



## REQUEST FOR QUOTATION No. RfQ24/02962

### PREPARATION OF THE TECHNICAL DESIGN FOR IMPROVEMENT OF THE ENERGY EFFICIENCY IN FOUR (4) MULTY-STOREY RESIDENTIAL BUILDINGS

UNDP through the “Accelerating a Just Energy Transition” (JET) Programme kindly requests your quotation for the Request for Quotation no. **RfQ24/02962: Preparation of the Technical Design for improvement of the energy efficiency in four multi-storey residential buildings** as detailed in line items section of this RFQ.

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: Terms of Reference (English)

- Annex A. to the Terms of Reference – technical information for APC A0150-0063 (ROM)
- Annex B. to the Terms of Reference – technical information for APC A0140-0129 (ROM)
- Annex C. to the Terms of Reference – technical information for APC A8001-0004 (ROM)
- Annex D. to the Terms of Reference – technical information for APC A0110-0203 (ROM)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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 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-00632** 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>

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org). In case you encounter errors with**

registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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](mailto: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

<p><b>Introduction</b></p>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<p><b>Deadline for the Submission of Quotation</b></p>	<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 <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> 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: <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247</a></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"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<p><b>Cost of preparation of quotation</b></p>	<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>
<p><b>Supplier Code of Conduct, Fraud, Corruption,</b></p>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>Currency of Quotation</b>	Quotations shall be quoted in the currency indicated in the portal.
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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.</p> <p>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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>

<b>Price variation</b>	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.
<b>Alternative Quotes</b>	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.
<b>Contact Person for correspondence, notifications and clarifications</b>	Must be submitted directly in the portal using the messaging functionality.  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.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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

<b>General Conditions of Contract</b>	<p>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</p> <p>Applicable GTC:  <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="https://www.undp.org/procurement/business/how-we-buy">https://www.undp.org/procurement/business/how-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows:  <b>Percentage of contract price per day of delay: 0.5% up to a maximum of 10%, after which UNDP may terminate the contract.</b></p>
<b>Duties and taxes</b>	<p>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.</p> <p>All prices must:  <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Language of quotation</b>	<p><b>English, Romanian or Russian</b>  Including supporting documentation as applicable.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>70 days</b> from the deadline for the Submission of Quotation.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
<b>Clarifications</b>	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p><b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b></p>

	Requests for clarification from bidders will not be accepted any later than <b>3 (three) days</b> before the submission deadline. Responses to request for clarification will be <b>communicated</b> directly in the portal.
Documents to be submitted	<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 Terms of References in Annex 1 and respective Annex A, B, C, D, detailing the experience of the company, proposed methodology, approach and implementation timeline to complete the assignment, and key personnel proposed <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment (short info, up to 1 page) <input checked="" type="checkbox"/> Registration documents <input checked="" type="checkbox"/> List and value of at least 3 relevant projects/assignments ( <b>1. technical design for building’s thermal insulation (including external wall insulation) and 2. design of installation of photovoltaic power system</b> ), performed for the last 5 (five) years including the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value</li> <li>• Period of activity</li> <li>• Types of activities undertaken</li> <li>• Final beneficiaries (public or private institutions)</li> </ul> <input checked="" type="checkbox"/> Copies of minimum three (3) similar contracts related to: <b>1. technical design for building’s thermal insulation (including external wall insulation) and 2. design of installation of photovoltaic power system</b> ), undertaken in the past 5 (five) years <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"/> List of proposed Key personnel along with the signed CVs and Statement of availability for the period of this contract execution including respective certificates (Certificat de atestare tehnico-profesională) by the national regulation authority in construction of Republic of Moldova, valid at the date of presentation of the offer: <ol style="list-style-type: none"> <li>1. <u>Team leader/energy efficiency (one)</u></li> <li>2. <u>At least 5 certified experts:</u> <ol style="list-style-type: none"> <li>a) 1 (one) Architecture engineer</li> <li>b) 1 (one) Civil engineer constructions</li> <li>c) 1 (one) Electrical engineer/installations and electrical systems</li> <li>d) 1 (one) Certified cost estimator</li> <li>e) 1 (one) Industrial machinery and equipment expert</li> </ol> </li> </ol> <p><b><i>The above listed roles cannot be cumulated under a single position.</i></b></p> <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2023, 2022, 2021)
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<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 a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> At least 3 (three) years of experience in the construction field <input checked="" type="checkbox"/> Minimum 3 (three) contracts for similar services related to: 1. technical design for building’s thermal insulation (including external wall insulation) and 2. design of installation of photovoltaic power system), undertaken in the past 5 (five) years

