

REQUEST FOR QUOTATION NO. RfQ25/03175:

DEVELOPMENT OF DETAILED TECHNICAL DESIGN DOCUMENTATION FOR THE CAPITAL REPAIR AND MODERNIZATION OF THE UN HOUSE BUILDING 0100520.040.01 AND THE SECTOR LIT. B1 LOCATED AT THE TERRITORY WITH CADASTRAL NUMBER 0100520.040 FROM 131, 31 AUGUST 1989 STREET, CHISINAU CITY

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through its **“Common Services Account”** project, kindly requests your quotation for the **Request for Quotation no. RfQ25/03175: Development of detailed technical design documentation for the capital repair and modernization of the UN House building 0100520.040.01 and the sector lit. B1 located at 131, 31 August 1989 street**, as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document, generated by the online system.

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4.1: Report of technical Expertise of the UN House building no. 9839-08-23/T (English Version)

Annex 4.2: Report of technical Expertise of the UN House building no. 9839-08-23/T (Romanian Version)

Annex 5.1: Report Additional Technical Expertise of the UN House no. 9998-06-25/T (English Version)

Annex 5.2: Report Additional Technical Expertise of the UN House no. 9998-06-25/T (Romanian Version)

Annex 6.1: Report on the structural calculation of the ‘UN House Moldova’ building located on 131, 31 August 1989 str (English Version)

Annex 6.2: Report on the structural calculation of the ‘UN House Moldova’ building located on 131, 31 August 1989 str (Romanian Version)

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-00855** and subscribe to the tender to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

<https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g., system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference, or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until the last minute. If the Bidder faces any issue during submitting offers at the last minute prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such an instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	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&_adf.ctrl-state=8godmwdd9_239&_afLoop=7321111756612874&_afWindowMode=0&_afWindowId=null&_af_rFS=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 only in the currency indicated in the system: Moldovan Leu (MDL) for local suppliers and US Dollars (USD) for international suppliers. For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange (to be found at https://treasury.un.org/operationalrates/OperationalRates.php) indicated in the portal. In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
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 an alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	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 for Contracts (for Goods and/or Services) Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. ☒ Liquidates damages shall be imposed as follows: Percentage of contract price per day of delay: 0.33% up to a maximum of 30 days, 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 VAT inclusive
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 supporting documentation as applicable.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not permitted
Alternative Quotes	☒ Not permitted
Payment Terms	☒ Payment per deliverable contingent upon receipt of goods, works and/or services and submission of payment documentation. Schedule of payments to be agreed before contract signature.
Conditions for Release of Payment	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. <u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u> Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.

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 detailing the experience of the company, proposed methodology, approach, and implementation timeline to complete the assignment, and key personnel proposed ☒ 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>Copies of contracts might be requested during the evaluation stage.</i> ☒ Copies of minimum three (3) similar contracts related to design services for rehabilitation/modernization of public buildings or any other buildings with social destination, including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, land development, etc.), undertaken in the past 5 (five) years ☒ Quality Certificates (ISO, etc.) if available ☒ List of qualified key personnel together with CVs and professional <u>technical certificates as designers (Certificat de atestare tehnico-profesională), issued by the national regulation authority in construction of Republic of Moldova (valid at the date of presentation):</u> - a)1 (one) Task Manager/Architect - b)1 (one) Structural/Civil construction design specialist, construction resistance field - c)1 (one) Interior Designer - d)1 (one) Designer licensed in Internal/External Electricity Networks - e)1 (one) Designer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems - f)1 (one) Designer licensed in water supply and sewerage systems - g)1 (one) Designer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system - h)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 2 (two) years (2023, 2024)
Evaluation method	☒ UNDP will award a contract to one Bidder. The Contract or Purchase Order will be awarded to the lowest price and substantially compliant offer based on the conducted evaluation.
Evaluation criteria	The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of consortiums, all criteria listed below shall apply towards the Lead Member. ☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Minimum five (5) years of experience in the field of design of administrative infrastructure objects ☒ Minimum three (3) similar contracts related to design services for rehabilitation/modernization of public building or any other buildings with administrative destination, including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, land development, etc.), undertaken in the past 5 (five) years ☒ Maximum delivery period not to exceed 180 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 as designers (Certificat de atestare tehnico-profesională), issued by the national regulation authority in construction of Republic of Moldova that will perform works in line with the legislation of Republic of Moldova:</u> • 1 (one) Task Manager/Architect • 1 (one) Structural/Civil construction design specialist, construction resistance field • 1 (one) Interior Designer • 1 (one) Designer licensed in Internal/External Electricity Networks • 1 (one) Designer licensed in heating, ventilation, air-conditioning, smoke evacuation system • 1 (one) Designer licensed in water supply/sewerage networks • 1 (one) Designer 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	January 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS / TERMS OF REFERENCE

DEVELOPMENT OF DETAILED TECHNICAL DESIGN DOCUMENTATION FOR THE CAPITAL REPAIR AND MODERNIZATION OF THE UN HOUSE BUILDING 0100520.040.01 AND THE SECTOR LIT. B1 LOCATED AT THE TERRITORY WITH CADASTRAL NUMBER 0100520.040 FROM 131, 31 AUGUST 1989 STREET, CHISINAU CITY

Background

The UN House, with a total area of 1,466.96 square meters, is located at 131, 31 August 1989 Street, Chisinau, MD-2012, Republic of Moldova. The building comprises two parts:

1. The older section (constructed in 1951) – a two-story structure located at the corner of 31 August 1989 and Sfatul Țării streets, including Annex Lit. B1;
2. The newer section (constructed in 1997) – a four-story building along 31 August Street.

