

LRPS-2024-9192866

20 Sep 2024

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

**Engineering Services for Improvement of accessibility measures in 10 schools in
Moldova**

Bid submission deadline is 11 Oct 2024 and 23:59 Hrs.

Proposals should be sent by:

Email to: chisinautenders@unicef.org

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Prepared By:

Date:

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

Email : rbradescu@unicef.org

Approved By:

Date:

REQUEST FOR PROPOSAL FOR SERVICES FORM

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

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

TERMS AND CONDITIONS OF CONTRACT

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

INFORMATION

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

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2024-9192866** set out in the attached document, hereby offers to execute the services specified in this document.

Currency of Proposal: _____

Validity of Proposal: _____

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

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

Declaration

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

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

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

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

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

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

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

Signature:

Date:

Name & Title:

Name of the Company:

UNGM #:

Postal Address:

E-mail :

PART I – PURPOSE OF THIS REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**1. BACKGROUND**

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

2. SOLICITATION

- 2.1 The purpose of this Request for Proposals for Engineering Services (“RFPS”) is to invite proposals for Engineering Services for Improvement of accessibility measures in 10 [as fully detailed in the Terms of Reference attached at Annex B]
- 2.2 This RFPS document is comprised of the following:
- This document
 - [The UNICEF Standard Contract for Engineering Services](#) which is attached as Annex A to this document
 - [The full Terms of Reference attached at Annex B]
 - ANNEX C; ANNEX D: Price proposal forms ; ANNEX E: Technical Specifications
- 2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II – PROPOSAL SUBMISSION PROCESS**1. PROPOSAL SUBMISSION SCHEDULE**

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

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

- 1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to R. Bradescu at rbradescu@unicef.org. The deadline for receipt of any questions is 09 Oct 2024 and 17:00 Hrs.

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

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

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

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

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

documents. In order to afford prospective Proposers reasonable time in which to take the amendment into account in preparing their Proposals, UNICEF may, at its sole discretion, extend the Submission Deadline.

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

Site visit details:
n/a

1.5 Bid conference. Not Applicable.

1.6 Submission Deadline. The deadline for submission of proposals is as follows: 11 Oct 2024 and 23:59 Hrs.

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

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

1.8 Proposal Submission Instruction:

1.8.1: The RFPS Form must be signed, and submitted together with the Proposal. The RFPS Form should be signed by the duly authorized representative of the submitting company.

1.8.2: EMAILED PROPOSALS (Electronic submission of Proposals)

1.8.2: All e-mailed Proposals must be submitted to chisinautenders@unicef.org, the **ONLY ACCEPTABLE E-MAIL ADDRESS** for receipt of Proposals. No other recipient should be "Cc" or "Bcc" in the e-mail submission.

1.8.3: Proposals can be sent in batches not to exceed UNICEF's e-mail size quota of twenty-five(25) megabytes per e-mail.

1.8.4: All e-mail communication in relation to the Proposal must clearly indicate the reference RFPS number followed by the company name (e.g. INVITEE LIST for LRPS-2024-9192866) in the "Subject" line of the e-mail.

1.8.5: All Proposals submitted by e-mail must be submitted as PDF (Portable Document Format) files. Email links (e.g. to documents to be downloaded from cloud based folders) are not acceptable unless otherwise specifically requested. Proposals submitted as a link or through a link will be invalidated.

1.8.6: Upon receipt of the Proposal submission, an "acknowledge receipt" will be generated automatically and sent to the sender's e-mail address. The notification serves as the only proof of receipt from UNICEF.

2. LANGUAGE

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

3. VALIDITY OF PROPOSALS; MODIFICATION AND CLARIFICATIONS; WITHDRAWAL

3.1 Validity Period. Proposers must indicate the validity period of their Proposal. Proposals should be valid for a period of not less than one hundred and twenty (120) days after the Submission Deadline. UNICEF reserves the right not to consider proposals that are valid for a shorter period of time. UNICEF may request the Proposer to extend the validity period. The Proposal of Proposers who decline to extend the validity of their Proposal shall become disqualified as no longer valid.

- 3.2 **Other Changes.** All changes to a Proposal must be received by UNICEF prior to the Submission Deadline. The Proposer must clearly indicate that the revised Proposal is a modification and supersedes the earlier version of the Proposal, or state the changes from the original Proposal.
- 3.3 **Withdrawal of Proposal.** A Proposal may be withdrawn by the Proposer on e-mailed or written request received by UNICEF from the Proposer prior to Submission Deadline. Negligence on the part of the Proposer confers no right for the withdrawal of the Proposal after it has been opened.
- 3.4 **Clarifications Requested by UNICEF.** During the evaluation of Proposals, UNICEF may, in its sole discretion, seek clarifications from any Proposer in order for UNICEF to fully understand the Proposer's Proposal and assist in the examination, evaluation and comparison of Proposals. UNICEF may seek such clarifications through written communications or may request an interview with any Proposer. During this clarification process, no change in the price or substance of the Proposal will be sought, offered or permitted, except as required in order to allow for correction of arithmetical errors discovered by UNICEF.
- 3.5 **References.** UNICEF reserves the right to contact any or all references supplied by the Proposer(s) and to seek references from other sources as UNICEF deems appropriate.

