

REQUEST FOR QUOTATION NO. RFQ24/02922

Execution of the design documentation "Construction of a modern hall for the regional agri-food market in Ungheni municipality"

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the EU4Moldova: Focal Regions Programme kindly requests your quotation for the: **Execution of the design documentation "Construction of a modern hall for the regional agri-food market in Ungheni municipality"** as detailed in line items section of this **Request for Quotation no. RFQ24/02922**.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements (EN and RO versions)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Design theme of the Hall for Ungheni Market (EN and RO versions)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00598** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

<https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afdf.ctrl-state=8godmwdd9_239&_afrLoop=7321111756612874&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1920&_afrMFH=880&_afrMFDW=1920&_afrMFDH=1080&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=96&_afrMFG=0&_afrMFS=0&_afrMFO=0</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.

Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	N/A
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English, Romanian or Russian Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Currency of Quotation	<input checked="" type="checkbox"/> USD
Payment Terms	<input checked="" type="checkbox"/> Payment per deliverable contingent upon receipt of services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: 0,33 % of contract for every day of delay, up to a maximum duration of 1 calendar month, after which UNDP may terminate the contract.
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL. Requests for clarification from bidders will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.

<p>Documents to be submitted</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar design services undertaken within the past five (5) years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail. • Contract Value Period of activity • Types of services undertaken <p><i>As prove of similar experience must be submitted copies from the contract for services and acts/reports of technical design and estimates handled and accepted by the Client/Beneficiary.</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copies of minimum two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage), performed by the Proposer as main contractor in the past 5 years, in a cumulative value of 100,000 US\$. <i>Please also provide reports of technical designs and estimates handled and accepted by the Client/Beneficiary.</i> <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) <input checked="" type="checkbox"/> List of qualified key personnel, together with CVs and professional <u>valid technical certificates issued by the national regulation authority in construction of Republic of Moldova</u> (valid at the date of presentation): <ul style="list-style-type: none"> • 1 (one) Task Manager/Architect • 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions • 1 (one) Engineer licensed in Internal/External Electricity Networks • 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems • 1 (one) Engineer licensed in water supply and sewerage systems • 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system • 1 (one) certified Cost estimator. <input checked="" type="checkbox"/> Chart for provision of services (Implementation Plan), for example GANTT <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2021, 2022 and 2023)
<p>Evaluation method</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer
<p>Evaluation criteria</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> Minimum five (5) years of experience in the field of design of social infrastructure objects <input checked="" type="checkbox"/> Minimum two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage), performed by the Proposer as main contractor in the past 5 years, in a cumulative value of 100,000 US\$. <i>Please provide copies of contracts and reports of technical designs and estimates handled and accepted by the Client/Beneficiary.</i> <input checked="" type="checkbox"/> Maximum delivery period not to exceed 100 calendar days upon signature of contract. <input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works. Minimum key-personnel with <u>valid technical certificates issued by the national regulation authority in construction of Republic of Moldova that will perform works in line with the legislation of Republic of Moldova</u>: <ul style="list-style-type: none"> • 1 (one) Task Manager/Architect • 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions • 1 (one) Engineer licensed in Internal/External Electricity Networks • 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems

	<ul style="list-style-type: none"> • 1 (one) Engineer licensed in water supply and sewerage systems • 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system • 1 (one) certified Cost estimator <p>The proposed key personnel shall have experience in design development services. The CVs shall contain proof of coherent experience to the position sought.</p>
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	11 November 2024

ANNEX 1: SCHEDULE OF REQUIREMENTS

Execution of the design documentation “Construction of a modern hall for the regional agri-food market in Ungheni municipality”

A. BACKGROUND

The purpose of the EU4Moldova: Focal Regions Programme is strengthening the economic, territorial, and social cohesion in the Republic of Moldova by facilitating smart, green, inclusive, sustainable, and integrated socio-economic local development and improving the living standards of citizens in the focal regions: Cahul and Ungheni. To achieve this major goal, the EU4Moldova: Focal Regions Programme aims, among other things, to address the urban-rural gap and regional disparities, stimulate economic growth, create jobs for men, women and young people in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs through the development of clusters in the region.

