



**REQUEST FOR QUOTATION NO. RfQ23/02761:**

**PROVISION OF PROFESSIONAL DETAILED DESIGN AND PRELIMINARY COSTS ESTIMATION FOR RECONSTRUCTION WORKS AND ADAPTATION OF OFFICE SPACE FOR TIRASPOL BUSINESS HUB EXPANSION**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP through the **European Union Confidence Building Measures (EU CBM V) Programme**, kindly requests your quotation for the **Request for Quotation no. RFQ23/02761: Provision of professional Detailed Design and preliminary costs estimation for reconstruction works and adaptation of office space for Tiraspol Business Hub expansion** 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: General instructions

Section 3: Special instructions

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: General Terms and Conditions of Civil Works Contract (in English/Russian 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 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-00342** 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](mailto: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](mailto: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](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid 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.

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 quotation.

UNDP Moldova

## SECTION 2: GENERAL INSTRUCTIONS

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| <b>Introduction</b>                                 | <p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>   |
| <b>Deadline for the Submission of Quotation</b>     | <p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>   |
| <b>Method of Submission</b>                         | <p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>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:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_afrMT=screen&amp;_afrMFW=1920&amp;_afrMFH=880&amp;_afrMFDW=1920&amp;_afrMFDH=1080&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_afrMT=screen&amp;_afrMFW=1920&amp;_afrMFH=880&amp;_afrMFDW=1920&amp;_afrMFDH=1080&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0</a></p> <p>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.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul> |
| <b>Cost of preparation of quotation</b>             | <p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>   |
| <b>Supplier Code of Conduct, Fraud, Corruption,</b> | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>   |

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| <b>Gifts and Hospitality</b>                    | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.  |
| <b>Conflict of Interest</b>                     | <p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> |
| <b>Currency of Quotation</b>                    | Quotations shall be quoted in the currency indicated in the portal.   |
| <b>Joint Venture, Consortium or Association</b> | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.   |
| <b>Only one Bid</b>                             | <p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>              |
| <b>Price variation</b>                          | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.   |

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| <b>Alternative Quotes</b>  | 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. |
| <b>Contact Person for correspondence, notifications and clarifications</b> | Must be submitted directly in the portal using the messaging functionality.<br><br>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.   |
| <b>Right not to accept any quotation</b>                                   | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order   |
| <b>Right to vary requirement at time of award</b>                          | At the time of award of Contract 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.   |
| <b>Publication of Contract Award</b>                                       | UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.  |
| <b>Policies and procedures</b>   | This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>  |
| <b>UNGM registration</b>   | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.  |



### SECTION 3: SPECIAL INSTRUCTIONS

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| <b>General Conditions of Contract</b>    | <p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section</p> <p>Applicable GTC:</p> <p><input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</b></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>   |
| <b>Special Conditions of Contract</b>    | <p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input checked="" type="checkbox"/> <b>Liquidated damages</b> shall be imposed as follows:</p> <p>In case the works are not completed within 120 days, 2.5% of the total contract amount will be deducted out of the final invoice for each week of delay.</p> <p>Max. number of weeks of delay 4.</p> <p>Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.</p>  |
| <b>Duties and taxes</b>                  | <p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>  |
| <b>Eligibility</b>                       | <p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p> |
| <b>Language of quotation</b>             | <p><b>English, Romanian or Russian</b></p> <p>Including documentation such as catalogues, instructions, and operating manuals.</p>   |
| <b>Quotation validity period</b>         | <p>Quotations shall remain valid for <b>90 (ninety)</b> days from the deadline for the Submission of Quotation.</p>  |
| <b>Partial Quotes</b>                    | <p><input checked="" type="checkbox"/> Not permitted</p>   |
| <b>Alternative Quotes</b>                | <p><input checked="" type="checkbox"/> Not permitted</p>   |
| <b>Payment Terms</b>                     | <p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>  |
| <b>Conditions for Release of Payment</b> | <p><input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Inspection upon arrival at destination</p> <p><input checked="" type="checkbox"/> Installation</p> <p><input checked="" type="checkbox"/> Testing</p> <p><input checked="" type="checkbox"/> Training on Operation and Maintenance</p>   |
| <b>Clarifications</b>                    | <p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p>  |

