

REQUEST FOR QUOTATION NO. RfQ25/03060:

Development of detailed technical design documentation for the reconstruction of the indoor shooting range of the ‘Stefan cel Mare’ Academy of the Ministry of Internal Affairs

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **“Reinforcing Skills-Based Training of Law Enforcement Professionals in Moldova” Project**, kindly requests your quotation for the **Request for Quotation no. 25/03060: Development of detailed technical design documentation for the reconstruction of the indoor shooting range of the ‘Stefan cel Mare’ Academy of the Ministry of Internal Affairs**, 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: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

- **Annex a):** Urban Planning Certificate no. CU-0004011 dated 12.11.2024
- **Annex b):** Feasibility Study “Modernization of The Shooting Range for The Ministry of Internal Affairs Academy ‘Stefan cel Mare’ of the Republic of Moldova” – 2023
- **Annex c):** Expertise Report of the existing construction No. 0914-12/ET-2021 carried out by the technical expert Axenti Tudor in 2021
- **Annex d):** Excerpt from the cadastral file for no. 010021324104
- **Annex e):** Basement level construction plan including connection points to electricity

Site visit information:

Time and time zone: 14.00 (Moldova time / GMT+3)

Date: 06 June 2025

Location: Gheorghe Asachi str. 21, Chisinau

Focal Person: Veaceslav Bugai

Telephone: +373 68777125

E-mail address: veaceslav.bugai@undp.org

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-00734** and subscribe to the tender 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/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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. 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.

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. 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 the last minute. If the Bidder faces any issue during submitting offers at the last minute 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 an 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

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<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 http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ 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>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=8godmwdd9_239&_afLoop=7321111756612874&_afWindowMode=0&_afWindowId=null&_af_rFS=16&_afMT=screen&_afMFW=1920&_afMFH=880&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=0</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"> File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	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.
Conflict of Interest	<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>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	<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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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 b) they have the same legal representative for purposes of this RFQ; or 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. 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 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.
Price variation	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.

Alternative Quotes	If an 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.
Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>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.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the COand the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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

General Conditions of Contract	<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:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Contracts (for Goods and/or Services)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<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: Percentage of contract price per day of delay: 0.3% up to a maximum of 30 calendar days, after which UNDP may terminate the contract.</p>
Duties and taxes	<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:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Eligibility	<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>
Language of quotation	<p>English, Romanian or Russian</p> <p>Including supporting documentation as applicable.</p>
Site inspection	<p>A group site inspection will be held as follows:</p> <p>Time and time zone: 14.00 (Moldova time / GMT+3)</p> <p>Date: 06 June 2025</p> <p>Location: Gheorghe Asachi str. 21, Chisinau</p> <p>Bidders should arrange site visits at their own cost and shall coordinate the site visits on the above-mentioned date with the following contact person from UNDP:</p> <p>Focal Person: Veaceslav Bugai</p> <p>Telephone: +373 68777125</p> <p>E-mail address: veaceslav.bugai@undp.org</p> <p>Bidders shall notify the focal point 1 (one) day in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.</p> <p>The site inspection is:</p> <p>Not Mandatory but highly recommendable.</p>

Quotation validity period	Quotations shall remain valid for 90 calendar days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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 detailing the experience of the company, proposed methodology, approach, and implementation timeline to complete the assignment, and key personnel proposed</p> <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment</p> <p><input checked="" type="checkbox"/> Copy of registration documents</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar design services undertaken within the past five (5) years including the following information:</p> <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference contact details including e-mail. • Contract value • Period of activity • Types of services undertaken <p><input checked="" type="checkbox"/> Copies of minimum three (3) similar contracts related to design services for rehabilitation/reconstruction of social public buildings (min. surface 500 m2), including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, land development, etc.), undertaken in the past 5 (five) years</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), if available</p> <p><input checked="" type="checkbox"/> List of qualified key personnel together with CVs and professional <u>technical certificates as designers</u> (Certificat de atestare tehnico-profesională), issued by the national regulation authority in construction of Republic of Moldova (valid at the date of presentation), as follows:</p> <p style="padding-left: 40px;">a) 1 (one) Task Manager/Architect</p> <p style="padding-left: 40px;">b) 1 (one) Civil construction design specialist, construction resistance field</p> <p>Relevant experience shall be duly stated in the attached CVs.</p> <p><input checked="" type="checkbox"/> Chart for provision of services (Implementation Plan), for example GANTT</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023, 2024)</p>
Evaluation method	<input checked="" type="checkbox"/> UNDP will award a contract to one Bidder only. The Contract will be awarded to the lowest price and substantially compliant offer based on the conducted evaluation.