The development of clusters focuses on attracting, creating new businesses and prosperity of existing companies. The EU4Moldova: Focal Regions Programme aims to support and improve businesses, create, and stabilize start-ups, stimulate existing companies for cluster cooperation, as well as new investment opportunities in the region. Special attention will be paid to projects that will address social needs and improve the local economic environment. Initiatives should focus on stimulating the efficient use of resources by moving to a clean and circular economy, restoring biodiversity, and reducing pollution.

As a result of the programme’s implementation, the institutional capacity of the local public authorities will be enhanced to support the implementation of a locally-driven environmentally compliant socio-economic development strategy for integrated local growth and development. The stakeholder (e.g. CSOs, private sector, etc.) engagement in the planning and monitoring of the socio-economic development strategy will become even broader. Citizens will benefit from increased quality, availability and high-performance delivery of public services and local public utilities, including those targeting women. Favourable conditions shall be created for attracting investment, creating jobs and fostering local entrepreneurship, including social entrepreneurship. The economic performance of focal regions will be also enhanced through the development of clusters or specialised areas in line with the smart economic specialization approach.

Citizens and communities from Ungheni and Cahul regions, local public authorities and civil society organisations will be the final beneficiaries of the programme.

B. OBJECTIVES OF THE ASSIGNMENT

The scope of the assignment is developing, obtaining legal opinions, and approving the execution design for the “Construction of a modern hall for the regional agri-food market in Ungheni municipality”, with a focus on developing comprehensive design documentation, provision of cost estimates, and preparing the necessary documentation for implementing this design. The design services will be carried out in 2 stages:

Stage 1 - Development and approval of the design sketch with the participation of the Beneficiary, UNDP, and the chief architect of Ungheni Mayoralty.

The design sketch shall include:

1. General plan, Sc 1:500
2. Ground floor plan, Sc 1:100
3. Floor plan, Sc 1:100

Stage 2 - Development of the execution design, which shall include all the sections outlined in standard NCM A. 07.02-2012 “Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project. Main requirements and provisions”. The design for the construction of a modern hall for the regional agri-food market in Ungheni municipality shall include the following sections:

1. General plan;
2. Construction works;
3. General explanatory note;
4. Architectural-urban solutions;
5. Building solutions;
6. Technological solutions;
7. Outdoor water supply and sewerage installations and networks, pluvial system;
8. Indoor water supply and sewerage installations and networks;
9. Heating, ventilation, air conditioning;
10. Outdoor electrical installations and networks, organization of outdoor lighting;
11. Indoor electrical installations and networks;
12. Security and fire alarm;
13. Internet and telecommunications;
14. Territory and outdoor pavilions planning;
15. Cost estimates;
16. Lists of work quantities;
17. Basic requirements for operation;
18. Colour passport.

The design services will identify and offer the best opportunities/options for the sustainable use, management and operation of the target area, proposing modern, sustainable and environmentally friendly materials, in accordance with the relevant national and international standards.

C. SCOPE OF WORK AND EXPECTED OUTPUTS

The EU4Moldova: Focal Regions Programme intends to contract a qualified and certified Company/Consortium of companies which will execute the design documentation for "Construction of a modern hall for the regional agri-food market in Ungheni municipality".

The design documentation shall be prepared in accordance with the national standards for construction, specifically NCM A. 07.02-2012 "Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project. Main requirements and provisions".

A. The selected Contractor shall provide services for developing a clear and comprehensive design, including but not limited to the following:

1. General Plan:

This section should include the following:

- a) The descriptive part - a brief description of the area, the solutions and indicators of the General Plan including the zoning of the territory, the main solutions of systematisation, planning and technical preparation of the territory to ensure access for people with disabilities;
- b) The drawn parts - the route plans, the General Plan scheme indicating the existing and planned buildings and constructions, the objectives of environmental protection, landscaping and creation of green areas of the territory, the basic solutions for the location of technical and infrastructural networks on the land and transport communications (centralised plan), the planimetric dimensions of the territory.

2. Organisation of construction works:

Composition, volume and content of this section of the design documentation shall be established in line with the national standards for constructions, taking into account the conditions and requirements set out in the technical design.

3. General explanatory note:

This section should include the following:

- a) General design data;
- b) Brief description of the site area;
- c) Building solutions and their reasoning;
- d) Safety and organization of road traffic;
- e) Working conditions for people with locomotor disabilities;
- f) Environment protection;
- g) Socio-economic influence;
- h) Operation and maintenance conditions;
- i) Technical rules and reference documentation.