These premises were made available by the Government of the Republic of Moldova based on Government Decisions No. 317-d (2 December 1992) and No. 326-d (19 July 1996). They are provided free of charge, under a Lease Agreement concluded on 5 July 2010 between the State Enterprise “Direction for Services for Diplomatic Corps” (DSCD) and the United Nations Development Programme (UNDP). The agreement, initially signed for a limited term, has been extended and currently remains valid until 30 June 2030.

In March 2025, a structural incident occurred in the building, involving the partial collapse of a section of the intermediate floor ceiling (approximately 2.2 x 2.2 meters). This event raised immediate concerns regarding the structural integrity and safety of the premises. In response, the affected area was promptly closed, and following consultations with the UN House Management Committee and civil engineering experts, an Additional technical expertise examination was commissioned for the Annex Lit. B1 building to the existing Technical Expertise Report no. 9839-08-23/T.

The Technical Expertise objectives, included:

- Structural inspections and localized openings;
- Review of construction materials and the building’s seismic history;
- Study of the structural layout;
- Analysis of cadastral and engineering documentation;
- Structural calculations of the building’s current condition.

The results of the Additional Technical Expertise Report No. 9998-06-25/T concluded that, while the main structural framework remains intact, the intermediate and attic floors are in only partially satisfactory condition. The load-bearing elements of the resistance structure of the administrative ‘UN House Moldova’ building - sector letter B1, located on the land plot with cadastral no. 0100520.040 on 131, 31 August 1989 str., Chisinau mun., are in partially satisfactory technical condition; works are required to rehabilitate and reconstruct the intermediate and attic floors. The damages and defects detected during this expert examination, described in Chapter 2, point 2.2, will be removed as part of the rehabilitation and reconstruction works of the floor, which will be carried out based on the duly developed reconstruction design, in compliance with the current regulations of the Republic of Moldova and the recommendations of this expert examination.

In this context, UNDP (on behalf of all UN agencies hosted in the UN House) is launching a Request for Quotation (RFQ) to solicit qualified companies to develop specialized technical design documentation for

the capital repair of the UN House premises old building 0100520.040.01 and Annex Lit. B1 on the land plot with cadastral no. 0100520.040.

Objective of the assignment:

The main objective of this assignment is to identify a design company to develop the detailed technical design documentation for capital repair of the UN House Moldova building ensuring that the facility is safe, functional, energy-efficient and accessible and that it fully complies with national construction norms, safety regulations, and UN requirements.

More specifically, the technical design will cover the full capital repair of one out of two buildings of UN House Moldova, namely the building with cadastral identification number 0100520.040.01. The mentioned building consists of two parts: the main body with cadastral number 0100520.040.01, and the annex designated as “Section B1” (see details in the Technical expertise report nr. 9998-06-25/T). The annex is a structural component of the building registered under cadastral number 0100520.185.01, which, during its operation, was vertically subdivided by a load-bearing wall and subsequently incorporated into the main building with cadastral number 0100520.040.01.

Along with the capital repair of the mentioned building, the Detailed design documentation will also include full replacement of all engineering systems, such as: heating, ventilation, air-conditioning, water and sewerage, electricity, low voltage nets, video security, anti-fire warning, internet in listed above buildings.

In addition to the capital repair and consolidation works, the Design documentation should foresee the vertical extension of the building by replacing the existing pitched roof with a mansard-type roof. The new mansard shall be designed to accommodate office spaces, fully functional and compliant with national building norms, fire-safety, seismic, and accessibility requirements.

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

Description of the object:

The object of the assignment is the UN House Moldova building (cadastral identification number 0100520.040.01), located on 31 August 1989 street in Chişinău Municipality. The targeted building complex consists of two distinct but interconnected parts:

- The main building (cadastral no. 0100520.040.01), constructed in the period 1950-1952 with a height limit type – S+P+E, originally designed and executed according to the technical standards in force at that time.
- The annex “Section B1” (structural component of building cadastral no. 0100520.185.01, subsequently incorporated into the main building) was built in 1951, designed and executed according to the technical standards in force at that time, which currently shows significant structural deficiencies.

The main building (cadastral no. 0100520.040.01) was constructed according to an individual design in the period 1950–1952, with a height regime S+P+E (basement, ground floor, first floor). The building has a regular rectangular plan with dimensions of 12.65m by 21.50m. The story heights are 2.60m for the basement, 3.60m for the ground floor, and 3.75m for the first floor.

The load-bearing system is based on mixed masonry walls with a thickness of 500–600 mm, plastered on both sides with lime and sand mortar. In the longitudinal direction, the structure is organized with four

load-bearing walls, and in the transverse direction with five load-bearing walls, which are discontinuous in height, as shown in the cadastral plan. The foundations are made of raw stone masonry (M100, according to laboratory tests) on lime and sand mortar (M4), with a standard strength of 15 kg/cm². The floor above the basement is a monolithic reinforced concrete slab with confining beams supported on the load-bearing walls and secondary beams. The floors between levels and the attic floor are composed of wooden load-bearing beams with circular sections, filled with a mixture of slag and clay, plastered with lime and sand mortar on wooden battens, and finished with a suspended ceiling. Partition walls are partly made of M100 brick masonry on lime and sand mortar, and partly of plasterboard mounted on a galvanized steel frame, executed during the building's operational period.