Evaluation criteria	<p>The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of consortiums, all criteria listed below shall apply towards the Lead Member.</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions of Contract</p> <p><input checked="" type="checkbox"/> Minimum five (5) years of experience in the field of design of social infrastructure objects</p> <p><input checked="" type="checkbox"/> Minimum three (3) similar contracts related to design services for rehabilitation/reconstruction of social public buildings (min surface 500 m2), including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, land development, etc.), undertaken in the past 5 (five) years</p> <p><input checked="" type="checkbox"/> Maximum delivery period not to exceed 75 calendar days upon signature of contract</p> <p><input checked="" type="checkbox"/> Sufficient human resources capability to qualitatively and timely execute the works. Minimum key-personnel with <u>valid technical certificates as designers (Certificat de atestare tehnico-profesională), issued by the national regulation authority in construction of Republic of Moldova that will perform works in line with the legislation of Republic of Moldova:</u></p> <ul style="list-style-type: none"> • 1 (one) Task Manager/Architect • 1 (one) Civil construction design specialist, construction resistance field <p><i>The proposed key personnel shall have experience in design development services. The CVs shall contain proof of coherent experience to the position sought.</i></p>
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award	30 June 2025

ANNEX 1: SCHEDULE OF REQUIREMENTS / TERMS OF REFERENCE

Development of detailed technical design documentation for the reconstruction of the indoor shooting range of the 'Stefan cel Mare' Academy of the Ministry of Internal Affairs

A. Background

While fulfilling their duties, frontline police officers encounter a wide range of behaviours, ranging from cooperative to resistant or assaultive behaviour that could cause grievous bodily harm or death. Therefore, the Police staff should be engaged through training in a suite of tactical options, ensuring that they are always prepared and able to respond appropriately in any situation. Firearm use is one of these tactical options and is a basic professional skill any police officer should master, and it could be applied as a last resort measure to maintain public safety and order without a prejudice to personal safety.

Firearm use and shooting training is organized on regular basis by the "Stefan cel Mare" Academy (Police Academy) of the Ministry of Internal Affairs of the Republic of Moldova. The Academy has a 55 meters long indoor shooting range that is in use since 1983. However, the facility is in poor condition that decreases the quality of the training process, threatens the safety of the students/cadets, as well as does not comply with applicable environmental requirements. Additionally, the electric/lighting, acoustic, and heating systems are outdated; the ventilation system is unable to prevent air contamination and has a limited air filtration and circulation capacity, while the bullet trap mechanism is worn. The shooting range lacks a shooting monitoring and control system, distraction lighting system and a fit for purpose target carrier system, that would allow to conveniently program different manoeuvres and scenarios.

UNDP has conducted a preliminary technical examination of the shooting range premises in early 2021. However, the study was focused on examination of the general technical condition of the premises, potential costs for construction works and less on specific equipment relevant to the shooting range functioning and costs estimates for such equipment.

Through this intervention, the Project intends to support the Academy in modernizing the indoor shooting range to foster a skills-based training in responsible firearm use for policing activity. The Project conducted in 2023 a comprehensive feasibility study on modernization of the shooting range of the Police Academy of the MIA. Building on the best regional practices and applicable safety and environmental requirements, the feasibility study assessed the level of interventions and the amount of investments required, paying due attention to the required specialized equipment; ensuring compliance with ballistic and soundproofing requirements; reengineering and upgrade of utilities systems and networks; redesign and refurbishment of adjacent training/debriefing rooms and other relevant spaces; installation of audio, video, lighting systems and automatic target retrieval mechanisms; provision of weapon discharge system and other relevant equipment and gear used for qualification, training and practice purposes. The study offered several scenarios for the modernization of the shooting range and further decision on which scenario will be applied will be taken by MIA and the 'Stefan cel Mare' Academy. Upon the decision and overall repair and upgrading of the current premises of the shooting range the endowment with necessary specialized equipment and furniture will be carried out.

Therefore, one of the main tasks to be carried out that would allow further modernization of the shooting range of the Police Academy is the whole reconstruction of the existing indoor shooting range at the Academy.