4. ELIGIBILITY; PROPOSER INFORMATION

- 4.1 **Proposer.** The term "Proposer" refers to those companies that submit a proposal pursuant to this RFPS and "Proposal" refers to all the documents provided by the Proposer in its response to this RFPS. A Proposer will only be eligible for consideration if it complies with the representations set out in Part V of this RFPS, including the representations on ethical standards, including conflicts of interest.
- 4.2 **Joint Venture, Consortium or Association.**
- (a) If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, each such legal entity will confirm in their joint Proposal that:
 - (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this will be evidenced by a Joint Venture Agreement among the legal entities, which will be submitted along with the Proposal; and
 - (ii) if they are awarded the contract, the designated lead entity will enter into the contract with UNICEF, who will be acting for and on behalf of all the member entities comprising the joint venture.
 - (b) After the Proposal has been submitted to UNICEF, the lead entity identified to represent the joint venture will not be altered without the prior written consent of UNICEF.
 - (c) If a joint venture's Proposal is the Proposal selected for award, UNICEF will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities and will be solely responsible for the coordination, implementation and quality of the services to be provided. All payments for the accepted services will only be made to the lead entity only
- 4.3 **Proposals from Government Organizations.** The eligibility of Proposers that are wholly or partly owned by the Government will be subject to UNICEF's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to these RFPS documents, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
- 4.4 **Proposals from organizations where the sole proprietor is a former or retired UNICEF/UN staff member.** Any organization, whose sole proprietor is a former or retired staff member of UNICEF (or any other United Nations organization), which submits a Proposal must disclose his/her previous United Nations employment at the time of submission. Any such Proposal will be treated as though the Proposal came from an individual for the purposes of UNICEF's standard conditions on contracting former and retired members of staff.

5. PREPARATION OF OFFER

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

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

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

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

oral presentations, regardless of the conduct or outcome of the solicitation process.

5.11 The Proposer's Proposal will include all the annexes attached to the Terms of Reference.

6. PROPOSAL DOCUMENTS; CONFIDENTIALITY

6.1 This RFPS, together with all Proposal documents provided by the Proposer to UNICEF, will be considered the property of UNICEF and Proposals will not be returned to the Proposers.

6.2 Information contained in the Proposal documents, which the Proposer considers to be its confidential information, should be clearly marked "confidential", next to the relevant part of the text, and UNICEF will treat such information accordingly.

6.3 All information and documents provided to the Proposers by UNICEF ("RFPS Materials") shall be treated as confidential by the Proposers. If the Proposer declines to respond to this RFPS, or, if the Proposal is rejected or unsuccessful, the Proposer will promptly destroy or delete all such RFPS Materials. The Proposer shall not use the RFPS Materials for any purpose other than the purpose of preparing a Proposal and shall not disclose the RFPS Materials to any third party, except: (a) with the prior written consent of UNICEF; (b) where the third party is assisting the Proposer in preparing the Proposal, provided the Proposer has previously ensured that party's adherence to this duty of confidentiality; (c) if the relevant RFPS Materials are at the time of this RFPS lawfully in the possession of the Proposer through a party other than UNICEF; (d) if required by law, and provided that the Proposer has previously informed UNICEF in writing of its obligation to disclose the RFPS Materials; or (e) if the RFPS Materials are generally and publicly available other than as a result of breach of confidence by the person receiving the RFPS Materials.

7. MULTIPLE PROPOSALS AND PROPOSALS FROM RELATED ORGANIZATIONS

7.1 Proposers shall not submit more than one Proposal as part of this RFPS process.

7.2 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal then neither the lead entity nor the member entities of the joint venture may submit another Proposal, either in its own capacity or as a lead entity or a member entity for another joint venture submitting another Proposal.

7.3 UNICEF reserves the right to reject separate Proposals submitted by two or more Proposers if the Proposers are related organizations and are found to have any of the following:

- (a) they have at least one controlling partner, director or shareholder in common; or
- (b) any one of them receive or have received any direct or indirect subsidy from the other(s); or
- (c) they have a relationship with each other, that gives one or more Proposers access to confidential information about, or influence over, the other Proposal(s); or
- (d) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- (e) an individual proposed to be in the team of one Proposer participates in more than one Proposal received for this solicitation process.

PART III –AWARD/ADJUDICATION OF PROPSALS

1. AWARD

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

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

- *First*, each Proposal will be evaluated for compliance with the mandatory requirements of this RFPS. Proposals deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of

the terms and conditions contained in this RFPS, including, but not limited to, failure to provide all required information, may result in a Proposal being disqualified from further consideration.

- *Second*, UNICEF will evaluate the Technical Proposal part for compliance with the technical requirements stated in this RFPS on the basis of the Proposal evaluation approach set out below.
- *Third*, UNICEF will undertake a commercial evaluation of the Price Proposal part of technically compliant Proposals on the basis of the Proposal evaluation approach set out below.

1.2 Proposal Evaluation Approach.

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

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

a) Technical Evaluation

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

Total Maximum 70 Points

Only Proposals which receive a minimum of 49 points will be considered further.

b) Price Proposal (commercial evaluation)

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

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

Total obtainable Technical and Price points: 100

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

1.3 Multiple Arrangements. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.

1.4 Negotiation. UNICEF reserves the right to negotiate with the Proposer(s) that has/have attained the best rating/ranking, i.e. those providing the overall best value Proposal.

1.5 Award Notification. UNICEF will only notify the Proposer(s) that has/have been awarded the contract(s) resulting from this solicitation process; UNICEF may, but is not required to, notify the other Proposers of the outcome of this solicitation process.

2. UNICEF STANDARD CONTRACT FOR ENGINEERING SERVICES

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

3. RIGHTS OF UNICEF

3.1 UNICEF reserves the following rights:

- (a) to accept any Proposal, in whole or in part; to reject any or all Proposals; or to cancel this

solicitation process in its entirety;

- (b) to verify any information contained in Proposer's response (and the Proposer will provide UNICEF with its reasonable cooperation with such verification);
- (c) to invalidate any Proposal received from a Proposer that, in UNICEF's sole opinion has previously failed to perform satisfactorily or complete contracts on time, or UNICEF believes is not in a position to perform the contract;
- (d) to invalidate any Proposal that, in UNICEF's sole opinion, fails to meet the requirements and instructions stated in this RFPS;
- (e) to suspend negotiations or withdraw an award to a Proposer at any time up until a contract has been signed with such Proposer. UNICEF is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award.

3.2 UNICEF is not liable to any Proposer for any costs, expense or loss incurred or suffered by such Proposer in connection with this RFPS or solicitation process, including, but not limited to, any costs, expense or loss incurred as result of UNICEF exercising any of its rights in paragraph 3.1 above.

