

REQUEST FOR QUOTATION NO. RfQ25/03136

Execution of the design documentation” Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality”

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the “Digital Transformation of Social Protection” Project kindly requests your quotation for the: **Execution of the design documentation ”Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality”** as detailed in line items section of this **Request for Quotation no. RfQ25/03136**.

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 (EN and RO versions)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Design theme of the administrative building for social services, with a height regime of S+P+1E (EN and RO versions)

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-00839** 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=TUW16eK6qcXz78VMxgXAMoYCOHny7FmchTkU8i5qjT2sji6aXLNkjOGodw%3D%3D&lang=fr](#)

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 last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

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 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.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal. 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: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afdf.ctrl-state=8godmwdd9_239&_afrLoop=7321111756612874&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1920&_afrMFH=880&_afrMFDW=1920&_afrMFDH=1080&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=96&_afrMFG=0&_afrMFS=0&_afrMFO=0 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. - 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	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.
Supplier Code of Conduct, Fraud, Corruption,	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 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

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	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. 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. 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.
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 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	Must be submitted directly in the portal using the messaging functionality. 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.
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 CO and 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	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 . Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Liquidates damages shall be imposed as follows: 0,33 % of contract for every day of delay, up to a maximum duration of 1 calendar month, after which UNDP may terminate the contract.
Duties and taxes	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. All prices must: ☒ be exclusive of VAT and other applicable indirect taxes
Eligibility	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. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	English, Romanian or Russian Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not permitted
Alternative Quotes	☒ Not permitted
Currency of Quotation	☒ USD
Payment Terms	☒ Payments per deliverable contingent upon receipt of services and submission of payment documentation.
Conditions for Release of Payment	☒ Written Acceptance of Services, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL. Requests for clarification from bidders will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.

Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment ☒ Copy of registration documents ☒ List of completed and/or ongoing contracts for similar design services undertaken within the past five (5) 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 <i>As prove of similar experience must be submitted copies from the contract for services and acts/reports of technical design and estimates handled and accepted by the Client/Beneficiary.</i> ☒ Copies of minimum two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage), performed by the Proposer as main contractor in the past 5 years, in a cumulative value of 50,000 US\$. <i>Please also provide reports of technical designs and estimates handled and accepted by the Client/Beneficiary.</i> ☒ Quality Certificates (ISO, etc.), if any ☒ List of qualified key personnel, together with CVs and professional <u>valid technical certificates issued by the national regulation authority in construction of Republic of Moldova</u> (valid at the date of presentation): • 1 (one) Task Manager/Architect • 1 (one) Authorized energy auditor • 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions • 1 (one) Engineer licensed in Internal/External Electricity Networks • 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems • 1 (one) Engineer licensed in water supply and sewerage systems • 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system • 1 (one) certified Cost estimator. <i>Relevant experience shall be duly stated in the attached CVs.</i> ☒ Chart for provision of services (Implementation Plan), for example GANTT ☒ Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field ☒ Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2022, 2023 and 2024)
Evaluation method	☒ The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Be legally registered entity or a consortium of firms/organizations ☒ Minimum five (5) years of experience in the field of design of social infrastructure objects ☒ Minimum two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, performed by the Proposer as main contractor in the past 5 years, in a cumulative value of 50,000 US\$. <i>Please provide copies of contracts and reports of technical designs and estimates handled and accepted by the Client/Beneficiary.</i> ☒ Maximum delivery period not to exceed 150 calendar days upon signature of contract. ☒ Sufficient human resources capability to qualitatively and timely execute the works. Minimum key-personnel with <u>valid technical certificates 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>: • 1 (one) Task Manager/Architect • 1 (one) Authorized energy auditor • 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions

	• 1 (one) Engineer licensed in Internal/External Electricity Networks • 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems • 1 (one) Engineer licensed in water supply and sewerage systems • 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system • 1 (one) certified Cost estimator The proposed key personnel shall have experience in design development services. The CVs shall contain proof of coherent experience to the position sought.
Type of Contract to be awarded	☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	November 2025

ANNEX 1: SCHEDULE OF REQUIREMENTS

Execution of the design documentation "Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality"

A. BACKGROUND

The Project "Digital Transformation of Social Protection" aims to optimize the fragmented digital infrastructure of the social protection system. UNDP is supporting the Ministry of Labor and Social Protection (MLSP) in building a new integrated digital system – eSocial – the Republic of Moldova's single digital platform for managing social services. It is designed to consolidate multiple fragmented systems and processes under a common digital umbrella. In addition, the establishment of the Digital Social Innovation Center within the MLSP in 2024 will contribute to ensuring self-sufficiency in software development and adapting automated systems to future requirements.