The interior staircase is monolithic reinforced concrete finished with natural stone slabs. The roof is of truss type, with a load-bearing structure made of timber elements and a covering of corrugated metal sheets. The joinery of the building has been partially replaced with double-glazed elements, while some sections remain in their original state.

The annex to the main building, known as Section B1, was originally part of the structure registered under cadastral number 0100520.185.01 and was later vertically subdivided and incorporated into the main building (cadastral no. 0100520.040.01). The annex has a rectangular configuration with two levels above ground, constructed with masonry structural walls and wooden floor structures.

During its operation, the building was subjected to several major seismic events (1977, 1986, and the twin earthquakes of May 1990), which did not cause visible displacements of the load-bearing walls but, in the absence of long-term monitoring, their effects cannot be fully assessed.

In March of the current year, a technical accident occurred, when part of the plastered ceiling collapsed due to the decay of wooden beams and flooring elements caused by moisture infiltration. The technical expertise conducted currently, confirmed that the intermediate and attic slabs are in unsatisfactory condition and cannot continue to be used safely without reconstruction.

The roof of the annex is of truss type, with a load-bearing structure made of timber elements and a covering of corrugated sheets. The expertise shown that the roof is in a partially satisfactory condition, with local decay, insufficient antiseptic and fireproofing treatment, and outdated joints between elements, which only partially comply with current standards. Photovoltaic panels were installed on one slope of the roof, which are currently in use, although no structural reinforcements were carried out during previous repairs.

The annex is connected to public utility networks (water, sewerage, heating, electricity, and gas) and remains in operation. However, due to the required slab and roof reconstructions, the existing finishes and systems will inevitably be deteriorated, making a full capital repair of this section necessary.

In addition, since the roof requires reconstruction, the intervention provides the opportunity to carry out a vertical extension by converting the simple pitched roof into a mansard-type roof with office spaces, thereby improving the functionality and use value of the building.

Thus, the design documentation shall cover the entire UN House Moldova building (cadastral no. 0100520.040.01), and shall include structural consolidation, full capital repair of systems and finishes, roof replacement with mansard extension, and modernization measures in line with current construction, seismic, fire-safety, energy-efficiency, and accessibility standards.

All detailed findings, conclusions, and recommendations regarding the structural condition, required consolidation, and repair works are presented in the Technical Expertise Reports enclosed to this RFP. The Designer shall carefully review these reports and ensure that all design solutions fully reflect the recommendations provided therein.

Both the main building and Annex B1 shall be addressed within a single, unified design documentation package, ensuring the structural safety, modernization, and extended functionality of the entire UN House Moldova building. In addition, the Designer shall assess and propose technical solutions that allow the

design to be divided into clear stages or phases, so that construction works can be executed progressively in line with the availability of funds, without compromising the integrity, safety, or functionality of the buildings.

I. Location and dimensions of the territory:

Location: 31, August 1989 str., Chisinau town

Domain: Public

Property manager: Republic of Moldova, State Enterprise “Directorate of Services for the Diplomatic Corps”

No. cadastral: 0100520.040

Area: 0,1289ha

Mode of use: For constructions

II. Location and dimensions of building:

Location: 31, August 1989 Street, Chisinau town

Domain: Public

Property manager: Republic of Moldova, State Enterprise “Directorate of Services for the Diplomatic Corps”

Mode of use: Diplomatic purposes

No. cadastral register of buildings: 0100520.040.01

Floor area at the ground level: 340 m²

Total floor area: Total usable area: 520.8m²; (level 1- 263.2m², level 2- 257.6m²)

III. Building data:

Main Building (Cadastral no. 0100520.040.01)

Foundation: raw stone masonry (M100, laboratory-tested) on lime and sand mortar (M4), standard strength 15 kg/cm²

Structure: load-bearing mixed masonry walls (500–600 mm), with reinforced concrete confining elements

Walls: raw stone masonry plastered with lime and sand mortar

Floors: monolithic reinforced concrete slab above basement; intermediate and attic floors with wooden beams, slag and clay fill, plastered on battens with suspended ceiling

Roof: truss-type roof with timber elements, covered with corrugated metal sheets

Engineering systems:

- ***Heating:*** connected to centralized network, autonomous gas boiler plant
- ***Electricity:*** connected to town network
- ***Water supply:*** centralized, connected to town network
- ***Sewage:*** centralized, connected to town network
- ***Telecommunications:*** fiber optic internet and telephone available

Annex B1 (Cadastral component incorporated into 0100520.040.01)

Foundation: masonry foundation (similar to main building, stone and mortar)

Structure: masonry structural walls with wooden floor structures

Walls: masonry walls plastered with lime and sand mortar

Floors: intermediate and attic slabs with wooden beams and battens, filled with slag and clay mixture, plastered;

Roof: truss-type roof with timber elements, covered with corrugated sheets; photovoltaic panels installed

on one slope

Engineering systems:

- **Heating:** *connected to centralized network*
- **Electricity:** *connected to town network*
- **Water supply:** *centralized, connected to town network*
- **Sewage:** *centralized, connected to town network*
- **Telecommunications:** *fiber optic internet and telephone available*

To achieve the objective of this assignment, the appointed company will be responsible to carry out all the technical design related works, including site inspection and measurement works, drafting, coordinating, endorsing and verification of the design documentation and specifications as established in the legislation in force, organizing author's supervision activities during project implementation, as well. The winning company will support Beneficiary in obtaining of the permissive pre-design technical documentation, such as: drawings, schemes, urbanism certificate, technical conditions for getting connected to the existing water, sewerage, power supply, anti-fire warring networks, etc. from the Mayoralty and specialized service providers from Chisinau.

