

Request for Quotation[[1]](#footnote-1) for the Procurement of Services

RFQ/03/2024/CHISINAU/Refurbishment and renovation works

***RFQ Description : Renovation works of two offices belonging to the Ministry of Labour and Social Protection (413, 414)***

Responses to be received by 24 DEC 2024, 23:59, GMT+2:00

DISCLAIMER:

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating “Personal Data Protection – RFQ No. xx/20xx” in the subject.

**Background**

In 2023, the ILO initiated a multifaceted program addressing childcare needs through three new modalities of provision of services: home-based nurseries, onsite childcare services, and individual nannies. This effort is closely coordinated with the Ministry of Labour and Social Protection (MLSP), with whom an initiative to formalize individual nannies is being implemented. The Confederation of Employers of Moldova (CNPM) is supporting enterprises in setting up kindergartens, while the National Confederation of Trade Unions in Moldova (CNSM) advocates for improved working conditions for care workers. The ILO is currently launching two new projects, to build on achieved results:

- a joint project with *UN Women Enhance Peace and Prosperity through Women s Leadership and Inclusion (Women for Peace & Prosperity), funded by the Swiss Development Cooperation (SDC).* The project aims to address key bottlenecks to women’s participation in the labour market, including access to childcare services, gender pay gaps and gender stereotypes, and support employment creation for women by providing entrepreneurship training and support and creating quality employment opportunities in the care sector.

- a *RBSA project Promoting the creation of quality employment and sustainable enterprises in the care and related sectors, with the aim to strengthen the care sector in Moldova by providing affordable innovative services and promoting quality employment and sustainable enterprise creation in caregiving and related sectors.* At the national level, the initiative will seek to influence policy and raise awareness on care-related topics. In addition, the initiative will focus on building a more gender-responsive environment for women entrepreneurs operating in targeted geographical areas in Moldova.

Arranging office spaces for the projects staff will support the successful implementation of these projects, enhancing service delivery and stakeholder engagement.

**The Assignment**

The selected service provider will be responsible for executing all necessary repairs and refurbishment works for the offices for the projects mentioned above. The offices are in the Ministry of Labour and Social Protection building. Upgrading the offices will enhance the ILO’s capacity to implement these projects successfully and better serve its constituents, including employers’ and workers’ organizations in the country.

**Key Tasks:**

* Wall and floor repairs.
* Painting and furnishing of a wall niche.
* Electricity works
* Transportation and disposal of materials and residues.

The service provider is expected to complete the assignment within the agreed timeline and budget while maintaining high-quality standards.

**Objective**

The objective of works is to carry out repair works (wall repair and paint, floor repair and cover, furnishing a wall niche) in the above mentioned offices based in Chisinau 1,Vasile Alecsandri str., 4th floor (of. 413 and 414).

The “service provider” shall furnish all labour, materials, equipment, supplies, transportation, machinery, tools and travel necessary to perform this contract and execute all the works in accordance with local standards and requirements in constructions.

Transportation of materials shall be the responsibility of “service provider”. Residues formed as a result of civil works undertaken will be evacuated by the “service provider” to authorized dumps.

Interested bidders are required to submit the following set of documents:

* Offer (duly signed and stamped), calculated in MDL at 0% VAT and goods delivery time Annex I.
* Short description/overview of the company experience and qualification.
* Contact information for the bidder and responsible person.
* Bank data including bank name, bank code and IBAN MDL.
* Copy of company registration certificate (registration in the Republic of Moldova), as well as other related licenses and permissions.
* No-debt certificate from the Moldovan State Inspection or copy of the latest financial report.
* The document certifying the right to execute the works,
* The warranty period for the rennovation works for at least 2 years.

