**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. Bidders 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: | **RFQ25/02955: Provision of professional detailed design and costs estimation for Tipova Monastery** | 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? | [ ]  Yes [ ]  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):* | [ ]  Yes [ ]  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):* | [ ]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [ ]  Yes [ ]  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)* | [ ]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [ ]  Yes [ ]  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:** **Three (3) contracts for development of design and cost estimation for cultural heritage objects (with a costs estimation value of proposed conservation/restauration works not less than 100,000 USD each) for the last five (5) years)** |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** *(insert currency)* | **Period of activity** *(month/year)* | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **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. |
|[ ] [ ]  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. |
|[ ] [ ]  **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.  |
|[ ] [ ]  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 wehave 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. |
|[ ] [ ]  **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. |
|[ ]  [ ]  | **Prohibitions and Sanctions:** l/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. |
|[ ] [ ]  **Bankruptcy**: l/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. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  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: | **RFQ25/02955: Provision of professional detailed design and costs estimation for Tipova Monastery** | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

- a brief description of company’s qualifications and capacity that is relevant to the Scope of Works;

- a brief method statement and implementation plan;

- team composition and CVs of key personnel.

**Financial Offer**

**Currency of the Quotation: Moldovan Leu (MDL) for local suppliers and US Dollars (USD) for international suppliers**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price*****(insert currency)*** |
| 1. | **Deliverable 1:** Preliminary site surveying works, Detailed complex investigations of the site and previous technical archaeological and historical documentation. Obtaining permits (urbanism certificate, technical conditions), topography survey of adjacent territory |  |
| 2. | **Deliverable 2:** Development of the preliminary project of interventions at the historical monument (Schița de proiect). Endorsing and coordinating the preliminary project with the Beneficiary, donor and CNMI |  |
| 3. | **Deliverable 3.1:** Development of the detailed project documentation for the first phase of the intervention - increasing the accessibility and securing the access path from the Church of the Assumption of the Godmother to the Cave Monastery (Proiect de execuție): (Land improvement (PG); Architectural solutions (SA) if necessary; Lightning of the path; Design of organization of construction site (DOC) |  |
| **Deliverable 3.2:** Approved technical design documentation by appropriate authorities |  |
| 4. | **Deliverable 4.1:** Bill of quantities (BOQ) and cost estimates, complete for all items of work with detailed description for each item, divide project documentation and costs estimates of the project in implementation stages |  |
| **Deliverable 4.2:** Verification of costs estimates by independent Authorized / Licensed Experts |  |
| 5. | **Deliverable 5:** Design Author’s Supervision during the construction period |  |
| **Total Price** |  |

**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 – 100 days |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation – 90 days |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Availability of licensed engineering softs (AutoCad, Revit, WinSmeta/ WinDoc etc.) |[ ] [ ]  Click or tap here to enter text. |
| *Commissioning* Participation in preliminary and final commissioning of the works |[ ] [ ]  Click or tap here to enter text. |
| *Technical Support Requirements* The contracted company will eliminate any errors in design documentation and costs estimation subject to quality guaranty in maximum one month from the moment of written notification  |[ ] [ ]  Click or tap here to enter text. |
| All Provisions of the UNDP General Terms and Conditions accepted |[ ] [ ]  Click or tap here to enter text. |

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| 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. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.  |