PART IV – REQUIREMENTS

1. PRICE AND PAYMENT

1.1 Price. The fee for the services and deliverables will be treated as inclusive of all costs, expenses, charges or fees that the Proposer may incur in connection with the performance of the services. The Proposer is invited to offer any unconditional discounts. Further, the Proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

1.2 Payment Terms. Invoices may be issued to UNICEF only after the services (or components of the services) have been provided and the deliverables (or installments of the deliverables) have been delivered (a) in accordance with the contract and (b) to UNICEF's satisfaction. The standard terms of payment are net 30 days, after receipt of invoice. Payment will be effected by bank transfer in the currency of the contract.

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

1.3 Currency. (a) The currency of the Proposal shall be in MDL. UNICEF will reject any proposals submitted in another currency.

(b) If the above paragraph (a) explicitly permits two or more specified currencies for the Proposals, then for evaluation purposes only, offers submitted in a currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the submission deadline date.

1.4 Taxes. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNICEF as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services. All prices/rates quoted in the Proposal must be net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFPS documents.

2. IMPLEMENTATION

2.1 No Reliance. Except as expressly set out in the RFPS documents, UNICEF will have no obligation to provide any assistance to the contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the performance of these services. If the Proposer requires any facilities, equipment, materials, systems or licenses in order to do the work, this must be explicitly detailed in its Proposal.

2.2 Sub-contractors. Proposers must identify in their Proposal any planned subcontracting of services. All subcontracting arrangements will be reviewed by UNICEF as part of its evaluation of the Proposal.

2.3 Key personnel. If so required in the Terms of Reference each key personnel profile requested in

the Terms of Reference must sign an exclusivity and availability statement. The purpose of Exclusivity and Availability Statement is as follows:

- (a) The key personnel proposed in the Proposal must not be part of any other Proposer's Proposal being submitted for this RFPS process. They must therefore engage themselves exclusively to the Proposer.
- (b) Each key personnel must also undertake to be available, able and willing to work for all the period foreseen for his/her input during the implementation of the contract as indicated in the Terms of Reference/ and the Proposal.

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

- 2.4 **Joint Ventures.** The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of this RFPS, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture will be subject to the eligibility and qualification assessment by UNICEF.

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

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

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

PART V – PROPOSER REPRESENTATIONS

1. PRICE – MOST FAVOURED CUSTOMER

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

2. GENERAL REPRESENTATIONS

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

- 2.1 The Proposer has (a) the full authority and power to submit the Proposal and to enter into any resulting contract, and (b) all rights, licenses, authority and resources necessary, as applicable, to develop, source and supply the services and to perform its other obligations under any resulting contract. The Proposer has not and will not enter into any agreement or arrangement that restrains or restricts any person's rights to use, sell, dispose of or otherwise deal with any service, deliverable or outcome that may be acquired under any resulting contract.
- 2.2 All of the information it has provided to UNICEF concerning the services and the Proposer is true, correct, accurate and not misleading.

- 2.3 The Proposer is financially solvent and is able to supply the services to UNICEF in accordance with the requirements described in this RFPS.
- 2.4 The use or supply of the services does not and will not infringe any patent, design, trade-name or trade-mark.
- 2.5 The development and supply of the services has complied, does comply, and will comply with all applicable laws, rules and regulations.
- 2.6 The Proposer will fulfill its commitments with the fullest regard to the interests of UNICEF and will refrain from any action which may adversely affect UNICEF or the United Nations.
- 2.7 It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting contract.
- 2.8 The Proposer agrees to be bound by the decisions of UNICEF, including but not limited to, decisions as to whether the Proposer's Proposal meets the requirements and instructions stated in this RFPS and the results of the evaluation process.

3. ETHICAL STANDARDS

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

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

- 3.1 In respect of all aspects of the solicitation process the Proposer has disclosed to UNICEF any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest. In particular, the Proposer has disclosed to UNICEF if it or any of its affiliates is, or has been in the past, engaged by UNICEF to provide services for the preparation of the design, specifications, cost analysis/estimation, and other documents to be used for the procurement of the services requested under this RFPS; or if it or any of its affiliates has been involved in the preparation and/or design of the programme/project related to the services requested under this RFPS.
- 3.2 The Proposer has not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the solicitation process and any contract that may be awarded as a result of this solicitation process.
- 3.3 No official of UNICEF or of any United Nations System organisation has received from or on behalf of the Proposer, or will be offered by or on behalf of the Proposer, any direct or indirect benefit in connection with this RFPS including the award of the contract to the Proposer. Such direct or indirect benefit includes, but is not limited to, any gifts, favours or hospitality.
- 3.4 The following requirements with regard to former UNICEF officials have been complied with and will be complied with:
 - (a) During the one (1) year period after an official has separated from UNICEF, the Proposer may not make a direct or indirect offer of employment to that former UNICEF official if that former UNICEF official was, during the three years prior to separating from UNICEF, involved in any aspect of a UNICEF procurement process in which the Proposer has participated.
 - (b) During the two (2) year period after an official has separated from UNICEF, that former official may not, directly or indirectly on behalf of the Proposer, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's responsibilities while at UNICEF.
- 3.5 Neither the Proposer nor any of its affiliates, or personnel or directors, is subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Proposer will immediately disclose to UNICEF if it or any of its affiliates,

or personnel or directors, becomes subject to any such sanction or temporary suspension during the term of the contract. If the Proposer or any of its affiliates, or personnel or directors becomes subject to any such sanction or temporary suspension during the term of any resulting contract, UNICEF will be entitled to suspend the contract for a period of time up to thirty (30) days or terminate the contract, at its sole choice, with immediate effect upon delivery of a written notice of suspension or termination, as the case may be, to the Proposer. If UNICEF chooses to suspend the contract it will be entitled to terminate the contract at the end of the thirty (30) days' suspension at UNICEF's sole choice.

