



INVITATION TO BID (ITB)

ITB No.: ItB26/03325 Renovation and Modernization Works at the MFA Premises

Project: Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support) Project**, hereby invites prospective bidders to submit a bid for **“Renovation and modernization of the MFA premises”** in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule
- Form I: Bid Security
- Annex 1: Bill of Quantities (English)
- Annex 2: Bill of Quantities (Romanian)
- Annex 3: Design Drawings and Specifications (Romanian)
- Annex 4: Technical Compliance Table

Pre-bidding meeting information:

Date: 3 September 2026

Time and time zone: 11:00 AM (Moldova time / GMT+3)

Venue: Microsoft Teams Meeting

Join: <https://teams.microsoft.com/meet/332512040953512?p=1FbFfhShbqz7sqFsHa>

Meeting ID: 332 512 040 953 512

Passcode: kh6Dj2K4

Site visit information:

Date: 4 September 2026

Time and time zone: 14:00 AM (Moldova time / GMT+3)

Location: Republic of Moldova, MFA, str. 31 August 1989, 80, Chişinău MD-2012, Republic of Moldova

Bidders shall notify UNDP at least 1 day in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend. Notification should be sent through the Quantum using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can send a notification to: sc.md@undp.org.

When preparing your bid, please be guided by the ITB Instructions and Data Sheet. Please note that bids must be submitted directly in the system responding to the questions and uploading required documents by the deadline for submission of bids (date and time), indicated in the online system. System will not accept submission of any bid after that date and time. It is your responsibility to ensure that your bid is submitted

before the deadline. Bids received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Bids must be submitted directly in Quantum NextGenERP supplier portal following this 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-01080** and subscribe to the tender to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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

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

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

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

Should you require further clarifications on the Invitation to Bid, Schedule of Requirements or other requirements, kindly communicate using the messaging functionality in the portal.

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

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

Thank you and we look forward to receiving your bid.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL	
1. Scope	Bidders are invited to submit a bid as specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet. Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by UNDP. This ITB is conducted in accordance with Policies and Procedures of UNDP which can be accessed at https://popp.undp.org/SitePages/POPPRoot.aspx
2. Interpretation of the ITB	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 ITB.
3. Supplier Code of Conduct	All bidders 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, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract. The bidder must acknowledge that UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices. 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 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) Further to the UNDP's vendor sanctions policy, 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.
4. Eligible bidders/Conflict of Interest	Bidders shall have the legal capacity to enter into a binding contract with UNDP. A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder it is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists. Similarly, the 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 ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure. 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 ITB, among others. Conditions

	that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. Bidders shall not be eligible to submit a bid if at the time of bid submission: • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Eligible goods, works and services	All goods, works and/or services to be supplied under the contract shall have their origin in any country with the exception of the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of goods, works and services is distinct from the nationality of the bidder.
6. Proprietary information	The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by UNDP are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of UNDP. All documents which may form part of the bid will become the property of UNDP, who will not be required to return them to your firm.
7. Publicity	During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.
SOLICITATION DOCUMENTS	
8. Clarification of solicitation documents	Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official. UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet. UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the bids, unless UNDP deems that such an extension is justified and necessary.
9. Amendment of solicitation documents	At any time prior to the deadline of bid submission, UNDP may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. If the amendment is substantial, UNDP may extend the Deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.
PREPARATION OF BIDS	
10. Cost of preparation of bid	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
11. Language	The bid, as well as any and all related correspondence exchanged by the bidder and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
12. Documents comprising the bid	The bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet: a) Documents establishing the eligibility and qualifications of the bidder; b) Technical bid c) Price Schedule d) Bid Security (if required) e) Advance Payment Guarantee (if required) f) Performance Security

	g) Any attachments and/or appendices to the bid.
13. Documents establishing eligibility and qualifications of the bidder	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. To award a contract to a bidder, its qualifications must be documented to UNDP's satisfaction.
14. Technical bid	The bidder is required to submit a technical bid using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
15. Price Schedule	The Price Schedule shall be prepared using the Form provided in Section 7 and taking into consideration the requirements in the ITB. The prices and discounts quoted by the bidder shall conform to the requirements specified below. • All items and lots (if applicable) must be listed and priced separately. • The price to be quoted shall be the total price of the bid, excluding any discounts offered. • The bidder shall quote any unconditional discounts and indicate the method for their application. • The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination is specified in Section 5: Schedule of Requirements. • Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero. • If indicated in Section 3: Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.
16. Bid currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids: UNDP will convert the currency quoted in the bid into the UNDP preferred currency, in accordance with the prevailing UN Operational Rate of Exchange on UNDP; and In the event that UNDP selects a bid for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
17. 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, 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 bids shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
18. Bid validity period	Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by UNDP and rendered non-responsive. During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the bid validity period, UNDP may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral to the bid. If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 19 (Bid security) in all respects. The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.
19. Bid Security	A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form

	indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid. The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer shall be rejected. If the bid security amount or its validity period is found to be less than is required by UNDP, UNDP shall reject the bid. In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet. Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNDP pursuant to Article 18 (Bid Validity Period). The bid security may be forfeited by UNDP, and the bid rejected, in the event of any, or combination, of the following conditions: • If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or; • In the event the successful bidder fails: ○ to sign the Contract after UNDP has issued an award; or ○ to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the bidder.
20. 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 bid, each such legal entity will confirm in their joint bid that: • 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, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. If a JV, Consortium or Association's bid is the bid selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 21 (Only one Bid) herein in respect of submitting only one bid. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
21. Only one bid	The bidder (including the individual members of any Joint Venture) shall submit only one bid, either

	in its own name or as part of a Joint Venture. Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following: • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this ITB; or • 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 ITB process; • 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 some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
22. Alternative bids	Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. 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 bid. If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.
23. Pre-bid conference	When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB. If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder. UNDP will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 41 (Clarification of Bids). The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by UNDP in writing. Minutes of the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.
24. Site inspection	When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB. If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested bidder. Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection. Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from: (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person;

	(iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. UNDP will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 8 (Clarification of solicitation documents). A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.
25. Errors or omissions	Bidders shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.
26. Bidders' responsibility to inform themselves	Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they: • examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB; • review the ITB to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any Pre-bid conference or site inspection if it is mandatory under this ITB; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and • form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid. Bidders acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.
27. No material change(s) in circumstances	The bidder shall inform UNDP of any change(s) of circumstances arising during the ITB process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors; • a change to any information on which UNDP may rely in assessing bids.
SUBMISSION AND OPENING OF BIDS	
28. Instruction for bid submission	The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet. The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid. Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the UNDP General Conditions of Contract.

