**ANNEX B: TERMS OF REFERENCE**

# for

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

1. **BACKGROUND**

* + 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.
		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.
		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.
		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.
1. **DEFINITION**
	1. Design and cost estimation of the WASH facilities within the existing building.
	2. Design and cost estimation of the WASH facilities as a new adjacent structure connected to the existing building.
	3. Design and cost estimation of the wastewater treatment plants and exterior sewer.
2. **SCOPE OF SERVICES**
	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 Distric

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

1. Cirnateni village Causerni 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.

* 1. 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.
	2. 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](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/UNICEF%20Procedure%20on%20Eco-Efficiency%20and%20Inclusive%20Access.pdf?csf=1&cid=d9455b05-332c-45b5-9687-18b3cf3dfda7) on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, [CF/EXD/2017-004](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/Executive%20Directive%20-%20Accessibility%20in%20UNICEF%27s%20Programme-related%20Construction%20Activities.pdf) on Accessibility in UNICEF’s Programme-Relegated Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.
1. **EXPECTED DELIVERABLES**
	1. The table below describes each required engineering service in detail, including tasks and expected deliverables.
	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 DistrictCiuflesti 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. | **1.1 Assessment of existing buildings**Verify structural integrity and functionality of existing construction, finish quality, and accessibility level.  | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.  |
| **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. |
| **1.3 Soil investigation**Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved. | Detailed report approved by UNICEF on soil investigation. |
| 2 | **Design and Technical Documents**Development of construction technical documents, and obtaining necessary construction permits, if required. | **2.1 Conceptual design**Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.  | Report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings. |
| **2.2 Architectural design**Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials’ specifications. | Full set of architectural drawings with specifications, approved by UNICEF. |
| **2.3 Structural design**Develop structural designa) Preliminary design based on approved architectural design,b) Detailed design with technical specifications and design analysis. | Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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. | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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). | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF. |
| **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. | Original copy of permit(s) officially authorized by Authority. |
| **2.7 Author supervision** **Three site visits through the construction process**  | Documented visits and adjustments of the Technical Drawings if required  |
| 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) | **Quality assurance** Undertake quality assurance and quality control plans and related procedures; review and approve contractor’s construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials’ tests.  **Site supervision** Assist in project’s start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; approve workmanship and materials; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Laws and regulations, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report; approve as-built drawings and Preventative Maintenance Manual. In case greening certification is pursued, engage with the Inclusive & Sustainable Operations team for guidance. | Reports approved by UNICEF based on site visits.  |
| **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 locationsMoara de Piatra village Drochia District, Cisla village Telenesti District, Boltun village Nisporeni Distric |
| 1 | **Site Assessment**Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation. | **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  | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.  |
| **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. |
| **1.3 Soil investigation**Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved. |
| 2 | **Design and Technical Documents**Development of construction technical documents, and obtaining necessary construction permits, if required. | **2.1 Conceptual design**Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.  | Report approved by UNICEF includes design criteria, options analysis and conceptual design drawings. |
| **2.2 Architectural design**Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials’ specifications. | Full set of architectural drawings with specifications, approved by UNICEF. |
| **2.3 Structural design**Develop structural designa) Preliminary design based on approved architectural design,b) Detailed design with technical specifications and design analysis. | Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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. | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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). | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF. |
| **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. | Original copy of permit(s) officially authorized by Authority. |
|  |  | **2.7 Author supervision Three site visits through the construction process**  | Documented visits and adjustments of the Technical Drawings if required  |
| 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) | **Quality assurance** Undertake quality assurance and quality control plans and related procedures; review and approve contractor’s construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials’ tests.  **Site supervision** Assist in project’s start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; approve workmanship and materials; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Laws and regulations, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report; approve as-built drawings and Preventative Maintenance Manual. In case greening certification is pursued, engage with the Inclusive & Sustainable Operations team for guidance. | Reports approved by UNICEF based on site visits.  |
| **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) |
| 1 | **Site Assessment**Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation | **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 | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.  |
| **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. |
| **1.3 Soil investigation**Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of samples retrieved. | Detailed report approved by UNICEF on soil investigation. |
| 2 | **Design and Technical Documents** Development of construction technical documents and obtaining necessary construction permits, if required. | **2.1 Conceptual design**Produce design sketches that comply with site conditions, criteria, performance standards, and accessibility requirements.  | Report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings. |
| **2.2 Architectural design**Develop architectural design a) Preliminary design based on approved conceptual design, b) Detailed design with finish materials’ specifications. | Full set of architectural drawings with specifications, approved by UNICEF. |
| **2.3 Structural design**Develop structural designa) Preliminary design based on approved architectural design,b) Detailed design with technical specifications and design analysis. | Complete set of structural drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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. | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF. |
| **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). | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF. |
| **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. | Original copy of permit(s) officially authorized by Authority. |
|  |  | **2.7 Author supervision Three site visits through the construction process**  | Documented visits and adjustments of the Technical Drawings if required  |
| 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) | **Quality assurance**  Undertake quality assurance and quality control plans and related procedures; review and approve contractor’s construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials’ tests.  **Site supervision**  Assist in project’s start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; approve workmanship and materials; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Laws and regulations, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report; approve as-built drawings and Preventative Maintenance Manual. In case greening certification is pursued, engage with the Inclusive & Sustainable Operations team for guidance. | Reports approved by UNICEF based on site visits.  |