- 3.6 The Proposer will (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the solicitation process and in the performance of any resulting contract; and (c) comply with the applicable provisions of UNICEF's Policy Prohibiting and Combatting Fraud and Corruption which can be accessed on the UNICEF website at <https://www.unicef.org/supply/resources/procurement-policies>. In particular, the Proposer will not engage, and will ensure that its personnel, agents and sub-contractors do not engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in UNICEF's Policy Prohibiting and Combatting Fraud and Corruption.
- 3.7 The Proposer will comply with all laws, ordinances, rules and regulations bearing upon its participation in this solicitation and the UN Supplier Code of Conduct (available at the United Nations Global Marketplace website - www.ungm.org).
- 3.8 Neither the Proposer nor any of its affiliates, is engaged, directly or indirectly, (a) in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (b) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines.
- 3.9 The Proposer has taken and will take all appropriate measures to prevent sexual exploitation or abuse of anyone by its personnel including its employees or any persons engaged by the Proposer to perform any services in the Proposer's participation in this solicitation. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, will constitute the sexual exploitation and abuse of such person. The Proposer has taken and will take all appropriate measures to prohibit its personnel including its employees or other persons engaged by the Proposer, from exchanging any money, goods, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.
- 3.10 The Proposer confirms that it has read UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children. The Proposer will ensure that its Personnel understand the notification requirements expected of them and will establish and maintain appropriate measures to promote compliance with such requirements. The Proposer will further cooperate with UNICEF's implementation of this Policy.
- 3.11 The Proposer will inform UNICEF as soon as it becomes aware of any incident or report that is inconsistent with the undertakings and confirmations provided in this Article 3.
- 3.12 Each of the provisions in this Article 3 of Part V constitutes an essential condition of participation in this solicitation process. In the event of a breach of any of these provisions, UNICEF is entitled to disqualify the Proposer from this solicitation process and/or any other solicitation process, and to terminate any contract that may have been awarded as a result of this solicitation process, immediately upon notice to the Proposer, without any liability for termination charges or any liability of any kind. In addition, the Proposer may be precluded from doing business with UNICEF and any other entity of the United Nations System in the future.

4. AUDIT

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

investigations access to the Proposer's premises at reasonable times and on reasonable conditions in connection with making its personnel and any relevant data and documentation available. The Proposer will require its sub-contractors and its agents to provide reasonable cooperation with any audits or investigations carried out by UNICEF.

ANNEX B: TERMS OF REFERENCE

for

Procurement of Engineering Services for Improvement of accessibility measures in 10 schools in Moldova**1.0. BACKGROUND**

- 1.1. The Republic of Moldova embraces an education policy that is consistent with the European and international education standards that responds to the current issues and needs of the education system and its beneficiaries. The documents underpinning the strategic development of the education system are proof of the commitment of the Government of the Republic of Moldova to shift the focus on improving quality and sustainability of education. Aligned with the objectives of the Development Strategy “Education 2030” (DS), the education system still faces challenges related to the quality of the professional development system for teachers.
- 1.2. During 2024 – 2027, UNICEF and UNDP will jointly implement the Project “Advancing Quality Education and Lifelong Learning Opportunities for All”, funded by the European Union. The overall objective of the joint project Advancing Quality Education and Lifelong Learning Opportunities for All is to contribute to human capital development in the Republic of Moldova, improving quality and relevance of education and lifelong learning opportunities for all, for better matching the labour market demands. To achieve this, the Program will target the following specific objectives:
 - Strengthen institutions and system for teacher and school leaders' professional development and support the implementation of education policies to enhance quality of teaching and learning (Development Strategy “Education 2030”).
 - Improve equitable access for all children to quality education, promoting the development of an inclusive, digital, and resilient education system.
 - Upgrade learning environments through renovation of selected school infrastructures and facilitate the development of the 21st century skills, contributing to better education opportunities for pupils/students and improved efficiency of the school network.
- 1.3. To that aim, UNICEF Moldova will conduct the assessment and rehabilitate/construct climate-resilient, energy-efficient, and environment-friendly infrastructure in educational institutions, as detailed in the Scope of the Work below.
- 1.4. This project is expected to benefit more than 6946 children by providing safe and accessible entrance and use of school facilities and education services, which is a fundamental right that safeguards health and human dignity.
- 1.5. The objective of these Terms of Reference is to guide a bidding exercise to identify suitable engineering firm for the procurement of engineering services required for this construction project.

2.0. DEFINITION

- 2.1. **Building Accessibility Improvement** refers to the process of modifying, adapting, or retrofitting a building's infrastructure to ensure that it is accessible and usable by all individuals, including those with disabilities or reduced mobility.
- 2.2. **Renovation** of a building refers to the demolition & reconstruction work within the existing building, mentioned below as generic items. They will vary based on the specific needs of each building.
- 2.3. **Rehabilitation of WASH facilities** (Water, Sanitation, and Hygiene) refers to the process of restoring or improving existing water, sanitation, and hygiene infrastructure to ensure their functionality, safety, and effectiveness. The process includes also renewing flooring, walls, and ceilings, and ensuring that all fixtures and fittings meet current health, safety, and accessibility standards.
- 2.4. **Design documentation** refers to the set of technical documents that includes the detailed design drawing, (architectural, structural, mechanical, electrical, and plumbing drawings and other compartments), instructions and specifications necessary to perform the construction project.
- 2.5. **Cost estimates and BoQ** are documents used to appreciate the costs of materials, labour, and other resources required for a construction project. The cost estimates documentation includes detailed breakdowns of costs for each compartment of the project, while the BoQ provides a list with all types of works, quantities, and unit prices needed for the project.
- 2.6. **Construction** of new buildings refers to the construction of an independent built structure.
- 2.7. **Internal Service Design** refers to the process of planning and creating the infrastructure and networks inside a building to support its functionality and meet the needs of its users. This includes the design of internal systems such as plumbing, electrical wiring, HVAC, lighting, and communication systems.

Internal service design ensures that the building's internal services are efficiently and safely integrated, adhering to all relevant codes and standards.