	<p><input checked="" type="checkbox"/> Maximum delivery period not to exceed 70 calendar days upon signature of contract (total for all 4 buildings)</p> <p><input checked="" type="checkbox"/> Proposed key personnel will cover the needed analysis, design and expertise in all areas of consultancy necessary for the successful completion of the entire workload and the presentation of the results mentioned above, proven by CVs submitted:</p> <p>1. <b>Team leader</b> with the following experience and qualifications:</p> <ul style="list-style-type: none"> <li>• University degree in the field of construction or related fields</li> <li>• Practical experience in the preparation of the technical design of at least 5 (five) years</li> <li>• Experience in coordinating teams of experts in at least 3 (three) similar contracts</li> <li>• Certified designer or engineer in architecture/ construction field or related fields</li> </ul> <p>2. <b>At least 5 (five) mandatory certified experts:</b></p> <ol style="list-style-type: none"> <li>1. 1 (one) Certified designer in architecture engineering</li> <li>2. 1 (one) Certified designer, construction resistance/ civil construction field</li> <li>3. 1 (one) Certified designer in installations and electrical systems</li> <li>4. 1 (one) Certified Cost estimator</li> <li>5. 1 (one) Certified designer in industrial machinery and equipment</li> </ol> <p><u>with the following experience and qualifications</u></p> <ul style="list-style-type: none"> <li>• University degree in the relevant field (e.g., construction, engineering, architecture, etc.)</li> <li>• A minimum of 5 (five) years of professional experience in the relevant area of expertise</li> <li>• Certified or licensed professionals where applicable (e.g., engineers, architects, etc.)</li> </ul> <p><b>Please note: The above listed roles cannot be cumulated under a single position.</b></p>
<p><b>Type of Contract to be awarded</b></p>	<p><input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)</p>
<p><b>Expected date for contract award</b></p>	<p>10 January 2025</p>



## ANNEX 1: TERMS OF REFERENCE

### 1. GENERAL INFORMATION:

The Republic of Moldova is facing critical challenges in its energy sector due to the regional energy crisis and the ongoing war in Ukraine. These events have disrupted energy supplies, driven sharp price increases, and exacerbated energy poverty. The residential sector, which accounts for over 40% of the country's energy consumption, is among the most affected. With over 60% of households spending more than 10% of their income on energy, there is an urgent need to reduce energy demand and enhance efficiency within this sector.

Recognizing the importance of addressing these challenges, the Government of Moldova with the support of UNDP has undertaken significant steps to support the residential sector as part of its broader energy transition strategy. Key among these efforts is the establishment of the Energy Vulnerability Reduction Fund (EVF) under Law 241/2022. The EVF provides on-bill compensations to energy-vulnerable households while integrating structural measures to reduce future energy vulnerabilities through efficiency improvements.

To complement the EVF, the Government also created the Residential Energy Efficiency Fund (FEERM), an initiative aimed at scaling up energy efficiency interventions in the residential sector. FEERM, administered by the Centrul Național pentru Energie Durabilă (CNED), mobilizes resources from energy efficiency obligations, donor grants, and allocations from the EVF to support retrofitting initiatives and renewable energy integration. The fund aims to renovate 507,000 square meters of residential buildings by 2027, benefiting over 8,500 apartments and achieving energy savings of up to 40%.

Despite these frameworks, the residential sector remains energy-intensive due to aging infrastructure, inefficient building stock, and a lack of modern energy management practices. These issues disproportionately affect vulnerable groups, including rural households, women, and people with disabilities.

To address these systemic barriers, the Government, in collaboration with UNDP and with support from the donor community, has co-designed and launched the **"Accelerating a Just Energy Transition in the Republic of Moldova" Portfolio of interventions (JET Programme)**.

