

LRPS-2023-9187484

08 Dec 2023

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Procurement of Engineering Services for rehabilitation services of WASH facilities in 14 schools in Moldova

Bid submission deadline is 29 Dec 2023 and 11:00 Hrs.

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By: Cristina Dorogan

Date:

(To be contacted for additional information, NOT FOR SENDING PROPOSALS)

Email : cdorogan@unicef.org

Approved By: Tatiana Ribac

Date:

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.

Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2023-9187484** set out in the attached document, hereby offers to execute the services specified in this document.

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Early Payment Discounts Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Declaration

The undersigned, being a duly authorized representative of the Company, represents and declares that:

1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management).	<input type="checkbox"/>	<input type="checkbox"/>

¹ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct .	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5)(<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNICEF reserves the right to disqualify the Company suspend or terminate any contract or other arrangement between the UNICEF and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNICEF of any changes in the situations declared.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNICEF and the Company.

Signature:

Date:

Name & Title:

Name of the Company:

UNGM #:

Postal Address:

E-mail :

PART I – PURPOSE OF THIS REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

1. BACKGROUND

- 1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

2. SOLICITATION

- 2.1 The purpose of this Request for Proposals for Engineering Services (“RFPS”) is to invite proposals for Procurement of Engineering Services for rehabilitation services of WASH [as fully detailed in the Terms of Reference attached at Annex B]
- 2.2 This RFPS document is comprised of the following:
- This document
 - [The UNICEF Standard Contract for Engineering Services](#) which is attached as Annex A to this document
 - [The full Terms of Reference attached at Annex B]
 - ANNEX C: TECHNICAL PROPOSAL FORMS ANNEX D: PRICE PROPOSAL FORMS ANNEX E: TECHNICAL SPECIFICATIONS
- 2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II – PROPOSAL SUBMISSION PROCESS

1. PROPOSAL SUBMISSION SCHEDULE

- 1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email to Cristina Dorogan at cdorogan@unicef.org that they have received this RFPS.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

- 1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to Cristina Dorogan at cdorogan@unicef.org. The deadline for receipt of any questions is 27 Dec 2023 and 17:00 Hrs.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY PROPOSALS SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

UNICEF will compile the questions received. UNICEF may, at its discretion, at once copy any anonymized question and its reply to all other invited Proposers and/or post these on the UNICEF website and/or respond to the question at a bid conference. After any such bid conference, a Questions and Answers document may be prepared and will be made available in public.

- 1.3 Amendments to RFPS Documents. At any time prior to the Submission Deadline, UNICEF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the RFPS documents by amendment. If the RFPS was available publicly online, amendments will also be posted publicly online. Further, all prospective Proposers who have received the

RFPS documents directly from UNICEF will be notified in writing of all amendments to the RFPS documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

- 1.4 Site Visit A site visit for this project is **MANDATORY** for the Proposer

Site visit details:

As per Terms of Reference, Annex B.

- 1.5 Bid conference. A bid conference will be held on 21 Dec 2023 and 11:00 Hrs at 131, 31 August 1989 street, Chisinau, UN House, UNICEF Conference Room

- 1.6 Submission Deadline. The deadline for submission of proposals is as follows: 29 Dec 2023 and 11:00 Hrs.

Any proposals received by UNICEF after the Submission Deadline will be rejected.

- 1.7 Proposal Opening. Due to the nature of this RFPS, there will be no public opening of proposals

2. LANGUAGE

- 2.1 The Proposal prepared by the Proposer and all correspondence and documents relating to the Proposal exchanged by the Proposer and UNICEF, will be written in English. Supporting documents and printed literature furnished by the Proposer may be in another language provided that they are accompanied by an appropriate translation in English. When interpreting the Proposal, the translated version of these supporting documents and printed literature will prevail over the original version of these documents. The sole responsibility for translation, including the accuracy of the translation, will rest with the Proposer.

3. VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL

- 3.1 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. UNICEF reserves the right not to consider proposals that are valid for a shorter period of time. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of their Proposal shall become disqualified as no longer valid.
- 3.2 Other Changes. All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of the Proposal, or state the changes from the original Proposal.
- 3.3 Withdrawal of Proposal. A Proposal may be withdrawn by the Proposer on e-mailed or written request received by UNICEF from the Proposer prior to Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.
- 3.4 Clarifications Requested by UNICEF. During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.
- 3.5 References. UNICEF reserves the right to contact any or all references supplied by the Proposer(s) and to seek references from other sources as UNICEF deems appropriate.

4. ELIGIBILITY; PROPOSER INFORMATION

- 4.1 Proposer. The term "Proposer" refers to those companies that submit a proposal pursuant to this RFPS

and “Proposal” refers to all the documents provided by the Proposer in its response to this RFPS. A Proposer will only be eligible for consideration if it complies with the representations set out in Part V of this RFPS, including the representations on ethical standards, including conflicts of interest.

4.2 Joint Venture, Consortium or Association.

- (a) If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, each such legal entity will confirm in their joint Proposal that:
 - (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and
 - (ii) if they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.
- (b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.
- (c) If a joint venture’s Proposal is the Proposal selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities and will be solely responsible for the coordination, implementation and quality of the services to be provided. All payments for the accepted services will only be made to the lead entity only

4.3 Proposals from Government Organizations. The eligibility of Proposers that are wholly or partly owned by the Government will be subject to UNICEF’s further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to these RFPS documents, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

4.4 Proposals from organizations where the sole proprietor is a former or retired UNICEF/UN staff member. Any organization, whose sole proprietor is a former or retired staff member of UNICEF (or any other United Nations organization), which submits a Proposal must disclose his/her previous United Nations employment at the time of submission. Any such Proposal will be treated as though the Proposal came from an individual for the purposes of UNICEF’s standard conditions on contracting former and retired members of staff.

5. PREPARATION OF OFFER

5.1 Proposers are responsible to inform themselves in preparing their Proposal. In this regard, the Proposers will ensure that they:

- Examine all terms, requirements and formal submission instructions (e.g. regarding form and timing of submission, marking of envelopes, no price information in technical proposal etc.) included in the RFPS documents (including the Instruction to Proposers section);
- Review the RFPS to ensure that they have a complete copy of all documents;
- Review the UNICEF Standard Contract for Engineering Services for the supply of services publicly available on the UNICEF Supply website:
<https://www.unicef.org/supply/resources/procurement-policies> ;
- Review the UNICEF policies publicly available on the UNICEF Supply website:
<https://www.unicef.org/supply/resources/procurement-policies>.
In particular, Proposers should familiarize themselves with the obligations imposed on suppliers and their personnel and sub-contractors under the UNICEF Policy Prohibiting and Combatting Fraud and Corruption and the UNICEF Policy on Conduct Promoting the Protection and Safeguarding of Children;
- Attend any bid conference if it is mandatory under this RFPS;
- Fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services.