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|                                  | <p><b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b></p> <p>Requests for clarification from bidders will not be accepted any later than <b>3 (three) days</b> before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>   |
| <b>Documents to be submitted</b> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Company Profile (short info up to 5 pages), including detailed portfolio/previous corporate experience in similar fields related to the assignment</li> <li><input checked="" type="checkbox"/> Copy of Company's Registration Certificate</li> <li><input checked="" type="checkbox"/> Availability of a license for carrying out structural design works for Transnistrian region</li> <li><input checked="" type="checkbox"/> Availability of accreditation for Transnistrian region for carrying out design works for special networks and equipment (gas, thermomechanical, low voltage, fire alarm, CCTV etc.)</li> <li><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar design assignments (in terms of type of construction site and volume of works) undertaken within the past three (3) years. The list shall include the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact (clients may be contacted for further information on the respective contracts)</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of works undertaken.</li> </ul> </li> <li><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 (two) clients in terms of Contract value in similar field</li> <li><input checked="" type="checkbox"/> List of qualified key personnel, together with CVs;</li> <li><input checked="" type="checkbox"/> Chart for execution of services (Implementation Plan) for example GANTT</li> <li><input checked="" type="checkbox"/> Income Statement and Balance Sheet for the past two years (2021-2022)</li> <li><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available</li> </ul>  |
| <b>Evaluation method</b>         | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer</li> </ul>   |
| <b>Evaluation criteria</b>       | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract for Works</li> <li><input checked="" type="checkbox"/> Be a legally registered design institution/company</li> <li><input checked="" type="checkbox"/> Availability of a license for carrying out structural design works for Transnistrian region</li> <li><input checked="" type="checkbox"/> Availability of accreditation for Transnistrian region for carrying out design works for special networks and equipment (gas, thermomechanical, low voltage, fire alarm, CCTV etc.)</li> <li><input checked="" type="checkbox"/> Minimum three (3) years of experience in the field of development of detailed technical design documentation for undertaking construction/repair works at social infrastructure sites</li> <li><input checked="" type="checkbox"/> Minimum two (2) contracts for development of detailed technical design documentation for undertaking construction/repair works at social infrastructure sites (must include 3D design for public buildings) undertaken in Transnistrian region, in over the past 3 (three) years</li> <li><input checked="" type="checkbox"/> Maximum delivery period not to exceed 120 calendar days upon signature of contract</li> <li><input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works</li> </ul> <p>Minimum key-personnel:</p> <ul style="list-style-type: none"> <li>• <b>1 (one) Task Manager/Architect;</b></li> <li>• <b>1 (one) designer for internal/external electricity networks;</b></li> <li>• <b>1 (one) designer in heating, ventilation, air-conditioning and smoke evacuation systems;</b></li> <li>• <b>1 (one) licensed costs estimator;</b></li> </ul> <p>*) for the legal entities originated from the left bank of Nistru the certification of specialists shall be confirmed by presenting the copies of graduation certificate and employment history book.</p> <p><b>Will serve grounds for disqualification:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Failure to submit one of the following documents: <ul style="list-style-type: none"> <li>• Duly filled-in Submission Form (as per Annex 2)</li> </ul> </li> </ul> |

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|   | <ul style="list-style-type: none"><li>• Technical and Financial Offer (as per Annex 3)</li></ul> |
| <b>Type of Contract to be awarded</b>   | <input checked="" type="checkbox"/> <a href="#">Contract for Works</a>                           |
| <b>Expected date for contract award</b> | 15 December 2023   |



## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

**PROJECT NAME: European Union Programme "Support to Confidence Building Measures (V)" (EU-CBM V)**

**Provision of professional Detailed Design for reconstruction works and preliminary costs estimation for the adaptation of office space for Tiraspol Business Hub expansion.**

### **A. Background**

In 2019 the UNDP Moldova launched the fifth phase of the European Union Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM Programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Through its "EU Support to Economic Development and Entrepreneurship" component, the EU-CBM 5 Programme aims to support the common interests of business actors from both banks, by facilitating their cross-river cooperation and their access to the possibilities offered by Moldova's deepening relationship with the EU. This component addresses comprehensively some of the key constraints faced by business from the target region and focuses heavily on creating sustainable cross-river partnerships.