The Ministry of Labor and Social Protection is currently implementing several major reforms, namely the reform of social services (RESTART); the National Employment Agency (ANEF); the State Labor Inspectorate; and the National Council for Disability and Work Capacity Determination (CNDDCM). Through the Project "Digital Transformation of Social Protection", UNDP is supporting the digital aspects of all the reforms listed above, bringing transparency and efficiency to the comprehensive reform effort. This transformation will allow the Ministry to connect social benefits, services, employment programs and energy subsidies into a coherent support framework. In line with the digital connection of these services, the project will also support the redesign of up to two regional social centers to provide citizens with a physical one-stop shop, in addition to the digital one.

The project objectives include:

- Design and pilot a unified and user-centered digital interface for the online delivery of social protection services by the MLSP;
- Improving the single eSocial platform to further simplify access to social protection services and to provide support to users in the effective use of digital tools, ensuring inclusion, especially for vulnerable groups;
- Strengthening the institutional capacity of the MLSP;
- Supporting the design and creation of pilot regional centers for the provision of energy-efficient social services;
- Developing the skills and abilities of staff in regional social service delivery centers.

B. OBJECTIVES OF THE ASSIGNMENT

The scope of the assignment is developing, obtaining legal opinions, and approving the execution design for the **"Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality"**, with a focus on developing comprehensive design documentation, provision of cost estimates, and preparing the necessary documentation for implementing this design. The design services will be carried out in 2 stages:

Stage 1 - Development of the roof expertise report, development of the survey and energetic audit and approval of the design sketch with the participation of the Beneficiary, the Investor, the chief architect of the Ungheni City Hall.

The design sketch shall include:

1. General Plan, Sc 1:500
2. Ground Floor Plan, Sc 1:100
3. 1st Floor Plan, Sc 1:100
4. Facades, Sc 1:100
5. 3D Views

Stage 2 - Development of the execution design, which shall include all the sections outlined in standard NCM A. 07.02-2012 "Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project. Main requirements and provisions". The design for the replanning and capital

repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality shall include the following sections:

1. General plan;
2. Construction works;
3. General explanatory note, including technical specifications and energy efficiency measures;
4. Architectural – urban planning and interior design solutions, including exterior thermal insulation;
5. Building solutions;
6. Technological solutions;
7. Indoor water supply and sewerage installations and networks;
8. Heating, ventilation, air conditioning;
9. Outdoor electrical installations and networks, organization of outdoor lighting;
10. Indoor electrical installations and networks;
11. Security and fire alarm;
12. Internet, video surveillance and telecommunications;
13. Photovoltaic system and networks;
14. Territory and outdoor planning;
15. Cost estimates;
16. Lists of work quantities;
17. Basic requirements for operation;
18. Color passport.

The design services will identify and offer the best opportunities/options for the sustainable use, management and operation of the target area, proposing modern, sustainable and environmentally friendly materials, in accordance with the relevant national and international standards.

C. SCOPE OF WORK AND EXPECTED OUTPUTS

The “Digital Transformation of Social Protection” Project intends to contract a qualified and certified Company/Consortium of companies which will execute the design documentation for “Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality”.

The design documentation shall be prepared in accordance with the national standards for construction, specifically NCM A. 07.02-2012 “Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project. Main requirements and provisions”.

The selected Contractor shall provide services for developing a clear and comprehensive design, including but not limited to the following:

1. General Plan

This section should include the following:

- In the descriptive part: brief characteristics of the area, solutions and indicators of the General Plan including zoning of the territory, main solutions for systematization, arrangement and technical preparation of the territory to ensure access for people with disabilities;
- In the drawn parts: route plans, the General Plan scheme indicating existing and planned buildings and constructions, environmental protection objectives, arrangement and creation of green spaces of the territory, basic solutions for the location of technical and urban networks on the ground and transport communications (central plan), planimetric elevations of the territory.