Proposers acknowledge that UNICEF, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy or completeness of this RFPS or any other information provided to the Proposers.

- 5.2 Failure to meet all requirements and instructions in the RFPS documents or to provide all requested information will be at the Proposer's own risk, and may result in rejection of the Proposer's Proposal.
- 5.3 The Proposal must be organized to follow the format of this RFPS. Each Proposer must respond to the stated requests or requirements, and indicate that the Proposer understands and confirms acceptance of UNICEF's stated requirements. The Proposer should identify any substantive assumption made in preparing its offer. The deferral of a response to a question or issue to any contract negotiation stage is not acceptable. Any item not specifically addressed in the Proposal will be deemed as accepted by the Proposer. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect the evaluation of the Proposal.
- 5.4 All references to descriptive materials should be included in the appropriate Proposal paragraph, though the material/documents themselves may be provided as annexes to the Proposal. The Proposer must also provide sufficient information in the Proposal to address each area of the evaluation criteria as presented in this document to allow a fair assessment of all of the Proposers and their Proposals. It is for UNICEF to determine, in its sole discretion, whether information provided is sufficient.
- 5.5 The completed and signed Request for Proposal for Services Form must be submitted together with the Proposal. The Request for Proposal for Services Form must be signed by a duly authorized representative of the Organization/Company.
- 5.6 Proposals must be clearly marked with the RFPS number.
- 5.7 If answer sheets are provided by UNICEF then these must be completed by the Proposer.
- 5.8 **Technical Proposal:** The Technical Proposal should address the criteria and requirements outlined in this RFPS, paying particular attention to its Terms of Reference and its evaluation criteria. It is important to note that UNICEF actively welcomes innovative proposals and original solutions to the stated service need. **NO PRICE INFORMATION SHOULD BE CONTAINED IN THE TECHNICAL PROPOSAL.**
- 5.9 **Price Proposal:** The Price Proposal should be prepared in accordance with the requirements contained in the Terms of Reference for this RFPS.
- 5.10 Each Proposer acknowledges that its participation in any stage of the solicitation process for this RFPS is at its own risk and cost. The Proposer is responsible for, and UNICEF is not responsible for, the costs of preparing its Proposal or response to this RFPS, attendance at any bid conference, site visit, meetings or oral presentations, regardless of the conduct or outcome of the solicitation process.
- 5.11 The Proposer's Proposal will include all the annexes attached to the Terms of Reference.

6. PROPOSAL DOCUMENTS; CONFIDENTIALITY

- 6.1 This RFPS, together with all Proposal documents provided by the Proposer to UNICEF, will be considered the property of UNICEF and Proposals will not be returned to the Proposers.
- 6.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked "confidential", next to the relevant part of the text, and UNICEF will treat such information accordingly.
- 6.3 All information and documents provided to the Proposers by UNICEF ("RFPS Materials") shall be treated as confidential by the Proposers. If the Proposer declines to respond to this RFPS, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly destroy or delete all such RFPS Materials. The Proposer shall not use the RFPS Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the RFPS Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant RFPS Materials are at the time of this RFPS lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed

UNICEF in writing of its obligation to disclose the RFPS Materials; or (e) if the RFPS Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the RFPS Materials.

7. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS

- 7.1 Proposers shall not submit more than one Proposal as part of this RFPS process.
- 7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.
- 7.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers are related organizations and are found to have any of the following:
- (a) they have at least one controlling partner, director or shareholder in common; or
 - (b) any one of them receive or have received any direct or indirect subsidy from the other(s); or
 - (c) they have a relationship with each other, that gives one or more Proposers access to confidential information about, or influence over, the other Proposal(s); or
 - (d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
 - (e) an individual proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

PART III –AWARD/ADJUDICATION OF PROPSALS

1. AWARD

- 1.1 Proposal Evaluation Process.The evaluation is carried out by UNICEF in accordance with UNICEF's regulations, rules and practices and all determinations are made in UNICEF's sole discretion.

After opening the Proposals, UNICEF will carry out the following steps in the following order:

- *First*, each Proposal will be evaluated for compliance with the mandatory requirements of this RFPS. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFPS, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.
- *Second*, UNICEF will evaluate the Technical Proposal part for compliance with the technical requirements stated in this RFPS on the basis of the Proposal evaluation approach set out below.
- *Third*, UNICEF will undertake a commercial evaluation of the Price Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

- 1.2 Proposal Evaluation Approach.

The evaluation criteria will be a split between technical and commercial (price proposal) scores (a 70 / 30 split).

Proposals submitted in response to this RFPS should include and will be evaluated against the following:

a) Technical Evaluation

Technical evaluation criteria described in the Terms of Reference attached at Annex B

Total Maximum 70 Points

Only Proposals which receive a minimum of 50 points will be considered further.

b) Price Proposal (commercial evaluation)

The total amount of points allocated for the price component is 30 . The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X = (Max. score for price proposal (30 Points) * Price of lowest priced proposal) / Price of proposal X

Total obtainable Technical and Price points: 100

The Proposer(s) achieving the highest combined technical and price score will (subject to any negotiations and the various other rights of UNICEF detailed in this RFPS) be awarded the contract(s).

- 1.3 Multiple Arrangements. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.
- 1.4 Negotiation. UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e. those providing the overall best value Proposal.
- 1.5 Award Notification. UNICEF will only notify the Proposer(s) that has/have been awarded the contract(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Proposers of the outcome of this solicitation process.

2. UNICEF STANDARD CONTRACT FOR ENGINEERING SERVICES

- 2.1 UNICEF's Standard Contract for Engineering Services will apply to any contract(s) awarded in connection with this RFPS. By signing the RFPS Form, each Proposer is deemed to have confirmed its acceptance of the UNICEF Standard Contract for Engineering Services. The Proposer understands that if it proposes any amendments or additional terms to the UNICEF Standard Contract for Engineering Services, these must be clearly detailed in the Proposal and may negatively affect the evaluation of the Proposal and UNICEF reserves the right to reject the Proposer's Proposal.