B. Objective of the assignment:

The main objective of this assignment is to identify a design company to develop the detailed technical design documentation and Bill of Quantities (BoQ) for the full reconstruction of the Indoor Shooting Range of the Police Academy, including entry staircase, adjacent training/debriefing rooms and other auxiliary spaces. Detailed design documentation for the full reconstruction of Indoor Shooting Range of the Police Academy will also include full replacement of all engineering systems, such as: heating, ventilation, air-conditioning, electricity, low voltage nets, video security, anti-fire warning, internet, etc.

The development of detailed technical design documentation shall be carried out in accordance with the provisions of the normative NCM A. 07.02-2012 "Procedure for the development, endorsement, approval, and framework content of project documentation for constructions." The project for the execution of reconstruction works shall be based on the requirements from the attached documents as follows:

- **Annex a)** Urban Planning Certificate no. CU-0004011 dated 12.11.2024
- **Annex b)** Feasibility Study "Modernization of The Shooting Range for The Ministry of Internal Affairs Academy 'Stefan cel Mare' of the Republic of Moldova" – 2023;
- **Annex c)** Expertise Report of the existing construction No. 0914-12/ET-2021 carried out by the technical expert Axenti Tudor in 2021;
- **Annex d)** Excerpt from the cadastral file for no. 010021324104;
- **Annex e)** Basement level construction plan including connection points to electricity.

Participation to this RFQ process is open to all registered architectural and/or engineering companies that have both, the required experience and knowledge of the design norms and requirements applicable in the Republic of Moldova.

To achieve the objective of this assignment, the selected contractor will be responsible to carry out all the technical design related works, including site inspection and measurement works, drafting, coordinating, endorsing and verification of the design documentation, BoQs and specifications as established in the legislation in force, organizing author's supervision activities during project implementation, as well.

The Contractor will develop the design documentation applying the most efficient technical solutions for proposed reconstruction, based on the type and technical characteristics of the infrastructure and required scope of rehabilitation works.

Based on the technical documentation and specifications, estimates and bill of quantities, drafted by the design company, and properly verified, coordinated, and approved, a tender will be launched, to select the entrepreneurs to carry out the reconstruction works.

C. Description of the object:

According to the existing plan and other documents, the space to be reconstructed is located in the basement of building named – lit.J – sports hall, and is part of the complex of the "Ștefan cel Mare" Academy of the Ministry of Internal Affairs, located on Gheorghe Asachi Street, 21, in the residential and social-purpose neighborhood of the Centru sector of Chișinău municipality, on the land with cadastral number 0100213241 with the following general data:

Location:	Gheorghe Asachi street no. 21 Chisinau
Cadastral code:	0100213.241.04
Legal Status:	According to the extract from the Real Estate Registry regarding the property ownership rights from the Territorial Cadastre Office, the property is owned by the Ministry of Internal Affairs (MAI).
Project Phase:	Execution project
Building Capacity:	S+P+E
Volume of the building subject to modernization:	Only the basement
Basement Area:	724m ²
Height:	3.35m
Volume:	2425m ³
Destination:	Shooting range for training with small and medium caliber firearms.

The location of the building is characterized by:

- Climatic conditions – III B.
- External air temperature – minus 16°C.
- Wind pressure – 0.3 kPa.
- Snow load – 0.5 kPa.
- According to NCM E.02.02-2016 "Reliability of construction elements and foundation soils. Basic principles," the importance class of the examined buildings is CC-2 – (normal level).
- According to NCM E.01.02-2019 "Actions in constructions. Regulation regarding the determination of the importance categories of constructions," the importance category of the examined buildings is "C" – (normal).
- According to the seismic micro zonation map of Chișinău municipality, the land is in the area assigned to a seismic intensity of 7 degrees.

As a result of the capital repair works with partial re-planning and reorganization, the class/category of importance of the constructions will not change. The land on which the respective construction is located is sloped, with partial surface arrangement through earthworks. The respective construction represents a building with a height regime of S+P+E, with a rectangular shape in plan and general dimensions of 66.65 x 12.55 m - See Annex d) and e). Within the limits of the sports hall, the ground floor and the first floor are combined, forming a single volume.