3.0. SCOPE OF SERVICES

- 3.1. The scope of engineering services is divided in 2 packages: Package 1 includes site assessment, design and technical documents, preparation of cost estimates and BoQ sets, technical support to procurement and author supervision services; and Package 2 includes quality assurance and site supervision. Each package is described in detail in Section 4 Expected Deliverables.
- 3.2. The Package 1 is including development of the design documentation for improving the accessibility measures, ensuring that all students including those with special needs, can have safe and comfortable access in the following bellow education institutions. The engineering services at this stage will include site assessment, design, technical documents and costs estimates development, technical support to procurement and author supervision control).

List of location and schools

1	Or. Ceadâr-Lunga	Liceul Teoretic "Mihail Ceachir"
2	Or. Făleşti	Liceul Teoretic "Ion Creanga"
3	Or. Criuleni	Liceul Teoretic "Boris Dinga"
4	Or. Donduşeni	Liceul Teoretic "Alexei Mateevici"
5	Or. Briceni	Liceul Teoretic "Grigore Vieru"
6	Or. Floreşti	Liceul Teoretic "Miron Costin"
7	Or. Bălţi	Liceul Teoretic "Bogdan Petriceicu-Haşdeu"
8	Or. Drochia	Liceul Teoretic "Mihai Eminescu"
9	Or. Orhei	Liceul Teoretic "Onisifor Ghibu"
10	Or. Ocnîța	Liceul Teoretic "Mihail Sadoveanu"

- 3.3. The contract will be signed with the selected engineering firm for Package 1. The contract for Package 2 will be activated upon necessity and satisfactory completion of services under Package 1.
- 3.4. Potential Bidders shall visit the sites prior submitting their offers to get familiar with site conditions that may affect their Proposals. Potential Bidders are expected to make their own arrangements to visit the site and on their own expenses. 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 in accordance with instruction provided under the RFP.
- 3.5. 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 Organization's commitments towards Accessible Buildings and achieving Climate Neutrality by 2020, as per [PROCEDURE/DFAM/2020/001](#) on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, [CF/EXD/2017-004](#) on Accessibility in UNICEF's Programme-Relegated Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.
- 3.6. Policy documents mentioned in paragraph 3.5. and UNICEF Accessibility Technical Cards and Procedure on Eco-efficiency and Inclusive Access will be applied where possible, depending on the specific space availability and actual technical conditions in each location, and recommendations issued by National Agency of Public Health approved by Ministry of Education as guidance documents for renovation and building of washrooms in educational institutions in Moldova.

4.0. EXPECTED DELIVERABLES

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

Table 1: Services, Tasks and Deliverables

#	Service Descriptions	Tasks	Deliverables
Package 1			

1-	Site Assessment Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation.	1.1 Assessment of existing buildings¹ Verify structural integrity and functionality of existing construction, finish quality, accessibility level ² , accuracy of as-built drawings, and if not available, prepare architectural drawings of existing buildings. In special, perform on-site surveys to identify existing barriers and deficiencies. Assess the accessibility of the main entrance and emergency exits, accessibility of the WASH facilities, visual and tactile measures. Assess the actual conditions of the resource center for inclusive education.	Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.
		1.2 Assessment of existing conditions for potential installation of the elevator for upper floors Perform a detailed assessment of existing building(s) to determine the feasibility of installing elevators to provide access to upper floors. Verify structural integrity and functionality of existing construction necessary for elevator installation	Detailed report approved by UNICEF with recommendations and design solutions for the installation of elevators, ensuring compliance with accessibility standards
2-	Design and Technical Documents³ 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, greening and accessibility requirements; formulate and evaluate design options; develop conceptual design for the “passed-screening” option.	The feasibility report approved by UNICEF includes design criteria, options' analysis, and conceptual design drawings.
		2.2 Architectural design Develop architectural design in 2 stages: a) Preliminary design based on approved conceptual design, and b) Detailed design with finish materials' specifications.	Full set of architectural drawings ⁴ with specifications, approved by UNICEF.
		2.3 Structural design Develop structural design in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis.	Full set of structural drawings ⁵ , specifications, calculations, and design analysis, approved by UNICEF.
		2.4 Building service design Develop design of utility systems: plumbing and sanitary facilities, heating and ventilation, electrical services, water and sewage systems, fire protection system, communication, and IT system in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis.	Full set of design drawings, specifications, calculations, and design analysis, approved by UNICEF.
		2.5 Elevator design⁶ Develop the detailed design for elevator installation including all compartments: structural, architectural, electrical, and mechanical equipment.	Full set of design drawings, specifications, calculations, and design analysis, approved by UNICEF.
		2.6 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. Confidential cost estimates.
		2.7 Permitting and declaration Compile technical and administrative documents required for requesting permit and declaration and obtain necessary construction permits ⁷ and declaration for each construction work from Authority.	Original copy of permit(s) officially authorized by Authority.
		2.8 Author supervision Perform the author supervision during the construction phase. Ensure the compliance of the executed works with the provisions of the design	Documented visits, adjustments, and additions/supplements of the Design documentation if required

¹ The purpose of assessing existing buildings is either to maintain their original use, or to change their use.

² In line with UNICEF's Accessibility Technical Cards and Procedure on Eco-efficiency and Inclusive Access

³ In the case of UNICEF office construction/renovation/rehabilitation, engage with the Inclusive & Sustainable operations team to ensure compliance with the Procedure on Eco-Efficiency and Inclusive Access in UNICEF Facilities and Operations, including the cases where a green building certification is pursued.

⁴ Full architectural set includes master plan, layout, plans, sections, elevations, 3D images, details and finishes.

⁵ Full structural set includes foundation details, structural design and details of columns, beams, slabs, stairs, etc.

⁶ Elevator installation is an optional solution, therefore the design documentation will be estimated as a separate item encompassing all necessary and appropriate compartments (structural, architectural, electrical and mechanical equipment, other related mechanical installations). The final decision regarding activation of this optional solution will be determined based on funds availability.