3. RIGHTS OF UNICEF

- 3.1 UNICEF reserves the following rights:
 - (a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this solicitation process in its entirety;
 - (b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification);
 - (c) to invalidate any Proposal received from a Proposer that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts on time, or UNICEF believes is not in a position to perform the contract;
 - (d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFPS;
 - (e) to suspend negotiations or withdraw an award to a Proposer at any time up until a contract has been signed with such Proposer. UNICEF is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award.
- 3.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this RFPS or solicitation process, including, but not limited to, any costs, expense or loss incurred as result of UNICEF exercising any of its rights in paragraph 3.1 above.

PART IV – REQUIREMENTS

1. PRICE AND PAYMENT

- 1.1 **Price.** The fee for the services and deliverables will be treated as inclusive of all costs, expenses, charges or fees that the Proposer may incur in connection with the performance of the services. The Proposer is invited to offer any unconditional discounts. Further, the Proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.
- 1.2 **Payment Terms.** Invoices may be issued to UNICEF only after the services (or components of the services) have been provided and the deliverables (or installments of the deliverables) have been delivered (a) in accordance with the contract and (b) to UNICEF's satisfaction. The standard terms of payment are net 30 days, after receipt of invoice. Payment will be effected by bank transfer in the currency of the contract.

The Proposer will suggest a payment schedule for the contract that is linked to clear milestones and/or deliverables identified in the Terms of Reference. UNICEF reserves the right to accept or reject or propose amendments to the proposed payment schedules.

- 1.3 **Currency.** (a) The currency of the Proposal shall be in MDL. UNICEF will reject any proposals submitted in another currency.
- (b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.
- 1.4 **Taxes.** Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services. All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFPS documents.

2. IMPLEMENTATION

- 2.1 **No Reliance.** Except as expressly set out in the RFPS documents, UNICEF will have no obligation to provide any assistance to the contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the performance of these services. If the Proposer requires any facilities, equipment, materials, systems or licenses in order to do the work, this must be explicitly detailed in its Proposal.
- 2.2 **Sub-contractors.** Proposers must identify in their Proposal any planned subcontracting of services. All subcontracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal.
- 2.3 **Key personnel.** If so required in the Terms of Reference each key personnel profile requested in the Terms of Reference must sign an exclusivity and availability statement. The purpose of Exclusivity and Availability Statement is as follows:
- (a) The key personnel proposed in the Proposal must not be part of any other Proposer's Proposal being submitted for this RFPS process. They must therefore engage themselves exclusively to the Proposer.
 - (b) Each key personnel must also undertake to be available, able and willing to work for all the period foreseen for his/her input during the implementation of the contract as indicated in the Terms of Reference/ and the Proposal.

Having selected a Proposal partly on the basis of an evaluation of the key personnel presented in the Proposal, UNICEF expects the contract to be executed by these specific personnel. As the expected date of mobilization is given in the RFPS, UNICEF will only consider substitutions after the deadline for the submission of offers in cases of unexpected delays in the commencement date beyond the control of the Proposer, or exceptionally because of the incapacity of a key personnel for health reasons or due to force majeure or other circumstances which may justify a replacement and which would not have any effect on the selection of the Proposal. The desire of a Proposer to use a key personnel on another project or a change of mind on the part of a key personnel about the contract will not be accepted as a reason for substitution of any of the key personnel.

- 2.4 **Joint Ventures.** The description of the organization of the joint venture/consortium/association

must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFPS, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in this RFPS, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in this RFPS.

Previous contracts completed by individuals experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

PART V – PROPOSER REPRESENTATIONS

1. PRICE – MOST FAVOURED CUSTOMER

- 1.1 The Proposer confirms that the fees, rates and charges and related pricing terms with respect to the services specified in the Proposal are the most favourable pricing terms available to any customer of the Proposer (or any of the Proposer's affiliates). If at any time during the term of any contract resulting from the Proposal, any other customer of the Proposer (or of any of the Proposer's affiliates) obtains more favourable pricing terms than those provided to UNICEF, the Proposer will retroactively adjust the fee and related pricing terms under the contract to conform to the more favourable terms and the Proposer will promptly pay UNICEF any amounts owing to UNICEF as a result of such retroactive fee adjustment.

2. GENERAL REPRESENTATIONS

By submitting its Proposal in response to this RFPS, the Proposer confirms to UNICEF as at the Submission Deadline:

- 2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the services and to perform its other obligations under any resulting contract. The Proposer has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with any service, deliverable or outcome that may be acquired under any resulting contract.
- 2.2 All of the information it has provided to UNICEF concerning the services and the Proposer is true, correct, accurate and not misleading.
- 2.3 The Proposer is financially solvent and is able to supply the services to UNICEF in accordance with the requirements described in this RFPS.
- 2.4 The use or supply of the services does not and will not infringe any patent, design, trade-name or trade-mark.
- 2.5 The development and supply of the services has complied, does comply, and will comply with all applicable laws, rules and regulations.
- 2.6 The Proposer will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.
- 2.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.
- 2.8 The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this RFPS and the results of the evaluation process.

3. ETHICAL STANDARDS

UNICEF requires that all Proposers observe the highest standard of ethics during the entire solicitation process, as well as the duration of any contract that may be awarded as a result of this solicitation process. UNICEF also actively promotes the adoption by its suppliers of robust policies for the protection and safeguarding of children and the prevention and prohibition of sexual exploitation and sexual abuse.

By submitting its Proposal in response to this RFPS, the Proposer makes the following representations and warranties to UNICEF as at the Submission Deadline:

- 3.1 In respect of all aspects of the solicitation process the Proposer has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Proposer has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the services requested under this RFPS.
- 3.2 The Proposer has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.
- 3.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Proposer, or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.
- 3.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:
 - (a) During the one (1) year period after an official has separated from UNICEF, the Proposer may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Proposer has participated.
 - (b) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.
- 3.5 Neither the Proposer nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Proposer will immediately disclose to UNICEF if it or any of its affiliates, or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, UNICEF will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at UNICEF's sole choice.
- 3.6 The Proposer will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at <https://www.unicef.org/supply/resources/procurement-policies>. In particular, the Proposer will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.
- 3.7 The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).

