



**REQUEST FOR QUOTATION NO. RFQ25/02955:**

**PROVISION OF PROFESSIONAL DETAILED DESIGN AND COSTS ESTIMATION FOR TIPOVA MONASTERY**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP through the **European Union Confidence Building Measures (EU CBM VI) Programme**, kindly requests your quotation for the **Request for Quotation no. RFQ25/02955: Provision of professional detailed design and costs estimation for Tipova Monastery** 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: General instructions
- Section 3: Special instructions
- Annex 1: Schedule of Requirements
- 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 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-00654** 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

<b>Introduction</b>	<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>
<b>Deadline for the Submission of Quotation</b>	<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>
<b>Method of Submission</b>	<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:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_afrFS=16&amp;_afrMT=screen&amp;_afrMFW=1920&amp;_afrMFH=880&amp;_afrMFDW=1920&amp;_afrMFDH=1080&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_afrFS=16&amp;_afrMT=screen&amp;_afrMFW=1920&amp;_afrMFH=880&amp;_afrMFDW=1920&amp;_afrMFDH=1080&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0</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>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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>	<p>Quotations shall be quoted in only in the currency indicated in the system:</p> <p><b>Moldovan Leu (MDL) for local suppliers</b></p> <p>and</p> <p><b>US Dollars (USD) for international suppliers.</b></p> <p>For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange (to be found at <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>) indicated in the portal.</p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p>
<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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Price variation</b>	<p>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.</p>
<b>Alternative Quotes</b>	<p>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.</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p><b>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></p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>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.</p>
<b>Publication of Contract Award</b>	<p>UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>
<b>UNGM registration</b>	<p>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.</p>

## SECTION 3: 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 for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/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"/> <b>Liquidates damages</b> shall be imposed as follows:          In case the works are not completed within 100 calendar days, 2.5% of the total contract amount will be deducted out of the final invoice for each week of delay.          Max. number of weeks of delay 4.          Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.</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></p> <p>Including documentation such as catalogues, instructions and operating manuals.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 (ninety)</b> days 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"/> Per deliverable, within 30 days after receipt and acceptance of each deliverable.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Services, 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> <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 communicated directly in the</p>

	portal.
<b>Documents to be submitted</b>	<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 (short info up to 5 pages), including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of Company's Registration Certificate <input checked="" type="checkbox"/> Copy of Extract from state register including the design development works as field of activity <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar design and costs estimation assignments (cultural heritage objects with similar type in volume undertaken within the past five (5) years). The list shall include the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact (clients may be contacted for further information on the respective contracts)</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of works undertaken.</li> </ul> <input checked="" type="checkbox"/> Acceptance Notes of services executed (signed Acts of acceptance by Client for provided design and costs estimation) for 3 (three) cultural heritage objects (with a costs estimation value of proposed conservation/restoration works not less than 100,000 USD each) for the last five (5) years, presented as similar experience (as listed in Evaluation Criteria below), including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or other document to prove the value of the cost of design works). Contracts without Acceptance Notes cannot serve prove of similar experience <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available <input checked="" type="checkbox"/> List of qualified key personnel, together with dully signed CVs and professional certificates (valid at the date of presentation) <input checked="" type="checkbox"/> Proof of availability of licensed engineering softs (AutoCad, Revit, WinSmeta/ WinDoc etc.). Please provide the contracts as proof of the purchase of licensed software <input checked="" type="checkbox"/> Metrological certificate for the measurement equipment (topographical station, theodolite, level etc.) <input checked="" type="checkbox"/> Chart for execution of works (Work Time Schedule) for example GANTT, which will reflect the activities to be implemented, timeframe, and the qualified staff <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"/> Income Statement and Balance Sheet for the past two years (2022-2023).
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer.
<b>Evaluation criteria</b>	<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 legal registered design institution/company <input checked="" type="checkbox"/> The design development works as field of activity according to the Extract from state register <input checked="" type="checkbox"/> Minimum five (5) years of experience in the field of development of design and costs estimation <input checked="" type="checkbox"/> Minimum 3 (three) contracts for development of design and cost estimation for cultural heritage objects (with a costs estimation value of proposed conservation/restoration works not less than 100,000 USD each) for the last five (5) years) <input checked="" type="checkbox"/> Availability of licensed engineering softs (AutoCad, Revit, WinSmeta/ WinDoc etc.) <input checked="" type="checkbox"/> Maximum delivery period not to exceed 100 calendar days upon signature of contract and from the moment the Contractor was given access to the site <input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works. Minimum key-personnel with valid certificates: <ul style="list-style-type: none"> <li>• <b>one (1) Task Manager/Architect certified in the field of cultural heritage (A4)</b></li> <li>• <b>one (1) Designer certified in the field of electrical and lighting networks</b></li> <li>• <b>one (1) Licensed cost estimator for cultural heritage objects.</b></li> </ul>