⁷ Such as owner's permit, construction permit, environmental permit, permits from utility companies, including necessary design/drawings and documentation for service declaration to the government.

		documentation elaborated, verified, and approved in the appropriate manner.	
3-	Technical Support to Procurement Assisting UNICEF in the solicitation process and the selection of qualified construction companies.	Support during the Bidding period Attend bidders' conference with Potential Bidders; Provide answers and clarifications to their technical queries and questions during the preparation of bid period.	The report includes answers to all technical queries and questions from Potential Bidders during the bidding process.
Package 2			
4-	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.	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.

5.0. TIMEFRAME AND PAYMENT SCHEDULE

- 5.1. The timely completion of these engineering services is of utmost importance for UNICEF.
- 5.2. The duration required for completing Package 1 except "Author Supervision" and "Technical support for procurement" should be no later than two (3) months from date of signing the contract.
- 5.3. The duration required for completing Package 2 (if activated) will be linked to the construction contract timeframe but should not exceed 3-4 months.
- 5.4. The Defects Liability Period is [6] months counted as from the date of issuance of the Certificate of Substantial Completion.
- 5.5. 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
Package 1			
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 %	two (2) weeks
2	After approval of UNICEF on completed deliverables of design and technical documents (Tasks 2.1 - 2.5 / 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 %	two (2) months
3	Final payment, after approval of the BoQs and permits (tasks 2.6 - 2.7)	30 %	two (2) weeks
4	After providing technical Support during the Bidding period and signing the contract for Works with the Contractor.	5 %	NA ⁸
5	After approval of UNICEF on completed deliverable of Author supervision (task 2.8)	5 %	NA ⁹

⁸ Duration depends on the tendering process.

⁹ After issuance of the Certificate of Substantial Completion.

Package 2			
1	After approval of UNICEF on report confirming the completion of mobilization and construction of site office with storage, and 2 water reservoirs with lid (if applicable)	15%	NA ¹⁰
2	After approval of UNICEF on report confirming the completion of dismantling/demolition works	15%	
3	After approval of UNICEF on report confirming the completion of construction/ /rehabilitation works	15%	
4	After approval of UNICEF on report confirming the completion of all service installation works including electrical installations, plumbing and sanitary installations, heating, ventilation, and other mechanical installations	15%	
5	After approval of UNICEF on report confirming the completion and testing of all works	15%	
6	After approval of UNICEF on the report confirming the Substantial Completion and signing the Certificate of Substantial Completion	15%	
7	After approval of UNICEF on the report confirming the Final Completion and signing the Certificate of Final Completion	10%	[6] months after Substantial Completion

6.0. KEY PERSONNEL

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

6.1. Package 1:

- Project Manager (full-time) with 10-year experience in the domain.
- Architect with 6 - year experience in the domain.
- Structural/Civil Engineer with 5 - year experience in the domain.
- Electromechanical Engineer with 5-year experience in the domain.
- Water and Sanitation Engineer with 2-year experience in the domain.
- Heating, ventilation and air conditioning Engineer with 5-year experience in the domain.
- Topographer
- Interior designer with 5-year experience in the domain.
- BoQ specialist with 5-year experience in the domain

6.2. Package 2 :

- Project Manager with 8-year experience in the domain.
- Certified Technical Supervision Specialists (Rom equivalent: Responsabil Tehnic atestat) with 10 years relevant experience corresponding to the specific domain.

7.0. ELIGIBILITY AND QUALIFICATIONS

7.1. The Potential Bidders are eligible to submit complete proposals for the services of Package 1 and Package 2 included in Section 4, and their submission will be taken into consideration in the proposal's evaluation process.

7.2. The selected engineering firm is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.

7.3. The Potential Bidder shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.

7.4. **Documents** to be submitted in the Technical Proposal:

- The Potential Bidder must be registered as an engineering firm in Moldova. Technical Proposals shall include copies of original documents defining the constitution or legal status of the company, place of registration, and principal place of business; written power of attorney of the signatory of the nominated person to commit the contract.
- Copy of curriculum vitae (Maximum two (2) pages) of key personnel requested in Section 6 involved in providing the relevant service. UNICEF may conduct reference checks on the key personnel during the evaluation process.
- Copies of the technical qualification certificates
- Reports on the financial standing of the Potential Bidder.

7.5. The Potential Bidder must provide sufficient **information** in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award of the contract.

a) Information to be submitted in the Technical Proposal (ANNEX C):

- Form 1: Technical Proposal Submission
- Form 2: Technical Proposal Letter

¹⁰ Will be linked to the timeframe agreed in the construction contract.

- 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 Planning (Gantt Chart) for the Implementation
- Form 9: List of Proposed Key Personnel
- Form 10: CV 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: Summary of Service Values Undertaken the last 3 Years
- Form 14: List of Current Litigations

b) Information to be submitted in the Price Proposal (ANNEX D):

- Form 15: Price Proposal Letter
- Form 16: Price Proposal Submission

7.6. Errors in the Proposals

- In the event of any discrepancy between the copies of the Proposals submitted as hard copies, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Firm's representative.
- The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialled by the person or persons signing the Proposal.

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

- The capacity of the engineering firm to manage multiple assignments at the same geographical locations of this project.
- The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignment.
- The Potential Bidder must have 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 country national construction norms and building legislation.
- The working experience with international and UN Organizations will be preferable.

8.0. EVALUATION PROCESS AND METHOD

8.1. Following closure of the RFP, the Proposals will be evaluated by the evaluation team in 3 steps following the Proposal Evaluation Process stated in the RFP document. The evaluation will be restricted to the contents of the Proposals and the reference checks.

8.2. The technical merits of each Technical Proposal will be evaluated using the rating system in **Table 3** (below) on the basis of the Proposal Evaluation Approach stated in the RFP document.