- 3.8 Neither the Proposer nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.
- 3.9 The Proposer has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Proposer to perform any services in the Proposer's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.
- 3.10 The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Proposer will further cooperate with UNICEF's implementation of this Policy.
- 3.11 The Proposer will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 3.
- 3.12 Each of the provisions in this Article 3 of Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Proposer from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

4. AUDIT

- 4.1 From time to time, UNICEF may conduct audits or investigations relating to any aspect of a contract awarded in relation to this RFPS, including but not limited to the award of the contract and the Proposer's compliance with the provisions of Article 3 above. The Proposer will provide its full and timely cooperation with any such audits or investigations, including (but not limited to) making its personnel and any relevant data and documentation available for the purposes of such audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such audits or investigations access to the Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

ANNEX B: TERMS OF REFERENCE for

procurement of Engineering Services for rehabilitation services of WASH facilities in 14 schools in Moldova

1.0. BACKGROUND

- 1.1. UNICEF Moldova signed a work plan with the Ministry of Education and Research recently, and one of the key agenda of the work plan is to improve water, sanitation and hygiene (WASH) services in schools. Therefore, UNICEF Moldova supports the Moldovan authorities to provide WASH services in schools and enhance Early Intervention systems and services for Moldovan and refugee children from Ukraine.
- 1.2. UNICEF aims to conduct the assessments and rehabilitate/construct climate-resilient, energy-efficient and environment-friendly WASH infrastructure in educational institutions, as detailed in a Scope of the Work below.
- 1.3. This project is expected to benefit 1,800 children by providing access to safe water and sanitation services annually, which is a fundamental right that safeguards health and human dignity.
- 1.4. The Terms of Reference guide a bidding exercise to identify a suitable engineering firm for the engineering services to design and prepare the BOQs of WASH facilities in schools.

2.0. DEFINITION

- 2.1. Design and cost estimation of the WASH facilities within the existing building.
- 2.2. Design and cost estimation of the WASH facilities as a new adjacent structure connected to the existing building.
- 2.3. Design and cost estimation of the wastewater treatment plants and exterior sewer.

3.0. SCOPE OF SERVICES

- 3.1. The scope of engineering services is divided into three packages:

Package 1 includes site assessment, design and technical documents of the WASH facilities within the existing buildings, wastewater sewerage and wastewater treatment plant for the following locations:

1. Sloveanca village, Riscani District."
2. Cosernita village Floresti District
3. Ciuflesti village Causeni District
4. Tarancuta village, Cantemir District

Package 2 includes site assessment, design, and cost estimation of the WASH facilities as a new structure adjacent to the existing building, wastewater sewerage and wastewater treatment plant for the selected schools.

1. Moara de Piatra village Drochia District
2. Cisla village Telenesti District
3. Boltun village Nisporeni District

Package 3 consists of the design and cost estimation of the wastewater treatment plant for the selected schools:

1. Cirnateni village Causeni District
2. Isacova village Orhei District
3. Tataresti village Straseni District
4. Baroncea village Drochia District
5. Voinescu village Hincesti District
6. Haragis village Cantemir District
7. Tataresti village, Cahul District

Each package includes three components:

1. Site Assessment
2. Design and Technical Documents
3. Quality Assurance and Site Supervision

Qualified companies can apply for any of these components separately, or for all components included in the package.

Package details are provided in Section 4, Expected Deliverables.

- 3.2. Potential Bidders shall visit the sites before submitting their offers to familiarize themselves with site conditions that may affect their Proposals. Potential Bidders are expected to make their own arrangements to visit the site at their own expense. 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 by instruction provided under the RFP.
- 3.3. 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 national norms and the Organization's commitments towards Accessible Buildings and achieving Climate Neutrality by 2020, as per [PROCEDURE/DFAM/2020/001](#) on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, [CF/EXD/2017-004](#) on Accessibility in UNICEF's Programme-Relegated Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.

4.0. EXPECTED DELIVERABLES

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

Table 1: Services, Tasks and Deliverables

#	Service Descriptions	Tasks	Deliverables
Package 1			
Site assessment, design and technical documents of the WASH facilities within the existing buildings, wastewater sewerage and wastewater treatment plant for the schools located in the following locations Sloveanca village, Riscani District, Cosernita village Floresti District Ciuflesti village Causeni District, Tarancuta village, Cantemir District			
1	Site Assessment Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation.	<p>1.1 Assessment of existing buildings Verify structural integrity and functionality of existing construction, finish quality, and accessibility level.</p> <p>1.2 Assessment of sites for the construction of the wastewater treatment plant Consult available data and/or conduct site surveys (topographical, geotechnical and engineering); verify land legal status and construction laws.</p> <p>1.3 Soil investigation Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved.</p>	<p>Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.</p> <p>Detailed report approved by UNICEF on soil investigation.</p>
2	Design and Technical Documents Development of construction technical documents, and obtaining necessary construction permits, if required.	<p>2.1 Conceptual design Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.</p> <p>2.2 Architectural design Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials' specifications.</p> <p>2.3 Structural design Develop structural design a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p> <p>2.4 Building service design Develop plumbing, water supply, sanitary, and electrical services design: a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p> <p>2.5 Bid technical documents Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).</p> <p>2.6 Permitting and declaration Compile technical and administrative documents required for requesting permit and declaration, and obtain necessary construction permits and declaration for each construction work from Authority.</p> <p>2.7 Author supervision Three site visits through the construction process</p>	<p>Report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings.</p> <p>Full set of architectural drawings with specifications, approved by UNICEF.</p> <p>Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF.</p> <p>Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.</p> <p>BoQs for repairs, rehabilitation and/or new construction approved by UNICEF.</p> <p>Original copy of permit(s) officially authorized by Authority.</p> <p>Documented visits and adjustments of the Technical Drawings if required</p>
3	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. (including responsabil tehnic, as per national legislation)	<p>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.</p> <p>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.</p>	<p>Reports approved by UNICEF based on site visits.</p>
Package 2			
assessment, design, and cost estimation of the WASH facilities as a new structure adjacent to the existing building, wastewater sewerage and wastewater treatment plant for the schools located in the following locations			