It takes a systemic approach, considering the interconnections and interdependencies among various components of the energy system and has the following key areas of intervention:

- Accelerate energy diversification and efficiency;
- Decarbonizing industries and economic sectors;
- Foster sustainable consumption patterns;
- Strengthen inclusive energy governance;
- Addressing energy vulnerability and promoting resilience.

To this end, the Programme already includes significant ongoing activities supported by Sweden and Italy, aimed at addressing immediate vulnerabilities and advancing long-term energy efficiency and sustainability.

Sweden's and Italy's funding to the portfolio has strengthened the Energy Vulnerability Reduction Fund (EVRF), ensuring on-bill compensations for the most vulnerable households during the winter season. This support directly alleviates the financial strain caused by rising energy costs, targeting those in the very high and high vulnerability categories.

In addition, with funding from Italy, the Government, with UNDP assistance through the JET Programme, is advancing Moldova's energy sector transformation through three interlinked initiatives. First, the digitalization of energy systems is being supported by piloting smart metering technologies for 35,000 vulnerable households, enabling real-time consumption monitoring, reducing peak demand, and informing differentiated tariffs. Second, renewable energy adoption is being promoted through the integration of photovoltaic systems in critical infrastructure, such as hospitals. Finally, the Programme empowers Homeowners Associations (HoAs) by building their capacity through training, technical assistance, and facilitation of access to financing via the Residential Energy Efficiency Fund (FEERM), ensuring sustainable energy efficiency and renewable energy practices at scale.

## 2. PURPOSE OF THE SERVICES

The purpose of the services is to prepare the **Technical Design** for implementing energy efficiency measures in four (4) multi-story residential buildings.

The selected buildings, managed by their respective Homeowners Associations (HoAs), are the following:

1. Bd. Moscova 20/3, mun. Chişinău, APC A0150-0063
2. Str. Mihail Sadoveanu 2/5, mun. Chişinău, APC A0140-0129
3. Str. Veronica Micle 42, or. Străşeni, APC A8001-0004
4. Bd. Traian 15, mun. Chişinău, APC A0110-0203

The technical designs must include all necessary project documentation, estimated costs, and technical expertise for the buildings. It must provide detailed information to guide future construction works and meet the technical, economic, and technological requirements.

The Contractor will be responsible for obtaining all necessary permits for Technical Design, coordination and approvals as mandated by national law. The assignment will be closely coordinated with UNDP and the I.P. National Center for Sustainable Energy (CNED).

## 3. PROPOSED MEASURES FROM THE ENERGY AUDITS

A general overview of the proposed measures from the energy audit reports for the 4 multistorey buildings can be found in the tables below:

Nr.	Description of Measure for APC A0150-0063, Bd. Moscova 20/3, mun. Chişinău,
<b>Energy Efficiency Measures</b>	
1	Thermal insulation and finishing of exterior walls
2	Roof thermal insulation

3	Insulation of the foundation and plinth walls above ground level
<b>Protection and Reinforcement Measures*</b>	

<b>Nr. Description of Measure for APC A0140-0129, Str. Mihail Sadoveanu 2/5, mun. Chişinău</b>	
<b>Energy Efficiency Measures and Renewable Energy Utilization</b>	
1	Thermal insulation and finishing of exterior walls
2	Insulation of the foundation and plinth walls above ground level
3	Replacement of external doors and/or windows in common spaces (CS)
4	Modernization/renovation of the interior lighting system in common spaces
5	Installation of photovoltaic solar panel systems to produce electricity for lighting and lifts
<b>Protection and Reinforcement Measures*</b>	

<b>Nr. Description of Measure for APC A8001-0004, Str. Veronica Micle 42, or. Străşeni</b>	
<b>Energy Efficiency Measures</b>	
1	Thermal insulation and finishing of exterior walls
2	Insulation of the foundation and plinth walls above ground level
3	Roof thermal insulation
<b>Protection and Reinforcement Measures*</b>	

<b>Nr. Description of Measure for APC A0110-0203 Bd. Traian 15, mun. Chişinău</b>	
<b>Energy Efficiency Measures and Renewable Energy Utilization</b>	
1	Thermal insulation and finishing of external walls
2	Installation of photovoltaic solar panel systems to produce electricity for lighting and lifts
3	Roof thermal insulation
<b>Protection and Reinforcement Measures*</b>	
1	Modernization of lifts to improve energy efficiency

\*The Contractor will design, including solutions for the implementation of the protection and strengthening measures recommended in the building's technical expertise.