The building was constructed in the second half of the last century (1983 according to the technical file). The Beneficiary does not have project and execution documentation. The structural scheme of the respective block is rigid, executed from small limestone block masonry, strengthened with reinforced concrete elements. The foundations are continuous type under the structural walls, made of concrete and reinforced concrete elements. The load-bearing and self-supporting walls up to elevation 0.000 are made of concrete and cyclopean concrete elements. The load-bearing and self-supporting walls of the superstructure of the block are composed of small limestone block masonry with a thickness of 490 mm, with cement-sand mortar, and reinforced concrete elements. The lintels above the window and door openings are made of prefabricated reinforced concrete elements.

The partition walls are made of artificial brick masonry, with a thickness of 120 mm, with cement-sand mortar, and from prefabricated gypsum boards with a thickness of 80 mm, with a lime-based binder. Communication between levels is provided by stairs made of steel elements with a rigid rolled profile. The floors above the basement and ground floor are composed of prefabricated reinforced concrete slabs with openings, placed on the structural walls, with small sections made of monolithic reinforced concrete. The slabs are placed on the transverse structural walls (reinforced concrete beams). The attic floor above the upper floor is composed of prefabricated reinforced concrete slabs with ribs, placed on the structural walls, with small sections made of monolithic reinforced concrete. The slabs are placed on the longitudinal structural walls, see Technical Expertise Report (Annex c)). The roof is of the overlay type with the attic floor, with a covering made of bituminous roll materials. The drainage of rainwater from the roof is organized.

D. Design requirements:

The content of the technical design documentation shall be set up in correspondence with national building codes: NCM A.07.02-2012. The developed design documentation will correspond to phase Execution Project – Detailed design documentation (Proiect de execuție). The selected Contractor will render its services for the development of clear and complete designs including, but not limited to, the following:

1. Statement of Works (SOW) (Memoriul explicativ detailat) with narrative description of designed technological solutions, units of the main equipment, furniture and materials, specifications on how the capacity of technical engineering systems/utilities, etc. were estimated.

2. Drawings: Complete detailed construction drawings of all works and equipment in sufficient detail for tendering, contractual and construction purposes. All drawings shall be presented in electronic (Autocad and PDF) format and on appropriate paper support (at least 4 copies of all drawings). All drawings should be clear, sharp, and accurate. Symbols and abbreviations should be defined in a legend. Isometric drawings for the internal heating, ventilation systems will also be part of the design assignment.

3. Bill of quantities (BOQ): Will be developed in accordance with “Resource methodology” (Metoda de Resurse) provided by Moldovan building norms. Complete all items of work with adequate description for each item. The quantities for all work items should be based on actual take-off calculation and not based on estimates. All BOQs shall be presented in electronic and paper format and additionally in spreadsheet

format, preferably MS Excel. **Important:** The BoQs and cost estimates should be entirely presented (exclusively in Romanian and English), in the following formats: Form 2.

4. Specifications: Comprehensive and up to date technical specifications in accordance with current standards, best practices, for all works and equipment based on internationally accepted standards and sufficient for procurement, as well as installation and construction works.

5. Documentation of all design literature and design calculations for all civil, structural works, planning, connections to utilities, electrical, automation, heating, ventilation, and mechanical works.

Important: The environmental chapter with detailed recommendations and measures for protection of the environment will also be part of the design assignment.

6. Cost estimations: comprehensive estimation of involved costs considering all necessary labour and materials based on current prices available on the local market and manpower remuneration, which shall not be below the minimum required by the National Legislation.

Important: The cost estimates should be entirely presented (exclusively in Romanian and English), in the following formats: Form 7, Form 5 and Form 3. Please note that additionally Form 7 should be submitted in Excel.

Important: The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction works to proceed without need for on-site instructions and selection of materials, construction assembly, layout or location of any element or feature. The designs should comply with the local legislation State Building Codes and Regulations, standards and specifications, local building regulations and shall also ensure:

- reliable and safe operation of recommended equipment, materials, and engineering systems.
- performance and requirements regarding water and electricity supply and other communications.
- optimal energy efficiency solutions of rehabilitated facilities and systems.
- cost efficiency in terms of construction, operation, and maintenance.
- compliance with actual standards.
- compliance with health and safety requirements.
- compliance with environmental protection requirements.

E. Key tasks and expected outputs

The contractor for design works will be responsible for carrying out all necessary activities for the delivery of the complete execution projects and project documentation for the **reconstruction of the Indoor Shooting Range of the Police Academy**, according to the deliverables and schedule established in Section I. Deliverables below.