1	<p>Site Assessment Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation.</p>	<p>1.1 Assessment of existing buildings Verify structural integrity and functionality of existing construction, finish quality, accessibility level and connection to the new constructed building</p> <p>1.2 Assessment of sites for new construction and the wastewater treatment plant Consult available data and/or conduct site surveys (topographical, geotechnical and engineering); verify land legal status and construction laws.</p> <p>1.3 Soil investigation Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved.</p>	<p>Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.</p>
2	<p>Design and Technical Documents</p> <p>Development of construction technical documents, and obtaining necessary construction permits, if required.</p>	<p>2.1 Conceptual design Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.</p> <p>2.2 Architectural design Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials' specifications.</p> <p>2.3 Structural design Develop structural design a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p> <p>2.4 Building service design Develop plumbing, water supply, sanitary, and electrical services design: a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p> <p>2.5 Bid technical documents Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).</p> <p>2.6 Permitting and declaration Compile technical and administrative documents required for requesting permits and declarations, and obtain necessary construction permits and declaration for each construction work from Authority.</p>	<p>Report approved by UNICEF includes design criteria, options analysis and conceptual design drawings.</p> <p>Full set of architectural drawings with specifications, approved by UNICEF.</p> <p>Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF.</p> <p>Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.</p> <p>BoQs for repairs, rehabilitation and/or new construction approved by UNICEF.</p> <p>Original copy of permit(s) officially authorized by Authority.</p>
		<p>2.7 Author supervision Three site visits through the construction process</p>	<p>Documented visits and adjustments of the Technical Drawings if required</p>
3	<p>Quality Assurance and Site Supervision</p> <p>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. (including responsabil tehnic, as per national legislation)</p>	<p>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.</p> <p>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.</p>	<p>Reports approved by UNICEF based on site visits.</p>
<p>Package 3 assessment, design and cost estimation of the wastewater treatment plant for the selected schools (Cirnateni village Causerni District, Isacova village Orhei District, Tataresti village Straseni District, Baroncea village Drochia District, Voinescu village Hincesti District, Haragis village Cantemir District)</p>			
1	<p>Site Assessment Evaluation of site characteristics and preparation of detailed analysis</p>	<p>1.1 Assessment of existing buildings Verify structural integrity and functionality of existing construction to secure connection to the exterior sewerage and wastewater treatment plant</p>	<p>Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.</p>

	with recommendations for design and implementation	<p>1.2 Assessment of sites for the construction of the wastewater treatment plant Consult available data and/or conduct site surveys (topographical, geotechnical and engineering); verify land legal status and construction laws.</p> <p>1.3 Soil investigation Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved.</p>	
2	<p>Design and Technical Documents Development of construction technical documents and obtaining necessary construction permits, if required.</p>	<p>2.1 Conceptual design Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.</p>	Report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings.
<p>2.2 Architectural design Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials' specifications.</p>		Full set of architectural drawings with specifications, approved by UNICEF.	
<p>2.3 Structural design Develop structural design a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p>		Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF.	
<p>2.4 Building service design Develop plumbing, water supply, sanitary, and electrical services design: a) Preliminary design based on approved architectural design, b) Detailed design with technical specifications and design analysis.</p>		Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.	
<p>2.5 Bid technical documents Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).</p>		BoQs for repairs, rehabilitation and/or new construction approved by UNICEF.	
<p>2.6 Permitting and declaration Compile technical and administrative documents required for requesting permit and declaration, and obtain necessary construction permits and declaration for each construction work from Authority.</p>		Original copy of permit(s) officially authorized by Authority.	
		<p>2.7 Author supervision Three site visits through the construction process</p>	Documented visits and adjustments of the Technical Drawings if required
3	<p>Quality Assurance and Site Supervision</p> <p>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. (including responsabil tehnic, as per national legislation)</p>	<p>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.</p> <p>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.</p>	<p>Reports approved by UNICEF based on site visits.</p>

5.0. TIME FRAME AND PAYMENT SCHEDULE

- 5.1. The timely completion of these engineering services is of utmost importance for UNICEF.
- 5.2. The duration required for completing the first task for each Package should be no later than three (3) weeks from the date of signing the contract. The duration required for completion of the tasks should be no longer than ten (10) weeks.
- 5.3. 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
1	After approval of UNICEF on completed deliverables of site assessment (Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation)	20 %	Three (3) weeks after the contract signing
2	After approval of UNICEF on completed deliverables of design and technical documents (Tasks 2.1 - 2.4 / Design criteria, options' analysis and conceptual design drawings; Full set of architectural drawings with specification; Complete set of structural drawings, specifications, calculations and design analysis; Full set of building service drawings, specifications)	40%	Four (4) weeks after the approval of the site assessment
3	Final payment, after approval of the BoQs and permits (tasks 2.5 - 2.6)	40%	Two (2) weeks after the approval of the Design and technical documents

6.0. KEY PERSONNEL

- Architect with 5-years experience in the domain.
- Structural/Civil Engineer with 5-years experience in the domain.
- Electromechanical Engineer with 5-years experience in the domain.
- Water and Sanitation Engineer with 5-years experience in the domain.
- Topographer with 2 years of experience
- Draftsman with 2-years experience
- Project manager

7.0. ELIGIBILITY AND QUALIFICATIONS

- 7.1. The Potential Bidders are eligible to submit complete proposals for all the Packages.
- 7.2. The selected engineering firm is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.
- 7.3. 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.
- 7.4. 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; written power of attorney of the signatory of the nominated person to commit the contract.
 - Copy of curriculum vitae (Maximum two (2) pages) 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.
 - Copies of the technical qualification certificates
 - Reports on the financial standing of the Potential Bidder.
- 7.5. 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.
 - a) 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
 - Form 8: Proposed work plan (Gantt Chart) for the Implementation
 - Form 9: List of Proposed Key Personnel
 - Form 10: CVs 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: List of Current Litigations
 - b) Information to be submitted in the Price Proposal (ANNEX D):
 - Form 14: Price Proposal Letter
 - Form 15: Price Proposal Submission
 - c) Support info on the locations and technical specifications (ANNEX E):
- 7.6. 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 initiated by the person or persons signing the Proposal.

7.7. The following criteria will be considered for the selection of Potential Bidders for the award of the contract:

- The capacity of the engineering firm to manage multiple assignments.
- The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignments.
- The Potential Bidder must have a 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 the national (Republic of Moldova) construction norms and building legislation.
- Working experience with international and UN Organizations.

8.0. EVALUATION PROCESS AND METHOD

8.1. 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.

8.2. 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	70
1. Firm's Profile	
- Five (5) years as an engineering firm providing similar services (Water and sanitation in educational institutions, architectural and civil engineering);	10
- Proven experience in the country and similar services undertaken in the last 3 years;	
2. Firm's Experience	
- Completed services of similar nature completed in past three (3) years with reference, as per Form 5;	20
- Type of clients to whom the services were provided (Government, private sector, UN Organizations, others);	
3. Proposed Methodology and Planning	
- Proposed work plan (Gantt Chart) for implementing per Packages	10
- Proposed methodology and resources allocation per packages	
4. Resources (key personnel and equipment)	
- Key personnel proposed to provide the services, including CVs, years of experience in similar services (proof required), education degree certificate (as requested, under 6. Key personnel);	25
- List of essential support staff;	
- List of office equipment, engineering instruments and design software owned by the firm.	
- Size and structure of the firm and the capacity of the engineering firm to manage multiple assignments.	
5. Financial Capacity	
- Financial reports for the last 2 years (2021 and 2022)	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-2023-9187484** 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-2023-9187484**

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: UNICEF Moldova, 131, 31 August 1989, MD-2012, Chisinau, Moldova

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services for the design of the construction works and estimation of the costs of the WASH facilities in 13 schools in Moldova in accordance with your Request for Proposal **RFP# LRPS-2023-9187484** dated 8 December 2023 and our Proposal dated [-----]. We are hereby submitting our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Price Proposal.