Besides that, the winning company shall develop and coordinate with UNDP typical/conceptual interior design solutions for all existing interior spaces, including offices, corridors, sanitary blocks, kitchens, conference rooms, etc, as well as the recommended placement of furniture and relevant equipment. Based on the models selected by the Project Working Group, composed of representatives of the involved UN House Agencies and the building owner, the design company shall prepare detailed specifications and technical parameters for the agreed spaces, including the type and color schemes of finishing materials, furniture items, technological equipment, and other related elements as necessary.

The Contractor will develop the design documentation applying the most efficient technical solutions for proposed capital rehabilitation, based on the type and technical characteristics of each infrastructure (buildings, adjacent area), and required scope of rehabilitation works.

Based on the technical documentation and specifications, estimates and bill of quantities, drafted by the design company, and properly verified, coordinated, and approved, a tender will be launched, to select the Construction Company to carry out the capital repair/modernization works.

Design requirements:

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

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

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

3. **Bill of quantities (BOQ):** Will be developed in accordance with “Resource methodology” (Metoda de Resurse) provided by Moldavian building norms. Complete all items of work with adequate description for each item. The quantities for all work items should be based on actual take-off calculation and not

based on estimates. All BOQs shall be presented in electronic and paper format and additionally in spreadsheet format, preferably MS Excel.

Important: *The BOQs and cost estimates should be entirely presented (exclusively in Romanian), in the following formats: Form 2.*

4. **Specifications:** Comprehensive and up to date General Technical Specifications (GTS), developed in accordance with current national standards, international best practices, and donor UNDP requirements. These GTS will establish the general rules and quality standards applicable to all categories of works and equipment. In addition, the Consultant shall prepare Particular Technical Specifications (PTS), which will define the detailed, project-specific requirements for the UN House Moldova building infrastructure. The GTS and PTS will be incorporated into the subsequent RFP for the selection of the construction company and shall provide sufficient detail to ensure accurate procurement, installation, and execution of the construction works.

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

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

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

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

Important: *The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction works to proceed without need for on-site instructions and selection of materials, construction assembly, layout or location of any element or feature.*

The designs shall comply with local legislation, State Building Codes and Regulations, applicable standards and specifications, and shall ensure full conformity with the requirements of the Urbanism and Construction Code No. 434 of 28.12.2023:

Requirement 1 – Structural integrity of constructions;

Requirement 2 – Fire protection of constructions;

Requirement 3 – Protection of workers and users of constructions against adverse effects on hygiene and health conditions caused by constructions;

Requirement 4 – Protection of workers and users of constructions against bodily injuries caused by constructions;

Requirement 5 – Resistance to sound propagation and acoustic properties of constructions;

Requirement 6 – Energy efficiency and thermal performance of constructions;

Requirement 7 – Prevention of hazardous emissions into the environment caused by constructions;

Requirement 8 – Sustainable use of natural resources used in constructions.

Key tasks and expected outputs:

In accomplishing the assignment, the Contractor commonly shall be responsible for undertaking all the necessary activities for turning out complete designs and tender documents for rehabilitation and putting into operation the sites with internal/external power, electrical light cabling and illumination, security systems in UN House (access control system, public announcement system, etc.), ethernet network and telephony, heating, ventilation, water supply and sanitation systems, low voltage nets, anti-fire warning system, including, but not limited to, the following tasks:

1. Topographical survey of adjacent territory for further land developments, replacement/reconnection to utility networks, etc.
2. Inspection of buildings roofs, facades, entrances and all existing interior rooms, offices, corridors, and other premises, etc., for all the buildings to determine the volume of rehabilitation works and proper location of heating, ventilation, electrical, low voltage, security systems, water supply, sewerage, and sanitary networks and equipment.
3. Inspection and feasibility assessment of the existing roof structure to determine the possibility of replacing the current pitched roof with a mansard roof suitable for office spaces.
4. Development of the site measurement drawings based on verified field data.
5. Develop the technological section of the design documentation, including solutions for internal partitioning, placement of the furniture and relevant office equipment, layout of sanitary groups, corridors, conference rooms, and other premises.
6. Design of the new mansard-type roof with functional office spaces, including architectural, structural, and engineering solutions, ensuring compliance with seismic, fire-safety, energy-efficiency, and accessibility requirements.
7. Evaluate and update the technical conditions for the connection to the water and sewerage networks, thermal networks, low voltage networks and electricity (by case).
8. Design solutions for improving the building (for each building) entrances and spaces (adaptation for person with special needs), insulation of roof ceiling (if necessary), insulation of basement ceiling (if necessary), etc.
9. Designs of new engineering systems, including heating and thermal networks, ventilation systems, power and electrical light systems, low voltage systems design (CCTV, access control, fire-alarm warning system, etc), electrical ground connection system, potable and hot water supply, sewerage system (both internal and on-site external systems).
10. The detailed general site plan (landscaping solutions) of the UN House Moldova territory will be developed only if required, based on the assessment of the existing outdoor utility networks, foundations, or other exterior components of the building. This task will be initiated only if interventions on external networks (water, sewerage, power supply, or rainwater drainage), foundations, or other exterior structures necessitate adjustments to the site layout. In such a case, the plan will include only the functional site development elements affected by these interventions (e.g., access paths, pavements, drainage routes, or local reinstatement works), without extending to general landscaping or greening solutions.
11. Design of the organization of construction site (DOC).
12. Development of a compartment with environmental protection requirements and recommendations.
13. Development of bill of quantities and preliminary cost estimates.
14. Dividing the design documentation and BoQ into implementation stages.
15. Provision of author's supervision during implementation of detailed design.
16. Participate in the preliminary and final commissioning committee, issuance of the Designer's Opinion at the final acceptance of works (Avizul Proiectantului la receptia la terminare a lucrarilor).