**Specific detailed information is provided in the following annexes:**

- Annex A. to the Terms of reference – technical information for APC A0150-0063 (bd. Moscova 20/3, mun. Chişinău)
- Annex B. to the Terms of reference – technical information for APC A0140-0129 (str. Mihail Sadoveanu 2/5, mun. Chişinău)
- Annex C. to the Terms of reference – technical information for APC A8001-0004 (str. Veronica Micle 42, or. Străşeni)
- Annex D. to the Terms of reference – technical information for APC A0110-0203 (bd. Traian 15, mun. Chişinău)

**4. GENERAL DESIGN REQUIREMENTS**

The Technical Design will be prepared in such a way as to comply with the following provisions:

- a) legislative acts, normative documents and corresponding standards of the Republic of Moldova on design works, including:

- Law no. 721 of 02.02.1996 on quality in construction;
- COD No.434/2023 Urban Planning and Construction;
- Law No 139 of 19.07.2018 on energy efficiency;
- Law No 282 of 05.10.2023 on the energy performance of buildings;
- Law No 107 of 27.05.2016 on electricity;
- Law no. 163 of 09.07.2010 on the authorization of construction works;
- Law no. 10 of 26.02.2016 on the promotion of the use of energy from renewable sources;
- Law No. 44 of March 27, 2014 on the labeling of energy-related products;
- Government Decision no.745 of 26.20.2015 for the approval of the Technical Regulation "Making available on the market of electrical equipment intended for use within certain voltage limits";
- NAIE (ПУЭ) Standards for the arrangement of electrical installations / Правила устройства электроустановок;
- ANRE Decision No. 42 of 22.11.2019 on the approval of the Electricity Networks Code;
- NCM A.07.02:2012: Procedure for the elaboration, endorsement, approval and framework content of the design documentation for construction;
- NCM M.01.01:2016: Energy performance of buildings. Minimum energy performance requirements for buildings. Energy performance of buildings;
- NCM M.01.04-2016: Energy efficiency of residential buildings Energy performance of buildings. Methodology for calculating cost-optimal levels of minimum energy performance requirements for buildings and building elements;
- NCM C.01.08:2016 Residential blocks;
- NCM C.01.15:2018 Civil buildings. Residential residential buildings. Design rules;
- NCM A.08.01:2016 Construction organization;
- NCM C.04.03.03:2015 Coatings. Application rules;
- NCM C.04.05:2016 Insulating and finishing coatings;
- NCM G.01.02 Design and installation of electrical installations in residential and social buildings;
- NCM E.04.01:2017: Thermal protection of buildings. Protection against environmental actions;
- NCM A.07.06:2016 Composition and content of the "Environmental Protection" section in the Technical Design;
- NCM E.03.02-2014 Fire protection of buildings and installations;