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 (to be filled by the Potential Bidder)	Remarks
Company legal name		
Company founded year		
Company tax number (IDNO)		
Company license number and expiry date (for the required services if applicable)		
Expiry Date		
Legal Status		Provide certified copies of Registration
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				
Client 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				
Client name & contact details	Description of Services	Start date	Expected end date	Value

Form 7: Proposed Methodology

Please provide the methodology proposed by the Potential Bidder for Package 1, Package 2 and Package 3 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, Package 2 and Package 3

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		
A. Key Professionals for Site Assessment Stage		
Name	Position / Certification	Task
B. Key Professionals for Site Design Stage and development of the BoQs and cost estimates		
Name	Position	Task
C. 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	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not 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			
A. Office Equipment			
Description	Quantity	Brand, Model, Specifications	
B. Engineering Instruments			
Description	Quantity	Brand, Model, Specifications	Owned/Rented
C. Design Software			
Name	Version	Utilization	

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

IMPORTANT: Please provide attached copies of Financial Reports for the last two (2) years.

Adequacy of Working Capital		
Source of credit line	Amount	Remarks
		<i>Provide documentary evidence</i>
Total:		

Form 13: 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 14: Price Proposal Letter

Date: _____

To: UNICEF Moldova, 131, 31 August 1989, MD-2012, Chisinau, Moldova

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in for the design of the construction works and estimation of the costs of the WASH facilities in 13 schools in Moldova as specified in the Annex B, following your Request for Proposal **RFP# LRPS-2023-9187484** dated 8 December 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 15: Price Proposal Submission

(Review the proposed key personnel below to decide those you want to include based on the nature of your project and the tasks included in Section 4. If your project requires advanced engineering services for specific construction activities (e.g. topographical and geotechnical surveys, advanced architectural and building service designs, blast design and seismic analysis, social and environmental screening), you can find them in Tool 2.2 (Table 1, Lot 2). Based on your project requirements, you can include the relevant key personnel in Package 1 and/or Package 2 below.

Please fill the summary price offer template below and include a breakdown of the costs using the Personnel services cost table

Tab 1, Price offer summary

Service Description	Price, MDL
PACKAGE 1	
1.1. Site Assessment Component	
1.2. Design and Technical Documents Component	
1.3. Site supervision and Quality Assurance Component	
TOTAL PACKAGE 1	
PACKAGE 2	
1.1. Site Assessment Component	
1.2. Design and Technical Documents Component	
1.3. Site supervision and Quality Assurance Component	
TOTAL PACKAGE 2	
PACKAGE 3	
1.1. Site Assessment Component	
1.2. Design and Technical Documents Component	
1.3. Site supervision and Quality Assurance Component	
TOTAL PACKAGE 3	

Tab 2, Personnel services cost (please update as required)

Service Description	No. of personnel	Unit of time	Period of engagement	Remuneration per unit of time	Total rate for the period
PACKAGE 1					
1.1. Site Assessment					
Project Manager (full-time/ part-time)	1	Day	1		
Structural/Civil Engineer (full-time/ part-time)	1	Day	1/2		
Topographer (full-time/ part-time)	1	Day	1/2		
Draftsman (full-time/ part-time)	1	Day	1		
Sub-total 1.1					
1.2. Design and Technical Documents					
Project Manager (full-time/ part-time)	1	Day	1		
Architect (full-time/ part-time)	1	Day	1		
Structural/Civil Engineer (full-time/ part-time)	1	Day	1/2		
Electromechanical Engineer (full-time/ part-time)	1	Day	1/2		
Sanitary Engineer (part-time)	1	Day	1/2		
Draftsman (full-time/ part-time)	1	Day	1		
Sub-total 1.2					
1.3. Site supervision and Quality Assurance Component					
Project Manager	1	Lump sum	N/A		

Technical supervisor (Responsabil Tehnic)		Lump sum			
Site visit report (all costs included)		Per visit			
Monthly monitoring and reporting (all costs included)		Per month			
Sub-total 1.3					
TOTAL PACKAGE 1					
PACKAGE 2					
2.1 Site Assessment					
Project Manager (full-time/ part-time)	1	Day	1		
Structural/Civil Engineer (full-time/ part-time)	1	Day	1/2		
Topographer (full-time/ part-time)	1	Day	1/2		
Draftsman (full-time/ part-time)	1	Day	1		
Sub-total 2.1					
2.2 Design and Technical Documents					
Project Manager (full-time/ part-time)	1	Day	1		
Architect (full-time/ part-time)	1	Day	1		
Structural/Civil Engineer (full-time/ part-time)	1	Day	1/2		
Electromechanical Engineer (full-time/ part-time)	1	Day	1/2		
Sanitary Engineer (part-time)	1	Day	1/2		
Draftsman (full-time/ part-time)	1	Day	1		
Sub-total 2.2					
2.3 Site supervision and Quality Assurance Component					
Project Manager	1	Lump sum	N/A		
Technical supervisor (Responsabil Tehnic)		Lump sum			
Site visit report (all costs included)		Per visit			
Monthly monitoring and reporting (all costs included)		Per month			
Sub-total 2.3					
TOTAL PACKAGE 2					
PACKAGE 3					
3.1 Site Assessment					
Project Manager (full-time/ part-time)	1	Day	1		
Structural/Civil Engineer (full-time/ part-time)	1	Day	1/2		
Topographer (full-time/ part-time)	1	Day	1/2		
Draftsman (full-time/ part-time)	1	Day	1		
Sub-total 3.1					
3.2 Design and Technical Documents					
Project Manager (full-time/ part-time)	1	month	1		
Architect (full-time/ part-time)	1	month	1		
Structural/Civil Engineer (full-time/ part-time)	1	month	1/2		
Electromechanical Engineer (full-time/ part-time)	1	month	1/2		
Sanitary Engineer (part-time)	1	month	1/2		
Draftsman (full-time/ part-time)	1	month	1		
Sub-total 3.2					
3.2 Site supervision and Quality Assurance Component					
Project Manager	1	Lump sum	N/A		
Technical supervisor (Responsabil Tehnic)	1	Lump sum	N/A		
Site visit report (all costs included)	n/a	Per visit			
Monthly monitoring and reporting (all costs included)	n/a	Per month			
Sub-total 1.3					
TOTAL PACKAGE 3					