	Electronic submission through the portal, if allowed as specified in the BDS, shall be governed as follows: Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.
29. Deadline for bid submission	Complete bids must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. UNDP shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the bid was received by UNDP. UNDP may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 Amendment of solicitation documents. In this case, all rights and obligations of UNDP and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.
30. Withdrawal, substitution and modification of bids	A bidder may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to UNDP, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION". However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by UNDP for the entire bid validity period, as may be extended. Quantum: A Bidder may modify its Bid by revising the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly revise and submit a modification of the Bid as needed. Detailed instructions on how to revise a Bid directly in the system are provided in the Bidder User Guide.
31. Storage of bids	Bidders are encouraged to submit their bid in good time to avoid last minute challenges. Bids submitted in the supplier portal are kept confidential and secure by the system and no one in the organization has access to such information until deadline has passed and bids have been opened.
32. Bid opening	Once deadline has passed, bids will be opened for evaluation as per the UNDP evaluation procedures. If Public Bid Opening is provisioned, a Public Bid Opening report will be sent automatically by the system to all bidders who have posted a successful bid indicating names of the companies and their total bid price.
33. Late bids	In exceptional circumstances, bid received outside portal within or after deadline may be accepted if it is determined that it was due to factors not reasonably foreseen by the bidder or was due to force majeure. Such bids received by UNDP will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.
EVALUATION OF BIDS	
34. Confidentiality	Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a bidder or anyone on behalf of the bidder to influence UNDP in the examination, evaluation and comparison of the bids or contract award decisions may, at UNDP's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.
35. Evaluation of bids	UNDP shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely based on the bids received according to the evaluation criteria in Section 4.

	Evaluation of bids shall be undertaken in the following steps: - Preliminary examination - Evaluation of eligibility and qualification - Evaluation of technical bids - Evaluation of prices of bids found to be substantially compliant Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary After completion of the evaluation, but prior to award, UNDP shall conduct a Post-qualification assessment of the bidder recommended for award (if pre-qualification was not done) as per Article 40 (Post-qualification).
36. Preliminary examination	UNDP shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any bid at this stage.
37. Evaluation of eligibility and qualification	Eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible Bidders). In general terms, vendors that meet the following criteria may be considered qualified: - They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; - They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, - They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; - They are able to comply fully with the UNDP General Terms and Conditions of Contract; - They do not have a consistent history of court/arbitral award decisions against the Bidder; and - They have a record of timely and satisfactory performance with their clients.
38. Evaluation of technical bids	Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.
39. Evaluation of prices	The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNDP.
40. Post-qualification/Due diligence	UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: - Verification of accuracy, correctness and authenticity of information provided by the bidder; - Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; - Inquiry and reference checking with Government entities with jurisdiction on the bidder, or with previous clients, or any other entity that may have done business with the bidder; - Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; - Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder; - Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
41. Clarification of bids	UNDP may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by

	UNDP in the evaluation of the bids, in accordance with Instructions to Bidders Article 25 (Errors or omissions). UNDP may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account. Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.
42. Responsiveness of bid	UNDP's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or b) limits in any substantial way, inconsistent with the bidding documents, UNDP's rights or the bidder's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids. If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
43. Nonconformities, reparable errors and omission	Provided that a bid is substantially responsive, UNDP may waive any non-conformities or omissions in the bid that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders. Provided that a bid is substantially responsive UNDP may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid. For bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.
44. Right to accept any bid and to reject any or all bids	UNDP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
45. Samples	Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by UNDP or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to UNDP are non-returnable, unless otherwise stated. Samples should be marked with the ITB number. If a bidder fails to provide samples or documents requested by UNDP in a timely manner, UNDP may declare the bid unsuccessful.

AWARD OF CONTRACT	
46. Award criteria	In the event of a Contract award, UNDP shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. UNDP reserves the right to conduct negotiations with the bidder recommended for award on the content of their bid.
47. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of goods, works and/or services, 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
48. Notification of award	Prior to the expiration of the period of bid validity, UNDP will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
49. Debriefing	In the event that a bidder is unsuccessful, the bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for UNDP procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.
50. Publication of Contract Award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view_awards.cfm with the ITB reference number, the information of the awarded bidder company name, contract amount or LTA and the date of the contract.
51. Contract Signature	Within seven (7) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
52. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
53. Performance security	The successful bidder, if so specified in Section 3: Data Sheet shall furnish a performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. UNDP shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 19 (Bid Security). The Performance Security form is available here Failure of the successful bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event UNDP may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by UNDP to be qualified to perform the contract satisfactorily.
54. Bank guarantee for advance payment	Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form . Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.
55. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract.
56. Bid protest	Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
57. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods

	and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer
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SECTION 3: DATA SHEET

Ref. Article in Section 2	Description	Specific Instructions / Requirements
1.	Scope	The reference number of this Invitation to Bid (ITB) is ItB26/03325 . The Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support) Project is seeking a qualified construction contractor / consortium for the execution, testing, commissioning and handover of the works for the object 'Renovation and modernization of the MFA premises'. The works concern the reconfiguration and modernization of the basement premises of the MFA building located at 80, 31 August 1989 Street, Chisinau, cadastral no. 0100520.016.01, including civil/architectural works, structural strengthening, water and sewerage, HVAC and smoke management, electrical installations, structured cabling, access control, video monitoring, fire detection/warning and gas fire suppression systems, as further detailed in Section 5 and the annexed design documentation.
4.	Eligible bidders	Bidders from all countries are eligible to bid.
5.	Eligible goods, works and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
8.	Clarification of solicitation documents	Bidders must send their questions in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system: Focal Person: Procurement Unit E-mail address: sc.md@undp.org ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS Deadline for submitting requests for clarifications / questions: Date: 5 (five) days before the submission deadline Time: 18:00 Time zone: GMT+3 / Moldova time UNDP will post the clarifications directly to the system.
11.	Language	All bids, information, documents and correspondence exchanged between UNDP and the bidders in relation to this bid process shall be in English or Romanian .
15.	Price adjustment	The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
15.	Partial bids (lots)	Partial bids shall not be allowed. Bidders must quote prices for the total requirement requested under Section 5. Schedule of Requirements. Evaluation will be done for the total requirement.
16.	Bid currencies	Prices shall be quoted in Moldovan Leu (MDL) for local bidders and United States Dollars (USD) for international bidders. For financial comparison, bids quoted in different currencies will be converted into USD using the United Nations Operational Rate of Exchange valid on the bid submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be liable for exchange rate fluctuations during contract implementation. The Contractor shall be responsible for recording any exchange loss/gain in accordance with applicable legislation.
17.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
18.	Bid validity period	90 days

