

Approved BENEFICIARY
General Director of the National Office of Social Insurance
Elena ȚÎBÎRNĂ
_____ 2025

Approved INVESTOR
Project Manager "Digital Transformation of Social Protection"
Anatolie UMANEȚ
_____ 2025

DESIGN BRIEF

OBJECTIVE: 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

Site address: Ungheni municipality, George Meniuc 8 street, cadastral numbers 9201103.005.01, 9201103.005.02

Investor: "Digital Transformation of Social Protection" Project

Beneficiary: National Office of Social Insurance

No	Data and basic requirements	Content and basic requirements
1.	Design basis	Terms of reference and design theme; Urban planning certificate for design no. P-0743/2025 of 15.09.2025 and cadastral extract;
2.	Investment title	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, creation of the one-stop shop
3.	Design phase	Execution design, according to the Instructions on the procedure for the development, approval and content – framework of project documentation for constructions (NCM A.07.02-2012)
4.	Type of construction	Existing building, capital repair and re-planning of interior spaces
5.	Need for field studies and research	Topographical prospects Building Survey Technical expertise of the roof Energy audit
6.	Basic technical and economic indicators	Construction area S+P+1E with cadastral number 9201103.005.01: 263 sq m Construction area S+P+1E with cadastral number 9201103.005.02: 297.7 sq m Total land area: 0.2369 ha

7.	Design stages	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. <u>The design sketch shall include</u> 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 Project in accordance with the provisions of the NCM A. 07.02-2012 normative "Procedure for development, approval, approval and framework content of project documentation for constructions" with the development of written and drawn parts.
8.	Requirements attached to design options.	The design theme was developed according to the norms "Procedure for development, approval, approval and content - framework of project documentation for constructions" NCM A.07.02-2012 Annex B. Once the design sketch has been approved, no other options will be developed.
9.	Special requirements attached to the construction.	Climatic zone III B Snow load 50kg/ sq m Wind pressure 30 kg/ sq m Seismicity level 7 degrees;. Design temperature of outside air -16°C Duration of heating period 166 days. Fire resistance level II. Building importance category II. Landslides are not certified
10.	Special conditions regarding the determination of the volumes of work required to be performed	1. Development of the work plan and coordinate it with the Beneficiary and the Investor. 2. Execution of the topo-geodesic study. 3. Execution of the technical expertise of the roof; 4. Survey plan; 5. Development of energy audit and energy efficiency recommendations; 6. Development of the execution project documentation according to NCM A.07.02-2012, including the technical specifications for the proposed equipment or similar.

11.	The execution design documentation shall include the following compartments:	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.
12.	Purpose, capacity and type of construction	Existing building S+P+1E, which includes two blocks, currently functional. <u>Basement subdivision:</u> utility networks <u>Ground floor subdivision:</u> reception, one-stop shop, waiting area, offices, toilets, technical space; <u>1st Floor subdivision:</u> offices, archive, meeting room, toilets, staff space; <u>Exterior design:</u> parking area, pedestrian area, rest area.
13.	Requirements attached to solutions for the general plan	The General Plan will be drawn up in compliance with the requirements of sanitary and fire protection regulations. The arrangement of necessary access roads, the configuration and relief of the land will be taken into account. <u>Yard systematization:</u> Pedestrian access paths to the building will be arranged, with slopes to ensure the drainage of rainwater. The rainwater from the building will be captured through gutters and downpipes, then discharged through gutters into the centralized rainwater system. <u>Parking:</u> Parking spaces for employees will be arranged in the inner courtyard.