**Deliverables**

The service provider will be responsible to submit the following deliverables to the satisfaction of the construction EXCOLL hired by ILO and ILO:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * № | Standard Symbol and Resource Code | **Name/Description of Works** | Unit of Measure | Volume |
|

| 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- |
|  |  | **Chapter 1. Dismantling** |  |  |
| 1 | RpCO56B | Dismantling: Wooden paneling on walls and ceilings, plywood, MDF, PVC, etc. Window sill | m2 | 2,050 |
| 2 | RpCO56C | Dismantling: Wooden cladding, asbestos cement, MDF, PVC, etc. on walls or suspended ceilings, doors, etc. Laminated lacquered parquet flooring | m2 | 11,680 |
| 3 | RpCO56B | Dismantling: Wooden paneling on walls and ceilings, plywood, MDF, PVC, etc. Radiator covers | m2 | 2,480 |
| 4 | RpCO56C | Dismantling: Wooden cladding, asbestos cement, MDF, PVC, etc. on walls or suspended ceilings, doors, etc. | m2 | 16,900 |
| 5 | RpCO56A | Dismantling: Wooden joinery (doors, windows, shutters, frames, blinds, covers, etc.) | m2 | 7,100 |
| 6 | RpCO56B | Dismantling: Wooden paneling on walls and ceilings, plywood, MDF, PVC, etc. Suspended ceilings | m2 | 31,370 |
| 7 | RpEF23A | Dismantling of lighting fixtures of any type, including rods and globes | pcs | 6,000 |
| 8 | RpCO56A | Dismantling: Wooden joinery (doors, windows, shutters, frames, blinds, covers, etc.) from the middle of the wall | m2 | 4,250 |
| 9 | RpCK41B | Dismantling of oak or beech parquet flooring | m2 | 31,370 |
| 10 | RpCU09C | Manual transport using hand tools by direct carrying over a distance of 60 meters with a load of up to 50 kg (for 1 meter transported vertically, 10 meters horizontally are considered). | t | 1,900 |
| 11 | RpCB18B | Demolition of old concrete using manual tools, foundations and elevations with cement dosage over 150 kg/m³ | m3 | 3,273 |
| 12 | RpCU09C1 | Manual transport using hand tools by direct carrying over a distance of 60 meters with a load of up to 50 kg (for 1 meter transported vertically, 10 meters horizontally are considered). For every 10 meters traveled beyond the first 10 meters, an additional charge is added. | t | 8,000 |
| 13 | TsI50A5 | Transport of soil (residues) with a 5-ton dump truck over a distance of 5 km | t | 8,000 |
|  |  | **Chapter 2. Walls and Ceiling** |  |  |
| 14 | IzA04A | Preparation of plastered (unplastered) concrete surfaces or metal surfaces for the application of anticorrosive protection by cleaning with a wire brush | m2 | 81,000 |
| 15 | CN53A | The priming of interior walls and ceilings. | m2 | 81,000 |
| 16 | CF50B | Interior plastering of 5 mm thickness, manually applied, with a dry mix based on gypsum, on walls and partition walls, with manual preparation of the mortar. | m2 | 81,000 |
| 17 | CF51B | Interior plastering of 5 mm thickness, manually applied, with a dry mix based on gypsum, on walls and partition walls, with manual preparation of the mortar. The difference for each additional or reduced 1.0 mm (to be added or subtracted to item CF50) is K=3,000. | m2 | 81,000 |
| 18 | CF57A | Manual application of "Eurofin" gypsum-based filler, 1.0 mm thickness, on the surfaces of walls, columns, and ceilings. | m2 | 81,000 |
| 19 | CN53A | Priming of the interior surfaces of walls and ceilings. | m2 | 81,000 |
| 20 | CN12C | Decorative relief painting with vinyl dispersion-based paint, applied on autoclaved aerated concrete surfaces, over an existing smoothing plaster layer, executed with a layer of polyvinyl acetate-based paint and a layer of decorative paint. | m2 | 81,000 |
| 21 | CK29F | Suspended ceilings made of "Armstrong" prefabricated panels, including the grid system. | m2 | 45,630 |
| 22 | RpCR25A | Oil painting of radiator bodies in existing buildings, with two coats of paint and one layer of heat-resistant varnish. | m2 | 3,600 |
| 23 | RpCR27A1 | Painting of installation pipes, in two coats, with oil-based paints, on pipes with an outer diameter of up to 60 mm, including two coats of paint and one layer of varnish. | m | 6,000 |
| 24 | CK30B | Pre-fabricated radiator cover made of wooden slats or anodized aluminum sheet, including the dowels. | m2 | 2,480 |
| 25 | CK32A | Roman-style window shutters with fabric, wooden support for windows, and vertical slats for the window frame. Small materials (sewing thread, nails) = 1.050. | m2 | 10,320 |
| 26 | CK31A | Pantry shelves, mounted on wooden or metal supports, 30 cm wide, made of 18 mm thick chipboard on supports made of softwood planks or with mechanical fastenings.  Small materials (nails, screws for wood with countersunk head, bone glue) = 1.045. | m2 | 6,000 |
| 27 | CK03A | 18 mm chipboard interior doors with a single leaf, mounted on linings, and balcony doors, including waterproof and thermal insulation of the frame, installed on existing door frames in buildings with heights up to 35 meters. | m2 | 5,000 |