Table 3: Technical Evaluation Criteria

CRITERIA	MAXIMUM POINTS
TECHNICAL EVALUATION	70
1. Firm's Profile - Five (5) years as an engineering firm providing similar services (Design of accessible infrastructure for educational and public institutions, Architectural and Structural engineering, Civil engineering, Building service installations). - Proven experience in the country and similar services undertaken in the last 3 years;	10
2. 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
3. Proposed Methodology and Planning - Proposed work plan (Gantt Chart) for implementing per Packages. - Proposed methodology and recourses allocation per packages	10
4. Resources (key personnel and equipment) - Key personnel proposed to provide the services, including CVs, years of experience in similar services (proof required), education degree certificate (as requested, under 6. Key personnel); - 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
5. Financial Capacity - Financial reports for the last 2 years (2022 and 2023)	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-2024-9192866] 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-2024-9192866

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 Moldova in accordance with your Request for Proposal RFP# [LRPS-2024-9192866] dated 20.09.2024 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 (to be filled by the Potential Bidder)	Remarks
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		
A. Key Professionals for Design Stage		
Name	Position	Task
B. Key Professionals for Site Supervision Stage		
Name	Position	Task
C. Support Staff		
Name	Position	Task

Form 10: CV of the Proposed Team

CV for each category of the services bidding for.

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

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

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

Employment record relevant to the services: Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the service, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the service does not need to be included.

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

Membership in Professional Associations:

- 1.
- 2.

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

- 1.
- 2.

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

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

Expert's contact information: (e-mail, phone.....)

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

Office Equipment, Engineering Instruments and Design Software			
A. Office Equipment			
Description	Quantity	Brand, Model, Specifications	
B. Engineering Instruments			
Description	Quantity	Brand, Model, Specifications	Owned/Rented
C. Design Software			
Name	Version	Utilization	

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, following your Request for Proposal RFP# [LRPS-2024-9192866] dated 20.09.2024 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	
2.1 Elevator Design	
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
		Design and Technical Documents	Design and Technical Documents for Elevator installation (to be decided upon budget availability)		
1	School name				
2					
.....					

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 exclusively be used for determining remuneration for additional services provided under this assignment.

Service Description	Unit	Unit Price (Fully loaded)
1.1.1. Project Manager	Per Day	
1.1.2. Architect	Per Day	
1.1.3. Structural/Civil Engineer	Per Day	
1.1.4. Electromechanical Engineer	Per Day	
1.1.5. Water and Sanitation Engineer	Per Day	
1.1.6. Heating, ventilation and air conditioning Engineer	Per Day	
1.1.7. Topographer	Per Day	
1.1.8. Interior designer	Per Day	
1.1.9. BoQ specialist	Per Day	
2.1. Site Supervision during execution of works		
2.1.1. Project Manager (full-time)	Per Day	
2.1.2. Technical supervisor (Responsabil Tehnic atestat)	Per Day	
2.1.3. Site visit report (all costs included)	Per visit	
2.1.4. 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 statutory 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;

ANNEX E: TECHNICAL SPECIFICATIONS

GENERAL TASKS

UNICEF is seeking proposals from qualified engineering/design firms to provide engineering services for improving the accessibility measures in 10 schools, ensuring that all students including those with reduced mobility, can have safe and comfortable access.

Objectives

Design Company will prepare the design and technical documentation for improvement of the existing school infrastructure within the building and adapting it to meet the needs of persons with reduced mobility. The specific objectives include:

- Modification and improvement of the main entrance and emergency exits to ensure they are fully accessible to persons with reduced mobility and adaptation of indoor infrastructure to ensure accessible navigation within the school.
- Implementation of Visual and Tactile Measures to enhance navigability and safety within the school premises.
- Adaptation of indoor WASH facilities to ensure the accessibility to persons with reduced mobility and other disabilities.
- Renovation and improvement of the Resource Center for Inclusive Education to create an inclusive, supportive, and accessible learning environment.
- Improvement of the access to school upper floors by installation of elevators (to be decided upon budget availability and if feasible).

The Design Company must visit the proposed sites, in order to familiarize themselves with the current conditions and identify suitable solutions for improvement.

Scope of Works

The scope of work for the design services includes, but is not limited to, the following tasks:

A. Site Assessment and Preliminary Data Collection:

- Conduct the technical assessment of the existing school buildings, including an evaluation of structural integrity and functionality of existing construction, finish quality, accessibility level, accuracy of as-built drawings, and if not available, prepare architectural drawings of existing buildings. Perform on-site survey to identify existing barriers and deficiencies in navigation within the building, assess the accessibility of the main entrance and emergency exits, accessibility of the WASH facilities, visual and tactile measures.
- Conduct the detailed inspection of the actual conditions of the Resource Center for Inclusive Education in order to assess its current condition, including structural integrity, layout, and accessibility, identify any existing barriers to accessibility, such as narrow doorways, inadequate lighting, heating and ventilation or lack of adaptive technology.
- Perform a detailed assessment of existing building to determine the feasibility of installing elevators to provide access to upper floors. Verify structural integrity and functionality of existing construction necessary for elevator installation or identify the location for the new annexed construction necessary to house the elevator. Perform all required surveys (topographic and geotechnical analysis, etc.).
- Obtain necessary technical conditions for utilities connections (including preparation of necessary supporting documents, connection schemes and routes, load, and utilities consumption requirements calculations) if required.

B. Design and Compartments:

- Develop the detailed design for modification and improvement of the school main entrance and emergency exits and spaces for common use (canteen, library and other common spaces as identified during the assessment) to ensure they are fully accessible to persons with reduced mobility. Also, the design will include the adaptation of indoor infrastructure to ensure accessible navigation within the building, in accordance with all necessary requirements and standards. As a minimum, should be considered the following sub tasks:

Main Entrance Improvements:

- Design of ramps and handrails.
- Modifications for main doors and widened entrances.
- Clear signage and lighting enhancements.
- Ensure compliance with safety standards.

Emergency Exits:

- Design modifications for accessible emergency exits, including ramps and handrails.
- Improved clear signage and lighting for evacuation routes.
- Ensure compliance with safety standards.