1. **TIME FRAME AND PAYMENT SCHEDULE**
	1. The timely completion of these engineering services is of utmost importance for UNICEF.
	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.
	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  |

1. **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
1. **ELIGIBILITY AND QUALIFICATIONS**
	1. The Potential Bidders are eligible to submit complete proposals for all the Packages.
	2. The selected engineering firm is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.
	3. The Potential Bidder shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.
	4. Documents to be submitted in the Technical Proposal:
* The Potential Bidder must be registered as an engineering firm in Moldova. Technical Proposals shall include copies of original documents defining the constitution or legal status of the company, place of registration, and principal place of business; 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.
	1. The Potential Bidder must provide sufficient information in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award of the contract.
1. 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
1. Information to be submitted in the Price Proposal (ANNEX D):
* Form 14: Price Proposal Letter
* Form 15: Price Proposal Submission
1. Support info on the locations and technical specifications (ANNEX E):
	1. Errors in the Proposals
* In the event of any discrepancy between the copies of the Proposals submitted as hard copies, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Firm’s representative.
* The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initiated by the person or persons signing the Proposal.
	1. 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.
1. **EVALUATION PROCESS AND METHOD**
	1. Following closure of the RFP, the Proposals will be evaluated by the evaluation team in 3 steps following the Proposal Evaluation Process stated in the RFP document. The evaluation will be restricted to the contents of the Proposals and the reference checks.
	2. The technical merits of each Technical Proposal will be evaluated using the rating system in Table 3 (below) on the basis of the Proposal Evaluation Approach stated in the RFP document.

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

|  |  |
| --- | --- |
| **CRITERIA** | **MAXIMUM POINTS** |
| **TECHNICAL EVALUATION** | **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);
* Proven experience in the country and similar services undertaken in the last 3 years;
 | 10 |
| 1. **Firm’s Experience**
* Completed services of similar nature completed in past three (3) years with reference, as per Form 5;
* Type of clients to whom the services were provided (Government, private sector, UN Organizations, others);
 | 20 |
| 1. **Proposed Methodology and Planning**
* Proposed work plan (Gantt Chart) for implementing per Packages
* Proposed methodology and recourses allocation per packages
 | 10 |
| 1. **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);
* 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.
 | 25 |
| 1. **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** | **Remarks** |
| (to be filled by the Potential Bidder) |  |
|  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** |
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**Form 6: List of Similar Services in Hand**

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

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| --- |
| **Completed Services** |
| **Client name & contact details** | **Description of Services** | **Start date** | **Expected end date** | **Value** |
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### 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** |
| 1. **Key Professionals for Site Assessment Stage**
 |
| **Name** | **Position / Certification**  | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Key Professionals for Site Design Stage and development of the BoQs and cost estimates**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Support Staff**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Form 10: CV of the Proposed Team

CV for each category of the services bidding for.

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

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

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

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

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

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

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

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

**Membership in Professional Associations:**

**1.**

**2.**

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

**1.**

**2.**

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

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

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

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

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

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

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

|  |
| --- |
| **Adequacy of Working Capital** |
| **Source of credit line** | **Amount** | **Remarks** |
|  |  |  | *Provide documentary evidence* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **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, followingyour 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. **Site Assessment Component**
 |  |
| * 1. **Design and Technical Documents Component**
 |  |
| * 1. **Site supervision and Quality Assurance Component**
 |  |
|  **TOTAL PACKAGE 1** |  |
| **PACKAGE 2** |
| * 1. **Site Assessment Component**
 |  |
| * 1. **Design and Technical Documents Component**
 |  |
| * 1. **Site supervision and Quality Assurance Component**
 |  |
|  **TOTAL PACKAGE 2** |  |
| **PACKAGE 3** |
| * 1. **Site Assessment Component**
 |  |
| * 1. **Design and Technical Documents Component**
 |  |
| * 1. **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. **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. **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. **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) | a | Per month |  |  |  |
| **Sub-total 1.3** |  |  |  |  |  |
| **TOTAL PACKAGE 1** |  |
| **PACKAGE 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** |  |  |  |  |  |
| * 1. **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) | a | Per month |  |  |  |
| **Sub-total 2.3** |  |  |  |  |  |
| **TOTAL PACKAGE 2** |  |
| **PACKAGE 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** |  |  |  |  |  |
| * 1. **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 statuary 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 DistrictCiuflesti 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.  1. **Solutions:** Elaboration of the drafts version for interior location of the sanitarian groups according to the preliminary (annexed) measures including all compartments.
2. Design of the external main collector and WWTP platform with discharge pipe to the cannel 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.  1. 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 locationsMoara de Piatra village Drochia District, Cisla village Telenesti District, Boltun village Nisporeni Distric |
| **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.  1. **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.
2. Design of the external main collector and WWTP platform with discharge pipe to the cannel coordinated in accordance to the urban certificate and annex.
3. **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.  1. **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 Straseni 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.  1. **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.  1. **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.
 |