<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet (Goods and-or Services)</a>
<b>Expected date for contract award.</b>	01 March 2025





## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

**PROJECT NAME: European Union Programme "Support to Confidence Building Measures (VI)" (EU-CBM VI)**

### **A. Background**

In 2023 the European Union Confidence Building Measures Programme launched its sixth phase of the Programme funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

One of the specific components of the EU CBM Programme in its sixth phase is preserving of cultural and historical heritage. Culture is essential for the development of any society. Culture may have a strong dynamic and transformative force for social transformation on both banks. The activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Cultural and Historical heritage component focuses on conservation/restoration of small-scale historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

As a result of competition, 4 (four) small scale cultural heritage sites: Bell Tower in Vadul Raşcov village, Țîpova rupestrian Monastery, Ruins of the Great Raşcov Synagogue and façades of historical building on Suvorov 42 street from Bender town, located on both banks of the Dniester River (2+2) were selected for future conservation/restoration.

All these four sites have the status of monuments of national category, being recorded in the Register of state – protected monuments of the Republic of Moldova and for having any intervention – conservation/restoration works, first require development of detailed design documentation and endorsement of it by appropriate authorities, in special by National Council of Historical Monuments.

The Țîpova rupestrian Monastery is registered in the Register of state – protected monuments of the Republic of Moldova RMRMOS under the number 1963 as “Țîpova, Mănăstirea rupestră „Adormirea Maicii Domnului”, Sec. XII-XVII, Sec. XVIII-XX, Unknown Architect”.

### **B. Objective of the assignment**

The European Union Confidence Building Measures Programme (hereinafter the EU-CBM VI Programme) is looking for a technical design company with experience in development of detailed technical design for

conservation/restoration works of Cultural Heritage sites, to provide services in respect of developing detailed design documentation (Proiect de execuție), bill of quantities, cost estimates, verification, endorsement and approval of this design by appropriate authorities and provide author supervision during following conservation/rehabilitation works for the first phase of the conservation works at the Țîpova rupestrian Monastery.

The detailed design documentation will cover the rehabilitation interventions which will focus only on **increasing the accessibility and securing the access path from the Church of the Assumption of the Godmother to the Cave Monastery**, no other works will be covered. At the same time, since the site is a cultural heritage one with national significance the design will be divided in preliminary one (Schița de proiect) and phase of the detailed design, both will cover just the volume which belongs to the main access path.

To achieve the objective of this assignment, the selected company will be responsible for providing all the related technical design services. This includes: obtaining the permissive technical documentation from the relevant authorities, collecting of historical and archaeological (if necessary) information and development of the historical note (drawings, urbanism certificates, technical conditions for getting connected to the lighting networks, if necessary), drafting, elaboration of the preliminary design (schița de proiect) and coordinating and endorsing it with National Council of Historical Monuments (hereinafter CNMI). The company will also be responsible for the development of the detailed design documentation and specifications and endorsing it with CNMI and organizing author's supervision for site activities.