2. Organisation of construction works

The composition, volume and content of the project documentation of the compartment is established in accordance with the provisions of SNiP 3.01.01-85 "Organization of construction works", taking into account the conditions and requirements set out in the Urban Planning Certificate and the design theme.

3. General explanatory note

This section should include the following:

- General data for the project, which must include: the basis for the development of the project, initial data for the design, survey and characteristics of the construction site, information on the project capacity of the facility (number of places, etc.), calculations on the number of workers and their qualifications, the need for fuel, water, electricity, activity conditions for people with locomotor disabilities, information on the provision of approvals on project solutions, the main technical and economic indicators of the project;
- Project solutions regarding energy efficiency, which must include calculations related to the possibility of using renewable energy sources (photovoltaic panels for the production of electricity, evacuated tube panels for the production of domestic hot water, thermal insulation of the external surfaces of the facades);
- Investment efficiency, which must include calculations on the capacities of the facility after construction, specific energy and fuel consumption.

4. Architectural-building solutions

This section should include the following:

- Data on technical, geological prospects, hydrological conditions (including information on field seismic level);
- Solutions and basic indicators regarding the general plan, territory technical preparing works, security against subsidence and landslides, landscaping works;
- Reasoning the architectural-urbanistic solutions, their compliance with the architectural intentions and functional destination depending on urbanistic requirements;
- Provisions for planimetric, volumetric and building solutions' compliance with the technical requirements and terms set by the Beneficiary;
- Data on ensuring comfort requested for premises;
- Measures regarding the protection of personnel health and ensuring the vital activity of population groups with disabilities;
- Color finishing solutions for interior surfaces;
- Solutions for finishing thermally insulated exterior surfaces, in colors;
- Justification of the nomenclature, layout and surfaces of rooms with basic, auxiliary, service and technical purposes.

5. Technological solutions

This section should include the following sub-sections:

- Data on the functional purpose of the facility;
- Brief characteristics and arguments of technological solutions, mechanization, automation of technological processes and their compliance with the requirements set by the beneficiary, as well as regulatory documents regarding safety and comfort of activity;
- Measures ensuring compliance with labor protection requirements.

6. Solutions regarding technical installations, networks and systems

This section should include the following:

- Argumentation of the principle solutions regarding technical equipment – heating, ventilation, air conditioning, electricity supply, gas supply, water supply, sewage;
- Solutions regarding dispatching, automation and management of technical systems;
- Basic solutions regarding electrical equipment and electrical lighting, communication and alarm systems;
- Measures to protect technical networks and technical equipment against corrosion;
- Solutions regarding means of signaling and telecommunications, television;
- Equipment for creating good working conditions;
- Lightning protection design solutions.

7. Energy Efficiency Solutions for the Project

The section must be developed in accordance with the provisions of NCM E 04.01 and contain:

- Solutions to ensure the efficiency of the building's thermal protection;

- Solutions to increase the efficiency of technical equipment, data on reducing the consumption of thermal and electrical energy for other purposes;
- Data on energy sources, measures to ensure compliance with the requirements established by energy efficiency;
- Justification for choosing the optimal requirements of architectural, technological, constructive and technical-building solutions.

8. Fire safety measures

This section should include the following:

- measures to prevent the occurrence of fires;
- protection and safety of people in case of fire;
- fire safety of material goods.

9. Basic requirements for operation

The section shall be drawn up in accordance with the requirements set out in the execution design.

10. Cost estimates and Lists of work quantities

This section should include the cost estimates prepared in compliance with the provisions set in NCM L 01.01-2012 “Rules for determining the value of construction sites” and CP L 01.01 – 2012 “Instructions for concluding the cost estimates for building-assembling works based on the resources method”. The cost estimates shall contain the complete list for all the works with adequate description of every item. The quantities for all the works shall be based on real calculations and not on estimations. All the lists of work quantities and cost estimates shall be submitted in worksheet format (Form No. 1, Form No. 3, Form No. 5 and Form No. 7). The cost estimates should reflect the real cost of labour, current prices for the necessary materials and the costs of operating machines and equipment, based on prevailing local market rates that are not below the minimum set by national legislation.