The content of the presented project documentation shall include:

The content of the presented project documentation and cost estimates will be in accordance with the national legal framework. Thus, each compartment, for the repair/modernisation of the building will contain (by case):

- Explanatory notes (Memoriu expilcativ), including the volume of environmental protection and accessibility for people with special needs;
- Architectural solutions (SA);
- Technological Solutions for Premises (TH): functional solutions for office organization, furniture placement, and technological equipment;
- Interior Design (IA) solutions for all interior spaces (offices, corridors, conference rooms, sanitary blocks, mansard offices, etc.), without 3D rendering etc.;
- Reinforced concrete structures (CBA) design of new intermediate slabs, attic slabs, and other structural elements requiring reconstruction or consolidation;
- Heating, ventilation and air conditioning (IVC);
- Internal Water Supply and Sewerage (RAC) and, if required, External Water Supply and Sewerage (REAC);
- Thermal networks (interior and exterior) as required after the inspection (RT);
- Automation of heating, ventilation and air conditioning system (AIVC);
- Outdoor electric lighting (IEE);
- Interior electric lighting (IEI);
- Internal electricity supply networks (RIAE);
- Indoor and outdoor electrical automation (AE);
- External electricity supply (REAE) if necessary;
- Automation of electronic communication networks (ARCE) (Ethernet category 6 cable, WiFi, doorbell and central radio, video surveillance, indoor and outdoor electric lighting);
- Electronic communications networks (RCE) (cable internet, WiFi, bell and central radio, video surveillance, indoor and outdoor electric lighting);
- Lightning protection (PT) if necessary;
- Fire and security signalling (SIP) (including access to the territory and the premises);
- Fire safety measures (MASI);
- Organization of construction works (OLC);
- Landscape design/detailed general plan for all adjacent territory if required, limited to the functional site elements affected by the construction works;
- Terms of reference, including GTS and PTS, for construction works procurement and construction materials;
- Verification report / Verification notice of the execution design on separate compartments;
- Verification report / Notice of verification of the estimate documentation.

Important: The verification report will be presented as consolidated one.

Within one week after signing the Contract, the design company will coordinate and sign the design theme (Tema de Proiect) with UNDP and Direction of Services for Diplomatic Corps, owner of the building.

The design company shall properly coordinate the design and engineering process with the *Project Working Group*. The Contractor should obtain expertise clearance for design from all relevant authorities, when necessary.

The design company will also be responsible for carrying out all the verifications, coordination, and endorsement of the design documentation and estimates in line with the local legislation in force. The costs related to verification and coordination of design documentation, as well as all the fees and charges for these procedures will be totally incurred by the design company.

The design company should assist Beneficiary and owner of the infrastructure to prepare all necessary supporting documentation to obtain construction permits from the local planning authorities (by case).

At the phase of the author supervision the selected design company assumes the responsibility to make the necessary technical adjustments (appeared in the process of construction) to the project documentation. These adjustments will be made within three working days upon the official request from the UNDP Project's Engineer.

Upon the completion of the construction works, the designer company will participate in the preliminary commissioning of works and object's hand-over activities and will endorse an author confirmation, certifying the compliance of works to the design (Avizul proiectantului). **Please note that according to the UN Construction Policy the final commissioning of the works will take place after 12 months of the Defect Liability Period which will start after commissioning at the end of the work.**

Regulatory Framework

1. The development of the design documentation and cost estimates for the capital repair of the UN House building will be carried out in accordance with the national regulations, national normative acts and other applicable technical standards currently in force, specifically:

- Urbanism and Construction Code No. 434/2023
- Law no. 139/2018 regarding energy efficiency
- Law no. 10 of 26.02.2016 regarding the promotion of the use of energy from renewable sources
- Law no. 128 of 11.07.2014 regarding the energy performance of buildings
- Government Decision no. 896 of 21.07.2016 for the approval of the Regulation on the procedure for certifying the energy performance of buildings and building units