Based on the technical detailed design documentation and specifications, for the first phase of the intervention, Bill of Quantities developed by the company, the UNDP will launch a tender to select the entrepreneur that will carry out the works of increasing the accessibility and securing the access of main path of Țîpova rupestrian Monastery.

### **C. Key tasks and expected outputs**

During the process of developing the detailed design documentation, the appointed company should ensure the following:

- keeping intact the technological, historical, archeological and cultural information contained in the material structure and artistic image of the historical monument, which determines its authenticity, regardless of modern esthetical evaluations. The technical and material means used in suggested interventions should not distort this information, and should not create impediments for subsequent

interventions;

- coordination with EU-CBM VI Team, beneficiaries and with all related participants, activities linked to intervention works, interconnection of all compartments of project documentation and the main solutions;
- compliance of technological procedures and methods for carrying out works which were approved to be implemented, exigencies for preserving authenticity, pointing out and restoring the historical, scientific, artistic, and cultural value of the historical monument, ensuring conditions for its adjustment to modern needs or operational needs, as well as for its physical conservation (please note that access of the person with disabilities are not subject of this design);
- observing within the surveying works related to the historical monument and within the development of project solutions, as well as while performing the intervention works for the built cultural heritage sites of technical security, anti-fire and sanitary regulations.

To carry out the tasks set within the given technical specifications, the selected company will obtain with the support of the administration of National Museum of Ethnography and Natural History, Țîpova rupestrian Monastery is a branch of it:

- a) Legal documents, confirming the rights of the beneficiary in relation to the historical monument and the land plot within the boundaries of the territory of the respective real estate and/or, as needed, the owner's agreement (on hardcopy);
- b) Copies, including electronic ones, of technical records of real estate (land plot plan, location plan for constructions and surrounding (from all the periods registered in the Registry of Real Estate);
- c) Design permit (Certificat de Urbanism) from Lalova mayoralty.

The process of developing the detailed design documentation for restoring cultural heritage site will be divided into 4 stages:

### **Stage 1: Preliminary project (Schita de proiect) and permissive documentation**

This stage will be divided in 4 substages as following:

#### **1.1. Preliminary site surveying works, which will include:**

- a) inspecting the main path to determine the category of complexity and the volume of design works for recovering/rehabilitating the path;
- b) performing schematic surveying drawings of the site and calculating the physical volume;
- c) carrying out the preliminary examination of the technical condition of the path and concluding the acts related to visible defects caused by site's usage or natural factors' action;
- d) performing photo documentation of the site (before starting investigations and interventions on site);
- e) preliminary proposals for interventions at the main path and regarding the stages to perform them;

- f) topographic elevation of the land plot;
- g) result of geological and hydrological surveys (if needed).

**1.2. Detailed complex investigations of the site and previous technical and historical documentation** will include:

- a) historical – archivist and bibliographic surveys, developing the historical note;
- b) analytical conclusions regarding the modification over the time of the main path, comparative analysis with archive and bibliography survey materials, as well as recommendations for applying intervention methods;
- c) data of technical, dendrology and archeological surveys carried out on the land plot of the historical monument (as appropriate);
- d) graphic, photographic and other materials resulting from the surveys carried out in the field.

Based on the previous two substages, the selected company will provide a folder with full preliminary technical and historical information which will serve as a folder National archive Agency for having the evidence of the site. Requirements of presentation of this will be described below and are identical with requirements of presentation of deliverables.