11. Requirements for drawn items

Complete and detailed construction drawings (graphic form) for all the works with sufficient details to organize the tender, for contractual and building purposes. All the drawn items shall be submitted in electronic format (PDF) and corresponding paper format. All the drawn items presenting adjusted technical solutions (technical drawings, schemes, plans and other graphic documentation) should be clear, correct and exact. Symbols and abbreviations shall be defined in the legend.

12. Requirements for technical specifications

Complete and up-to-date technical specifications, in accordance with current best practices. General and specific technical specifications for all materials, machinery and equipment will be drawn up based on nationally and internationally accepted standards and sufficient for the procurement, installation and construction works.

Important: All documents, drawings and specifications shall be detailed enough to facilitate the initiation of works without requiring additional on-site instructions, selection of materials, assembling of constructions, placement or localization of elements or characteristics.

The complete set of execution project documentation will be prepared in 5 copies, including 4 copies on paper.

The designs shall comply with the Law CUC434, norms and regulations, state standards, and specifications in the area of constructions, local regulations in constructions of the Republic of Moldova and shall ensure:

1. Construction resistance and stability;
2. Safety in operation;
3. Anti-fire safety;
4. Hygiene, people health, environment recovery and protection;
5. Thermal insulation and waterproof, and energy saving;
6. Protection against noise;
7. Sustainable use of natural resources.

D. KEY TASKS AND EXPECTED RESULTS

Throughout the duration of the contract, the Contractor shall be responsible for carrying out all the activities necessary for delivery of complete project execution designs and expertise reports for **“Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality”**, including the development of the work plan and coordination of the respective plan with the Beneficiary and UNDP.

The engineer from the “Digital Transformation of Social Protection” Project will provide assistance to the Contractor to arrange and coordinate field visits, together with local public authorities, the National Office of Social Insurance, the Ministry of Labour and Social Protection.

The Contractor will coordinate accordingly the design and engineering processes with local authorities, community representatives, and the “Digital Transformation of Social Protection” Project. The Contractor will obtain the legal opinions on the design and its approval by all relevant authorities.

The detailed design documentation project will undergo mandatory verification by the State Service for Verification and Expert Review of Designs and Constructions or by independent duly authorised design auditors. If needed, the design documentation will undergo an additional examination by subject-matter experts.

The design company commits to make the necessary changes and technical adjustments in the design documentation, which would emerge in the process of verification or construction. These changes and adjustments shall be made within 5 working days of the official request by the “Digital Transformation of Social Protection” Project engineer.

Upon completing the construction and assembly works, the Contractor shall participate in the Commission’s reception of completed works and the Commission’s final reception, and shall issue a legal opinion certifying the compliance of works with the execution design documentation.

E. DEADLINES FOR DRAFTING THE DESIGN DOCUMENTATION

The Contractor shall conduct all the investigations and submit the full design documentation, including all the written and drawn parts, technical specifications and lists of works, for verification in accordance with construction regulatory documents, including expertise reports, within a maximum of 150 calendar days from the date of contract signing.

F. DELIVERABLES AND TIMEFRAME

The Contractor shall submit the design documentation for **“Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality”** in line with the following deliverables and set deadlines:

Item No	Description/Specification of services	Timeline
Stage 1 - Development of the roof expertise report, development of the survey and energetic audit and approval of the project draft with the participation of the Beneficiary, the Investor, the chief architect of the Ungheni City Hall. The project draft will be approved by the Beneficiary, following a presentation on paper and in PowerPoint, made by the Designer.		30 calendar days from the date of signing the contract
Stage 2 - Development of the execution design, which shall include all the sections outlined in the standard NCM A. 07.02-2012 “Procedure for developing, obtaining legal opinions, approving and the frame-content of the design documentation for constructions project”.		120 calendar days from the date of signing the contract
Stages 1 and 2 will cover the following deliverables:		
1.	Deliverable 1: Topographical prospects, Building Survey, Technical expertise of the roof, Energy audit, General plan, Project draft	30 calendar days from the date of signing the contract
2.	Deliverable 2: Chapters of the technical design	
	2.1	Construction works
	2.2	General explanatory note, including technical specifications and energy efficiency measures

