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International  
Labour  
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## Terms of Reference

### Provision of body camera solutions for State Labour Inspectorate of Ministry of Labour and Social Protection

**Title:** Request for Quotation for the supply and delivery of the body camera solutions for State Labour Inspectorate of Ministry of Labour and Social Protection

**Duty station:** Chisinau, Republic of Moldova

**Reference to the:** EU support to Inclusive Labour Markets in the Republic of Moldova Project

**Contract type:** ILO Contract for Services

**Contract Duration:** June-August 2024

#### I. Introduction and background

The International Labour Organization (ILO) is the only tripartite UN agency that brings together governments, employers and workers of [187 Member States](#), to set labour standards, develop policies and devise programmes promoting decent work for all women and men. The main aims of the ILO are to promote rights at work, encourage decent employment opportunities, enhance social protection, and strengthen dialogue on work-related issues.

The work of ILO in Moldova is guided by the [Decent Work Country Programme 2021-24](#) (DWCP), the main planning framework for the delivery of ILO support to a member country. To achieve progress under the area of employment, protection at work and social dialogue, the ILO works with its tripartite constituency, namely government, workers, and employers' representatives, as well as a variety of national and international partners, as part of different national and regional initiatives.

The overall purpose of the Project is to improve access to more and better employment opportunities in Moldova. It aims to improve performance of the Ministry of Labour and Social Protection, the National Employment Agency, and State Labour Inspectorate (hereinafter SLI) to prevent and address labour market exclusion, as well as to improve working conditions and protect worker rights. Against this background, the ILO DWT/CO Budapest is supporting the SLI of the Republic of Moldova to increase its effectiveness in detecting undeclared work through strengthening its performance, capacities, investing in human resources, and increasing its visibility.

#### II. The Objective

The Analysis of Legislation, Organizational Structures and Operational Procedures of the State Labour Inspection in the Republic of Moldova document, highlighted in 2022 that Labour inspectors are not equipped with personal protective equipment to perform their duties in a safe and healthy manner.

Insufficient technical aids are a problem to be addressed in the SLI. It includes at least to enhance the SLI with modern office equipment (e.g. ergonomic office chairs), with sufficient and appropriate personal protective equipment, and considering the recommendation from **Action from point 7:** Having body-cameras for protection of the labour inspectors, reducing corruption risk and supplying evidence on the identified violations which is essential for undeclared work and unsafe working conditions.

The EU-funded project will support the SLI by providing material support to carry out its mandate efficiently. The SLI is currently lacking some essential material support to effectively carry out its mandate.

To address this, the project will support the institution in purchasing of **30 body cameras**, as part of critical equipment needed for labour inspectors to increase transparency of the SLI in initiating the implementation process of the "Body Camera" portable video surveillance information system, which constitutes the totality of resources and information technologies, technical program means and methodologies located in interconnection and intended for the recording, processing and use of audio, photo and video information, preservation, during the exercise of the attributions of labour inspectors in process of executing its mission of state control over compliance with legislative acts and other normative acts in the field of labour relations at enterprises, institutions and organizations, with any type of ownership and legal form of organization, at natural persons who employ employees, as well as in central and local public administration authorities.

The purpose of the ToR is to describe the beneficiary's needs and establish the requirements related to the architecture and functions of the body cameras to be offered and subsequently delivered by the bidders. The document presents the minimum specifications regarding the qualitative, technical and performance, necessary to achieve the officials according to the purpose of the project. The requirements specified in this document are mandatory for all bidders. They will demonstrate, in their offers, clearly and unequivocally how to achieve/satisfy the requirements presented in this document. As component parts of the Information System are individualized, in this case: body cameras, docking station and software tools for management, processing and centralized data storage.

### **III. The scope of the purchase**

The ILO invites interested eligible Suppliers to submit Quotations for the provision and delivery of the **30-body camera solution for SLI** for implementation of the video recording solution by equipping it with portable video recording equipment (body cameras) as well as management and processing software centralized tools. The purchase includes the full delivery of the solution, as well as the training of users and administrators. The company is expected to work under the supervision of the ILO Project Coordinator and in close cooperation with the ILO National Coordinator and ILO PROCUREMENT Bureau in Geneva.