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

- CUC 434/2023; Urban Planning and Construction Code
- NCM C.01.12:2018 Buildings and public constructions
- NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework content of design documentation for constructions
- NCM C.01.06-2014 Designing buildings & constructions considering accessibility for people with disabilities
- NCM E.03.02-2014 Protection against fires in buildings and installations
- NCM E 03.03:2018 Fire safety. Signalling and fire warning installations
- NCM E.03.01-2005 Fire protection of buildings and installations. Terminology
- NCM E.04.04-2016 Protection against environmental actions design of construction anticorrosive protection
- NCM A.07.06:2016 The composition and content of the "Environmental Protection" chapter in the project documentation
- NCM B.01.06:2019 Norms regarding the framework composition of the "Environmental protection" compartment within urban plans"
- NCM M.01.01:2016 Energy performance of buildings
- NCM M.01.02:2016 Energy performance of buildings, Methodology for calculating energy performance of buildings.
- NCM M.01.03:2016 Energy efficiency of social-cultural buildings
- NCM E 04.01:2017 Protection against environmental actions. Thermal protection of buildings
- NCM A.07.02.2012 The procedure for drawing up, approval, approval and the framework content of the project documentation for constructions

- NCM G.01.02:2015 Design and installation of electrical installations in residential and social buildings.
- NCM G 01.03:2016 Electrical installations. Electrotechnical devices
- NCM C.04.02:2017 Natural and artificial lighting
- NCM B.01.05:2019 Urbanism. Systematization and arrangement of urban and rural localities
- NCM G.03.03-2015 Internal installations for water supply and sewerage
- NCM L.02.06-2012 Estimate norms for the execution of construction-assembly works in cold weather
- NCM E.02.02:2016 Reliability of building elements and foundation lands. Basic principles
- NCM E.03.05-2004 Automatic fire extinguishing and signalling installations. Norms for design
- NCM-G.03.02-2015 External sewage networks and installations
- NCM G.04.10:2015; NCM G.04.10:2015/A1:2019 Thermal power plants
- NCM G.04.07:2014 Thermal networks. Thermal, ventilation and air conditioning installations
- NCM G.04.05:2016 Heating, ventilation and air conditioning installations. Autonomous sources for heat supply.
- NCM G 02.01:2017 Electrical, automation, signalling and telecommunications installations. Electronic communication networks (systems), automation and signalling installations for buildings and constructions. Basic provisions for design and installation
- NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction
- Other normative acts in force on the territory of the Republic of Moldova

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

- CP C.01.11:2018 Public buildings and constructions, accessible for people with disabilities. Design rules;
- CP C.04.04-2012 Design of safety lighting systems in buildings and constructions;
- CP C.01.09:2017 Flat, open buildings for physical culture and sports;
- CP L.01.01-2012 Instructions regarding the preparation of estimates for construction-assembly works by the resource method;
- CP L.01.02-2012 Instructions for determining estimate expenses for payroll in construction;
- CP L.01.03-2012 Instructions regarding the calculation of overhead expenses when determining the value of the objectives;
- CP L.01.04-2012 Instructions regarding the determination of estimate expenses for the operation of construction machinery;
- CP L.01.05-2012 Instructions regarding the determination of the value of the estimate benefit when forming construction production prices;
- CP L.01.13:2015 Methodical guidance on monitoring and calculating average prices of construction materials;
- CP-E.04.05-2017 Protection against environmental actions, Designing thermal protection of buildings;
- CP-G.04.01-2002 Energy certificate of the building;
- CP-M.01.01-2016 Energy efficiency of residential buildings, Energy audit of buildings;
- CP E 01.04:2019 Evaluation of the level of anti-seismic protection of existing buildings;
- CP E 03.01:2019 Fire safety Ensuring the fire resistance of buildings;
- CP E 03.02.2018 Fire safety. The methodology of the development of the project compartment. "Measures to ensure fire safety and to carry out technical expertise (fire safety audit) of the protected object";
- CP G.03.07:2016 Natural biological purification systems of municipal wastewater in filters planted with macrophytes (phytofilters);
- CP C.01.02:2018 Civil buildings. Buildings and constructions. General design provisions ensuring accessibility for people with disabilities;

- CP C.01.10:2018 Civil buildings. The living environment with systematized elements, accessible for people with disabilities. Design rules;
- CP C.01.13.2018 Civil buildings. Urban environment. Accessible design rules for people with disabilities;
- CP G.04.11:2013 Heating, ventilation and air conditioning installations. "Methodology for calculating heat losses, unrecorded volume of hot water, hot water losses in communal domestic hot water supply systems" "Part 1 "Calculation of losses and unrecorded volume of hot water in communal domestic hot water supply systems domestic hot water»;
- CP C.04.08-2015 Blocks of PVC windows and doors;
- CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on resource method.

Implementation timeframe

The Contractor is expected to carry out investigations of project site and complete full set of technical design documentation: drawings, BOQs, tender launching documentation, etc., in maximum 150 calendar days without "Verification of the designs and Bill of Quantities" item, maximum 170 calendar days, including "Verification of the designs drawings and Bill of Quantities" by the Certified Verifiers, and maximum 180 days for endorsement of the design documentation from state appropriate services from the contract signature date.

Deliverables

Contractor is required to deliver the expected design services, in accordance with the following deliverable items and established schedules:

Project Site: UN House Building Complex, 31 August 1989 street, Chişinău (main building and Annex B1).