### **1.3. Development of the preliminary project of interventions at the historical monument (Schița de proiect)**

After collecting all the site preliminary information, the contractor will provide 3-4 solutions of the planned path arrangements with material authentic for the historical site. This solution will include a preliminary cost estimation of the cost of it. Out of these 3-4 solutions, EU-CBM and Beneficiary will select a solution which will serve as base for the further development of the preliminary and detailed project documentation

At this substage, the selected company will provide all necessary preliminary project documentation **which must be developed according to the requirements in the field of immovable cultural heritage protection and in accordance with the composition of the project documentation, established in points 22-24 of the Regulation on the organization and operation of the CNMI, approved by Government Decision no. 73/2014.** The preliminary design must contain:

- a. general explicative note with scientific reasoning of project solutions;
- b. situation plan;
- c. general plan scheme;
- d. architectural solutions for preserving/restoring, rehabilitating/adjusting the main path, with graphic representation, **including in 3D dandlers;**
- e. special systematization and constructive solutions;
- f. utilities' fitting, networks for utility provision, technical measures, technological solutions (if any);
- g. interventions' organization project;

- h. cost estimates according to general indices;
- i. list of environment protection measures;
- j. list of anti-fire security assurance.

After being developed by the design company, these documents should be coordinated with and endorsed by the Beneficiary and Donor, and after being coordinated, all materials will be submitted to the National Council for Historical Monuments /MER for approval.

The Company will be responsible for amending the documentation submitted for approval in line with the requests of the Donor, Beneficiary and CNMI.

#### **1.4. Collecting the permissive documentation for design**

During the respective stage, the selected company will be responsible for obtaining the technical conditions to get connected to technical and utility networks (if necessary), prescription from specialized services and city planning certificate.

At this stage, selected company will be responsible for gathering the set of documents necessary to develop detailed design activities, including:

- a. Obtain the approval of the National Council of Historical Monuments;
- b. Obtain jointly with Beneficiary Authority the city planning certificate for design;
- c. Obtain jointly with the Beneficiary Authority of technical conditions for lighting networks (if necessary).

After being developed by the design company, these documents should be coordinated with and endorsed by the Beneficiary and Donor, and after being coordinated, all materials will be submitted to the National Council for Historical Monuments /MER for approval.

The Company will be responsible for amending the documentation submitted for approval in line with the requests of the Donor, Beneficiary and CNMI.

**Stage 2: Development of the detailed project documentation (Proiect de execuție), bill of quantities and local and general costs estimates, just for the first phase of intervention – increasing the accessibility and securing the access path from the Church of the Assumption of the Godmother to the Cave Monastery.**

During the respective stage, the selected design company will be responsible to draft the design documentation for phase of detailed technical documentation (faza PE) in line with NCM A.07.02-2012 – Procedure for development, endorsement, approval, and framework-content of design documentation for constructions and its amendments in forces.

After approving the preliminary design drawings, and obtaining of the city planning certificate, the appointed company will be responsible to develop, within one week, the design theme and to coordinate it with the EU-CBM VI Programme and beneficiary.

The designs should comply with the local legislation, State building norms and regulations, standards and specifications, local building regulations, including all technical norms and instructions in force concerning restoration and rehabilitation of cultural heritage sites and shall also ensure:

- 1) compliance with health and safety requirements;
- 2) compliance with environmental protection requirements;
- 3) compliance with internationally accepted principles of architectural heritage conservation European quality principles for EU-funded interventions with potential impact upon cultural heritage.

Develop of the detailed technical design documentation for all the volume of the works (internal, external etc.). The composition of the design should be:

- 1) Land improvement of adjacent territory (Plan general PG);
- 2) Design of organization of construction site (POC);
- 3) Development of bill of quantities and preliminary cost estimates for carrying out the intervention.

When drafting the general plan (GP), the company will take into consideration the need to organize the parking lot for bicycles.

These detailed design documentations shall consider mainly, but not limited to, recommendations for organization of construction works.

Based on technical design the cost estimates will be developed (using the resources methodology). The cost estimates and BoQ (Bill of Quantities) are subject to review and approval by licensed cost estimate specialists.

### **Stage 3: Verification, coordination, and endorsement of the design documentation**

The design company will be responsible for carrying out all the verifications, coordination, endorsements for the detailed design documentation and costs estimates in line with the Moldavian national legislation in force.