Successful launch and almost 2 years of operation of the first of its kind Tiraspol Business Hub revealed a necessity for expansion of the premises to accommodate growing demand for consulting, training, mentoring services as well as for co-working spaces and conference provision capacities.

### **B. Objective of the assignment:**

The overall objective of the assignment is to provide professional engineering/design work with emphasis on the development of complete design documentation and estimation of costs, as well as, elaboration of tender/construction documents, required for the reconstruction of the existing public infrastructure facility located on 57, Sverdlova str. second floor, in Tiraspol and its adaptation into the expansion of Business Hub.

Participation to this RFQ process is open to all registered architectural and/or engineering and/or architectural/engineering offices and/or bureaus and/or companies.

The contractor will develop the detailed design documentation applying the most efficient technical solutions for proposed capital rehabilitation/reconstruction of public facility based on the type, technical characteristics and specifications of infrastructure and required scope of rehabilitation works.

The design services will also identify and provide the best opportunities/options for sustainable use, operation and functioning of the rehabilitated infrastructure, proposing modern environmentally friendly and sustainable materials, equipment, technologies, according to the international standards in the field.

The designs should comply with the local legislation State building norms and regulations, standards and specifications, local building regulations and shall also ensure:

1. reliable and safe operation of recommended equipment, materials, and engineering systems.
2. water supply and water treatment system's performance requirements.
3. optimal energy efficiency measures of rehabilitated facilities and systems.
4. cost efficiency in terms on construction, operation, and maintenance.

5. compliance with health and safety requirements.
6. compliance with environmental protection requirements.

**C. Key tasks and expected outputs:**

In accomplishing the assignment, the contractor commonly shall be responsible for undertaking all the necessary activities for turning out complete designs and tender documents for rehabilitation and putting into operation the aforementioned site, including but not limited to, the following tasks:

- a) Inspection of premises in order to determine the volume of rehabilitation works and proper location of heating, ventilation, electrical, water supply and sanitary equipment and engineering networks;
- b) Discussion with Beneficiary – Business Hub administrator to clarify the expectations and future functional roles of the renovated premises to consider in design process;
- c) Inspections of the current conditions of the flat roof situated on top of the premises;
- d) Perform the measuring activities;
- e) Topography, geodesy for adjacent territory;
- f) Evaluate and update the technical conditions for the connection to the water-sewage, natural gas, electricity, heat etc.;
- g) Technical expertise of premises to be renovated (if necessary);
- h) Obtain health and sanitary, environmental and fire department permits/preliminary opinions;
- i) Obtain jointly with the Beneficiary city planning permits (разрешения на проектирование) from local respective authorities;
- j) Develop technical design documentation for all the works (internal, external etc.). The composition of the design should be:
  - I. Land improvement of adjacent territory (back side of the building);
  - II. Technology (location of furniture and equipment);
  - III. Architectural solutions;
  - IV. Three options for planning the internal premises and the façade (3d drawings), including the interior design;
  - V. Construction solutions, including the possibility to create a separate access to the premises;
  - VI. Internal and external electrical and lighting networks;
  - VII. Internal and external water and sewerage networks;
  - VIII. Ventilation, heating and air conditioning networks;
  - IX. Thermomechanical equipment (if necessary);
  - X. Internal and external gas networks (if necessary);
  - XI. Automatization of ventilation, heating and air conditioning networks;
  - XII. Low voltage networks (communication networks);
  - XIII. Fire alarm networks;
  - XIV. Access control system;
  - XV. CCTV (Video surveillance);
  - XVI. Design of organization of construction site (DOC);
  - XVII. Development of bill of quantities and preliminary cost estimates;
- i) technical design documentation approved by appropriate authorities;
- j) Assist Beneficiary in obtaining building permits (Authorization for Construction);
- k) monitoring the enforcement of the design (author control), Provision of Detailed Design Author's supervision;

l) Participate in the preliminary and final commissioning procedures.

m) provision of other works necessary for the implementation of this projects (according to the Law no. 721 as of 02.02.1996 “privind calitatea în construcții” and other rules and regulations of RM and Transnistrian region).