- NCM A.08.01:2016 Occupational safety and health in construction;
  - NCM E.04.02:2014 Protection against noise;
  - NCM L.01.01-2012 Rules for determining the value of construction works;
  - CP E.04.05-2017 Thermal protection design of buildings;
  - CP E.04.02-2013 Technical rules for the execution of external and internal thermal insulation systems of buildings;
  - CP E.04.04-2005 Execution of insulation, protection and finishing works in construction;
  - CP A.08.05 Methodology for the elaboration of projects for the execution of construction-assembly works;
  - CP E.04.08-2015 PVC window and door blocks. Installation works;
  - CP E.04.07-2014 Waterproofing of underground parts of buildings and constructions. Design recommendations;
  - CP A.08.05:2014 Methodology for the elaboration of projects for the execution of construction-assembly works;
  - CP A.08.06:2014 Methodology for the elaboration of site organization projects;
  - CP A.08.06:2014 Execution of construction work at a height. General safety requirements;
  - CP E.03.01:2019 Fire safety. Ensuring fire resistance of buildings;
  - CP L.01.01.01-2012 Instructions on the preparation of estimates for construction-assembly works using the resource method;
  - SNiP 2.01.01-82 Строительная климатология и геофизика;
- b) urban planning certificate for the design, to be obtained by the Beneficiary with the support of the Contractor;
- c) energy audit report; The energy audit report of the buildings will be made available to the Contractor to be used in the preparation of the Technical Design.
- d) *Guidelines for the implementation of energy efficiency measures and use of RES in the residential sector* - published on the website of the Public Institution National Center for Sustainable Development (hereinafter - IP CNED)  
[https://cned.gov.md/sites/default/files/document/attachments/ghid\\_ee\\_imobile\\_locative\\_.pdf](https://cned.gov.md/sites/default/files/document/attachments/ghid_ee_imobile_locative_.pdf)
- e) The technical expertise report of the building, which is part of the assignment for the Contractor;
- f) Where applicable, the designer will provide support to the beneficiary in requesting the connection permit from the distribution system operator, which will outline the technical conditions for connecting the photovoltaic system to the electricity grid.

### **The obligations of the Contractor:**

- 1) Prior to design, the Contractor is obliged to check all building dimensions and structural elements of the building, as well as to check the solutions specified in the Energy Audit Report, for measures included in the technical information Annexes (A-D) for each multi-storey building. The chromatic and finishing solutions for the building envelope will necessarily be coordinated with the UNDP and the Beneficiary HoA.
- 2) The Technical Design shall specify all materials (please do not mention brand name) and works required for a complete solution - starting from the necessary dismantling for the implementation of energy efficiency, protection and reinforcement measures, preparation of the surfaces to be insulated, to the application of protective and finishing layers, appropriate solutions around exterior windows and doors (including insulation), necessary modifications/replacements of the roof rainwater drainage system or elements, etc. Where the protective enclosures to be insulated are partially insulated, provision shall be made for the design of measures to remove the existing insulating layer in order to apply new layers of insulating material.
- 3) The Contractor shall develop instructions for the replacement of doors/windows after completion of the insulation works, including instructions for other interventions in the building after renovation.
- 4) The Technical Design will set out the key phases of works execution.
- 5) The requirements of the legislation of the Republic of Moldova in the field of environmental protection, waste management (including hazardous waste disposal requirements), occupational safety and health will be taken into account in the design. Negative impact caused by noise, or impact on soil and water, generation of dust and waste during the execution of construction works will be minimized/mitigated by implementing appropriate measures. The Contractor shall design all necessary measures to ensure occupational safety and health on the construction site including necessary measures for fencing and signaling of the construction site, protective awnings, fire protection on the construction site etc.
- 6) Technical Design and approvals/verifications/expertise shall be provided with all original stamps and signatures.
- 7) The Bill of Quantities (BoQs) for construction-assembly works shall be elaborated using the resource-based method.

### **5. REQUIREMENTS IN TERMS OF THE TECHNICAL DESIGN COMPONENTS**

The Technical Designs shall have the following components:

- a) The technical expertise Report of the construction, elaborated by certified technical experts.
- b) The Technical Design itself with the following compartments/chapters:
  - explanatory memorandum;
  - general plan;
  - architectural solutions (AS) (including color solutions);

- building elements (C), consisting of the reinforced concrete construction (CBA) and timber construction (CL) compartments - where the technical expertise report will include recommendations for strengthening;
  - technological solutions;
  - solutions for technical installations and engineering networks - (relocation of existing building networks) - as needed;
  - power supply (AEE), where needed;
  - photovoltaic system connection, where needed;
  - organization of the construction works, including the timetable for execution of the works;
  - environmental protection;
  - measures to ensure fire safety;
- c) Verification approvals.
- d) Estimates documentation for the execution of construction works:
- List of quantities of works (Form no.1);
  - Local currency (Form no.7);
  - Local resource budgets (Form no.3);
  - Unit price catalog for the item (Form no.5);
  - General estimate (Form no.9);
- e) Report on the verification of the estimate documentation.