Item No.	Description/Specification of Services	Delivery Date
1.	Development of the existing building layout scheme (Relevee) for each floor, including basement, ground floor, first floor, mansard offices (to be designed), corridors, staircases, offices, conference rooms, sanitary blocks, kitchen, auxiliary rooms, and all other building related spaces, for both the main building and Annex B1. Total buildings surface aprox=800 m²	Within 20 days from the date of contract signing
2.	<i>Topographical measurements/survey (0.1289ha)</i> of the adjacent territory for further land developments.	Within 5 days from the date of contract signing
3.	Development and approval of a new layout scheme for each floor of building, including the mansard offices , with detailed furnishing and equipment plans for offices, conference room, sanitary blocks, kitchen, corridors, and auxiliary premises. Preparation of the Technological Solutions chapter (TH) covering the functional organization of all spaces, furniture placement, and equipment needs, for the entire building Total buildings surface S=800m²	Within 60 days from the date of contract signing

4.	Development of detailed technical designs: drawings for the capital repair of the UN House Moldova building with cadastral number: 0100520.040.01 (including main building and Annex B1), including architectural solutions with the design of new mansard offices in the Annex B1, structural design, and interior engineering networks such as heating, ventilation, power supply and electrical light cabling and illumination, anti-fire warning system, access control system, public announcement system, ethernet network and telephony, low voltage networks, video surveillance system, electrical grounding system, potable and hot water supply, and interior sewerage, as well as the preparation of the Bill of Quantities and cost estimates., etc. Total Building surface S=800 m²	Within 150 days from the date of contract signing
5.	Development of the detailed general plan of the territory, if required, for areas affected by construction or external network works, including access routes, pavements, parking, lighting, drainage, and reinstatement of landscaping, with corresponding BoQ and cost estimates preparation. Total adjacent territory surface 0.1289 ha	Within 150 days from the date of contract signing
6.	Detailed design of Organization of the Construction site chapter	Within 150 days from the date of contract signing
7.	Design on the environment protection measures chapter	Within 150 days from the date of contract signing
8.	Dividing the design documentation and BoQs in implementation stages	Within 160 days from the date of contract signing
9.	Verification of the designs by independent, Authorized by the State Experts. Endorsement of the design documentation from state appropriate services	Within 180 days from the date of contract signing
10.	Technical Design Author's Control during the implementation of the construction works	During the implementation period, anticipated within 2027–2028, depending on the actual start of construction works

NOTE: All the deliverables shall be presented in Romanian language.

General organizational information and requirements towards elaboration and presentation of deliverables:

The elaboration of design documentation shall be initiated based on the developed layout schemes of the existing premises (basement, ground floor, first floor, and designed mansard offices), including offices, conference rooms, corridors, sanitary blocks, kitchens, auxiliary and recreation spaces, approved by the beneficiary and in compliance with the Urbanism Certificate for design works issued by the Local Public Authorities.

The Contractor shall obtain the technical conditions for connection/reconnection to existing utilities (water, sewerage, thermal networks, power supply, low-voltage systems) from the building owner/administrator and relevant authorities.

First drafts, layout schemes, and proposed architectural and technical solutions, elaborated by the Designer, shall be coordinated with the Project Working Group, consisting of designated representatives of the Beneficiary, involved UN House Agencies, and building owner.

All sets of Design documentation, drawings, bill of quantities, cost estimates and specifications shall be presented in 4 copies, copies on paper will be presented with stamps and signatures of the designer and design verifiers and approving authorities. The electronic version of the complete design documentation shall be submitted in PDF format, obtained by scanning the signed and stamped design documents, and provided on a flash drive.

Additionally the drawings and technical specifications will be presented in electronical Autocad, revit format and cost estimates in .kos electronical format.

The following special regional climate conditions and technical characteristics shall be considered while developing the design documentation for the buildings:

- Climate rayon – according to the Moldovan National Annex to Eurocod 1, loads and actions on structures;
- Snow loading - according to the Moldovan National Annex to Eurocod 1, loads and actions on structures;
- Wind loading - according to the Moldovan National Annex to Eurocod 1, loads and actions on structures;
- Seismicity level – according to the seismic zoning map and geological conditions of the site.
- Average outside temperature - 17°C;
- Heating season duration - 166 days
- Average outside temperature during winter season - +0,6°C.

(All these parameters must be readjusted by the design company according to national legislation in force if it is necessary).

Institutional Arrangements

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance of the assigned in-house specialist. The Contractor will be responsible for establishing and maintaining good working relationships with relevant authorities, as well as for arranging all necessary transportation and logistics arrangements. The selected company will be responsible for safety measures for all its employees when visiting the site. When measurements work will be carried out, the Contractor will ensure that before initiating and implementing any type of site survey works: scaffolding, nets, signage etc. are operated correctly.

Payments to the Contractor shall be made upon approval and acceptance of the deliverables by the assigned in-house specialist and endorsement by the UNDP Operations Manager.

Bidders must consider all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted deliverables and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives. The Contractor will bear the responsibility for its own logistics and shall arrange their travel to and from the site, to and from the meetings/presentations.

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.

Duration of Work

The estimated duration of design development works is maximum 180 calendar days. The contract will also include the **author's supervision stage**, which is expected to be implemented during the **construction period, estimated for the years 2027–2028**.

The **expected commencement** of the contract is **in 2026**, depending on project scheduling and availability of approvals.

UNDP will require a maximum of 30 (thirty) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

The timeline of works, Implementation plan must be provided in the Gantt form. This implementation plan shall stipulate clearly the overall and specific duration of the services.