#### **Interested bidders are required to submit the following set of documents:**

- Offer (duly signed and stamped), calculated in MDL at 0% VAT and goods delivery time;
- Certificates of origin for the goods offered;
- Short description/overview of the company experience and qualification;
- Contact information for the bidder and responsible person;
- Bank data including bank name, bank code and IBAN MDL;
- Copy of company registration certificate (registration in the Republic of Moldova), as well as other related licenses and permissions;
- No-debt certificate from the Moldovan State Inspection or copy of the latest financial report.

### **IV. Deliverables**

The contractor will present in accordance with the following deliverables, schedule, and details in technical specifications for the service mentioned in *Annex V*.

The contractor will be responsible for:

- **delivery,**
- **assembling/installation and put into operation of goods accordingly to the distribution**

**in regional profile, attached below,**

- configuration of the bodycam system,**
- the training of employees regarding their use.**

The proposed solution will be installed in 10 different locations: (30 body-worn cameras, 30 licences, 30 klick fast magnetic mounting sets, 1 multiple charging/docking stations with 14-Port Dock with EU power cable and 18- Doc Solo/2 per each 9 Territorial labour inspectorates from regions, 10 body camera controller, 1 Workstation/ NVR5-WKS-8TB-EU, 1 VM-EPL-HQ-BASE/Video Manager for Headquarters-Base, 11 VB-400-EXTERNAL-CHARGE / USB Type-A to VB400 cable including VB400 adaptor). The camera management system and video storage controller will be installed in a central location.

#### **The body cameras distribution in regional profile:**

- 12 body cameras will be distributed in Chişinău for SLI Headquarter and Chişinău territorial labour inspectorate.
  - 2 Body cameras for each of the other 9 territorial labour inspectorates from the country (Bălţi, Cahul, Călăraşi, Căuşeni, Cimişlia, Drochia, Edineţ, Orhei and UTA Gagauzia).
- All documentation will be submitted to the ILO in electronic format, Submission Requirements and in the current document.

#### **V. Language**





For ILO procurement actions, offers will be prepared and submitted in English. The contract signed with the selected vendor must be written in the language selected for the solicitation documents, and this language will be applicable to the contractual relations between the ILO and the vendor.

#### **VI. Site visits**

The project staff, in common with the Requester, will determine if a site visit should be held. The purpose of holding a site visit is to provide bidders with additional information that cannot be conveyed in the solicitation documents. Depending on the nature and complexity of a procurement action, the ILO retains the discretion to impose mandatory attendance requirements on bidders for planned site visits.

#### **VII. Required Supplier Qualifications**

All submissions should detail the qualifications of the Supplier, with emphasis on the following:

-  **Experience:** Provide details of relevant experience in similar projects.
-  **Credentials:** List any relevant certifications, licenses, or professional affiliations.
-  **Team Composition:** Describe the team that will be assigned to this project, including their qualifications and experience.
-  **References:** Provide references from previous clients for similar projects.

#### **VIII. Submission Requirements**

All submissions must be in line with the template in *Annex I – Offer Submission Form* and contain at least the following information:

- Detailed pricing including a breakdown of costs for each component of the scope of work.
- Background information about the company, including history, mission, and key personnel assigned to this project.
- Evidence of past relevant experience.

**IX. Payment for provided services:** The payment for services provided by the bidder under the ILO Project will be made in one instalment, 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation and accepted by the ILO Project Coordinator during the delivery of body camera solution and training for users and administrators.

**X. Delivery dates, destination, and terms**


The expected dates for the delivery of goods, not exceeding 60 days. The delivery terms (Incoterms 2010) must be used. DAP (Delivered at Place) will be the Incoterm of reference for the ILO procurements.

**XI. Confidentiality:** Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

**XII. Duties and taxes**

International Labour Organization is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:

All prices shall:

 be exclusive of VAT and other applicable indirect taxes.

**Please note that applications received after the deadline, as well as incomplete applications will not be considered. Financial offers containing other currency than MDL (Moldovan Lei) will not be considered. ILO retains the discretion to re-advertise or cancel this tender.**

Documents to be completed/signed and considered part of ToR:

**Annex I- Offer Submission Form (To be completed by the Bidder);**

**Annex II- ILO Vendor Selection Procedure: Certification (To be signed by the Vendor);**

**Annex III- Terms and Conditions applicable to ILO Contracts.**

**Annex IV – Technical Specifications.**

**Annex V-Terms of Reference**

**Annex VI- Delivery Requirements**