19.	Bid security	Required in the amount of USD 10,000.00 (Ten thousand United States Dollars) or the equivalent amount in Moldovan Leu, based on the UN Operational Rate of Exchange on the date of bid submission. The bid security shall be in the same currency as stipulated in Article 16: Bid currencies. Acceptable form: bank guarantee using the Bid Security template set out in Section 7: Bidding Forms. The Bid Security shall remain valid for at least thirty (30) days after the final date of validity of bids. A scanned copy of the bid security shall be submitted as part of the Quantum bid submission. The original of the Bid Security shall be delivered in a sealed envelope to the below address not later than 10 days after the submission deadline. UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova, to the attention of Procurement Unit The envelope shall be marked: 'Bid Security - ItB26/03325: Renovation and modernization of the MFA premises'.
22.	Alternative bids	Shall not be considered.
23.	Pre-bid conference	Will be conducted. Pre-bidding meeting information: Date: 3 September 2026 Time and time zone: 11:00 AM (Moldova time / GMT+3) Venue: Microsoft Teams meeting / link to be provided through Quantum. The pre-bid conference is not mandatory but is strongly recommended. Minutes of the pre-bid conference and any clarifications/amendments will be disseminated through Quantum and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.
24.	Site inspection	A group site inspection will be held as follows: Date: 4 September 2026 Time and time zone: 14:00 AM (Moldova time / GMT+3) Location: Ministry of Foreign Affairs, 80, 31 August 1989 Street, Chisinau, MD-2012, Republic of Moldova. Bidders shall notify UNDP at least one (1) day in advance whether they intend to participate and shall provide the names, positions and identification details of their representatives. Notification shall be sent through Quantum messaging. In case of registration or system difficulties only, bidders may contact sc.md@undp.org. The site inspection is not mandatory but is strongly recommended. Bidders shall be deemed to have inspected and verified site conditions, access constraints, existing utilities, operational restrictions, security requirements and interface risks whether or not they attend the site visit.
28.	Instruction for bid submission	Bidders must submit their bid directly in the online system. ▪ File Format: PDF files only

		- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. - All files must be free of viruses and not corrupted. Documents which are required in original (e.g. bid security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit - It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review. - The bidder should receive an email acknowledging email receipt from the system.
29.	Deadline for bid submission	The submission deadline is the date and time indicated in the Quantum supplier portal. In case of discrepancy between Quantum and any other document, the Quantum deadline shall prevail. Bidders are responsible for checking the tender deadline in the system and for submitting the complete bid sufficiently in advance. <i>Note that system time zone is in EST/EDT (New York) default time zone, however please note that the deadline is 16:30 hrs Moldova local time.</i>
32.	Bid opening	☒ A Public bid opening report will be sent automatically from the system to all bidders who have submitted a bid for this tender.
35.	Evaluation Method for the Award of Contract	Lowest priced out of technically responsive, eligible and qualified bids
40.	Due diligence	UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. For more details, please, refer to point 40 of Section 2: Instruction to Bidders.
46.	Expected date for commencement of contract	Indicative: mid-October 2026, subject to completion of the procurement process, contract signature and issuance of the notice to proceed.
46.	Maximum expected duration of contract	Maximum expected duration for completion of the Works: eight (8) months from the date on which the Contractor is granted access to the Site and receives the notice to proceed, until the date of substantial completion stated in the Certificate of Substantial Completion. As stated in the General Conditions of Contract for Civil Works, clause 47.1, Defects Liability Period is twelve (12) months calculated from the date of completion of the Works stated in the Certificate of Substantial Completion issued by the UNDP Engineer. Total contract validity: up to twenty (20) months, consisting of up to eight (8) months for execution, testing, commissioning, handover and training, plus twelve (12) months Defects Liability Period.
47.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased or decreased is 25%.
48.	Contract award to one or more bidder	UNDP will award a contract to: One Bidder only
52.	Type of contract to be awarded	Contract for Civil Works See Section 6: for sample contract.

		http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
52.	Conditions of contract to apply	UNDP General Terms and Conditions for Works See Section 6 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
53.	Performance security	Required in the amount of five percent (5%) of the Contract Amount. The Performance Security shall be in the same currency as stipulated in Article 16: Bid currencies and shall be issued by an accredited bank in the form of the Bank Guarantee included in Section 6. The Performance Security shall be provided by the selected bidder within fifteen (15) days after issuance of the letter of intent / contract and before issuance of the notice to proceed. The Performance Security shall remain valid up to twenty-eight (28) days after issuance of the Final Completion Certificate following the Defects Liability Period. The Performance Security will only be released upon the issuance of Certificate of Final Completion in accordance with the Clause 10 of the UNDP General Conditions of Contract for Civil Works.
54.	Advance payment	Not Allowed.
55.	Liquidated Damages	Will be imposed as follows: In case the works are not completed until the contract end date, 0.33% of the total contract amount will be deducted out of the final invoice for each calendar day of delay up to a maximum of 30 calendar days, after which UNDP may opt to terminate the contract.
	Documents to be submitted	Please attach the following documents as part of the bid: • Bid Submission Form (Form C). • Bidder Information Form (Form D). • Company profile, maximum ten (10) pages, including relevant brochures/catalogues for the works and equipment proposed. • Certificate of Incorporation / Business Registration • Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) • Tax registration/payment certificate or proof of exemption, if applicable. • JV/Consortium/Association Information Form (Form E), if applicable. • Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors should meet respective requirements listed in <i>Section 4. Evaluation Criteria</i> • Eligibility and Qualification Form (Form F). • Latest audited/statutory financial statements for 2023, 2024 and 2025. • Evidence of previous similar experience during the last five (5) years, including client references, contract values, scope, completion certificates/commissioning minutes and satisfactory performance statements (Form F). • Final commissioning reports (for local bidders), or any other proof of successful completion of works on the site (for international bidders), for the construction sites presented as similar experience contracts (as required in <i>Section 4. Evaluation Criteria</i>)

		• At least three (3) Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the 3 contracts of highest value carried out, during the past 5 years, by each intended participant. • Technical Bid (Form G). • Implementation and site-organization plan: including site organisation plan, work execution schedule, manpower schedule (all in Gantt chart format); monthly disbursement schedule (% of total contract value) linked to planned work progress; quality assurance/quality control plan; testing and commissioning plan; and risk mitigation plan for operational/security constraints associated with works in an occupied government building, including after-hours noisy/disruptive works outside 08:00-17:00 Monday-Friday. • Contract with accredited laboratory in the field of constructions • List of key personnel and non-key personnel, including CVs, valid professional certificates/attestations and role allocations. • List of machinery, tools, testing instruments and specialized equipment, indicating ownership or lease. • Duly filled-in and signed Technical Compliance Table (Annex 4), covering the proposed major goods, equipment and systems. • Preliminary Site-Specific Environmental and Social Management Plan (ESMP) / outline, including waste management, dust/noise control, worker safety, emergency response and protection of existing utilities. The detailed ESMP shall be submitted by the awarded Contractor before commencement of Works. • Quality, environmental and occupational health and safety certificates, if any (e.g. ISO 9001, ISO 14001, ISO 45001 or equivalent). • Product datasheets, catalogues, declarations/certificates of conformity and warranty statements for proposed materials, equipment and systems. • Duly filled-in Consolidated Price Schedule (Form H) and priced Bill of Quantities (Annex 1), including F3 (Unit Price Catalogue), F5 (Resource Schedule) and F7 (Volume of Works Schedule) forms generated using WinSmeta or equivalent resource methodology, signed and stamped by a certified cost-estimation specialist. • Bid Security (Form I) – submitted in original not later than 10 days after the tender deadline at the address indicated in Section 3 above. • Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any.
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SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete.
Bidder accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Bid Submission has been provided.
Bid Validity	Duly signed and stamped Form C: Bid Submission has been provided.
Bid Security	Duly signed and stamped by the bank Form I: Bid Security has been provided. Hard copy of the Bid Security must be provided to UNDP not later 10 days from the submission deadline. Failure to provide hard copy of the Bid Security leads to disqualification of the entire bid.
Appropriate signatures	Bid Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form D: Bidder Information
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Bid Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Bid Submission
The bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Bid Submission
Certificates and Licences: Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.	Form D: Bidder Information