***NOTE: Suppliers shall refer to the Annex detailing the exact requirements for each technical design per HoA/ APC.***

## **6. REPORTING, COORDINATION AND DELIVERY REQUIREMENTS**

The Contractor shall report and present the progress of the Technical Design to the UNDP on a weekly basis.

The Contractor shall work in close coordination with the UNDP project team and designated responsible at I.P. CNED in the process of assignment.

The Contractor shall immediately report to the responsible person of the UNDP any obstacle to the preparation of the Technical Design in written form, within 1 day from the date of occurrence/identification of the obstacle.

The Technical Design, prepared and checked in accordance with the requirements of the relevant legal normative framework, shall be submitted to the UNDP in 3 original hard copies and in an electronic (editable) version accordingly.

The technical design verifiers' approvals, the Urban Planning Certificate, and the Building Expertise Report will be submitted to the UNDP as original documents in hard copy format.

The cost estimates shall be submitted in the original, on paper in 3 copies and in electronic format (Word and Excel format).

#### 4. IMPLEMENTATION TIMEFRAME

The Contractor is expected to complete all tests and present full design documentation, including complete drawings, BOQs authorized by verifiers, technical documentation, etc. in maximum 60 days without “Verification of the designs and Bill of Quantities” item and maximum 70 days, including “Verification of the designs and Bill of Quantities” and expertise, if required by the verification entity from the contract signature date.

#### 5. DELIVERABLES AND TIMEFRAME

Item No.	Description/Specification of Services	Delivery Date
1.	4 (four) technical expertise Reports of the construction, elaborated by certified technical experts for buildings for each beneficiary Association	10 days from the date of contract signing
2.	<p>4 (four) technical designs for each beneficiary Association:</p> <p><i>The Technical Design will contain:</i></p> <p><i>a) Technical expertise report on the construction, prepared by certified technical experts.</i></p> <p><i>b) Execution project that will include the following sections:</i></p> <ul style="list-style-type: none"> <li>• Explanatory memorandum;</li> <li>• General plan;</li> <li>• Architectural solutions (AS) (including color schemes);</li> <li>• Construction elements (C), consisting of reinforced concrete construction section (RCC) and wood construction (WC) – in case the technical expertise report includes recommendations for reinforcement;</li> <li>• Technological solutions;</li> <li>• Solutions for technical installations and engineering networks – (relocation of existing utilities) - where needed;</li> <li>• Organization of construction works, including the execution schedule;</li> <li>• Environmental protection;</li> <li>• Fire safety assurance measures;</li> <li>• power supply (AEE), where needed;</li> <li>• photovoltaic system connection, where needed;</li> </ul> <p><i>c) Project execution verification approvals.</i></p> <p><i>d) Cost estimation documentation for construction works:</i></p> <ul style="list-style-type: none"> <li>• List of quantities of works (Form No. 1);</li> <li>• Local estimates (Form No. 7);</li> <li>• Local estimates with resources (Form No. 3);</li> </ul>	60 days from the date of contract signing



	<ul style="list-style-type: none"> <li>• Unit price catalog for the object (Form No. 5);</li> <li>• General estimate (Form No. 9);</li> </ul> Verification report of the cost estimation documentation. <b>NOTE: Vendors shall refer to the Annexes detailing the exact requirements for each technical design structure per HoA/ APC.</b>	
3.	Development of bill of quantities and preliminary cost estimates for all 4 (four) beneficiary Association	60 days from the date of contract signing
7.	Final approval and verification of the designs and Bill of Quantities for all 4 (four) beneficiary Association.	7 days from the date of contract signing
8.	Assist 4 (four) beneficiaries in obtaining building permits (Authorization for Construction).	N/A

*Note: Construction or refurbishment works are not part of the UNDP project; therefore, the Author's supervision of construction or refurbishment works to ensure compliance with the design and specifications, as well as the Author's participation in the preliminary and final commissioning committees, cannot be included in this Contract **but are defined by the laws of the Republic of Moldova**. Construction or refurbishment works will be funded by the Residential Energy Efficiency Fund (FERM) and managed by National Center for Sustainable Energy (CNED).*

## 6. REQUIREMENTS

### 6.1. Requirement for Bidders:

- Be a legally registered entity or a consortium of firms/organizations;
- The company must have at least 3 (three) years of experience in the energy and/or construction field;
- The Bidder must have minimum 3 similar contracts related to: 1. technical design for building's thermal insulation (including external wall insulation) and 2. design of installation of photovoltaic power system), undertaken in the past 5 (five) years;
- The proposed team will cover the entire spectrum of analysis and expertise in all areas of consultancy necessary for the successful completion of the entire workload and the presentation of the results mentioned above.