The costs related to verification and coordination of design documentation, as well as all the fees and charges for these procedures will be totally incurred by the design company.

The detailed technical design for projects that have the status of historical monument and are on the list of historical monuments, protected by state, must be **endorsed by National Council for Historical Monuments**.

#### **Stage 4: Author's supervision of project implementation process**

During the process of selecting the company to carry out the intervention works, the estimators and task manager (Main Architect) of the selected design company will provide support and clarifications to the EU-CBM VI Programme team.

During the rehabilitation process, the design company will be responsible for adjusting the developed solutions when divergences occur between the design and the de-facto situation at the site. The company will be also responsible for introducing changes in the design documentation during the author's supervision stage if the construction company comes up with optimization proposals or suggestions to change the used materials. Before being implemented, all these changes will be discussed with the project implementation group and materials will be changed only if they prove to have higher characteristics than the ones envisaged in the design documentation. All the modified documentations will be re-verified and re-endorsed in line with the legislation in force and the costs for this will be incurred by the design company. The author will participate at the commissioning, when works are accomplished and final commissioning, and will provide aviso with journal of the author supervision activities in accordance with CP C.01.16:2017 "Monuments of history and culture. The method and design principles of building restoration".

#### **D. Regulatory Framework**

For the contract implementation, the selected company shall be guided by the normative acts in force in Republic of Moldova, specifically:

- 1) Law No. 721 of 02.02.1996 on the Quality in Constructions and its amendments;
- 2) Law No. 1530 of 1993 on Protection of Monuments;
- 3) NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework-content of design documentation for constructions and its amendments;
- 4) Government Decision Nr. 73 from 31-01-2014 regarding the approval of the Regulation on the organization and functioning of the National Council of Historical Monuments;
- 5) CP C.01.16:2017 "Monuments of history and culture. The method and design principles of building restoration";
- 6) NCM E.03.02-2014 Protection against fire in buildings and installations;
- 7) NCM E.04.04-2016 Protection against environmental actions, Design of constructions' anticorrosive protection;
- 8) CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on resource method;
- 9) NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction;
- 10) The "International Charter for the Conservation and Restoration of Monuments and Sites" (The Venice Charter 1964) adopted by ICOMOS in 1965;

- 11) The ICOMOS Charter "Principles for the analysis, conservation and structural restoration of architectural heritage" adopted by ICOMOS in 2003;
- 12) The ICOMOS "European Quality Principles for EU-funded interventions with potential impact upon Cultural Heritage" published in 2019;
- 13) Council Directive 92/57/EEC of 24 June 1992 on the implementation of minimum safety and health requirements at temporary or mobile constructions sites;
- 14) Other normative acts in force on the territory of the Republic of Moldova.

#### **E. Implementation timeframe**

The Contractor is expected to complete all investigations and present the full design documentation, including complete drawings, authorized by verifiers, Bill of Quantities and technical specifications etc., within a maximum of **90 days** (excluding „Verification of the Bill of Quantities” item) and within a maximum **100 days** (including „Verification of the Bill of Quantities”) from the contract signature date.

Potential Offerors are requested to provide a detailed Work Plan which will reflect the activities to be implemented, timeframe, and qualified staff responsible.

#### **F. Deliverables**

The Contractor is required to deliver the expected design services, in accordance with the following deliverable items and established schedules:

<b>Item No.</b>	<b>Description/Specification of Services</b>	<b>Delivery Date</b>
1.	<b>Deliverable 1:</b> 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	15 days from the date of contract signing
2.	<b>Deliverable 2:</b> 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	65 days from the date of contract signing
3.	<b>Deliverable 3.1:</b> 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)	80 days from the date of contract signing