14.	Requirements attached to architectural and constructive solutions	In accordance with the provisions of CUC434 of 28.12.23, with the Local Urban Planning Regulation and the Urban Planning Certificate for Design P-0743/2025 of 15.09.2025. Existing building with a vertical height of S+P+1E. The construction scheme is rigid with a structure of concrete elements and exterior walls of limestone block masonry. The roof is of the truss type and requires expertise to verify the resistance. The spatial systematization solution must comply with the design norms NCM A.07.02-2012 "Procedure for Elaboration, Approval, Approval and Framework Content of the Project Documentation for Constructions"; External thermal insulation will be provided, so as to meet the requirements of the normative acts regarding energy efficiency; - To provide modern and durable construction materials, fittings, machinery, equipment and technologies during operation, certified in the Republic of Moldova. - To provide for the installation of a photovoltaic system on the roof of the building (The permit for connecting the electricity production site will be obtained by the contractor, together with the Beneficiary).
15.	Requirements for internal and external utility networks	<u>Thermomechanical solutions:</u> The building will be equipped with thermal energy using heat pumps, which will be designed in the technical space in the building or on each floor. <u>Electricity supply:</u> The electricity supply will be carried out according to the connection notice – connection to the photovoltaic system, but also to traditional sources for alternative. Energy efficiency measures will also be proposed, according to current regulations. The exterior lighting will be made with lighting fixtures placed on metal poles. <u>Sewerage:</u> Domestic waste water will be discharged by gravity and collected in the existing external sewage network. <u>Stormwater drainage:</u> The stormwater from the roof of the building will be discharged through gutters and downpipes. Stormwater stagnation around the building will be avoided. <u>Water supply:</u> The building will be supplied with drinking water from the existing water supply network. <u>Ventilation and air conditioning system:</u>

		It is proposed to adopt a multi-split system to ensure the comfort of staff and visitors inside the building. <u>Electrical installations - low currents:</u> 1. automatic telephone network; 2. local computer network; 3. technical room; 4. fire detection and warning system; 5. command and control system for access to the territory and inside the building; 6. burglary system.
16.	Interior finishing requirements	The following finishing materials will be used in the project: - <u>Joinery:</u> Installation of doors made of wood/PVC or glass. A door schedule with their characteristics will be developed; - <u>Wall finishing:</u> in all rooms, according to the regulations in force, they will be made of ecological materials that meet the high quality level and the sanitary-hygienic, fire-fighting, technical and aesthetic requirements certified in the Republic of Moldova. Washable paint based on acrylic-styrene aqueous dispersion in offices and common areas. Installation of ceramic tiles in sanitary blocks (fixing up to the level of the suspended ceiling). A finishing schedule will be developed for each room with the specification of materials; - <u>Flooring:</u> installation of anti-slip tiles on adhesive in all rooms. A floor schedule will be developed for each room with the specification of materials; - <u>Ceilings:</u> "Armstrong" type cassette or gypsum boards on a casing, made on an aluminum suspension system in all office rooms, including common areas. A ceiling schedule with their characteristics will be developed.
17.	Requirements for the development of adjacent territory	- Development of the adjacent territory according to the norms in force; - Construction of the wall around the construction and evacuation of rainwater from the walls; - Paving of access roads and revitalization of green spaces; - Lighting of the land related to the institution. Area for development ~ 1800 sq m
18.	Requirements for technical solutions for the development of the Construction Works Organization	This compartment must be developed in accordance with CP A.08.06:2014 - Instructions on the development of construction organization projects.

19.	Requirements regarding ensuring the conditions for vital activity of people with reduced mobility	- Provide easy access for people with disabilities, in accordance with NCM C.01.06-2014 "General safety requirements for construction objects in their use and accessibility for people with disabilities.
20.	Terms of execution and development of project documentation and estimates	Consecutive 120 calendar days
21.	Terms of verification of project documentation and estimates	Consecutive 30 calendar days.
22.	Additional requirements for design documentation	Preparation of the cost estimate (Forms 7,3,5,1), general estimate. The full set of documentation will be prepared and presented in 5 copies (4 copies on paper and 1 copy in electronic format); All project documentation will be submitted for verification to certified project verification specialists. Payment for verification falls within the responsibility of the design institution; Ensuring the quality level corresponding to the requirements of the project is the responsibility of the design institution; When developing the execution project, the provisions of CUC434 of 28.12.23 and the provisions of Law no. 139/2018 on Energy Efficiency will be taken into account.
23.	Verification and coordination requirements	According to the requirements of the Urban Planning Certificate. - All documentation will be approved in the appropriate manner and in accordance with the regulations in force; - The designer is responsible for all coordination, including with specialized institutions, obtaining project approvals according to the legislation of the Republic of Moldova; - Verification of design documentation will be ensured by the designer.
24.	Requirements for supervision by the project author	Is required (August 2026 – February 2027)

Note: The design theme is developed in accordance with the NCM A.07.02-2012 Norm