



## REQUEST FOR QUOTATION NO. RfQ25/03130

### Renovation of the Server Room at the Ministry of Justice

UNDP through the **"Enhancing cybersecurity resilience across the Republic of Moldova's critical sectors" (Cybershield) Project**, kindly requests your quotation for the **Request for Quotation no. RfQ25/03130: Renovation of the Server Room at the Ministry of Justice** as detailed in line items section of this RFQ.

- 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
- Annex 4: Bill of Quantities (in Romanian language)
- Annex 5: Execution project (in Romanian language)

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-00824** 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/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](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



Table of Contents

1 Overview.....4

    1.1 General Information.....4

    1.2 Tender Timeline.....6

    1.3 Terms.....6

    1.4 Attachments.....6

2 Requirements.....7

    2.1 Section 1. Section 2 RFQ Instructions and Data sheet.....7

    2.2 Section 2. Documents to be submitted.....8

    2.3 Section 3. Schedule of Requirements.....10

    2.4 Section 4. Bidder Declaration.....12

    2.5 Section 5. Financial Offer.....13

    2.6 Section I-1. ....13

3 Lines.....14

    3.1 Line Information.....14



## 1 Overview

### 1.1 General Information

|                            |   |
|----------------------------|---|
| <b>Title</b>               | RfQ25/03130: Cybershield/Renovation of the Server Room at the Ministry of Justice |
| <b>E-Mail</b>              | sc.md@undp.org  |
| <b>Reference Number</b>    | PRC0145843/RfQ25/03130  |
| <b>Beneficiary Country</b> | MDA   |
| <b>Introduction</b>        |   |

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<https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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Thank you and we look forward to receiving your quotation.  
UNDP Moldova

1.2 Tender Timeline

**Open Date** 12/09/25 15:43 PM  
**Close Date** 06/10/25 13:30 PM  
**Time Zone** Coordinated Universal Time

1.3 Terms

**Negotiation Currency** USD (US Dollar)

**Eligible Response Currencies**

*Check the one currency in which you will enter your response.*

|                          | Response Currency | Description  | Price Precision |
|--------------------------|-------------------|--------------|-----------------|
| <input type="checkbox"/> | USD               | US Dollar    | 2               |
| <input type="checkbox"/> | MDL               | Moldovan Leu | 2               |

1.4 Attachments

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| RFQ25_03130                    | File |             |
| Proposal Forms_RFQ25_03130     | File |             |
| Guides_Suppliers               | File |             |
| Technical design_RFQ25_03130   | File |             |
| Bill of Quantities_RFQ25_03130 | File |             |

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

**Please review carefully the requirements and questions in this section. Provide answers where required (marked with \*asterisk symbol) and upload supporting documents when requested so (marked with \*asterisk symbol). Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:**

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Section 1. Documents to be...

Section 1. Documents to be...

Section 2. Annex 1 - Sched...

Section 3. Bidder Declaration

Section 4. Annex 3 - Finan...

2.1 Section 1. Section 2 RFQ Instructions and Data sheet

1. Introduction

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 (link: <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit>) and with the provisions in the General Instructions to Bidders included in the document herewith attached.

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.

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.

2. General Instructions

Please read and follow the general instructions to Bidders included in the General Instructions document herewith attached.



### 3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

### 4. General Conditions of Contract

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

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract:

[https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/PSU\\_Considerations%20of%20Contracting\\_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:

<https://www.undp.org/procurement/business/how-we-buy>

## 2.2 Section 2. Documents to be submitted

#### \*1. Annex 2: Quotation Submission Form

Have you uploaded Annex 2: Quotation Submission Form duly completed and signed?

#### \*2. Annex 3: Technical and Financial Offer

Have you uploaded Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1?

#### \*3. Bills of Quantities

Have you provided the duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3)?

*Target: Forms F3, F5 and F7 provided*

#### \*4. Company Profile

Have you uploaded the company profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment?

#### \*5. Registration Documents / Legal Status

Have you provided the company's Registration Certificate?

#### \*6. List of Contracts

Have you provided the list completed and/or ongoing contracts for similar works undertaken within the past





3 (three) years including the following information:

- Name of previous contracts
- Client & Reference Contact Details including e-mail
- Contract Value
- Period of activity
- Types of services undertaken

*Copies of provided relevant contracts might be requested during the evaluation process.*

**\*7. Acceptance Notes of works executed**

Have you provided the Acceptance Notes/Final Commissioning Reports of works executed at 2 (two) sites (similar in terms of type of construction and volume of works with a value not less than USD 30,000 each) during the last 3 (three) years, presented as similar experience, 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 project site).

Contracts without Acceptance Notes/Final Commissioning Reports will not be accepted as proof of similar experience.

**\*8. Quality Certificates for the materials**

Have you provided the Quality Certificates for the materials to be used during execution of works?

**\*9. Quality Certificates**

Have you provided Quality Certificates (ISO, etc.), if available?

**\*10. List of qualified key personnel**

Have you provided the list of qualified key personnel, together with signed CVs and professional certificates (valid at the date of presentation) for the certified foreman in the field of civil construction?

**\*11. Contract execution/work time schedule**

Have you provided the contract execution/work time schedule, for example in GANTT or similar format?