The selected company will be also responsible for evaluation of the technical conditions of the roof above the premises to be renovated, evaluation of the possibility to create a new access (entrance) to the new premises, separate from the existing one, develop minimum three options for planning the internal premises and the façade of the building, as well as interior design for the future space. These drawings, schemes and proposed architectural and technical solutions are subject for approval by beneficiary, owner of the building and EU-CBM Programme Project Engineer.

The Company shall be responsible for topographic and geodesic measures required to design outer networks and land improvement plan (if necessary), in land improvement plan will be designed outside recreation space and facilities for persons with disabilities. The Business Hub projects documents are subject for approval by all appropriate authorities (sanitary departments, fire protection departments, environment protection department, etc.).

This design documentation particularly shall consider mainly, but not limited to, recommendations for organization of construction works, while carrying out internal and outside construction works, without disturbing normal Tiraspol Business Hub operations.

Based on technical design there will be developed the cost estimates (using the resources methodology) for Tiraspol Business Hub premises expansion. The cost estimates and BoQ (list of quantities) are subject to review and approval by licensed specialists.

The selected Company will assume the responsibility to make the necessary technical adjustments (appeared in the process of reconstruction of the first floor) to the project documentation. These adjustments will be made within three working days upon the official request from EU-CBM Programme.

Upon termination of Construction Works, the Contractor will participate in the works hand-over activities and will endorse an author confirmation, certifying the compliance of Works to the design.

Potential Proposers are requested to elaborate and provide an estimative work plan which will reflect the activities to be implemented, timeframe (recommended duration), and required qualified staff responsible for each designed project.

#### **D) Regulatory Framework**

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

- I. Law No. 721 of 02.02.1996 on the Quality in Constructions;
- II. NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework-content of design documentation for constructions;
- III. CP C.01/02-2014 Designing buildings and constructions considering accessibility for persons with disabilities;
- IV. NCM E.03.02-2014 Protection against fires in buildings and installations;
- V. NCM E.04.04-2016 Protection against environmental actions, Design of constructions' anticorrosive protection;
- VI. NCM C.04.03-2015 Design rules for coverings;
- VII. NCM G.03.03-2015 Internal installations for water supply and sewerage;
- VIII. CP C.04.08-2015 Blocks of PVC windows and doors;
- IX. CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on

resource method;

- X. NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction;
- XI. Other normative acts in force on the territory of the Republic of Moldova (inclusive Transnistrian region).

#### E) Implementation timeframe

The Contractor is expected to complete all investigations and present full design documentation, including complete drawings, BOQs authorized by verifiers, tender launching documentation, etc. in maximum 100 days without "Verification of the Bill of Quantities" item and maximum 120 days including "Verification of the Bill of Quantities" and expertise from the contract signature date.

Potential Proposers are requested to elaborate and provide a detailed Work Plan which will reflect the activities to be implemented, timeframe, and qualified staff responsible for each designed project.

#### F) Deliverables

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

| Item No. | Description/Specification of Services   | Delivery Date                              |
|----------|---|--|
| 1.       | Inspection of premises, measuring activities, obtain permits, topography survey of adjacent territory and city planning certificate   | 5 days from the date of contract signing   |
| 2.       | Selection by beneficiary one from three options for planning the internal premises and the façade (3d drawings);  | 30 days from the date of contract signing  |
| 3.       | Develop technical design documentation for all the works: (Land improvement; Architectural solutions; Construction solutions; Internal and external electrical and lighting networks; Internal and external water and sewerage networks; Ventilation, heating and air conditioning networks; Thermomechanical equipment (if necessary); Internal and external gas networks (if necessary); Automatization of ventilation, heating and air conditioning networks; Low voltage networks (communication networks); Fire alarm networks; Access control system; CCTV (Video surveillance); Design of organization of construction site (DOC);<br><b>The premises are situated on the second floor of typical, three – stored building, reinforced concrete frame structure, calcar masonry outside walls: prefabricated concrete panels on façades; h higher than 5 m; Surface of the existing premissespremises on the second floor 12,55x27,5m =345,13m2.</b> | 90 days from the date of contract signing  |
| 4.       | Approved technical design documentation by appropriate authorities  | 100 days from the date of contract signing |
| 5.       | Bill of quantities (BOQ) and cost estimates, complete for all items of work with detailed description for each item;  | 100 days from the date of contract signing |