	2.3	Architectural – urban planning and interior design solutions, including exterior thermal insulation;	90 calendar days from the date of signing the contract
	2.4	Building solutions;	
	2.5	Technological solutions;	
	2.6	Indoor water supply and sewerage installations and networks;	
	2.7	Heating, ventilation, air conditioning;	
	2.8	Outdoor electrical installations and networks, organization of outdoor lighting;	
	2.9	Indoor electrical installations and networks;	
	2.10	Security and fire alarm;	
	2.11	Internet, video surveillance and telecommunications;	
	2.12	Photovoltaic system and networks;	
	2.13	Territory and outdoor planning;	
	2.14	Basic requirements for operation;	
	2.15	Color passport.	
3.	Deliverable 3: Cost estimates, including the lists of work quantities, filled in for all the items with detailed description per each item (F 7, F3, F5, F1)		120 calendar days from the date of signing the contract
4.	Deliverable 4: Design verification by authorized experts (all sections, including cost estimates)		30 calendar days from the date of completion of the set of written and drawn items
5.	Deliverable 5: Supervision by the project author during the construction period (August 2026 – February 2027)		Until February 2027

G. INFORMATION/REQUIREMENTS OF GENERAL ORGANIZATION

Connection notices/Technical conditions for connecting the newly designed infrastructure to the existing utilities shall be obtained from the respective institutions by the National Office of Social Insurance upon Contractor's initiative.

The following special regional climate conditions and technical characteristics shall be taken into consideration during the design period:

Climate zone of the site - III B

Snow load - 50 kg/mp

Wind pressure - 30 kg/mp

Seismic level of the construction site - 7 degrees

Height system - Baltic

H. INSTITUTIONAL ARRANGEMENTS

The Contractor will coordinate all the activities under the contract with the "Digital Transformation of Social Protection" Project engineer, under the overall supervision of the "Digital Transformation of Social Protection" Project Manager.

The "Digital Transformation of Social Protection" Project will provide all available relevant documentation, facilitate first contacts, access to the site and communication with stakeholders while the **Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties. All kind of translation costs (written and oral) shall be arranged by the Contractor.**

The respective assignment is an activity to be partially carried out remotely (from office/ from home) with trips in the field. All the trip costs from and to the assignment location shall be under the responsibility of the Company, hence should be included in the financial offer.

The Bidder shall have and ensure resources, support, and working materials necessary for the qualitative delivery of services at all the stages of the process of designing.

Before starting the implementation of the tasks, the Contractor will attend a kick-off meeting with the participation of the Project representatives to agree on the implementation approach.

Confidentiality

Materials provided to the Contractor and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy, and are only to be used in connection with the execution of these Terms of Reference. Violation of confidentiality requirements may result in immediate termination of contract. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP Moldova. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the UNDP Moldova.

Payments

Payments are based upon output, i.e. upon delivery of the services specified in the TOR and submission of deliverables, as to be agreed at contract signature stage. All envisaged costs must be included in the Annex 3. TECHNICAL AND FINANCIAL OFFER. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of costs (including the unit process, daily fee, taxes, number of anticipated working days, etc.).

The payment for services will be made in tranches upon submission of deliverables stated in point 4. Deliverables and timeframe, and certification by the Project Manager that the services were satisfactorily performed. **All the deliverables envisaged in the Contract shall be coordinated and agreed upon with companies and further endorsed by the Project Manager within 14 calendar days since the moment they are submitted.**

I. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER

Bidders should describe, in detail (Company Profile), their previous corporate experience in similar related to the project's assignment.