| 28 | CK06A | Wooden doors with a single leaf for built-in wardrobes, installation of pre-manufactured wooden interior doors, made from any type of material, on the frame, including the installation of the frame. The door frame is made of high-strength composite material, using monolithic MDF. Finish: multi-layer high-density coating with a natural wood grain relief. The door panel is made from Premium quality three-layer chipboard. PVC coating with a protective lacquer layer. White Cloud glass with black satin texture and a velvety feel that does not leave fingerprints. Door thickness: 39 mm. Moisture resistance; Resistance to mechanical damage; Ability to replace any element; Resistance to temperature changes; Edge-free finishing technology—360° wrapping of all door elements; Anti-vandal coating. These are entrance doors for built-in wardrobes, matching in color and texture with the other doors. | m2 | 2,100 |
| 29 | RpCP23A | Installation of pre-manufactured ventilation grilles, made of black sheet metal, 20x25 cm, consisting of a grille, louvers, and a chain for manual operation, mounted in the wall. | pcs | 2,000 |
| 30 | CI17A | Cladding with lightweight, soft fiberboard panels (made from pine wood fibers bonded with lignin), with a surface covered in textile wallpaper made from natural and synthetic fibers (a blend of cotton, linen, viscose, and polyester fibers), or paper wallpaper, intended for interior wall and ceiling cladding in rooms with normal humidity. These panels are mounted by gluing onto flat supports (wood, metal, cement mortar, ceramic tiles) that need renovation. Linear elements made of laminated DSP and glued ABS at the cuts, with a width of 150 mm and thickness of 16 mm. The color will be specified by the beneficiary. | m2 | 6,000 |
|  |  | **Chapter 3: Electricity** |  |  |
| 31 | RpEG05D | Installation of electrical distribution panels for apartments, including connection to the electrical system of the building with a 4-circuit electric panel (without meter), including 3 circuit breakers of 6-16A and a 16A differential switch. | pcs | 1,000 |
| 32 | RpED01A | Installation of electrical power cables, laid freely in trenches or at the bottom of channels, with conductor sections up to 16 mm². | m | 124,000 |
| 33 | RpEA01A | Installation of PVC protective tubes, type IP-PVC, with a diameter of up to 16 mm, mounted on the surface and fixed directly to the walls.  Small materials (nails, wire, plaster, hooks, etc.) with the material value specified = 1.050. | m | 121,000 |
| 34 | RpEF02A | Installation of multiple lighting fixtures for tubular fluorescent lamps, any type, for ceiling or wall mounting, including the supporting device, type CGA 140-485, fully equipped. Recessed LED lighting in the ceiling, 60W, with a colour temperature of 2700-3500K. Small materials (insulation tape, dowels, etc.) = 1.020. | pcs | 6,000 |
| 35 | RpEE03A | Installation of bipolar sockets with a standard construction made of bakelite or aminoplast, single, double, waterproof, sealed, metal-sealed, or similar, mounted either recessed under plaster or surface-mounted on wooden or plastic dowels. Double sockets. | pcs | 9,000 |
| 36 | RpEE03A | Installation of bipolar sockets with a standard construction made of bakelite or aminoplast, single, double, waterproof, sealed, metal-sealed, or similar, mounted recessed under plaster or surface-mounted on wooden or plastic dowels. Floor sockets for workstations. | pcs | 4,000 |
| 37 | RpEE01A | Installation of single-pole or double-pole switches (10-25 A) with standard construction, waterproof or sealed, in aminoplast, bakelite, metal, or porcelain casings, mounted recessed or surface-mounted on wooden or plastic dowels, connected to copper or aluminum conductors. | pcs | 4,000 |
| 38 | VC37A | Installation of domestic air conditioning units (split system) with motor power up to 3.6 kW, using ladders. The cost of the air conditioners is not included, only the installation and mounting of the indoor unit are considered.  Small materials = 1.050. | pcs | 2,000 |
|  |  | **Chapter 4: Flooring** |  |  |
| 39 | RpCK01A1 | Repair of the substrate layer for flooring made of concrete class C-5/4 (B-75) with a thickness of 5 cm, with the addition of 20 kg of cement per cubic meter of concrete, with a scratched surface to ensure adhesion, for new works (total refurbishments). The color will be specified by the beneficiary. | m2 | 32,730 |
| 40 | CG36B | Laminate flooring installed dry with the placement of a synthetic layer on the existing substrate, including wooden skirting boards and cleaning, in rooms of 16 m² or less.  Small materials (nails) = 1.010. | m2 | 45,630 |