|    |   |  |
|----|---|--|
| 6. | Verification cost estimates by independent Authorized / Licensed Experts; | 120 days from the date of contract signing |
| 7. | Design Author's Supervision during the construction period;               | During the implementation period           |

**To facilitate endorsement by the authorities of the Left Bank of Nistru River, the design documentation will be developed in Russian language.**

In view of submitting diligent proposals, Offerors are encouraged to review the technical condition of premises subject to construction and renovation. In order to schedule a field visit to the premises, please send a message from Quantum.

All the design documentation and specifications will be presented in hardcopies in 4 copies and in electronic format – scanned from the printed-out copies with signatures and endorsements on a flash-drive.

Additionally, the design documentation will be provided in DWG format, and the specifications – in .kos format.

**Drawings must be submitted in:**

AutoCAD drawing file format. Included in the electronic deliverable should be the .ctb file (which defines the plot style of the drawings).

Pdf/jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from AutoCAD by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG format in scale.

**G) General organizational information / requirements**

Buildings:

The following special regional climate conditions and technical characteristics shall be taken into account while developing the expertise project buildings and constructions:

Climate rayon - III B;

Snow loading - 500 Па/м<sup>2</sup>;

Wind loading - 350 Па/м<sup>2</sup>;

Seismicity level - 6 grades;

Average outside temperature - 17°C;

Heating season duration - 166 days;

Average outside temperature during winter season - +0,6°C;

**H) Institutional Arrangements**

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance of the EU-CBM V Project Officers/Engineers and supervised by EU-CBM V Community Infrastructure Project Manager. The Contractor will be responsible for establishing and maintaining of good working relationships with relevant authorities, as well as for arranging all necessary transportation and logistics arrangements.

Selected company will be responsible for Safety measures (for people, structures, and special elements) before initiating and implementing any type of work: scaffolding, nets, signage etc.

### **I) Financial Arrangements**

Payments shall be made following acceptance and certification of deliverables by UNDP.

Payments will be made in Moldovan Leu (MDL) in case of award to local companies (both from the left and rights banks of Nistru) at UN Operational Rate of Exchange on the payment date (rates can be viewed at <https://treasury.un.org/operationalrates/OperationalRates.php>) or US Dollars (USD) in case of award to international companies. In this regard potential bidders from Transnistrian region must have an Moldovan Leu (MDL) account.

Bidders are required to consider any eventual currency fluctuations while developing their Financial Proposal, given that currency fluctuation is not subject to any changes in the unit rates and total contract price after its awarding.

Participants must take into account all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives. The Contractor will bear the responsibility for its own logistics and shall arrange their travel to and from the site, to and from the meetings/presentations.

### **M) Qualifications of the Successful Service Provider at Various Levels**

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

- Registered design institutions/companies;
- Availability of a **license for carrying out structural design works for Transnistrian region**;
- Availability of **accreditation for Transnistrian region** for carrying out design works for special networks and equipment (gas, thermomechanical, low voltage, fire alarm, CCTV etc.);
- At least 3 (three) years of experience and expertise in designing the premises of social meaning and co-working facilities;
- At least two (2) contracts for development of detailed technical design documentation for undertaking construction/repair works at social infrastructure sites (must include 3D design for public buildings) undertaken in Transnistrian region, in over the past 3 (three) years;
- Proven technical and human resources for successful implementation of the assignment. Minimal presence of the implementation team consisting of:
  - a) 1 (one) Task Manager/Architect;
  - b) 1 (one) designer for internal/external electricity networks;
  - c) 1 (one) designer in heating, ventilation, air-conditioning and smoke evacuation systems;
  - d) 1 (one) licensed costs estimator.