Qualification Criteria	Documents to establish compliance
History of non-performing contracts ¹ : Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or

Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience	
Minimum five (5) years of experience in executing civil engineering works. For JV/Consortium/Association, the Lead Company shall meet this requirement.	Form F: Eligibility and Qualification
At least three (3) completed similar contracts within the last five (5) years for construction/reconstruction/renovation of public, administrative, institutional or similarly complex buildings, with a cumulative value of at least USD 1.5 million. (For JV/Consortium/Association, all Parties cumulatively should meet requirement, with at least one (1) contract of not less than USD 600,000 having been implemented by the Lead Company)	Form F: Eligibility and Qualification
Financial Standing	
Turnover: bidders shall have an average annual turnover of at least USD 1.0 million for the last three fiscal years (2023, 2024, 2025). For JV/Consortium/Association, all Parties should meet this requirement cumulatively with the Lead Company meeting at least 50% of the total amount.	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification
Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. UNDP will check the financial accounts to compute the current ratio (CR). If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems. Status of current commitments may also be requested from bidders in order to analyse their current administrative and financial capacity to duly implement the contract to be signed after this procurement and associated risk considering those commitments. In this regard, information such as subject matter of the contract, its value, implementation period, percentage of the works completed, and full-time key technical personnel dedicated to the work may be requested during evaluation. For JV/Consortium/Association, all Parties should meet requirement.	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification

litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

Criteria	Documents to establish compliance
Works offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.	Form G: Technical Bid. Product datasheets/catalogues and certificates for proposed materials, equipment and systems.
The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form G: Technical Bid Annex 4: Technical Compliance Table. Priced BoQ and resource forms F3/F5/F7 generated using WinSmeta or equivalent methodology.
The bidders shall submit CVs of the below proposed personnel. The required qualified personnel to be assigned by the contractor to the project on full-time resident positions are to be available on-site during implementation of the works, from start until completion. The Contractor shall engage competent workers to achieve the workmanship stated in the tender documents. Regardless of the personnel listed below the Contractor is required to provide additional supporting personnel to achieve the required scope of work on time without any additional fees. UNDP reserves the right to reject and/or instruct removal of staff due to non-performance. For each position, the CV must demonstrate the experience for the specific category and profession, including the certificates. Key-personnel (Certified Technical Supervisors*): The following key personnel is mandatory: one (1) certified foreman/technical supervisor for general construction works. Attestation fields: 40.1 – civil constructions and, where applicable, 40.2 – industrial and agrozootechnical constructions one (1) certified technical supervisor/specialist for electrical and lighting installations and networks Attestation fields: 42.6 – interior; 42.7 – exterior electrical installations and networks one (1) certified technical supervisor/specialist for heating, ventilation and air conditioning installations and networks Attestation fields: 42.4.5 – heating systems and installations; 42.5 – ventilation, air-conditioning and smoke-control installations one (1) certified technical supervisor/specialist for telecommunications and warning installations and networks Attestation fields: 42.9 – electronic communications installations and networks; 42.10.1 – fire and security signaling installations one (1) certified health and safety officer/specialist - valid training/certification for	Form G: Technical Bid. CVs, valid certificates/attestations and specific experience related to the project.

occupational health and safety in construction. This position may be combined with another key personnel positions. <i>*Clarifications on Combined Functions:</i> <i>The Bidder is not required to propose separate individuals for each technical supervision discipline.</i> <i>A single certified technical supervisor may be nominated to cover two or more disciplines, provided that:</i> - <i>the individual holds valid attestation certificates covering all required fields; and</i> - <i>the individual has sufficient availability and capacity to effectively perform all assigned responsibilities throughout contract execution.</i> <i>All attestation certificates shall be valid on the date of bid submission. Copies of all supporting documents shall be attached to the bid.</i> Non-key personnel: The bidder shall provide sufficient qualified labour teams for demolition, finishing, sanitary, HVAC, electrical, low-voltage, fire safety, commissioning and support works. The minimum proposed manpower shall be consistent with the submitted work schedule and completion deadline. UNDP may reject bids where the proposed non-key personnel are clearly insufficient to perform the scope of works within the required timeframe.	
Demonstrated capacity to execute, test, commission, hand over all works, including training to the Beneficiary's personnel within the maximum execution period of eight (8) months. The Bidder shall provide a realistic implementation and site-organization plan, workforce deployment, suitable for an operational government building, addressing work sequencing, temporary protection, secure access, work in basement premises, coordination with existing utilities, interfaces between disciplines, testing and commissioning, handover, training, and defect rectification.	Form G: Technical Bid. Implementation and site-organization plan in Gantt chart format

Evaluation of Prices

Criteria	Documents to establish compliance
Detailed analysis of the Price Schedule and priced BoQ based on Section 5, and quoted for by the bidders in Form H. Price comparison shall be based on the total evaluated price, exclusive of VAT and other indirect taxes, including all costs necessary for execution, testing, commissioning, handover, training, insurances, site organization, waste management, documentation and warranty obligations. Comparison with budget/internal estimates.	Form H: Price Schedule Priced BoQ and resource forms F3/F5/F7 generated using WinSmeta or equivalent methodology.

SECTION 5: SCHEDULE OF REQUIREMENTS

A. SCOPE OF WORKS

1. Background and Objective

UNDP is implementing the 'Enhancing Crisis Management and Cybersecurity Resilience of the Ministry of Foreign Affairs of the Republic of Moldova (MFA Support) Project'. The infrastructure component of the Project aims to modernize the MFA's crisis management premises, utility networks, secure communication infrastructure and related support systems so that the Ministry can operate effectively during routine activities, emergencies and continuity-of-government situations.

The Works under this ITB consist of the execution, testing, commissioning, handover and defects-liability support for the renovation, modernization and functional reconfiguration of the basement premises of the MFA building located at 80, 31 August 1989 Street, Chisinau, cadastral no. 0100520.016.01, on land plot cadastral no. 0100520.016.

The renovated premises are intended to accommodate crisis management and coordination functions, situation/meeting rooms, archive storage areas, secure document-processing spaces, technical rooms, telecommunications facilities, sanitary/support facilities, circulation and other ancillary spaces. The approximate renovated basement area used for tendering purposes is 866.32 m², subject to final verification against the approved technical drawings and BoQ.