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 statutory contributions;
- Contributions for annual and public holidays;
- Fares and time allowances for travelling;
- Safety and welfare facilities;
- Workmen's compensation and third-party liability insurance's, 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: TECHNICAL SPECIFICATIONS

Package 1

Site assessment, design and technical documents of the WASH facilities within the existing buildings, wastewater sewerage and wastewater treatment plant for the schools located in the following locations
Sloveanca village, Riscani District, Cosernita village Floresti District
Ciuflesti village Causeni District, Tarancuta village, Cantemir District

1. GENERAL TASKS to be performed by the design company

Design Company will prepare technical documentation for the relocation of the sanitary groups in a separate space and construction of the external sewage system, including main collector and also WWTP.

- I. **Solutions:** Elaboration of the drafts version for interior location of the sanitarian groups according to the preliminary (annexed) measures including all compartments.
- II. Design of the external main collector and WWTP platform with discharge pipe to the canal coordinated in accordance to the urban certificate and annex.

A. Preliminary data: The evaluation of the existing situation, as the case may be, of the data necessary for the execution of the assumed commitment, which will be paid by the design company and will be found in the cost of the offer, as follows:

- Topographic elevation
- Geotechnical survey
- Connection schemes, load calculation and obtaining technical conditions for utilities; (energy supply);
- Coordinating the connection routes to the local external networks as well as the topography of the land for the existing connection networks;

B. Carrying out the design, compartments:

- ACS (Architecture, constructive solutions);
- EL/FPE (electric lighting/force power equipment);
- WSSW (water supply, sewage system – internal/external);
- HV (Heating and Ventilation)
- GP (General Plan and land systematization)
- OCW (Organization of the Construction Works)
- CE/BoQ (Cost Estimation and BoQ)
- Technical approvals of the elaborated documentation including cost estimation.

IV. Estimation:

- The calculation of the Bill of Quantities will be carried out after taking into account all aspects and requirements of the Beneficiary (School Administration, UNICEF representatives) regarding materials, location, capacity, dimensions, etc.;
- The Estimate costs is to be verified, together with the Execution Project, and with the presentation of the Verification Reports to the Beneficiary.

IMPORTANT: All these requirements, and many other possible ones, regarding the functionality of the designed sanitary groups, as well as the equipment (boilers, electric dryers, etc.) that will follow, - will be coordinated with the school administration and UNICEF representatives.

1. Particularities for selected location:

The gymnasium is a one-level building. It is necessary to arrange the sanitary group on the ground floor – for the staff, for girls, and for boys. Also, the sewer and a treatment station should be designated. The gymnasium's administration is waiting for a designer, an appropriate space is provided, as well as the place for the WWTP.

It is required: the preparation of the technical documentation (the design) and the local cost estimates drawn up in current prices.

Design Company will present -Technical documentation (the drawing project) and cost estimates with the verification reports.

2. Additional requirements:

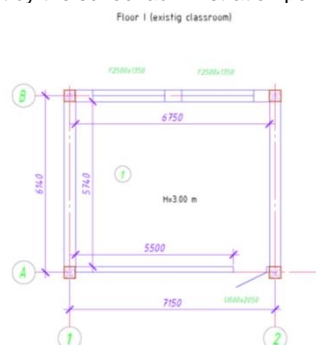
- the deliverables will be presented in 3 copies on paper and in electronic format (DWG, PDF, WORD) to the UNICEF and the beneficiary.
- to provide consultancy to the UNICEF, the school Administration, and the contractor, if necessary.

A. Basic Data regarding the Project solutions: (Sloveanca village Singerei District)

Design project have to be done considering next initial preliminary information for Sloveanca school

- Number of personal in school – 22
- Number of students in school Sloveanca Singerei district – 81
- Number of girls – 44
- Number of boys – 37

To be considered in case of request by the school administration perspective evaluation.

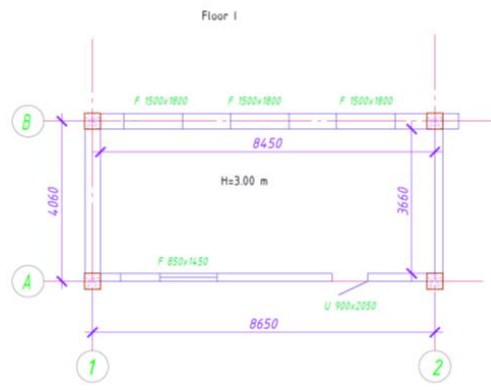


B. Basic Data regarding the Project solutions: (Cosernita village Floresti District)

Design project have to be done considering next initial preliminary information for Cosernita school

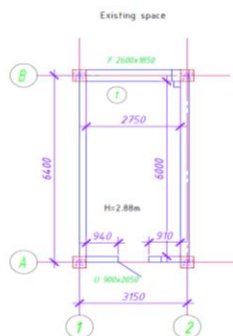
- Number of personal in school – 25

- Number of students in school Cosernita Floresti district – 103
 - Number of girls – 53
 - Number of boys – 50
- To be considered in case of request by the school administration perspective evaluation.



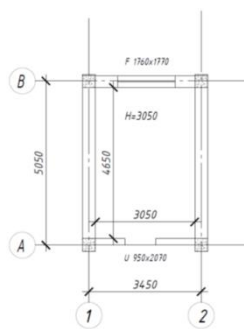
C. Basic Data regarding the Project solutions: (Ciuflesti village Causeni District)
 Design project have to be done considering next initial preliminary information for Ciuflesti school

- Number of personal in school – 22
 - Number of students in school Ciuflesti Causeni district – 82
 - Number of girls – 40
 - Number of boys – 42
- To be considered in case of request by the school administration perspective evaluation.



D. Basic Data regarding the Project solutions: (Tarancuta village Cantemir District)
 Design project have to be done considering next initial preliminary information for Tarancuta school

- Number of personal in school – 25
 - Number of students in school Tarancuta Cantemir district – 98
 - Number of girls – 50
 - Number of boys – 48
- To be considered in case of request by the school administration perspective evaluation.