The engineer on behalf of the Project, together with the representatives of the Beneficiary, will provide assistance to the Contractor regarding the scheduling and coordination of field visits.

The Contractor will properly coordinate the design and engineering process with the local planning authorities, the Project representatives, and the representatives of the Beneficiary.

The Contractor will obtain the approval and expertise of the project from all relevant authorities. All documents or acts necessary in addition to those attached are the responsibility of the designer.

All detailed project documentation will be subject to mandatory verification by licensed and authorized project verifiers in these fields. The payment for the verification falls under the responsibilities of the Contractor.

The Contractor assumes responsibility for making the necessary technical modifications and adjustments to the project documentation that arise during the verification or construction process. These modifications and adjustments will be made within 5 working days from the official request made by the Project engineer. The company will also establish the method for addressing defects that occur during execution, due to the designer's fault, as well as monitoring the implementation of the adopted solutions on-site, after their approval by certified project verification specialists, at the investor's request.

The company will determine, through the project, the key phases and will participate on-site in quality checks related to these phases.

The Contractor will also provide author supervision during the execution of the works. Thus, the author supervision (technical assistance) will begin after the signing of the execution contract and will continue throughout the entire duration of the works. The Author Supervision service provided by the contracted design company during the execution of the works consists of the following activities:

- To participate whenever requested by the beneficiary or the general contractor on-site, for the issuance of technical solutions, clarifications, or explanations related to the application of the project in accordance with the on-site situation;
- Respond to requests from the beneficiary regarding additional details or supplements, site instructions, etc., as quickly as possible. The site instructions issued will be numbered and filed, and when they lead to changes in terms of cost or execution deadlines, they will be accompanied by justifications.

The contracted design company will respond (without additional costs) to clarification requests made throughout the entire duration of the construction works.

Upon completion of the construction-assembly works, the Contractor will participate in the activities of the Reception Commission at the completion of the works and the Final Reception Commission, will issue a certificate confirming the conformity of the works with the provisions of the execution project, and will participate in the preparation of the technical book of the construction and the acceptance of the executed works.

In conclusion, the selected Contractor will provide its services for the development of clear and complete project documentation, including, but not limited to, the following:

1. General Explanatory Memo;
2. OLC - Organization of construction works;
3. SA - Architectural solutions;
4. C - Constructive solutions, Interior design (2D or 3D sketches);
5. TP - Technology;
6. IVC - Heating and ventilation, air conditioning;
7. EEP/IEI - Electric power equipment/ Interior lighting + electricity supply;

8. SPA - Automatic security signaling;
9. SI - Fire signaling;
10. TS - Telephone and IT communications;
11. Expense estimates - for all sections (F1, F3, F5, F7). Form 1 to be presented in Romanian and English in Excel format;
12. Other approvals and final coordination required according to current regulations;
13. Verification of project documentation and estimates. **Important:** The verification report will be presented as a consolidated one.

F. Main requirements and technical specifications

F1. Standards and Regulations

Applicable standards: Relevant European directives and standards for safety and the construction of shooting ranges, including ballistic and sound protection standards (e.g., EN 15331:2011 for maintenance and renovation works, and EN 15269 for ballistic protection).

Ballistic safety: In accordance with the ballistic protection standards EN 1522 (for protection against firearms).

F2. Requirements for reconstruction solutions:

F2.1. Walls

Material: Certified ballistic steel plates (at least FB6 class according to EN 1522 standard), coated with noise-resistant materials. Informative reference:

<https://www.rosehillsecurity.com/security-products/ballistic-solutions/>

<https://www.architecturalarmour.com/security-products/bullet-boards/armoured-steel>

Sound insulation: Acoustic panels (e.g., polyurethane foam or melamine foam) to reduce noise levels below the limits accepted by EN ISO 11690-1 standards.

Interior finishes: Fire-resistant and anti-ricochet plates (e.g., ballistic rubber linings or Kevlar plates) to prevent bullet ricochet and ensure user safety.

F2.2. Ceiling

Material: Sound-absorbing and fire-resistant panels (e.g., fiber-reinforced gypsum boards or mineral wool panels).

Ballistic safety: Installation of protective metal plates (minimum FB6) for protection against accidental impacts.

F2.3. Flooring

Material: Reinforced concrete with a top layer of ballistic rubber or other anti-ricochet materials to ensure bullet impact absorption and reduce the risk of ricochet.