2. Expected Results

- A fully renovated, modernized and operational basement facility for MFA crisis management and support functions.
- Completed and accepted civil, architectural, structural, sanitary, HVAC, electrical, low-voltage, security and fire safety works in accordance with the approved technical design and BoQ.
- Integrated, tested and commissioned engineering and safety systems with complete as-built and handover documentation.
- Trained Beneficiary personnel and a complete defects-liability/warranty support framework.

3. General Obligations of the Contractor

References to specific brands, models, catalogue numbers or manufacturers in the drawings, specifications or BoQ define the minimum required technical, functional, quality and compatibility level. Equivalent products may be proposed only where they are fully equivalent or superior, certified for use in the Republic of Moldova, compatible with the design and approved before procurement/installation. Any design changes, recalculations, approvals and as-built updates required by an equivalent proposal shall be at the Contractor's cost.

- Provide all labour, materials, equipment, machinery, tools, temporary works, consumables, transport, storage, protection, coordination, testing instruments and documentation necessary for full completion of the Works.
- Coordinate civil works with all engineering systems and ensure that interfaces between architectural, structural, HVAC, electrical, sanitary, low-voltage, security and fire safety systems are resolved before execution.
- Maintain the MFA building operational during the Works and implement access control, site separation, dust/noise control, protection of existing premises and utilities, and confidentiality/security measures required by MFA/UNDP.
- Use only new materials and equipment, certified/declared compliant for their intended use, suitable for operation in the Republic of Moldova and accompanied by technical passports, datasheets, declarations/certificates of conformity and warranty documents.
- Notify UNDP/Beneficiary/Designer immediately of any discrepancy, ambiguity, omission, conflict between drawings and BoQ, or unforeseen site condition. The Contractor shall not unilaterally alter the design, quantities, routes, fire-safety scenario or system logic.
- Prepare and maintain all hidden-works protocols, test reports, measurement protocols, commissioning records, training records, as-built drawings and documentation required for the Site Technical Book and handover.

4. Construction Site and Specific Site Execution Conditions

The Works will be carried out in the basement of the Ministry of Foreign Affairs of the Republic of Moldova, in an operational public/institutional building. The building will remain functional and occupied during the execution of the Works.

The normal working hours of the Ministry are from 08:00 to 17:00, Monday to Friday. During this interval, the Contractor shall organize the Works in a manner that does not disturb the normal activity of the Ministry, ensures safe circulation of staff and visitors, protects existing premises and installations, and avoids disruption of institutional operations.

Noisy, disruptive, vibration-generating or dust-generating works shall be carried out outside the Ministry's normal working hours, unless expressly approved in writing by UNDP/Beneficiary. Such works include, but are not limited to: demolition and dismantling works; breaking, cutting, drilling, chasing and coring works; concrete or masonry cutting; metal cutting, grinding and welding; works generating significant vibration, dust, odour or disturbance; transport and removal of demolition waste through operational areas; and any other works which may affect the normal activity of the Ministry.

The Contractor shall assume that such works may need to be performed after 17:00 on working days, during weekends and/or on non-working days, subject to prior approval and coordination with UNDP and the Beneficiary.

Before commencement of the Works, the Contractor shall submit for approval a detailed Method Statement and Work Programme, including proposed working hours for each category of works, schedule of noisy/disruptive activities, access routes for workers, materials and waste removal, dust/noise/vibration control measures, protection of existing finishes, equipment, furniture, networks and operational spaces, health and safety measures, fire safety measures during execution, coordination with the Beneficiary's security and facility management staff, and emergency access procedures, as well as Site-Specific Environmental and Social Management Plan (ESMP).

When developing the monitoring plan for health and safety and environmental protection at the construction site, the Contractor will be guided by the following regulatory acts: Order of the Ministry of Infrastructure and Regional Development No. 189 of 15-12-2023 on the approval of the occupational standard "Construction workers":

- Law no. 186-XVI of July 10, 2008 on occupational health and safety;
- Law no. 140-XV of 10.05.2001 on the State Labor Inspectorate;
- Law No. 289-XV of 22.07.2004 on temporary incapacity for work benefits and other social insurance benefits;
- Law no. 756-XIV of 24.12.1999 on insurance against work accidents and occupational diseases;
- Government Decision No. 1101 of 17.10.2001 approving the Regulation on establishing disability compensation for accidents;
- Government Decision No. 1335 of 10.10.2002 on the approval of the Regulation on the evaluation of working conditions at workplaces;
- Government Decision No. 1361 of 22.12.2005 on the approval of the Regulation on the method of investigating work accidents;
- Government Decision no. 353 of 05.05.2010 on the approval of the Minimum Requirements for Safety and Health at Work;
- Government Decision no. 603 of 11.08.2011 on the minimum health and safety requirements for the use of equipment by workers;
- Government Decision no. 80 of 09.02.2012 on the minimum health and safety requirements for temporary or mobile construction sites;
- Government Decision No. 1335 of 10.10.2002 on the approval of the Regulation on the evaluation of working conditions at workplaces;
- Government Decision No. 939 of 29-11-2023 approving the Regulation on waste disposal.

The Contractor shall include in its Bid Price all costs arising from these constraints, including phased execution, reduced productivity, after-hours works, weekend works where required, temporary protection, cleaning, waste removal, coordination, additional labour arrangements and any other measures required for carrying out the Works in an operational institutional building.

No additional payment, extension of time or claim shall be accepted on the grounds that the building remains operational during the Works, that noisy works must be executed outside 08:00-17:00 Monday to Friday, or that access and execution are subject to coordination with the Beneficiary, unless such changes are expressly instructed by UNDP as a variation after contract award.

5. Main Requirements and Technical Specifications

The technical descriptions below provide a functional summary of the scope by main BoQ/design packages. Detailed technical requirements, quantities, equipment parameters, drawings, specifications and execution details are provided in the respective Execution Design documentation, BoQ and Annex 4, which form part of the tender package and shall prevail for detailed technical compliance.

5.1. Civil, Architectural and Structural Works (C, SA; 2-1-1, 2-1-3)

- Selective demolition/dismantling of partitions, finishes, doors, ceilings, floors and redundant installations as shown in the design and BoQ, including removal and lawful disposal of waste.

- Execution of designed structural strengthening and opening reinforcement works, including metal frames/beams, anti-corrosion protection, anchoring, concrete/reinforced concrete works and all inspections of hidden works.
- Execution of internal partitions, wall preparation, plastering, levelling, painting, cladding, decorative finishes, suspended ceilings, access hatches, floor build-ups, waterproofing, thermal/acoustic layers and ceramic/other floor finishes according to the room finish schedules.
- Installation of internal/external doors, fire-rated/smoke-tight doors, glazed fire doors where designed, access-control-compatible hardware, door closers, thresholds/flush details and associated finishing works.
- Protection of existing structures and finishes outside the work zone, including temporary barriers, covering, cleaning and reinstatement of any areas affected by the Contractor.