Qualifications of the Successful Service Provider at Various Levels:

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

- Legal entity with minimum 5 years of proven experience in technical design of administrative infrastructure objects.
- Experience in development of minimum three (3) similar contracts related to design services for rehabilitation/modernization of public buildings or any other buildings with social destination, including engineering systems (heating, ventilation, air-conditioning, electricity, low voltage, video security, anti-fire warning, internet, water/sewerage, land development, etc.), undertaken in the past 5 (five) years.
- Proven technical and human resources for successful implementation of the assignment. Minimal presence of the implementation team with valid technical certificates as designers, issued by the national regulation authority in construction of Republic of Moldova consisting of:
 - a)1 (one) Task Manager/Architect
 - b)1 (one) Structural/Civil construction design specialist, construction resistance field
 - c)1 (one) Interior Designer
 - d)1 (one) Designer licensed in Internal/External Electricity Networks
 - e)1 (one) Designer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems
 - f)1 (one) Designer licensed in water supply and sewerage systems
 - g)1 (one) Designer licensed in low voltage networks, access control system, video surveillance system, anti-fire warning, and guard system
 - h)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.

- Maximum delivery period not to exceed 180 calendar days upon signature of contract.
- In case of consortiums, all criteria listed below shall apply towards the Lead Member.

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:	RfQ25/03175: Development of the detailed Technical Design Documentation for the Capital repair and modernization of the UN House 0100520.040.01 and the sector lit. B1 at the territory with cadastral number 0100520.040 from 131, 31 August 1989 street, Chisinau city	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <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.			
Minimum three (3) similar contracts related to design services for rehabilitation/modernization of public buildings or any other buildings with social destination, undertaken in the past 5 (five) years. <i>(Copies of provided contracts shall be presented as part of the submission)</i>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	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

Yes	No	
		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 Organization's Point of Contact.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	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 bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ25/03175: Development of the detailed Technical Design Documentation for the Capital repair and modernization of the UN House 0100520.040.01 and the sector lit. B1 at the territory with cadastral number 0100520.040 from 131, 31 August 1989 street, Chisinau city	Date: Click or tap to enter a date.

Bidders are requested to complete the financial offer table.

Technical Offer

Provide the following:

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

Financial Offer

Currency of the Quotation: MDL for local bidders and US Dollars for foreign bidders

Nr	Description of Services/Deliverables	unit of measure ment	Volume	Cost of unit VAT inclusive (insert currency)	Total Price, VAT inclusive (insert currency)
1	Development of the existing building layout scheme (Relevee) for each floor, including basement, ground floor, first floor, mansard offices (to be designed), corridors, staircases, offices, conference rooms, sanitary blocks, kitchens, auxiliary rooms, and all other project-related spaces, for both the main building and Annex B1. Total buildings surface S aprox=800 m²	1 m²	800		
2	Topographical measurements/survey (0.1289ha) of the adjacent territory for further land developments	1 m²	1289		
3	Development and approval of a new layout scheme for each floor of building, including the mansard offices , with detailed furnishing and equipment plans for offices, conference rooms, sanitary blocks, kitchens, corridors, and auxiliary premises. Preparation of the Technological Solutions chapter (TH) covering the functional organization of all spaces, furniture placement, and equipment needs, for the entire building Total buildings surface S=800m².	1 m²	800		

4	Development of detailed technical designs: drawings for the capital repair of the UN House Moldova building with cadastral number: 0100520.040.01 (including main building and Annex B1), including architectural solutions with the design of new mansard offices in the Annex B1, structural design, and interior engineering networks such as heating, ventilation, power supply and electrical light cabling and illumination, anti-fire warning system, access control system, public announcement system, ethernet network and telephony, low voltage networks, video surveillance system, electrical grounding system, potable and hot water supply, and interior sewerage, as well as the preparation of the Bill of Quantities and cost estimates., etc. Total Building surface S=800 m²	1 m²	800		
5	Development of the detailed general plan of the territory, if required, for areas affected by construction or external network works, including access routes, pavements, parking, lighting, drainage, and reinstatement of landscaping, with corresponding BoQ and cost estimates preparation. Total adjacent territory surface 0.1289 ha	1 m²	1289		
6	Detailed design of Organization of the Construction site chapter	Chapter	1		
7	Design on the environment protection measures chapter	Chapter	1		
8.	Dividing the design documentation and BoQs in implementation stages	Chapter	1		
9.	Verification of the designs by independent, Authorized by the State Experts. Endorsement of the design documentation from state appropriate services	Chapter	1		
10.	Technical Design Author's Control during the implementation of the construction works	Service	1		
	Total:				

Breakdown of costs

Personnel / other elements	UOM	Qty	Unit Price VAT inclusive (insert currency)	Total Price VAT inclusive (insert currency)
Personnel				
1 (one) Task Manager/Architect	day			
1 (one) Structural/Civil construction design specialist, construction resistance field	day			
1 (one) Interior Designer	day			
1 (one) Designer licensed in Internal/External Electricity Networks	day			

1 (one) Designer licensed in heating, ventilation, air-conditioning, and smoke evacuation systems	day			
1 (one) Designer licensed in water supply and sewerage systems	day			
1 (one) Designer 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	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period not to exceed <i>180 calendar days</i> upon signature of contract for the design development stage	☐	☐	Click or tap here to enter text.
Validity of Quotation <i>90 calendar days</i>	☐	☐	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.

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