4. Architectural-building solutions:

This section should include the following:

- a) Data on technical, geological prospects, hydrological conditions (including information on field seismic level);
- b) Solutions and basic indicators regarding the general plan, territory technical preparing works, security against subsidence and landslides, landscaping works;
- c) Reasoning the architectural-urbanistic solutions, their compliance with the architectural intentions and functional destination depending on urbanistic requirements;
- d) Solutions for protecting architectural, historical and cultural monuments;
- e) Provisions for planimetric, volumetric and building solutions' compliance with the technical requirements and terms set by the Beneficiary;
- f) Solutions for protection of building elements against corrosion;
- g) Data on ensuring comfort requested for premises;
- h) Measures for seismic protection and against landslips.

5. Technical networks and systems:

This section should include the following sub-sections:

- a) Outdoor water supply and sewerage installations and networks, pluvial system;
- b) Indoor water supply and sewerage installations and networks;
- c) Heating, ventilation, air conditioning;
- d) Outdoor electrical installations and networks, organization of outdoor lighting;
- e) Indoor electrical installations and networks;
- f) Security and fire alarm;
- g) Internet and telecommunications.

6. Environment protection:

This section should be developed in accordance with the state standards and the regulatory documents approved by the central environment authority.

7. Cost estimates and Lists of work quantities:

This section should include the cost estimates prepared in compliance with the provisions set in NCM L 01.01-2012 "Rules for determining the value of construction sites" and CP L 01.01 – 2012 "Instructions for concluding the cost estimates for building-assembling works based on the resources method". The cost estimates shall contain the complete list for all the works with adequate description of every item. The quantities for all the works shall be based on real calculations and not on estimations. All the lists of work quantities and cost estimates shall be submitted in worksheet format (Form No. 1, Form No. 3, Form No. 5 and Form No. 7). The cost estimates should reflect the real cost of labour, current prices for the necessary materials and the costs of operating machines and equipment, based on prevailing local market rates that are not below the minimum set by national legislation.

8. Basic requirements for operation:

The section shall be drawn up in accordance with the requirements set out in the execution design.

The entire set of execution design documentation shall be submitted to the UNDP in 4 copies, including 1 electronic and 3 hard copies.

Requirements for drawn items: complete and detailed construction drawings (graphic form) for all the works with sufficient details to organize the tender, for contractual and building purposes. All the drawn items shall be submitted in electronic format (PDF) and corresponding paper format. All the drawn items presenting adjusted technical solutions (technical drawings, schemes, plans and other graphic documentation) should be clear, correct and exact. Symbols and abbreviations shall be defined in the legend.

Requirements for technical specifications: complete and present-day technical specifications in line with the best current practices. The general and specific technical specifications for all materials, devices and equipment will be concluded based on some standards accepted at the national and international levels and sufficient for procurement, installation and construction works.

Important: All documents, drawings and specifications shall be detailed enough to facilitate the initiation of works without requiring additional on-site instructions, selection of materials, assembling of constructions, placement or localization of elements or characteristics.

The designs shall comply with the Law 721 of 02.02.1996 on Quality in Constructions, norms and regulations, state standards, and specifications in the area of constructions, local regulations in constructions of the Republic of Moldova and shall ensure:

1. Construction resistance and stability;
2. Safety in operation;
3. Anti-fire safety;
4. Hygiene, people health, environment recovery and protection;
5. Thermal insulation and waterproof, and energy saving;
6. Protection against noise;
7. Sustainable use of natural resources.

D. Key tasks and expected results:

Throughout the duration of the contract, the Contractor shall be responsible for carrying out all the activities necessary for delivery of complete project execution designs and expertise reports for **'Construction of a modern hall for the regional agri-food market in Ungheni municipality'**, including the development of the work plan and coordination of the respective plan with the Beneficiary and UNDP.

The engineers from the EU4Moldova: Focal Regions Programme will provide assistance to the Contractor to arrange and coordinate field visits, together with local public authorities and public institutions responsible for project implementation.