5.2. Heating, Ventilation, Air-Conditioning, Smoke Extraction and Pressurization (IVC; 2-1-4)

- Installation of the heating system connected to the existing heating manifold, including collectors, PE-Xa pipework in floor screed, radiators/terminal units, valves, vents, drains, insulation and hydraulic testing.
- Installation of mechanical ventilation systems RA1, RA2 and RA3, including air-handling units, galvanized steel ductwork, diffusers/grilles, dampers, supports, insulation, automation and balancing.
- Installation of VRF/air-conditioning units, refrigerant/condensate systems and condensate discharge to the designed sewerage system.
- Installation and commissioning of smoke extraction system DF1 and air pressurization systems SP.DF1 and SP.DF2, including fans, ducts, dampers, control interfaces, fire-rated penetrations, testing and integrated operation with SI/SAv and fire safety logic.
- Airflow measurement, balancing, functional testing, performance verification and commissioning reports for all systems.

5.3. Indoor Water Supply and Sewerage (RAC; 2-1-5)

- Installation/reconnection of cold water, hot water and domestic sewerage networks to the existing building systems, including pipes, fittings, valves, sleeves, insulation and sealing of penetrations.
- Installation of sanitary fixtures, accessories, sewerage branches, pressurized sewerage/pumping equipment where indicated, and reconnection of existing risers/main routes according to design.
- Pressure testing, leakage testing, flushing, functional checks, hidden-works protocols and commissioning documentation.

5.4. Fire Detection, Warning, Gas Suppression and Fire Safety Measures (SI/SA 2-1-12, Sin 2-1-6, MASI 2-1-11)

- Installation and commissioning of the addressable fire detection and warning system, including the fire alarm control panel, modules, detectors, manual call points, visual/acoustic warning devices, cabling, power backup and cause-and-effect programming.
- Implementation of interfaces between fire alarm, warning, smoke extraction, pressurization, access control and gas fire suppression systems. Controlled doors on evacuation routes shall release automatically under fire alarm conditions, in line with the approved fire scenario.
- Installation and commissioning of gas fire suppression for the protected archive rooms/spaces defined in the approved Sin design, including cylinders/modules, pipework, nozzles, pressure/leakage checks, warning panels, manual release/abort/key controls, interlocks and safety signage.
- Implementation of passive fire safety measures, fire-rated/smoke-tight doors and penetrations, evacuation signs, portable firefighting equipment and other MASI requirements.
- Integrated testing of the fire safety cause-and-effect matrix, including normal/alarm/fault modes, backup power operation and handover of test protocols.

5.5. Structured Cabling, Telecommunications, Access Control and Video Monitoring Systems (TS/SCS 2-1-7, SPA 2-1-10, SCA/SCUD 2-1-9)

- Installation of the structured cabling system in star topology from telecommunications cabinet SHELL-1, including 19-inch rack, patch panels, Cat.5e or specified equivalent cabling, RJ-45 outlets, conduits/cable trays, labelling and certification of all links.
- Installation and commissioning of the access control system, including network controllers, biometric/card readers, electromagnetic locks, door contacts, door closers, power supply/battery backup, cabling and fire-alarm release interface.

- Installation and commissioning of the video monitoring system, including IP cameras, NVR, PoE switch, recording storage, configuration, user access rights and test recordings.
- Physical separation, fire-stopping, labelling and documentation of low-voltage cable routes shall be maintained in accordance with the approved design and applicable standards.

5.6. Electrical Installations and Lighting (IEI/EEF 2-1-8)

- Installation of electrical panels, automatic transfer/guaranteed distribution boards where designed, power distribution networks, sockets, dedicated power supplies for engineering/security/fire systems, cable trays, conduits and protective devices.
- Installation of interior lighting, emergency lighting, evacuation indicators and control equipment according to design levels and applicable standards.
- Execution of protective grounding, equipotential bonding and supplementary bonding in sanitary/wet areas and technical spaces.
- Performance of insulation resistance measurements, grounding/loop measurements, continuity checks, functional tests, labelling and commissioning documentation.

6. Occupational Safety and Work Protection during Construction Works

All requirements of NCM A.08.02:2014 “Occupational Safety and Health in Construction” shall be observed during conducting construction works, as well as the following provisions:

- Workers performing installation must be informed in advance about the sequence and method of works.
- Installation shall be carried out under the supervision of engineering staff or designated persons responsible for the Works.
- Lifting of construction materials with crane lifting devices shall be carried out only using specially fabricated lifting lugs or universal load-handling slings.
- During crane transportation of materials to the installation site, installers shall remain within designated safety areas (as per approved workplace organization scheme).
- In the vicinity of the work area, safety signage panels shall be displayed, informing workers about order of works and potential hazards.
- Installers must be instructed in safety procedures, must have the right to work at heights, and must be equipped with protective helmets and safety belts, which shall be secured to load-bearing structural elements.
- Access by unauthorized persons to areas where installation works are underway shall be prohibited.
- The correctness of each installation operation shall be verified immediately after completion.
- Work platforms and work floors shall be kept orderly throughout execution; areas must be regularly cleaned of debris and construction waste.
- No more than two workers may stand simultaneously on protective cable trays; tools and other objects shall be moved using ropes or special carriers.
- It is prohibited to perform work on temporary scaffolding such as crates, barrels, etc., or directly on structural resistance elements without proper scaffolding, regardless of the type or category of the work.

In addition to compliance with NCM A.08.02:2014 “Occupational Safety and Health in Construction”, the Contractor shall:

- Prior to commencement of Works, the Contractor shall submit for approval a detailed Site-Specific Health and Safety Plan, including risk assessment, emergency response procedures, and prevention measures. No works shall commence prior to its approval.
- A qualified Site Safety Officer shall be present full-time during execution of the Works.
- Given that the reconstruction site will remain operational, the Contractor shall ensure strict physical segregation of work areas, controlled access, dust containment, and noise control to prevent disruption and risk to MFA personnel.
- Hot works (welding, cutting, etc.) shall require prior written authorization and fire-watch measures.
- All accidents, injuries, environmental incidents, or near misses shall be reported in writing to UNDP within 24 hours.

7. Mandatory Technical Submittals, Datasheets and Approvals

At bid submission stage, the Bidder shall submit datasheets/catalogues only for the main materials, equipment and systems listed in Annex 4. The awarded Contractor shall submit full technical submittals, certificates/declarations of conformity, warranty statements and, where applicable, samples/mock-ups before procurement and installation. **No**

material or equipment requiring approval shall be procured or installed before written acceptance of the technical submittal by UNDP/Engineer/Beneficiary, as applicable.