Durability: Wear-resistant and chemical-resistant layer with anti-slip properties. Informative reference:

<https://www.rangerenovation.com/walls-floors-ceilings-structural-considerations-for-indoor-shooting-range>

F2.4. Ventilation and Air Control

Ventilation system: In accordance with the EN 12464-1 standard for shooting range ventilation, the installation of a forced ventilation system is required to ensure a constant airflow to remove gases and particles generated by bullets.

Air exchange: The system must ensure an air exchange rate of at least 0.3 - 0.5 exchanges per minute, in accordance with European standards, to prevent the accumulation of toxic gases.

Material: Ventilation ducts made of fire-resistant materials (minimum class A2 according to EN 13501-1). Informative reference:

<https://www.architecturalarmour.com/security-products/bullet-boards/blast-vents>

F2.5. Lighting

Type: LED lighting with a neutral white spectrum (4,000-4,500K), in accordance with EN 12464-1 standards for workplace lighting.

Intensity: Minimum 500 lux on the shooting surface and 300 lux in the rest of the room.

Control system: The lighting must be controllable via a central panel, with options to adjust the light intensity.

F2.6. Monitoring and Safety System

CCTV system: Installation of a high-resolution video surveillance system with 24/7 recording and long-term storage.

Emergency alarms: Panic buttons at the entrance and shooting areas, connected to a centralized alarm system.

Secure doors: Bulletproof doors according to EN 1523 standard at all access points.

F2.7. Special Zones

F2.7.1. Target area

Material: Automated targets with electric control, made from metal plates or materials that can absorb bullet impacts without ricocheting. Informative reference:

<https://www.htx.gov.sg/whats-happening/all-news---events/all-news/2020/featured-news--marksmen-in-the-making-with-smart-training-technology>

Mechanism: Automated target transport system with adjustable distances between 10 and 25 meters. Informative reference:

<https://www.intarso.com/en/tcr40-target-sports-shooting>

<https://www.intarso.com/en/target-retrieval-systems>

F2.7.2. Shooting area

Protective barriers: Installation of protective screens between each shooting station, made from ricochet-resistant materials. Informative reference:

<https://www.ballisticrubberrange.com/photo-gallery-Container-Shooting-Range.html>

F2.8. Sound insulation

Sound-absorbing system: The walls, ceiling, and floor must be insulated with sound-absorbing materials (e.g., mineral wool panels or polyurethane panels) to reduce impact noise and reverberations. The acoustic standards should comply with EN 12354 for reducing noise to an acceptable level. Informative reference:

<https://www.range-systems.com/ballistic-acoustic/>

G. Specific requirements to Detailed Technical Design

The technical specifications of the specialized equipment of the shooting range will be offered upon the signing of contract.

H. Terms for the development of the project documentation:

The Contractor shall carry out all investigations and present the complete execution project documentation, including all written and drawn components, technical specifications, and verified lists of works, in accordance with the procedures established by the normative construction documents within a maximum of 75 calendar days from the signing of the contract.

I. Deliverables:

The Contractor shall submit the project documentation „**Reconstruction of the Indoor Shooting Range of the „Stefan cel Mare” Academy of the Ministry of Internal Affairs**” in accordance with the following deliverables and established schedule:

Item No.	Description/Specification of Services:	Delivery Timeframe
1.	The development of the preliminary project by presenting a project sketch in 2D and/or 3D coordinated with the beneficiary.	15 calendar days from the date of contract signing
2.	Development of the final detailed technical designs: drawings for capital reconstruction of the indoor shooting range of the MIA's Police Academy (located at basement level), including architectural solutions, environment protection, structural designs and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, electrical ground connection system, anti-fire warning system, telephone and IT communicationslow voltage nets, video-security system, electrical ground connection system.	35 calendar days from the date of contract signing

3.	Detailed design of Organization of the Construction site chapter	40 calendar days from the date of contract signing
4.	Preparation of the bill of quantities (in English and Romanian) and preliminary cost estimates.	60 calendar days from the date of contract signing
5.	Final approval and verification of the designs by independent, authorized by the state experts. Endorsement of the design documentation from state appropriate services.	75 calendar days from the date of contract signing
6.	Technical Design Author's Supervision during the implementation of the construction works.	During the implementation of construction works, tentatively until May 2026
7.	Attending the initial and final commissioning committees.	N/A
8.	Assisting the beneficiary in obtaining the construction permits.	N/A

NOTES:

- All the deliverables shall be presented in Romanian/English language;
- After approving the preliminary design drawings, the appointed company will be responsible to develop, the design theme (methodology, processes, materials, equipment and stages of project and intervention) and to coordinate it with the UNDP Project and the final beneficiary;
- 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;
- Drawings must be submitted in Autocad and PDF formats in scale. Each set of drawings on each sub-compartment should be on a separate pdf.