The Contractor will coordinate accordingly the design and engineering processes with local authorities, community representatives, and the EU4Moldova: Focal Regions Programme. The Contractor will obtain the legal opinions on the design and its approval by all relevant authorities.

The detailed design documentation project will undergo mandatory verification by the State Service for Verification and Expert Review of Designs and Constructions or by independent duly authorised design auditors. If needed, the design documentation will undergo an additional examination by subject-matter experts.

The design company commits to make the necessary changes and technical adjustments in the design documentation, which would emerge in the process of verification or construction. These changes and adjustments shall be made within 5 working days of the official request by the engineer of the EU4Moldova: Focal Regions Programme.

Upon completing the construction and assembly works, the Contractor shall participate in the Commission’s reception of completed works and the Commission’s final reception, and shall issue a legal opinion certifying the compliance of works with the execution design documentation.

E. Deadlines for drafting the design documentation:

The Contractor shall conduct all the investigations and submit the full design documentation, including all the written and drawn parts, technical specifications and lists of works, for verification in accordance with construction regulatory documents, including expertise reports, within a maximum of 100 calendar days from the date of contract signing.

F. DELIVERABLES AND TIMEFRAME

The Contractor shall submit the design documentation for “**Construction of a modern hall for the regional agri-food market in Ungheni municipality**” in line with the following deliverables and set deadlines:

Item No	Description/Specification of services	Deadline
	Stage 1 - Development and approval of the design sketch. Representatives of the Beneficiary, the UNDP, the Architecture and Construction Service of Ungheni Mayorality will participate in the process of approving the project sketch.	15 calendar days from the date of signing the contract
	Stage 2 - Development of the execution design, which shall include all the sections outlined in the standard NCM A. 07.02-2012 “Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project”.	75 calendar days from the date of signing the contract
Stages 1 and 2 will cover the following deliverables		
1.	Deliverable 1: General plan. Results of on site measurements. Relief plans	15 calendar days from the date of signing the contract
2.	Deliverable 2: Chapters of the technical design	75 calendar days from the date of signing the contract
	2.1 Construction works	
	2.2 General explanatory note	
	2.3 Architectural-urban solutions	
	2.4 Building solutions	
	2.5 Technological solutions	
	2.6 Territory and outdoor pavilions planning	
	2.7 Colour passport	
	2.8 Outdoor water supply and sewerage installations and networks, pluvial system	
	2.9 Indoor water supply and sewerage installations and networks	
	2.10 Heating, ventilation, air conditioning	
	2.11 Outdoor electrical installations and networks, organisation of outdoor lighting	
	2.12 Indoor electrical installations and networks	
	2.13 Security and fire alarm	
2.14 Internet and telecommunications		
3.	Deliverable 3: Cost estimates, including the lists of work quantities, filled in for all the items with detailed description per each item (F 7, F3, F5, F1)	75 calendar days from the date of signing the contract
4.	Deliverable 4: Design verification by authorized experts (all sections, including cost estimates)	10 calendar days from the date of completion of the set of written and drawn items

G. Information/requirements of general organization

The design documentation shall be developed on the basis of the approved project proposal for the development of community utilities infrastructure to foster local economic development implemented as part of the EU4Moldova: Focal Regions Programme and the Urban Planning Certificate for the design works.

Connection notices/Technical conditions for connecting the newly designed infrastructure to the existing utilities shall be obtained from the respective institutions by Ungheni Mayorality upon contractors's initiative. The following special regional climate conditions and technical characteristics shall be taken into consideration during the design period:

Climate zone of the site - III B

Snow load - 50kg/m²

Wind pressure - 30 kg/m²

Seismic level of the construction site - 7 degrees

Height system - Baltic

Data on soil structure - in accordance with geotechnical prospects.

H. INSTITUTIONAL ARRANGEMENTS

The Contractor will coordinate all the activities under the contract with the EU4Moldova Investment Attractions Analyst, under the overall supervision of the EU4Moldova Programme Manager.

The EU4Moldova: Focal Regions Programme will provide all available relevant documentation, facilitate first contacts, access to the site and communication with stakeholders while the **Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties. All kind of translation costs (written and oral) shall be arranged by the Contractor.**

The respective assignment is an activity to be partially carried out remotely (from office/ from home) with trips in the field. All the trip costs from and to the assignment location shall be under the responsibility of the Company, hence should be included in the financial offer.