At minimum, technical submittals shall be provided for the following systems, equipment and materials:

- 2-1-2 Architectural and interior finishing works (SA): EI30 fire-rated doors and acoustic doors;
- 2-1-3 Indoor water supply and sewerage networks (RAC): Wastewater pumping stations;
- 2-1-4 Heating, ventilation, air conditioning and smoke detection (IVC): RA1, RA2, RA3 ventilation unit, DF1 smoke exhaust fan, SP.DF1 pressurization fan, SP.DF2 pressurization fan, A1 exhaust fan, A2 exhaust fan, VRF outdoor unit ODU1, VRF cassette indoor units IDU1.1–IDU1.5, VRF wall-mounted indoor units IDU1.6–IDU1.7, Condensate drainage system and pumps;
- 2-1-5 Electrical installations and lighting (EEF/IEI): Main electrical panels and distribution boards, ATS / AAR equipment, Emergency lighting and illuminated signs, Surge protection and protective devices, Earthing and bonding components;
- 2-1-6 Fire detection, warning, gas suppression and fire safety measures (SI/SAv): Fire alarm control panel and loop/interface equipment, Smoke detectors, manual call points, sounders and fire alarm field devices, Gas extinguishing control equipment, Gas extinguishing modules, cylinders, agent and distribution equipment, Gas reserve / spare agent arrangement, Integrated cause-effect matrix and functional tests;
- 2-1-8 Structured cabling and telecommunication (TS/SCS): Work-area outlets and RJ-45 components, Telecommunication rack /cabinet SHELL-1, Patch panels, cable entry panels and PDU, Structured cabling cable, Cable tray, tube and support structures, Network switches.
- 2-1-9 Video surveillance system (SPA): CCTV cameras, NVR / recording equipment, PoE switch and network equipment for CCTV, Surveillance HDD / storage, CCTV cabling and RJ-45 termination, Cable protection and fixing accessories;
- 2-1-10 Access control system (SCA/SCUD): Access control network controllers, Biometric/card readers, Door contacts, electromagnetic locks and door hardware, Power backup / batteries, SCA cabling, Cable containment and fixing materials, SCA management software, commissioning, integration and documentation;

Where the Bidder proposes an equivalent product, the technical submittal shall include a clear equivalence comparison table against the design/project requirements, including measurable parameters, standards/certifications, compatibility with connected systems, installation accessories, maintenance requirements, warranty and country of origin.

8. Testing, Commissioning, Training and Handover

- The Contractor shall prepare a commissioning plan covering each discipline and integrated system testing before requesting acceptance.
- Testing shall include, as applicable: hydraulic pressure/leakage tests, HVAC balancing and airflow measurements, electrical measurements, grounding/bonding checks, cable certification, fire alarm loop tests, access control release tests, video recording tests, gas suppression functional tests and integrated cause-and-effect testing.
- The Contractor shall provide system-specific operation, maintenance and basic troubleshooting training to a limited number of MFA-designated technical staff for all installed technical systems and equipment, including wastewater pumping, HVAC and ventilation, electrical and lighting systems, fire alarm and gas-extinguishing systems, access control, CCTV, and structured cabling/network equipment.
Training shall be conducted prior to final handover and shall include at least one session for each major system, with a minimum total duration of eight (8) hours. Training shall cover operation, monitoring, alarm and emergency procedures, routine maintenance and basic troubleshooting, as applicable. Training records, attendance sheets and training materials shall form part of the handover documentation.
- The final handover package shall include as-built drawings, updated equipment schedules, technical passports, O&M manuals, warranties, certificates/declarations of conformity, hidden-works protocols, test/commissioning reports, training records, maintenance recommendations and the documentation required for the Site Technical Book.
- All costs related to testing, trial operation, commissioning, preparation of as-built documentation and training of the Beneficiary's operating staff shall be borne by the Contractor and shall be deemed to be included in the Contract Price.

9. Duration of the Works

The maximum execution period is eight (8) months from site access and Notice to Proceed. The completion period shall include execution of Works, testing, commissioning, handover and of training Beneficiary's personnel.

Substantial Completion shall be achieved when the Works have been completed and commissioned in accordance with the Contract requirements and are fit for their intended purpose, subject only to minor outstanding items that do not materially affect their operation, safety or functionality.

The Defects Liability Period shall be twelve (12) months after Substantial Completion.

The warranty periods specified in the Contract shall commence on the date of Substantial Completion. The expiry of the Defects Liability Period shall not affect the Contractor's warranty obligations or any statutory liabilities applicable under the legislation of the Republic of Moldova.

The indicative start and completion dates shall be confirmed through the contract and UNDP instructions.

10. Institutional Arrangements and Site Conditions

- The Works will be monitored by UNDP and the designated Infrastructure/Civil Works Engineer in coordination with the MFA Project Team, the Designer and the authorized technical supervision arrangements.
- The Contractor shall submit progress reports, participate in coordination meetings, maintain updated schedules and immediately report delays, risks, incidents, design conflicts and proposed corrective actions.
- The Contractor shall prepare a site organization plan, Health and Safety Plan, ESMP, access/security plan, temporary works plan and method statements before commencement of relevant works.
- All works in operational areas, technical rooms, shafts, roof/technical floor and existing utility zones shall be coordinated with the MFA/UNDP to avoid disruption of institutional operations. Noisy/disruptive works shall be planned outside 08:00-17:00 Monday-Friday unless otherwise approved in writing.

11. Equipment Marking

All equipment must be marked with original manufacturers' nameplates, which must include at least the year of manufacture, the main technical parameters and the type/ID of the equipment. The installed cables will be marked at the beginning and end of the networks. All textual markings, necessary for the operation of the system, must be in Romanian and/or Russian.

12. Acceptance of works and Payment Basis

Acceptance of works shall be based on completed quantities, compliance with the approved design and BoQ, quality inspections, testing and commissioning results, submission of required documentation and certification by UNDP/Engineer. Progress payments shall be based on the value of works executed and materials/equipment incorporated into the Works, as documented in the Contractor's Monthly Progress Reports and certified by the Engineer.

Under the unit-price contract, payments shall be made on the basis of measured and accepted quantities of work executed in accordance with the Contract, the applicable BoQ rates, and the Engineer's certificates of payment.

Final acceptance shall be evidenced by the Certificate of Substantial Completion issued by the Engineer, following successful completion of the Works, testing and commissioning, submission of as-built documentation, handover requirements, and training of the Beneficiary's personnel, where applicable.

13. Note for Foreign Bidders

Foreign companies participating in this procurement process must fully comply with the requirements of the Moldovan construction legislation, including the availability of certified personnel in accordance with Moldovan norms and requirements, and possession of all permits required for execution of the Works in the Republic of Moldova (either directly or through duly established joint ventures/consortia/subcontracting arrangements, as allowed by the solicitation documents).

B. OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements/Scope of Works above, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfilment of the requirements:

Requirement	Minimum ITB / Contract requirement
Installation Requirements	All works shall comply with the approved execution design, BoQ, national/local construction standards, applicable fire-safety and occupational health and safety requirements, manufacturer instructions and UNDP contract conditions.

