# 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-2024-…………….]** 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-2024-……………………….]**

**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 in [country name] in accordance with your Request for Proposal **RFP# [LRPS-2024-…………….]** dated [e.g., June 2024] and our Proposal dated [---------------]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Price Proposal sealed under separate envelopes.

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) |  |
| Registration number |  |  |
| Grade |  |  |
| Specialty |  |  |
| Expiry Date |  |  |
| **Legal Status** |  | Provide certified copies of Registration |
| Written power of attorney of  the signatory to the Bid | Provide original or certified copy of the power of  attorney attested by a Notary | |
| **VAT Registration Nr.** |  |  |
| **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** | | | | | |
| **Employer 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** | | | | | |
| **Employer name & contact details** | | **Description of Services** | **Start date** | **Expected end date** | **Value** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Form 7: Proposed Methodology

Please provide methodology proposed by the Potential Bidder, 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.

### 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 Design Stage** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Key Professionals for Site Supervision Stage** | | |
| **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** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **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 Audited Financial Reports for the last three (2) years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Adequacy of Working Capital** | | | |
| **Source of credit line** | | **Amount** | **Remarks** |
|  |  |  | *Provide documentary evidence* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** | |  |  |

**Form 13: Summary of Service Values Undertaken the Last 3 Years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service Values for the Last 3 Years** | | | | |
| **Employer name & contact details** | | **Description of Services** | **Duration** | **Value** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | | |  |

**Form 14: 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 15: 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 [country name]**,** as specified in the Annex B, followingyour Request for Proposal **RFP# [LRPS-2024-…………….]** dated [e.g., June 2024] 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 16: Price Proposal Submission**

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

**Tab 1, Price offer summary**

|  |  |
| --- | --- |
| **Service description** | **Price, MDL** |
| **Package 1** | |
| 1 Site Assessment |  |
| 2 Design and Technical Documents |  |
| 3 Technical Support to Procurement |  |
| **Total Package 1** |  |
| **Package 2** |  |
| 4 Quality Assurance and Site Supervision |  |
| **Total Package 2** |  |
| **Grand Total** |  |

**Tab 2 Breakdown of the costs per school**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **School name** | **Service description** | | | | | |
| **Package 1** | | | | **Package 2** | |
| **Site Assessment** | **Design and Technical Documents** | **Technical Support to Procurement** | **Quality Assurance and Site Supervision** | |
| 1 | School name |  |  |  |  | |
| 2 | School name |  |  |  |  | |
| ….. |  |  |  |  |  | |

**Tab 3 Breakdown of the costs using the Personnel services.**

As a minimum the Engineering company must have the following personnel necessary to perform the assignment

This breakdown will exclusivity be used for determining remuneration for additional services provided under this assignment.

|  |  |  |
| --- | --- | --- |
| **Service Description** | **Unit** | **Unit Price**  **(Fully loaded)** |
| * + 1. Project Manager | Per Day |  |
| * + 1. Architect | Per Day |  |
| * + 1. Structural/Civil Engineer | Per Day |  |
| * + 1. Electromechanical Engineer | Per Day |  |
| * + 1. Water and Sanitation Engineer | Per Day |  |
| * + 1. Heating, ventilation and air conditioning Engineer | Per Day |  |
| * + 1. Topographer | Per Day |  |
| * + 1. Interior designer | Per Day |  |
| * + 1. BoQ specialist | Per Day |  |
| * 1. **Site Supervision during execution of works** |  |  |
| * + 1. Project Manager (full-time) | Per Day |  |
| * + 1. Technical supervisor (Responsabil Tehnic atestat) | Per Day |  |
| * + 1. Site visit report (all costs included) | Per visit |  |
| * + 1. Monthly monitoring and reporting (all costs included) | Per month |  |

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 traveling;
* 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;