The Bidder shall have and ensure resources, support, and working materials necessary for the qualitative delivery of services at all the stages of the process of designing.

Before starting the implementation of the tasks, the Contractor will attend a kick-off meeting with the participation of the Programme representatives to agree on the implementation approach.

Confidentiality

Materials provided to the Contractor and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy, and are only to be used in connection with the execution of these Terms of Reference. Violation of confidentiality requirements may result in immediate termination of contract. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP Moldova. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the UNDP Moldova.

Payments

Payments are based upon output, i.e. upon delivery of the services specified in the TOR and submission of deliverables, as to be agreed at contract signature stage. All envisaged costs must be included in the Annex 3. TECHNICAL AND FINANCIAL OFFER. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of costs (including the unit process, daily fee, taxes, number of anticipated working days, etc.).

The payment for services will be made in tranches upon submission of deliverables stated in point 4. Deliverables and timeframe, and certification by the Programme Manager that the services were satisfactorily performed. **All the deliverables envisaged in the Contract shall be coordinated and agreed upon with companies and further endorsed by the Programme Manager within 14 calendar days since the moment they are submitted.**

I. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER

Bidders should describe, in detail (Company Profile), their previous corporate experience in similar related to the project's assignment.

Qualifications and Experience of the company:

- Be a legally registered entity.
- Have at least 5 years in the area of experience in the field of design of social infrastructure objects;
- Have in its portfolio at least two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, undertaken in the past 5 (five) years, in a cumulative value of 100,000 US\$. *Please provide copies of contracts and/or reports of technical designs and estimates handled and accepted by the Client/Beneficiary.*

The proposal shall include the following minimum key-personnel aimed at implementing said contract, with valid technical certificates issued by the national regulation authority in construction of Republic of Moldova:

- 1 (one) Task Manager/Architect;
- 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions;
- 1 (one) Engineer licensed in Internal/External Electricity Networks;
- 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems;
- 1 (one) Engineer licensed in water supply and sewerage systems;
- 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system;
- 1 (one) certified Cost estimator.

Minimum qualification and experience of proposed key personnel:

- The proposed key personnel shall have experience in design development services. The CVs shall contain proof of coherent experience to the position sought.

All activities under this assignment shall be performed in a gender-sensitive manner and applying green principles as well as human rights-based approach.

The Contractor shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Contractor expense.

Each bidder should develop and submit a technical offer containing requested information according to the Annex 3. TECHNICAL AND FINANCIAL OFFER. Proposed Work Plan should include all indicative dates for Deliverables as outlined above and a plan for meeting these and any additional deadlines.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ24/02922: Execution of the design documentation "Construction of a modern hall for the regional agri-food market in Ungheni municipality"	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience:				
2 assignments in implementation of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value <i>(indicate currency)</i>	Period of activity <i>(year/ month)</i>	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ24/02922: Execution of the design documentation "Construction of a modern hall for the regional agri-food market in Ungheni municipality"	Date: Click or tap to enter a date.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: US Dollars

Item No	Deliverables	Price (USD)	
1.	Deliverable 1: General plan. Results of on site measurements. Relief plans		
2.	Deliverable 2: Chapters of the technical design		
	2.1	Construction works	
	2.2	General explanatory note	
	2.3	Architectural-urban solutions	
	2.4	Building solutions	
	2.5	Technological solutions	
	2.6	Territory and outdoor pavilions planning	
	2.7	Colour passport	
	2.8	Outdoor water supply and sewerage installations and networks, pluvial system	
	2.9	Indoor water supply and sewerage installations and networks	
	2.10	Heating, ventilation, air conditioning	
	2.11	Outdoor electrical installations and networks, organisation of outdoor lighting	
	2.12	Indoor electrical installations and networks	
	2.13	Security and fire alarm	
2.14	Internet and telecommunications		
3.	Deliverable 3: Cost estimates, including the lists of work quantities, filled in for all the items with detailed description per 1each item (F 7, F3, F5, F1)		
4.	Deliverable 4: Design verification by authorized experts (all sections, including cost estimates)		
Other costs (specify)			
Total price			

Please include the breakdown of costs for Deliverable no. 2

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time: 100 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Personnel available	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____ _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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