	<b>Deliverable 3.2:</b> Approved technical design documentation by appropriate authorities	90 days from the date of contract signing
4.	<b>Deliverable 4.1:</b> Bill of quantities (BOQ) and costs 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	90 days from the date of contract signing
	<b>Deliverable 4.2:</b> Verification of costs estimates by independent Authorized / Licensed Experts	100 days from the date of contract signing
5.	<b>Deliverable 5:</b> Design Author's Supervision during the construction period	31 December 2025

**NOTE: All the deliverables shall be presented in Romanian language.**

#### **Requirements towards presentation of deliverables**

All the design documentation and technical specifications will be presented in hardcopies (4 copies) and in electronic format – scanned from the printed-out copies with signatures and endorsements on a flash-drive.

Additionally, the design documentation will be provided in DWG format, and the cost estimates – in .kos format.

#### **Drawings must be submitted in:**

Pdf/jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from AutoCAD by choosing "print to pdf/jpg". They shouldn't be scanned from hard copies to PDF/JPG format in scale.

#### **G. Institutional Arrangements**

In view of submitting diligent proposals, Offerors are encouraged to review the technical condition of premises that are subject to construction and renovation. In order to schedule a field visit to the premises, please send a message through Quantum Supplier Portal.

The Contractor will be awarded a contract with UNDP and will work under the guidance of the EU-CBM VI Project Officers/Engineers and supervised by EU-CBM VI Cultural Heritage component Project Manager. The Contractor will be responsible for establishing and maintaining good working relationships with relevant authorities, as well as for arranging all necessary transportation and logistics arrangements.

Selected company will be responsible for Safety measures (for people, structures and special elements) before initiating and implementing any type of work: scaffolding, nets, signage etc.

## **H. Financial Arrangements**

Payments will be made based on deliverables submitted and accepted by UNDP.

Bidders must take into account all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives. The Contractor will bear the responsibility for its own logistics and shall arrange their travel to and from the site, to and from the meetings/presentations.

## **I. Qualifications of the Successful Service Provider at Various Levels**

The bids will be evaluated based on their compliance with the general requirements specified below:

- Legal registered design institution/company;
- At least five (5) years of experience in the field of development of design and costs estimation;
- Minimum 3 (three) contracts for development of design and cost estimation for cultural heritage objects (with a costs estimation value of proposed conservation/restoration works not less than 100,000 USD each) for the last five (5) years);
- Proven technical and human resources for successful implementation of the assignment. The minimum key-personnel with valid certificates:
  - one (1) Task Manager/Architect certified in the field of cultural heritage (A4);
  - one (1) Designer certified in the field of electrical and lighting networks;
  - one (1) Licensed cost estimator for cultural heritage objects.

## 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:	<b>RFQ25/02955: Provision of professional detailed design and costs estimation for Tipova Monastery</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 through some other means, for example internal company policy documents on women	<input type="checkbox"/> Yes <input type="checkbox"/> No

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>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)</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value <i>(insert currency)</i>	Period of activity <i>(month/year)</i>	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.
<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

Yes	No	
		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 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:	<b>RFQ25/02955: Provision of professional detailed design and costs estimation for Tipova Monastery</b>	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 <i>(insert currency)</i>
1.	<b>Deliverable 1:</b> 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.	<b>Deliverable 2:</b> 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.	<b>Deliverable 3.1:</b> 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)	
	<b>Deliverable 3.2:</b> Approved technical design documentation by appropriate authorities	
4.	<b>Deliverable 4.1:</b> 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	
	<b>Deliverable 4.2:</b> Verification of costs estimates by independent Authorized / Licensed Experts	
5.	<b>Deliverable 5:</b> Design Author’s Supervision during the construction period	
<b>Total Price</b>		

**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	<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.
Availability of licensed engineering softs (AutoCad, Revit, WinSmeta/ WinDoc etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<i>Commissioning</i> Participation in preliminary and final commissioning of the works	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<i>Technical Support Requirements</i> 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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions accepted	<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>