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International  
Labour  
Organization

## TERMS OF REFERENCE

- Title:** **REQUEST FOR QUOTATION (RFQ)** for the following positions:  
Elaboration of the project documentation and Bills of Quantities  
for renovation works of two offices belonging to the Ministry of Labour and  
Social Protection, as following:  
**I. State Labour Inspectorate office, situated in Chisinau municipality,  
1, Vasile Alecsandri Street, 3<sup>rd</sup> floor.**  
**II. National Employment Agency office, situated in Cimislia  
Rayon, 133, Alexandru cel Bun str., 2<sup>nd</sup> floor (level 3).**
- Duty station:** Republic of Moldova
- Reference to the:** EU support to Inclusive Labour Markets in the Republic of Moldova Project
- Contract type:** Service contract
- Contract Duration:** June –August

### I. 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. In Moldova it aims to promote inclusive and productive employment for youth; ensure effective protection at work and improve the social dialogue machinery.

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. Subject to the Decision of the European Commission NDICI Moldova/ ACT-61535 regarding the Annual Measure in favor of the Republic of Moldova for 2022 with reference to the Annex I: EU4 Resilience and Governance, the International Labour Organization is implementing a two-year Project under the name of "EU support to Inclusive Labour Markets in the Republic of Moldova".

The project started in November 2023, being funded by the European Union entirely. 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 (NEA), and State Labour Inspectorate (SLI) to prevent and address labour market exclusion, as well as to improve working conditions and protect worker rights. At the request of the Ministry of Labour and Social Protection, the project will assist the renovation of two (2) offices, 1 for local employment office in Cimislia rayon and 1 office of the State Labour Inspectorate, at the premises of MoLSP, in Chisinau.

## **I. SCOPE OF WORK**

**REFORM document on improving the National Employment Agency's services for 2023-2026, stipulates that, the NEA Territorial Employment Offices (TEO) do not meet the standards of modern employment services.** Apart from Chişinau and Soroca TEOs, the territorial employment offices do not meet the standards of modern employment services (lack of access for people with disabilities, rented offices that cannot undergo capital repairs, used furniture, lack of working conditions for the unemployed and employers, such as self-service points, information sessions for employers, front and back offices, lack of transport units to visit employers and level I LPAs). Only 5 NEA territorial offices provide physical access for people with mobility impairments. The survey data also highlight the need for interventions because the low quality of services and the lack of access ramps lead to a lower level of satisfaction.

Following those mentioned above, the **EU support to Inclusive Labour Markets in the Republic of Moldova Project** seeks to contract one local Company (hereinafter "Supplier") to elaborate and provide the services, accordingly the detailed Design themes for both offices described in *Annex nr.I (SLI) and Annex nr.II (NEA)* accordingly.

The company is expected to work under the supervision of the ILO Project Coordinator, national consultant of the project contracted for this purpose and in close cooperation with the ILO National Coordinator, the ILO SECO-funded Project Coordinator in Moldova and ILO PROCUREMENT Bureau in Geneva.

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

The objective is to invite the local authorized companies to submit a bid for the items described in the Design themes (Annex I and II).

**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 Annex III.
- 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.
- The document certifying the right to execute the works,
- The warranty period for the design and construction works for at least 2 years.

## **III. Expected results/Deliverables**

**The main deliverables in designing phases, includes:**

**Deliverable 1. The execution project of the 3rd floor with the surface of offices - 771,6 sq.m. for the State Labour Inspectorate office to be drafted and executed.**

**Location: Chisinau municipality, SLI headquarter, 3<sup>rd</sup> floor of the Ministry of Labour and Social Protection premises.**

**Phase 1**-Development and approval of the project concept and outline with the beneficiary with the estimated calculation per chapter, proposal of minimum three variants.

**Phase 2**-Elaboration of the Execution Project according to the beneficiaries' requests without contradicting the rules in force.

**Phase 3**-Expenditure estimate/Bills of quantities

**Phase 4**-Verification of the project documentation and estimate on paper and report.

The contractor will present their bids in accordance with the following deliverables, schedule, and details in Design theme for all the positions and requirements mentioned in *Annex I*.

**Deliverable 2. The execution project of the 2nd floor (Level 3) with the surface of offices – approximatively 350 sq.m. from 734.5 sq.m. for NEA office to be drafted and executed.**

**Location: NEA office located on 133, Alexandru cel Bun str, 2<sup>nd</sup> floor, level 3, Cimislia city.**

**Phase 1**-Development and approval of the project concept and outline with the beneficiary with the estimated calculation per chapter, proposal of minimum three variants.

**Phase 2**-Elaboration of the Execution Project according to the beneficiaries' requests without contradicting the rules in force.

**Phase 3**-Expenditure estimate/Bills of quantities

**Phase 4**-Verification of the project documentation and estimate on paper and report.

The contractor will present their bids in accordance with the following deliverables, schedule, and details in Design theme for all the positions and requirements mentioned in *Annex I (SLI) and Annex II (NEA) accordingly*.



The contractor shall carry out all investigations and submit the full documentation of the execution project, including all drawings, technical specifications and lists of works verified in the manner established by the normative documents under construction.

#### **IV. 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.

#### **V. Site visits**

The project staff, in common with the Requester, will determine if a site visit should be held. During the clarification period, bidders can visit the offices that will be design, at those 2 addresses, namely:

-  State Labour Inspectorate office, situated in Chisinau municipality, 1, Vasile Alecsandri Street, 3rd floor.
-  National Employment Agency office, situated in Cimişlia Rayon, 133, Alexandru cel Bun str., 2<sup>nd</sup> floor, (level 3).

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.

#### **VI. Required Supplier Qualifications**

All submissions must be in line with the template *Annex I Design theme* for SLI, *Annex II Design Theme* for NEA and *Annex III – Offer Submission Form for SLI* and *Annex III- Offer submission for NEA* office which should 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.
- The official document that gives the right to execute works, confirmed by the holographic/electronic signature,
- The evaluation criterion applied for awarding the contract-**the lowest price**,
- Evidence of past relevant experience,
- Providing references from previous clients for similar projects.

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


The expected dates for the delivery of contracted services, **not exceeding 60 days**.

**VIII. 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.

**IX. 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.**

***Annexes:***

**Annex I-Design theme for SLI office, situated in Chisinau city,**

**Annex II- Design theme for NEA office, situated in Cimislia city,**

**Annex III- Offer Submission Form for SLI (To be completed by the Bidder and signed),**

**Annex III- Offer Submission Form for NEA (To be completed by the Bidder and signed),**

**Annex IV- ILO Vendor Selection Procedure: Certification (To be signed by the Bidder),**

**Annex V- Terms and Conditions applicable to ILO Contracts (To be signed by the Bidder),**

**Annex VI- ToR,**

**Annex VII- Request for Quotation form.**