Package 2

assessment, design, and cost estimation of the WASH facilities as a new structure adjacent to the existing building, wastewater sewerage and wastewater treatment plant for the schools located in the following locations
 Moara de Piatra village Drochia District, Cisca village Telenesti District, Boltun village Nisporeni District

**GENERAL TASKS to be performed by the design company
(Schools with Separate Annex for sanitation groups)**

Design Company will prepare technical documentation for the location of the sanitary groups in a separate space (Annex), construction of the external water and sewage system including main collector and also WWTP.

I. **Solutions:** Elaboration of the drafts version for location of the sanitarian groups in a separate annex to the existing building of the school, according to the preliminary recommended measures including all compartments.

II. Design of the external main collector and WWTP platform with discharge pipe to the canal coordinated in accordance to the urban certificate and annex.

A. **Preliminary data:** The evaluation of the existing situation, as the case may be, of the data necessary for the execution of the assumed commitment, which will be paid by the design company and will be found in the cost of the offer, as follows:

- Technical expertise of the existing building
- Topographic elevation
- Geotechnical survey
- Connection schemes, load calculation and obtaining technical conditions for utilities; (energy supply);
- Coordinating the connection routes to the local external networks as well as the topography of the land for the existing connection networks;

B. Carrying out the design, compartments:

- ACS (Architecture, constructive/structural solutions);
- EL/FPE (electric lighting/force power equipment);
- WSSW (water supply, sewage system – internal/external);
- HV (Heating and Ventilation)
- GP (General Plan and land systematization)
- OCW (Organization of the Construction Works)
- CE/BoQ (Cost Estimation and BoQ)
- Technical approvals of the elaborated documentation including cost estimation.

IV. Estimation:

- The calculation of the Bill of Quantities will be carried out after taking into account all aspects and requirements of the Beneficiary (School Administration, UNICEF representatives) regarding materials, location, capacity, dimensions, etc.;
- The Estimate costs is to be verified, together with the Execution Project, and with the presentation of the Verification Reports to the Beneficiary.

IMPORTANT: All these requirements, and many other possible ones, regarding the functionality of the designed sanitary groups, as well as the equipment (boilers, electric dryers, etc.) that will follow, - will be coordinated with the school administration and UNICEF representatives.

1. Particularities for selected location:

The gymnasium is a one-level building. It is necessary to arrange the sanitary group in the proposed Annex at the ground floor – for the staff, for girls, and for boys. Also, the sewer and a treatment station should be designated. The gymnasium's administration is waiting for a designer, an appropriate land space is provided, as well as the place for the WWTP.

It is required: the preparation of the technical documentation (the design) and the local cost estimates drawn up in current prices. Design Company will present -Technical documentation (the drawing project) and cost estimates with the verification reports.

2. Additional requirements:

- the deliverables will be presented in 3 copies on paper and in electronic format (DWG, PDF, WORD) to the UNICEF and the beneficiary.
- to provide consultancy to the UNICEF, the school Administration, and the contractor, if necessary.

A. Basic Data regarding the Project solutions: (Moara de Piatra village Drochia District)

Design project have to be done considering next initial preliminary information for Moara de Piatra school.

- Number of personal in school – 21
- Number of students in school Moara de Piatra Drochia District – 78
- Number of girls – 36
- Number of boys – 42

To be considered in case of request by the school administration perspective evaluation.

Suggested location for the construction of the sanitarian annex.



B. Basic Data regarding the Project solutions: (Cisla village Telenesti District)

Design project have to be done considering next initial preliminary information for Cisla school.

- Number of personal in school – 25

- Number of students in school Cisla Village Telenesti district – 96
 - Number of girls – 40
 - Number of boys – 56
- To be considered in case of request by the school administration perspective evaluation.



C. Basic Data regarding the Project solutions: (Boltun village Nisporeni District)

Design project have to be done considering next initial preliminary information for Boltun school.

- Number of personal in school – 24
 - Number of students in school Botun Village Nisporeni district – 90
 - Number of girls – 44
 - Number of boys – 46
- To be considered in case of request by the school administration perspective evaluation.



Package 3

assessment, design and cost estimation of the wastewater treatment plant for the selected schools (Cirnateni village Causeni District, Isacova village Orhei District, Tataresti village Straseneni District, Baroncea village Drochia District, Voinescu village Hincesti District, Haragis village Cantemir District)

Design Company will prepare technical documentation for the external sewage system including main collector, discharge pipe and platform with WWTP.

I. Solutions: Design of the external main collector and WWTP platform with discharge pipe to the channel coordinated in accordance to the urban certificate and annex.

A. Preliminary data: The evaluation of the existing situation, as the case may be, of the data necessary for the execution of the assumed commitment, which will be paid by the design company and will be found in the cost of the offer, as follows:

- Topographic elevation
- Geotechnical survey
- Connection schemes, load calculation and obtaining technical conditions for utilities; (energy supply);
- Coordinating the connection routes to the local external networks as well as the topography of the land for the existing connection networks;

B. Carrying out the design, compartments:

- CS (constructive solutions, earth works);
- EL/FPE (electric lighting/force power equipment);
- WSSW (water supply, sewage system – external);
- GP (General Plan and land systematization)
- OCW (Organization of the Construction Works)
- CE/BoQ (Cost Estimation and BoQ)
- Technical approvals of the elaborated documentation including cost estimation.

II. Estimation:

- The calculation of the Bill of Quantities will be carried out after taking into account all aspects and requirements of the Beneficiary (School Administration, UNICEF representatives) regarding materials, location, capacity, dimensions, etc.;
- The Estimate costs is to be verified, together with the Execution Project, and with the presentation of the Verification Reports to the Beneficiary.

IMPORTANT: All these requirements, and many other possible ones, regarding type and functionality of the designed WWTP, as well as the equipment that will follow, - will be coordinated with UNICEF representatives and school administration.

1. Particularities for selected location:

It is necessary to identify sewer network and platform for the WWTP according to the normative requirements in order of sanitarian zone, concentrations and capacity.

School administration is waiting for a designer, an appropriate space is preliminary provided, as well as the place for the WWTP.

It is required: the preparation of the technical documentation (the design) and the local cost estimates drawn up in current prices.

Design Company will present -Technical documentation (the drawing project) and cost estimates with the verification reports.

2. Additional requirements:

- the deliverables will be presented in 3 copies on paper and in electronic format (DWG, PDF, WORD) to the UNICEF and the beneficiary.
- to provide consultancy to the UNICEF, the school Administration, and the contractor, if necessary.