J. Qualifications of the Successful Service Provider

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

- Legal entity with minimum 5 years of proven experience in technical design of social infrastructure objects.
- Experience in development of minimum three (3) similar contracts related to design services for rehabilitation/reconstruction of social public buildings (min surface 500 m2), including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage etc.), undertaken in the past 5 (five) years.
- Proven technical and human resources for successful implementation of the assignment.

Minimal presence of the implementation team with valid technical certificates as designers, issued by the national regulation authority in construction of Republic of Moldova consisting of:

- a. 1 (one) Task Manager- attested as Architect.
- b. 1 (one) Attested structural design specialist.

The proposed key personnel shall have experience in design development services. The CVs shall contain proof of coherent experience to the position sought.

- Maximum delivery period not to exceed 75 calendar days upon signature of contract.
- In case of consortiums, all criteria listed below shall apply towards the Lead Member.

K. Regulatory Framework

When drawing up the technical project documentation and the cost estimates, the following Construction Regulations in force will be considered:

- CUC 434/2023; Urban Planning and Construction Code;
- NCM C.01.12:2018 Buildings and public constructions;
- NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework content of design documentation for constructions;
- NCM C.01.06-2014 Designing buildings & constructions considering accessibility for people with Disabilities;
- NCM E.03.02-2014 Protection against fires in buildings and installations;
- NCM E 03.03:2018 Fire safety. Signaling and fire warning installations;
- NCM E.03.01-2005 Fire protection of buildings and installations. Terminology;
- NCM E.04.04-2016 Protection against environmental actions design of construction anticorrosive protection;
- NCM A.07.06:2016 The composition and content of the "Environmental Protection" chapter in the project documentation;
- NCM B.01.06:2019 Norms regarding the framework composition of the "Environmental protection" compartment within urban plans";
- NCM M.01.01:2016 Energy performance of buildings;
- NCM M.01.02:2016 Energy performance of buildings, Methodology for calculating energy performance of buildings;
- NCM M.01.03:2016 Energy efficiency of social-cultural buildings;
- NCM E 04.01:2017 Protection against environmental actions. Thermal protection of buildings;
- NCM A.07.02.2012 The procedure for drawing up, approval, approval and the framework content of the project documentation for constructions;
- NCM G.01.02:2015 Design and installation of electrical installations in residential and social buildings;
- NCM G 01.03:2016 Electrical installations. Electrotechnical devices;
- NCM C.04.02:2017 Natural and artificial lighting;
- NCM B.01.05:2019 Urbanism. Systematization and arrangement of urban and rural localities;
- NCM G.03.03-2015 Internal installations for water supply and sewerage;
- NCM L.02.06-2012 Estimate norms for the execution of construction-assembly works in cold weather;
- NCM E.02.02:2016 Reliability of building elements and foundation lands. Basic principles;
- NCM E.03.05-2004 Automatic fire extinguishing and signaling installations. Norms for design;
- NCM-G.03.02-2015 External sewage networks and installations;
- NCM G.04.10:2015; NCM G.04.10:2015/A1:2019 Thermal power plants;

- NCM G.04.07:2014 Thermal networks. Thermal, ventilation and air conditioning installations;
- NCM G.04.05:2016 Heating, ventilation and air conditioning installations. Autonomous sources for heat supply;
- NCM G 02.01:2017 Electrical, automation, signaling and telecommunications installations. Electronic communication networks (systems), automation and signaling installations for buildings and constructions. Basic provisions for design and installation;
- NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction;
- Other normative acts in force on the territory of the Republic of Moldova.