### 6.2. Requirements for the team of experts within the company:

Bidders shall propose the following Key personnel along with the signed CVs and Statement of availability for the period of this contract execution including respective certificates (Certificat de atestare tehnico-profesională) by the national regulation authority in construction of Republic of Moldova, valid at the date or presentation of the offer:

The team shall meet the following requirements, experience and qualifications:

#### Team leader:

- University degree in the field of construction or related fields
- Practical experience in the preparation of the technical design of at least 5 (five) years
- Experience in coordinating teams of experts in at least 3 (three) similar contracts
- Certified designer or engineer in architecture/construction field or related fields

**At least 5 (five) mandatory certified experts:**

- One (1) certified designer in architecture engineering.
- One (1) certified designer, construction resistance/civil construction field
- One (1) Certified designer in installations and electrical systems
- One (1) Certified Cost estimator
- One (1) certified designer in industrial machinery and equipment

**with the following experience and qualifications**

- University degree in the relevant field (e.g., construction, engineering, architecture, etc.)
- A minimum of 5 (five) years of professional experience in the relevant area of expertise
- Certified or licensed professionals where applicable (e.g., engineers, architects, etc.)

***Please note: The above listed roles cannot be cumulated under a single position.***

## 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:	<b>RfQ24/02962: Preparation of the Technical Design for improvement of the energy efficiency of four buildings</b>	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
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.			
<b>Previous relevant experience:</b>				
<b>Minimum three (3) similar contracts related to: 1. technical design for building's thermal insulation (including external wall insulation) and 2. design of installation of photovoltaic power system), undertaken in the past 5 (five) years</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 bid 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:	<b>RfQ24/02962: Preparation of the Technical Design for improvement of the energy efficiency of four buildings</b>	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;
- a brief methodology, approach and implementation plan;
- list of proposed Key Personnel, their CVs and accreditation certificates;
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed at Section 2 “Documents to be Submitted”.

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference for 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 the Quotation: <b>US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies</b>		
Ref		Price, VAT 0% <i>[Please indicate currency]</i>
1.	Work plan with the date of the planned field visits for each beneficiary and the deadline for the submission of reports.	
2.	Technical design for Building 1/APC A0150-0063	
3.	Technical design for Building 2/APC A0140-0129	
4.	Technical design for Building 3/APC A8001-0004	
5.	Technical design for Building 4/APC A0110-0203	
<b>Total Price</b>		<i>[Please indicate currency]</i>

**Breakdown of Fees**

Personnel / other elements	UOM	Qty	Unit Price <i>[Please indicate currency]</i>	Total Price <i>[Please indicate currency]</i>
<b>I. Personnel</b>				
<b>Team leader/Project manager* (1 expert)</b>	day			
<b>Key Experts</b> (to be included separately by expert – name and role area to be mentioned), as below:				
Expert/certified designer no. 1 Architecture engineer	day			
Expert/certified designer no. 2 Civil engineer construction	day			
Expert/certified designer no. 3 Electrical engineer/installations and electrical systems	day			
Expert/certified designer no. 4 Cost estimator	day			
Expert/certified designer no. 5 Industrial Machinery and equipment expert	day			
Other Experts, if necessary: (please specify)				
.....				
<b>II. Other Costs (as applicable)</b>				
Local Transportation				
Other Costs: (please specify)				
<b>Total</b> <i>[Please indicate currency]</i>				

*Please note that total costs in both tables should be the same.*

**Compliance with Requirements**

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Delivery Lead Time – 70 (seventy calendar days after signing the contract)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<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.
Full acceptance of the General Conditions of Contract	<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.</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>_____</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>