**\*12. Warranty period on works and materials**

Have you provided the written declaration regarding warranty period on works and materials used, not less than 3 (three) years?

**\*13. Declaration regarding past and current litigations**

Written declaration regarding any past and current litigations during the last five (5) years (in which the bidder is/was involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded) or lack of such (if the case)?



**\*14. Statement of Satisfactory Performance**

Have you provided the Statements of satisfactory performance (references) from at least 2 (two) clients on similar assignments implementation?

**\*15. Financial Statements**

Have you provided the Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023, 2024)?

**2.3 Section 3. Schedule of Requirements**

**\*1. Compliance with technical requirements and evaluation criteria**

Please confirm whether you comply with the evaluation criteria listed in Section 2: Special Instructions and technical requirements listed in Annex 1: Schedule of Requirements. If you can not comply or comply with deviations, please indicate counter-offer in the comments.

Please upload documents related to your technical offer if different than the filled in Annex 3: Technical and Financial Offer form.

|  |  |
|--|--|
| Delivery Term<br>[INCOTERMS 2020]                      | DDP  |
| Exact Address of<br>Delivery/Installation<br>Location  | Republic of Moldova, Chisinau,<br>82, 31 August 1989 Street  |
| Customs, if required,<br>clearing shall be done<br>by: | Supplier   |
| Work Requirements                                      | All construction and installation works must be carried out<br>in accordance with national/local standards regarding civil<br>works.   |
| Commissioning of works                                 | Two stages of commissioning:<br>1) Commissioning at the end of the works<br>(Substantial completion);<br>2) Final commissioning after 1-year warranty<br>period;<br>All stages of the commissioning of the works must be<br>initiated by the Contractor. |
| Warranty Period  | Minimum warranty on works and materials as required by<br>the local legislation and regulations but not less than 3<br>(three) years.  |
| Technical Support<br>Requirements                      | The contracted company will eliminate any infrastructure<br>damages subject of quality guaranty in a maximum 10  |

|                     |  |
|---------------------|--|
|                     | days from the moment of written notification   |
| Insurance of Works  | Before commencing the execution of the Works, but without limiting his obligations and responsibility, the Contractor shall insure the Works for all risks stipulated by Clause 21 of UNDP General Conditions of Contract for Civil Works in amount of 110% of the total estimated price of the Contract.  |
| Liability Insurance | Before commencing the execution of the Works, but without limiting his obligations and responsibility, the Contractor shall provide a Liability Insurance in accordance with Clause 23 of UNDP General Conditions of Contract for Civil Works for a minimum amount of 15% of the total estimated price of the Contract.  |
| Pricing             | The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever. Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalances pricing (i.e. despite an acceptable total evaluated price, the price of one or more BoQ line items is significantly over- or underpriced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).  |
| Payment Terms       | <p><input checked="" type="checkbox"/> The Contractor shall submit monthly Progress Reports and a final invoice not later than 30 days from the issuance of the Certificate of commissioning at the end of the works by the Project's Manager. UNDP shall pay the invoice after receipt of the certificate of payment issued by the responsible company, approving the amount contained in the invoice. The CyberShield Project Manager may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security (when applicable) are not valid and/or in order. The Project shall pay the invoices within thirty (30) days of the date of their receipt and acceptance by UNDP.</p> <p><input checked="" type="checkbox"/> So as to ensure the liquidated damages retention (in case applied) (as per Section 3: Special Instructions), the last invoice shall not be less than 10% of the total contract amount.</p> |



|   |                              |
|---|------------------------------|
| All documentations, including catalogues, instructions and operating manuals, shall be in these languages | Romanian, Russian or English |
|---|------------------------------|

2.4 Section 4. Bidder Declaration

\*1. Requirements and Terms and Conditions

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.

\*2. Capacity and capability

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.

\*3. Ethics

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.

\*4. Code of Conduct

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.

\*5. 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.

\*6. Prohibitions and 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.

**\*7. 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.

**\*8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

**\*9. Acceptance of contract**

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.

**\*10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

**2.5 Section 5. Financial Offer**

**1. Financial Offer**

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

**2.6 Section I-1.**



3 PART: Schedule of Requirement and Price Schedule

Instructions

*Please fill in the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Annex 3: Technical and Financial Offer.*

*Prices below shall be quoted in:*

- US Dollars (USD) for international companies*
- Moldovan Leu (MDL) for local companies*

3.1 Line Information

| Line Description  | Category          | Item | UOM | Requested Quantity | Unit Price | Total Price | Additional Attributes |
|---|-------------------|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Technical design (08/2024-SA). Server room                                | Civil engineering |      |     |                    |            |             |                       |
| 2-Heating, Ventilation and Air Conditioning (HVAC). Server room             | Civil engineering |      |     |                    |            |             |                       |
| 3-Internal electrical networks (08/2024-2-IEI/EF). Server room              | Civil engineering |      |     |                    |            |             |                       |
| 4-Fire alarm (08/2024-SI). Server room                                      | Civil engineering |      |     |                    |            |             |                       |
| 5-Other costs (cost of insurances, Insurance of works, Liability insurance) | Civil engineering |      |     |                    |            |             |                       |



\*For Additional Attributes of lines, please review the negotiation lines from supplier portal.