Also, when drawing up the technical project documentation and the cost estimate, the following Practice Codes in construction in force will be considered:

- CP C.01.11:2018 Public buildings and constructions, accessible for people with disabilities. Design rules;
- CP C.04.04-2012 Design of safety lighting systems in buildings and constructions;
- CP C.01.09:2017 Flat, open buildings for physical culture and sports;
- CP L.01.01-2012 Instructions regarding the preparation of estimates for construction-assembly works by the resource method;
- CP L.01.02-2012 Instructions for determining estimate expenses for payroll in construction;
- CP L.01.03-2012 Instructions regarding the calculation of overhead expenses when determining the value of the objectives;
- CP L.01.04-2012 Instructions regarding the determination of estimate expenses for the operation of construction machinery;
- CP L.01.05-2012 Instructions regarding the determination of the value of the estimate benefit when forming construction production prices;
- CP L.01.13:2015 Methodical guidance on monitoring and calculating average prices of construction materials;
- CP-E.04.05-2017 Protection against environmental actions, Designing thermal protection of buildings;
- CP-G.04.01-2002 Energy certificate of the building;
- CP-M.01.01-2016 Energy efficiency of residential buildings, Energy audit of buildings;
- CP E 01.04:2019 Evaluation of the level of anti-seismic protection of existing buildings;
- CP E 03.01:2019 Fire safety Ensuring the fire resistance of buildings;
- CP E 03.02.2018 Fire safety. The methodology of the development of the project compartment. "Measures to ensure fire safety and to carry out technical expertise (fire safety audit) of the protected object";
- CP G.04.11:2013 Heating, ventilation and air conditioning installations. "Methodology for calculating heat losses, unrecorded volume of hot water, hot water losses in communal domestic hot water supply systems" "Part 1 "Calculation of losses and unrecorded volume of hot water in communal domestic hot water supply systems domestic hot water»;
- CP C.04.08-2015 Blocks of PVC windows and doors;
- CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on resource method.

L. Anexe

- Annex a) Urban Planning Certificate no. CU-0004011 dated 12.11.2024
- Annex b) Feasibility Study “Modernization of The Shooting Range for The Ministry of Internal Affairs Academy ‘Stefan cel Mare’ of the Republic of Moldova” – 2023;
- Annex c) Expertise Report of the existing construction No. 0914-12/ET-2021 carried out by the technical expert Axenti Tudor in 2021;
- Annex d) Excerpt from the cadastral file for no. 010021324104;
- Annex e) Basement level construction plan including connection points to electricity.

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:	RfQ25/03060: Development of detailed technical design documentation for the reconstruction of the indoor shooting range of the 'Stefan cel Mare' Academy of the Ministry of Internal Affairs	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 empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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.			
Minimum three (3) similar contracts related to design services for rehabilitation/reconstruction of social public buildings (min surface of 500 m2), undertaken in the past 5 (five) years <i>(Copies of provided contracts shall be presented as part of the submission)</i>				
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"/>	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.
<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"/>	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.

Yes	No	
<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 : 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: 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"/>	Offer Validity Period: 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:	RfQ25/03060: Development of detailed technical design documentation for the reconstruction of the indoor shooting range of the 'Stefan cel Mare' Academy of the Ministry of Internal Affairs	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, USD	Total Price, USD, VAT=0
1	The development of the preliminary project by presenting a project sketch in 2D and/or 3D coordinated with the beneficiary and UNDP Moldova	1 m²	724		
2	Development of the final detailed technical designs : drawings for capital reconstruction of the indoor shooting range of the MIA's Police Academy (located at basement level) , including architectural solutions, environment protection, structural designs and interior engineering nets: heat, ventilation, power supply and electrical lighting networks, electrical ground connection system, anti-fire warning system, telephone and IT communications, video-security system.	1 m²	724		
3	Detailed design of Organization of the Construction site chapter.	Chapter	1		
4	Preparation of the bill of quantities (in English and Romanian) and preliminary cost estimates.	Chapter	1		
5	Final approval and verification of the designs by independent, authorized state expert. Endorsement	Service	1		

	of the design documentation from state appropriate services.				
6	Technical Design Author's Supervision during the implementation of the construction works.	Service	1		
7	Attending the initial and final commissioning committees.	Service	1		
8	Assisting the beneficiary in obtaining the construction permits.	Service	1		
Total:					

Compliance with Requirements

Requirements	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate the counter - offer
Maximum delivery period not to exceed <i>75 calendar days</i> upon signature of contract for the design development stage	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation <i>90 calendar days</i>	<input type="checkbox"/>	<input type="checkbox"/>	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 two weeks 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	<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 the event that the quotation is accepted.	
Exact name and address of company Company Name Click 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.