**Management Arrangements**

The Contractor is expected to carry out repair and renovation works in two offices, under the supervision of a Supervisor (EXCOLL hired by the ILO for this purpose), who will oversee the refurbishment activities throughout the duration of the contract, in close cooperation with the ILO’s Project Coordinators Nelea Rusu and Diana Cebotaru and the Specialist in Formalization and Gender Equality DWTC ILO Budapest, Maria Jose Chamorro, Ala Lipciu, National Coordinator as well as the ILO PROCUREMENT Bureau in Geneva for effective achievement of results.

**Application Requirements**

**Application Process**

Interested service providers are invited to submit the following documents to [rusu@ilo.org](mailto:rusu@ilo.org), [cebotaru@ilo.org](mailto:cebotaru@ilo.org) by December 24 2024, with the subject line RFQ/03/2024/CHISINAU/Refurbishment and renovation works:

* Detailed pricing including a breakdown of costs for each component of the scope of work.
* Background information about the company, including history, mission, and key personnel assigned to this project.
* The official document that gives the right to execute works, confirmed by the holographic/electronic signature,
* The evaluation criterion applied for awarding the contract-the lowest price,
* Evidence of past relevant experience,
* Providing references from previous clients for similar projects.

**Service provider Profile**

The Service Provider should have prior experience in repair and renovation works, particularly in office spaces or similar environments.

The ILO is looking for service providers with the following profile:

**Relevant Experience**: Demonstrated experience in carrying out repair and renovation works, including the refurbishment of office spaces, maintenance, and improvements to existing facilities. Proven track record of successfully completing projects on time, within budget, and to the required quality standard.

**Expertise and Capabilities**: Proficiency in handling various repair tasks, such as painting, flooring, plumbing, electrical works, and general maintenance. Ability to perform tasks related to structural repairs, interior finishes, and installation of fixtures or furniture. Knowledge of industry standards and regulations for refurbishment works.

**Materials and Equipment**: Access to high quality materials and modern equipment required to complete the repair and refurbishment works to a high standard.

**Delivery dates, destination, and terms**: The expected dates for the delivery of contracted services, not exceeding 30 days.

**Confidentiality:** Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

**DUTIES AND TAXES**

International Labour Organization is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use.

All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: be exclusive of VAT and other applicable indirect taxes.

Please note that applications received after the deadline, as well as incomplete applications will not be considered. Financial offers containing other currency than MDL (Moldovan Lei) will not be considered. ILO retains the discretion to re-advertise or cancel this tender.

**ANNEXES**

To enable you to prepare and submit your quotation, please find enclosed the following:

Annex I Offer Submission Form (To be completed by the Bidder);

Annex II - ILO Vendor Selection Procedure: Certification (To be signed by the Bidder);

Annex III - Terms and Conditions applicable to ILO Contracts.

1. The term ‘quotation’ refers to any offer, bid or proposal submitted to the ILO in response to this solicitation [↑](#footnote-ref-1)