**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: | **RFQ25/03012: Model school/ Development of detailed technical design documentation for the capital repair and modernization of the “Ion Creangă” Lyceum from Ungheni town.** | 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. |
| **Minimum three (3) similar contracts related to design services for rehabilitation/modernization of educational institutions or any other social public buildings, undertaken in the past 5 (five) years.***(Copies of provided contracts shall be presented as part of the submission)* |
| **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, Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|[ ] [ ]  **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 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: | **RFQ25/03012: Model school/ Development of detailed technical design documentation for the capital repair and modernization of the “Ion Creangă” Lyceum from Ungheni town.** | Date: Click or tap to enter a date. |

*Bidders are requested to complete the financial offer table.*

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification and capacity that is relevant to the TOR.*
* *a brief method statement and implementation plan.*
* *team composition and CVs of key personnel.*

**Financial Offer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nr** | **Description of Services/Deliverables** | **unit of measurement** | **Volume** | **Cost of unit** | **Total Price, USD, VAT=0** |
| 1 | Development of the existing school buildings layout scheme per each floor (Relevee) for school and auxiliary buildings, including basement rooms/premises, classrooms, subjects’ laboratories, corridors and recreation spaces, staircases, sport hall, events hall, canteen, workshops and other project related spaces. For all three blocks and connection galleries.Total school buildings surface S=6833,9 m2  | ***1 m2*** | ***6 833.9*** |  |  |
| 2 | *Topographical measurements/survey (1,62ha)* of school territory for further land developments, new sport fields, access ways, pavements, greening, etc. | ***1 m2*** | ***16 200.0*** |  |  |
| 3 | Development and approval of a new layout scheme per each floor and block with the detailed furnishing and educational equipment plan of project site’s classrooms, laboratories, sport & events halls, library, corridors, recreation spaces, canteen premises, with furniture/equipment. Development of the educational process technological solutions chapter (TH) for all four blocks, connection galleries and auxiliary buildings.Total school buildings surface S=6833,9 m2  | ***1 m2*** | ***6 833.9*** |  |  |
| 4 | Development of detailed technical designs: drawings for capital repair/modernisation of the block A (primary and gymnasium classes) of school building, including architectural solutions, structural designs (if necessary) and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, potable and hot water supply nets, interior sewerage, Fire safety measures, Bill of Quantities and cost estimates, etc.Total Block A surface S=2006,4 m2 | ***1 m2*** | ***2 006.4*** |  |  |
| 5 | Development of detailed technical designs: drawings for capital repair/modernisation of the block B (gymnasium, lyceum classes) of school building, including architectural solutions, structural designs (if necessary) and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, potable and hot water supply nets, interior sewerage, Fire safety measures, Bill of Quantities and cost estimates, etc.Total Block B surface S=2110,0 m2 | ***1 m2*** | ***2 110.0*** |  |  |
| 6 | Development of detailed technical designs: drawings for capital repair/ modernisation of the block C (sport, events hall, canteen with kitchen, workshops and administrative premises) of school building, including architectural solutions, structural designs (if necessary) and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, potable and hot water supply nets, interior sewerage, Fire safety measures, Bill of Quantities and cost estimates, etc.Total Block C surface S=1764,9 m2 | ***1 m2*** | ***1 764.9*** |  |  |
| 7 | Development of detailed technical designs: drawings for capital repair/modernisation of the connection galleries of school building (A”+ B”), including architectural solutions, structural designs (if necessary) and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, potable and hot water supply nets, interior sewerage, fire safety measures, Bill of Quantities and cost estimates, etc.Total galleries surface S=476,6m2+476,0m2=952,6 m2 | ***1 m2*** | ***952.6*** |  |  |
| 8 | Development of detailed technical designs: construction of the new boiler shop/ auxiliar building, including architectural solutions, structural designs and interior/exterior engineering nets: natural gas systems, thermomechanical equipment, heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, interior sewerage, Fire safety measures, Bill of Quantities and cost estimates, etc.Total boiler shop surface S=30,0 m2 | ***1 m2*** | ***30.0*** |  |  |
| 9 | Development of detailed technical designs: drawings for capital repair/modernisation of the external toilets/ auxiliar building, including **technical expertise** of the existing premises, architectural solutions, structural designs (if necessary) and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, anti-fire warning system, low voltage nets, video-security system, electrical ground connection system, potable and hot water supply nets, interior sewerage, Bill of Quantities and cost estimates, etc.Total external toilets surface S=28m2 | ***1 m2*** | ***28.0*** |  |  |
| 10 | Development of detailed general plan of the school, including access routes from the street to the school, paved paths on the school grounds, sport fields, children’s outdoor classrooms, new fencing of the territory, landscaping, greening, exterior electrical lighting and rainwater evacuation and irrigation infrastructure, etc. Bill of Quantities and cost estimates, for this chapter. **Total adjacent territory surface 1,62 ha** | ***1 m2*** | ***16 200.0*** | ` |  |
| 11 | Detailed design of Organization of the Construction site chapter | ***Chapter*** | ***1*** |  |  |
| 12 | Design on the environment protection measures chapter | ***Chapter*** | ***1*** |  |  |
| 13 | Dividing the design documentation and BoQs in implementation stages | ***Service*** | ***1*** |  |  |
| 14 | Verification of the designs by independent, Authorized by the State Experts. Endorsement of the design documentation from state appropriate services | ***Service*** | ***1*** |  |  |
| 15 | Technical Design Author’s Control during the implementation of the construction works | ***Service*** | ***1*** |  |  |
|  | **Total:** |  |  |  |  |

**Breakdown of costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements**  | **UOM**  | **Qty**  | **Unit Price, USD**  | **Total Price, USD**  |
| **Personnel** |   |   |   |   |
| 1 (one) Task Manager- attested as Architect | day  |  |   |   |
| 1 (one) Attested structural design specialist | day  |  |  |  |
| 1 (one) Attested designer licensed in Internal/External Electricity Networks | day  |  |  |  |
| 1 (one) Attested designer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems | day  |  |  |  |
| 1 (one) Attested designer licensed in natural gas systems | day  |  |  |  |
| 1 (one) Attested designer licensed in water supply/sewerage networks | day  |  |  |  |
| 1 (one) Attested designer licensed in low voltage networks, access control system, video surveillance system | day  |  |  |  |
| 1 (one) Attested designer licensed in fire safety measures (MASI) | day  |  |  |  |
| 1 (one) Attested Cost estimator | day  |  |  |  |
| **Other expenses** |   |   |   |   |
| Other Costs: (please specify)  |   |   |   |   |
| **Total**  |   |

**Compliance with Requirements**

|  |  |
| --- | --- |
| **Requirements** | **Your Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Maximum delivery period not to exceed *240 calendar days* upon signature of contract for the design development stage |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation *90 calendar days* |[ ] [ ]  Click or tap here to enter text. |
| *Technical Support Requirements*In case there will be identified discrepancies between the design and de facto situation, the contracted company will update the design and supervise the works in accordance with the renewed design 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 |[ ] [ ]  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. |
| *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 Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.  |