Gas supplies. Exterior pipes (AGE)

- Heating, ventilation and air conditioning automation (AIVC)

- Exterior electric lighting (IEE)

- Interior electric lighting (IEI)

- Electricity supply (AEE)

- Protection against lightning (PT)

- Fire alarm and security system (SIP)

- Exterior electricity supply networks (REAE)

- Organisation of construction works (OLC)

- Landscape design

- Preliminary cost estimates of construction works

- Cost estimates of construction works and detailed specifications of construction works, equipment, furnishing and arrangement

- Technical passport of the building (Technical file of the building)

- Detailed BIM model of the building and of adjacent territory

- Specifications for construction works and procurements (according to UNICEF model)

Additional sets will be executed when necessary.

c. Ensure that the documentation meets all the construction and security regulations, as well as the local legal requirements.

d. Execute changes in the design, at the request of the investor, at the design phase and even during the construction works.

**7. Deliverables**

The deliverables will be spent in electronic format (drawings in Revit, AutoCAD and PDF) and printed copies at an appropriate scale (4 copies)

**8. Support to procurement and contracting procedures**

a. Support to developing procurement and contracting development procedures in order to select the construction company.

b. Verify the skills (including construction estimates) to choose the construction contractor.

c. Set the contractual terms and conditions, including the schedule of works.

**9. Budget and funding**

a. Estimate and manage the total project costs, including the construction budget and the additional expenses.

**10. Obtaining the approvals, permits and authorisations**

a. Ensure that all necessary approvals and permits are obtained from local and government authorities.

b. All the necessary permits, project verifications and estimates until the construction stage will be executed by the designer and at the designer’s expense.

**11. Supervising the construction and managing the project**

a. Supervise the effective project implementation, making sure that all the activities comply with the plans and specification.

b. Manage the human resources and the materials in order to keep the project on schedule and on budget.

c. Supervise thoroughly all the construction stages, minimum once a week and visit the site at the request of the investor (beneficiary).

**12. Testing and handing over**

a. Test and commission all the systems and equipment to make sure they function correctly.

b. Hand over the building to the beneficiary and train the staff in the operation and maintenance of the building.

**13. Deliverables and additional requirements**

- Plan the construction/renovation works for Barnahus in Cahul

- Technical support for the development of construction projects, including draft specifications/tenders of construction works provided

- All the permits/authorisations necessary for construction works

- Field visits, with the development of minutes and letters with requirements, in accordance with UNICEF requirements

- Additional technical documents, developed in compliance with UNICEF rules and standards, considering the national legislation

- Project drawings, technical specifications and construction estimates are clear, full and meet the construction needs

- The design and the technical documents comply with climate, environmental, energy and disaster risk, eco-efficiency and accessibility standards

- Tendering documents for construction works/renovations and engineering services fully developed

- Questions and answers provided during the tender process

- Support provided with the technical assessment of construction offers

- The applications were submitted to local public authorities (LPAs).

- Technical supervisor selected

- Regular monitoring visits/meetings attended

- The reports for the surveillance of the site developed in compliance with the security and safety standards

- Technical support provided at the receipt of the works, including after verification of the correction of all defects

- All the available relevant authorisations/certificates were submitted

- Final completion report was submitted, as well as the contract performance review

**14. Final assessment and reporting**

Conduct a final project assessment and prepare a detailed report to document the entire process and emphasize the obtained results.

Make sure that you work with professionals in architecture, engineering and other relevant fields in order to obtain a quality project that would meet the needs of the community and of beneficiaries.

1. The purpose of assessing existing building to change it use. [↑](#footnote-ref-1)
2. In line with UNICEF’s Accessibility Technical Cards and Procedure on Eco-efficiency and Inclusive Access [↑](#footnote-ref-2)
3. In the case of UNICEF office construction/renovation/rehabilitation, engage with the Inclusive & Sustainable operations team to ensure compliance with the Procedure on Eco-Efficiency and Inclusive Access in UNICEF Facilities and Operations, including the cases where a green building certification is pursued. [↑](#footnote-ref-3)
4. Full architectural set includes master plan, layout, plans, sections, elevations, 3D images, details and finishes. [↑](#footnote-ref-4)
5. Full structural set includes foundation details, structural design and details of columns, beams, slabs, stairs, etc. [↑](#footnote-ref-5)
6. Such as owner’s permit, construction permit, environmental permit, permits from utility companies, including necessary design/drawings and documentation for service declaration to the government. [↑](#footnote-ref-6)
7. Contractors are recommended to have experience in constructing green and accessible buildings. [↑](#footnote-ref-7)
8. Declaration of Impartiality and Confidentiality to be signed by external committee members prior starting the evaluation process. [↑](#footnote-ref-8)
9. Duration depends on the tendering process conducted by the Supply Section. [↑](#footnote-ref-9)
10. Percentage of total of Package 2. See Form 16: Price Proposal Submission in page #19. [↑](#footnote-ref-10)