## 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. Bidders 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:  | <b>RfQ23/02761: Provision of professional detailed design and preliminary costs estimation for reconstruction works and adaptation of office space for Tiraspol business hub expansion</b> | Date: Click or tap to enter a date. |

### Company Profile

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

| through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues<br><i>(If yes, provide a Copy)</i>  |   |                |                    |                                |
|--|---|----------------|--------------------|--------------------------------|
| Is your company a member of the UN Global Compact  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |                |                    |                                |
| Bank Information   | Bank Name: Click or tap here to enter text.<br>Bank Address: Click or tap here to enter text.<br>IBAN: Click or tap here to enter text.<br>SWIFT/BIC: Click or tap here to enter text.<br>Account Currency: Click or tap here to enter text.<br>Bank Account Number: Click or tap here to enter text. |                |                    |                                |
| <b>Previous relevant experience:</b>   |   |                |                    |                                |
| <b>Two (2) contracts for development of detailed technical design documentation for undertaking construction/repair works at social infrastructure sites (must include 3D design for public buildings) undertaken in Transnistrian region, in over the past 3 (three) years.</b> |   |                |                    |                                |
| Name of previous contracts   | Client & Reference Contact Details including e-mail   | Contract Value | Period of activity | Types of activities undertaken |
|  |   |                |                    |                                |
|  |   |                |                    |                                |
|  |   |                |                    |                                |

**Bidder's Declaration**

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

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.  |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.  |

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER

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

|                 |  |                                     |
|-----------------|--|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text.   |                                     |
| RFQ reference:  | <b>RfQ23/02761: Provision of professional detailed design and preliminary costs estimation for reconstruction works and adaptation of office space for Tiraspol business hub expansion</b> | Date: Click or tap to enter a date. |

#### Technical Offer

Provide the following:

- a brief description of company's qualifications 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

**Currency of the Quotation: USD (US Dollars)**

| Item | Financial Offer Description of Works  | Unit Price (USD, VAT 0%) | Total Price (USD, VAT 0%) |
|------|---|--------------------------|---------------------------|
| 1    | Inspection of premises, measuring activities, obtain permits, topography survey of adjacent territory and city planning certificate   |                          |                           |
| 2    | Selection by beneficiary one from three options for planning the internal premises and the façade (3d drawings)   |                          |                           |
| 3    | Develop technical design documentation for all the works: (Land improvement; Architectural solutions; Construction solutions; Internal and external electrical and lighting networks; Internal and external water and sewerage networks; Ventilation, heating and air conditioning networks; Thermomechanical equipment (if necessary); Internal and external gas networks (if necessary); Automatization of ventilation, heating and air conditioning networks; Low voltage networks (communication networks); Fire alarm networks; Access control system; CCTV (Video surveillance); Design of organization of construction site (DOC);<br><br><b>The premises are situated on the second floor of typical, three – stored building, reinforced concrete frame structure, calcar masonry outside walls: prefabricated concrete panels on façades; h higher than 5 m; Surface of the existing premisses on the second floor 12,55x27,5m =345,13m2.</b> |                          |                           |
| 4    | Approved technical design documentation by appropriate authorities  |                          |                           |
| 5    | Bill of quantities (BOQ) and cost estimates, complete for all items of work with detailed description for each item   |                          |                           |
| 6    | Verification cost estimates by independent Authorized / Licensed Experts  |                          |                           |
| 7    | Design Author's Supervision during the construction period  |                          |                           |

|              |  |
|--------------|--|
| <b>Total</b> |  |
|--------------|--|

**Compliance with Requirements**

| Requirements   | You Responses            |                          |   |
|--|--------------------------|--------------------------|---|
|  | Yes, we will comply      | No, we cannot comply     | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time – 120 days                                    | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| Validity of Quotation – 90 days                                  | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| Payment terms  | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| All Provisions of the UNDP General Terms and Conditions accepted | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |

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