Measures to ensure safe and accessible navigation through the school common spaces, including:

- Accessible pathways and corridors.
- Non-slip flooring and clear, obstacle-free routes.
- Installation of handrails along hallways.
- Ensure compliance with safety standards.
- Develop the design for Visual and Tactile Measures to enhance navigability and safety within the school premises. As a minimum, should be considered the following sub tasks:
 - Design and placement of Braille signage.
 - Installation of tactile paving and high-contrast markings.
 - Design of audible and visual alarm systems for emergencies.
 - Ensure compliance with safety standards.
- Develop the detailed design for adaptation of indoor WASH facilities to ensure accessibility for persons with reduced mobility and other disabilities ensuring it meets all necessary requirements and standards.
- Develop the detailed design for renovation of the Resource Center for Inclusive Education considering the optimal use of space and functionality, including:

Interior Design and Finishes:

- Interior finishes, including flooring, wall treatments, and lighting, that are suitable for an inclusive environment;
- Design for acoustics and lighting that caters to students with sensory sensitivities;

Electrical and Mechanical Design

- Design the electrical layout, including power outlets, lighting, and emergency lighting systems;
- Design for Heating, Ventilation, and Air Conditioning systems to ensure a comfortable and safe environment;

Safety and Accessibility Features

- Ensure the design includes accessible features, such as widened doorways, ramps, and appropriate furniture placement;
- Design safety features, including fire alarms and clear signage in accessible formats;
- Incorporate features that cater to students with different mobility needs, such as adjustable desks and seating arrangements;

Assistive Technology and Equipment

- Specify the assistive technology and equipment required;
- Design for the installation of audio-visual aids and communication devices;
- Develop the detailed design for the elevator installation to provide access to upper floors, in accordance with all necessary requirements and standards.
- The Design and technical documentation will be prepared in accordance with standard content of construction design documentation, covering all necessary appropriate compartments: Explanatory Note (EN), General plan (PG), Architectural-constructive solutions (ACS), Interiors (IN) Constructive/Structural Solutions (CBA), Technological solutions (TS), Electric Lighting/Power Equipment (EL/FPE), Internal Water Supply and Sewage System (WSSW), Heating and Ventilation (HV), Organization of Construction Works (OCW), Technical/Mechanical Installations (TI), Cost Estimation and Bill of Quantities (CE/BoQ), and other necessary compartment if will be needed.
- Obtain necessary technical approvals and coordination of the design documentation from all relevant institutions, in accordance with the provisions of the local regulations.
- The final Design documentation will be verified by authorized experts and its conformity will be confirmed by issuing the appropriate verification report.

C. Estimation and Cost Verification:

- Calculate the Bill of Quantities considering all requirements of the beneficiary (School Administration, UNICEF representatives) regarding materials, capacity, dimensions, etc.
- The CE/BoQ should be calculated considering the probability of unforeseen or hidden works that may be discovered after the demolition or dismantling works are carried out.
- In accordance with local regulations, the CE/BoQ is also subject to verification and issuance of verification report, as well as for Design documentation.

D. Additional requirements:

- Provide deliverables in three copies (in both English and Romanian version) on paper and in electronic format (DWG, PDF, WORD) to both UNICEF and the beneficiary. Ensure that all formats are easily accessible and compatible for review and distribution.
- Maintain open and timely communication with UNICEF, the school administration, and the contractor throughout the project lifecycle. Respond promptly to inquiries and provide regular updates on project progress, milestones, and any issues encountered.
- Ensure the quality and accuracy of all deliverables and consultancy services provided. Conduct thorough reviews and quality checks to uphold professional standards and meet the expectations of both UNICEF and the beneficiary.
- As a minimum, one sanitary group should be accommodated to ensure accessibility for persons with reduced mobility. Location will be decided after the assessment stage.

- Ensure that any reconstruction or interventions required are included in the technical expertise (if applicable) and design documentation. Major interventions beyond the scope should be discussed with the UNICEF and school administration.
- All design aspects and equipment choices will be preliminary coordinated with the school administration and UNICEF representatives (including specialized NGOs with which UNICEF collaborates) to ensure functionality and compliance with standards.
- All these requirements, including but not limited to those related to the functionality of the designed installations and equipment, will be coordinated closely with the school administration and UNICEF representatives. Their input and approval will be sought to ensure that the final design meets the needs and standards required for the project's success.

E. Design standards and norms

- The design works are to be carried out in accordance with local legislation as well as with the norms and standards in force and universal design standards.
- Whenever reference is made in the design to specific standards and codes that materials, installations, and other goods to be provided must comply with, as well as the works to be performed or tested, the provision of the latest editions or current revisions of the regulations and practical codes in force shall apply, unless expressly stated otherwise in the contract.
- **In order to ensure fairness and accessibility to all products on the market, the specifications outlined in the design documentation must be generic and applicable to various solutions in the design. Specific product endorsements or recommendations are not acceptable. The design should focus on technical parameters that accommodate different suppliers and technologies within the field.**
- **The design requirements must ensure that the sanitary groups in all schools are accessible to persons with reduced mobility as per national standard requirements, UNICEF Technical Cards and Climate, Energy, Environment and Disaster Risk Reduction (CEED).**

PARTICULAR DATA FOR SELECTED LOCATION

The data and assessments provided in this chapter are intended to familiarize the engineering firm with the site conditions and school requirements.

This assessment was performed selectively for 5 schools out of 10, to create a general overview of the scope of work and to help prepare the offer. While every effort has been made to ensure the accuracy and completeness of this information, engineering firms are advised not to rely solely on it when preparing their offers. It is the responsibility of the engineering firms to conduct their own independent assessments and verifications to ensure the accuracy of their proposals. The information provided herein is for reference purposes only and should be used to help understand the general project scope and requirements.

Thus, the engineering firm's offer should be based on their own independent analysis and assessment of the project requirements and site conditions.

The reports are available at the following link:

<https://tinyurl.com/9192866>