Qualifications and Experience of the company:

- Be a legally registered entity.
- Have at least 5 years in the area of experience in the field of design of social infrastructure objects;
- Have in its portfolio at least two (2) similar contracts (in terms of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, undertaken in the past 5 (five) years, in a cumulative value of 50,000 US\$. *Please provide copies of contracts and/or reports of technical designs and estimates handled and accepted by the Client/Beneficiary.*

The proposal shall include the following minimum key-personnel aimed at implementing said contract, with valid technical certificates issued by the national regulation authority in construction of Republic of Moldova:

- 1 (one) Task Manager/Architect;
- 1 (one) Authorized energy auditor;
- 1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions;
- 1 (one) Engineer licensed in Internal/External Electricity Networks;
- 1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems;
- 1 (one) Engineer licensed in water supply and sewerage systems;
- 1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system;
- 1 (one) certified Cost estimator.

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

In case of consortiums, all criteria listed above shall apply towards the Lead Company.

All activities under this assignment shall be performed in a gender-sensitive manner and applying green principles as well as human rights-based approach.

The Contractor shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Contractor expense.

Each bidder should develop and submit a technical offer containing requested information according to the Annex 3. TECHNICAL AND FINANCIAL OFFER. Proposed Work Plan should include all indicative dates for Deliverables as outlined above and a plan for meeting these and any additional deadlines.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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:	RfQ25/03136: Execution of the design documentation "Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality"	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) <i>(If yes, provide a Copy of the valid Certificate):</i>	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	☐ 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 <i>(If yes, provide a Copy)</i>	☐ Yes ☐ No

Is your company a member of the UN Global Compact	☐ Yes ☐ No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 2 assignments in implementation of design services for construction of buildings, including engineering systems: heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, undertaken in the past three years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (indicate currency)	Period of activity (year/ month)	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 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.
☐	☐	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.

Yes	No	
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, 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: 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.
☐	☐	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 we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ25/03136: Execution of the design documentation "Replanning and capital repair of the administrative block of the Ungheni Territorial Office of Social Insurance, with a height regime of S+P+1E in Ungheni municipality"	Date: Click or tap to enter a date.

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

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: US Dollars

Item No	Deliverables	Price (USD)
1.	Deliverable 1: Topographical prospects, Building Survey, Technical expertise of the roof, Energy audit, General plan, Project draft	
2.	Deliverable 2: Chapters of the technical design	
	2.1 Construction works	
	2.2 General explanatory note, including technical specifications and energy efficiency measures	
	2.3 Architectural – urban planning and interior design solutions, including exterior thermal insulation	
	2.4 Building solutions	
	2.5 Technological solutions	
	2.6 Indoor water supply and sewerage installations and networks	
	2.7 Heating, ventilation, air conditioning	
	2.8 Outdoor electrical installations and networks, organization of outdoor lighting	
	2.9 Indoor electrical installations and networks	
	2.10 Security and fire alarm	
	2.11 Internet, video surveillance and telecommunications	
	2.12 Photovoltaic system and networks	
	2.13 Territory and outdoor planning	
	2.14 Basic requirements for operation	
	2.15 Color passport	
	2.16 Construction works	
	2.17 General explanatory note, including technical specifications and energy efficiency measures	
3.	Deliverable 3: Cost estimates, including the lists of work quantities, filled in for all the items with detailed description per 1each item (F 7, F3, F5, F1)	
4.	Deliverable 4: Design verification by authorized experts (all sections, including cost estimates)	
5.	Deliverable 5: Supervision by the project author during the construction period (August 2026-February 2027)	

Other costs (specify)	
Total price	

Please include the breakdown of costs for Deliverable no. 2

Breakdown of costs

Personnel / other elements	UOM	Qty	Unit Price, USD	Total Price, USD
Personnel				
1 (one) Task Manager/Architect	day			
1 (one) Authorized energy auditor	day			
1 (one) Engineer licensed in civil, industrial and agrozootechnical constructions	day			
1 (one) Engineer licensed in Internal/External Electricity Networks	day			
1 (one) Engineer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems	day			
1 (one) Engineer licensed in water supply and sewerage systems	day			
1 (one) Engineer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system	day			
1 (one) certified Cost estimator	day			
Other expenses				
Other Costs: (please specify)				
Total				

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time: 150 days	☐	☐	Click or tap here to enter text.
Validity of Quotation: 90 calendar days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Personnel available	☐	☐	Click or tap here to enter text.
<i>Technical Support Requirements</i> 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.

<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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