# 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** | **Remarks** |
| (to be filled by the Potential Bidder) |  |
|  Registration number |  |  |
|  Grade |  |  |
|  Specialty |  |  |
|  Expiry Date |  |  |
|  **Legal Status** |  | Provide certified copies of Registration |
|  Written power of attorney of  the signatory to the Bid  | Provide original or certified copy of the power ofattorney 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** |
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**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** |
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### Form 7: Proposed Methodology

Please provide methodology proposed by the Potential Bidder, the approach suggested for implementing the required engineering services, the plan for quality assurance, etc.

### Form 8: Proposed Planning

Please provide detailed planning (Gantt Chart) proposed by the Potential Bidder for implementing.

### Form 9: List of Proposed Key Personnel

Qualifications and experience of key management and technical personnel proposed for the required services. Signed CVs (Max. two (2) pages) and education degree certificate of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

|  |
| --- |
| **Management Key Staff** |
| 1. **Key Professionals for Design Stage**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Key Professionals for Site Supervision Stage**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. **Support Staff**
 |
| **Name** | **Position** | **Task** |
|  |  |  |
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### Form 10: CV of the Proposed Team

CV for each category of the services bidding for.

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

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

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

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

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

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

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

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

**Membership in Professional Associations:**

**1.**

**2.**

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

**1.**

**2.**

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

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

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

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

|  |
| --- |
| **Office Equipment, Engineering Instruments and Design Software** |
| 1. **Office Equipment**
 |
| **Description** | **Quantity** | **Brand, Model, Specifications** |
|  |  |  |
|  |  |  |
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|  |  |  |
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| 1. **Engineering Instruments**
 |
| **Description** | **Quantity** | **Brand, Model, Specifications** | **Owned/Rented** |
|  |  |  |  |
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| 1. **Design Software**
 |
| **Name** | **Version** | **Utilization** |
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**Form 12: Potential Bidder’s Financial Information/ Adequacy of Working Capital**

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

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

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

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

**Form 14: List of Current Litigations**

Please provide information on any current litigation in which the Firm(s) is involved.

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|  |  |  |
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# ANNEX D: PRICE PROPOSAL FORMS

**Form 15: Price Proposal Letter**

Date: \_\_\_\_\_\_\_\_\_\_\_

To: UNICEF Moldova, 131, 31 August 1989, MD-2012, Chisinau, Moldova

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in [country name]**,** as specified in the Annex B, followingyour Request for Proposal **RFP# [LRPS-2024-9192866]** 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 exclusivity be used for determining remuneration for additional services provided under this assignment.

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

UNICEF will assume that the bidders will have factored in its offer all causes that may have an influence on the prices. Therefore, the costs indicated above should include all costs and benefits related to labor, including but not limited to:

* Head office overhead charges and reporting;
* Travel expenses to remote sites;
* Time lost due to inclement weather;
* Bonuses and all other incentive payments;
* Contribution to training levy and all statuary contributions;
* Contributions for annual and public holidays;
* Fares and time allowances for traveling;
* Safety and welfare facilities;
* Workmen's compensation and third-party liability insurance’s, sick pay or insurance in respect thereof;
* Obligations for redundancy payments;
* Engineering tool and instrument allowance;
* Use, repair and up keeping of engineering tools and instruments;
* Protective clothing and safety personnel protection;

# 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:

1. **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.
1. **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.
1. **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.
1. **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.
1. **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**](https://tinyurl.com/9192866)