Warranty and Defects Liability Period	The warranty period for the complete intervention (works, materials and equipment) shall start on the date of signing the report/certificate on substantial completion of works. The minimum warranty periods are as follows: 1. Thirty-six (36) months of warranty for equipment and machinery 2. Sixty (60) months for construction works and materials, including: - Twelve (12) months of Defects Liability Period covered by Performance Security, and - Forty-eight (48) months warranty period covered by applicable national legislation (Urbanism and Construction Code, nr. 434/2023)/manufacturer warranties unless longer warranties are provided. During the warranty period, the Contractor shall remediate at its own expense any defects due to faulty materials, workmanship or non-compliance with the Execution Design and restore affected elements to the required technical parameters within the timeframes agreed with the Beneficiary and UNDP. The Contractor shall eliminate any infrastructure damages subject of quality warranty in a maximum 10 days from the moment of written notification unless agreed otherwise.
Insurance of Works	Before commencing the execution of the Works, but without limiting his obligations and responsibility, the Contractor shall insure the Works for all risks stipulated by Clause 21 of UNDP General Conditions of Contract for Civil Works in amount of 110% of the total estimated price of the Contract.
Liability Insurance	Before commencing the execution of the Works, but without limiting his obligations and responsibility, the Contractor shall provide a Liability Insurance in accordance with Clause 23 of UNDP General Conditions of Contract for Civil Works for a minimum amount of 15% of the total estimated price of the Contract.
Pricing Basis	The contract is based on unit price, and the final price of the Contract will be determined based on actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the UNDP Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever. Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalances pricing (i.e., despite an acceptable total evaluated price, the price of one of more BOQ line items is significantly over- or under-priced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).
Payment Terms	The Contractor(s) shall submit monthly invoices (reflecting the monthly work performed and materials utilized every month as accepted by UNDP through the "Monthly Progress Reports") and a final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the Engineer. UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the corrected amount. The

	Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoices submitted by the Contractor(s) within 15 days of their receipt. Invoices will be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.
Performance Security	Five percent (5%) of the Contract Amount, valid until twenty-eight (28) days after the Final Completion Certificate following the Defects Liability Period.
Final Completion of Works	UNDP will issue a certificate of final completion of works upon expiration of the Defect Liability Period of 12 months.
Documentation Language	English, Romanian or Russian. Documents required for national approvals/reception shall be submitted in Romanian where legally required.

C. APPLICABLE DESIGN DOCUMENTATION

The Contractor shall execute the Works in strict accordance with the approved Execution Design prepared by VISARH BIROU SRL, all BoQ items, technical specifications, equipment schedules, explanatory notes, fire safety documentation, and clarifications/amendments issued during the tender and contract implementation. The Contractor shall verify all dimensions, levels, routes, quantities, interfaces and existing site conditions before procurement, fabrication and installation.

No.	Discipline / package	Main design reference / scope included in the tender package
I.	C - constructive/structural solutions	Demolition constraints, strengthening of openings, metal frames/beams, reinforcement details, floor-on-ground layers, collectors/water collection details, ventilation openings and material consumption schedules.
III.	ME / PG / OLC / SA - explanatory note, general plan, construction organisation and architectural solutions	General data, site/layout drawings, basement survey, demolition, installation/mounting plan, finishing plan, ceiling plan, furniture/layout plan, waterproofing, elevations, doors/joinery and finish schedules, technical floor/roof references, 3D views and construction organisation schedule.
IV.	IVC - heating, ventilation and air-conditioning	Heating system, ventilation RA1/RA2/RA3, air-conditioning/VRF, smoke extraction DF1, air pressurization SP.DF1 and SP.DF2, ducts, equipment on technical floor/roof, insulation, testing, balancing and commissioning.
V.	RAC - indoor water supply and sewerage	Cold/hot water, domestic sewerage, pressurized sewerage, reconnection of existing risers, connections to existing building networks, testing and hidden-works requirements.
VI.	SIn - gas fire suppression	Automatic gas fire suppression for archive/protected rooms as defined in the approved SIn documentation, including cylinders/modules, piping, nozzles, control panels/modules, warning indicators, manual controls, interlocks and commissioning.
VII.	TS / SCS - structured cabling	Telecommunications cabinet SHELL-1, 19-inch rack, patch panels, RJ-45 outlets, Cat.5e cabling, cable routes, labelling, testing and certification.
VIII.	EEF/IEI - electrical power and lighting	AAR/ATS, TGD, PDG, PDV, PI panels, power distribution, cable trays/chases, lighting, emergency/evacuation lighting, grounding and bonding, electrical testing and measurements.
IX.	SCA / SCUD - access control system	Controllers, biometric/card readers, electromagnetic locks, door contacts, door closers, power supplies/batteries, cabling, integration with fire alarm and evacuation release logic.
X.	SPA-2 - video monitoring system	IP cameras, NVR, PoE switch, cabling, mounting accessories, storage, configuration, testing and user access setup.
XI.	MASI - fire safety measures	Fire safety concept, fire risk classification, evacuation routes, passive and active fire safety measures, first intervention equipment, safety signs and acceptance documentation.
XII.	SI / SA _v - fire detection and warning system	Addressable fire alarm panel, loops, detectors, manual call points, sounder/visual devices, I/O modules, warning functions, interfaces with smoke management and gas suppression.
XIII.	MEDIU - environmental protection	Environmental protection measures during construction, including soil and water protection, air quality and dust/emission control, construction waste collection, segregation and controlled disposal, prevention of accidental pollution, site cleanliness and organization, and biodiversity protection measures.

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 General Conditions of Contract

In the event of a Contract, the following General Conditions of Contract (GCC) will apply: **UNDP General Terms and Conditions for Works**.

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Special Conditions of Contract

Not applicable

6.3 Contract Form

In the event of an award, the following sample Contract will be used: **Contract for Civil Works**

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.4 Performance Security

**Performance Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

ITB Reference: **ItB26/03325: “Renovation and modernization of the MFA premises”**

PERFORMANCE SECURITY No.: Click or tap here to enter text.

Dear Sirs,

WHEREAS, the United Nations Development Programme (the “Beneficiary”) and **[Name of Contractor]** (the “Contractor”) have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the “Contract”);

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor’s satisfactory compliance with its obligations under the Contract;

WHEREAS, we **[Name of the Bank]** (the “Guarantor”), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary’s first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary’s written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary’s entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

SECTION 7: BIDDING FORMS

Form A: Bid Confirmation

Form B: Checklist

Form C: Bid Submission

Form D: Bidder Information

Form E: Joint Venture / Consortium / Association Information

Form F: Eligibility and Qualification

Form G: Technical Bid

Form H: Price Schedule

Form I: Bid Security *[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]*

FORM A: BID CONFIRMATION

Please acknowledge receipt of this ITB by completing this form and submitting it through Quantum messaging, unless otherwise instructed by UNDP. Only in case of system registration difficulties, the form may be sent to sc.md@undp.org.

To: Procurement Unit / Quantum messaging Email for system support only: sc.md@undp.org

From: Insert name of bidder

Subject **ItB26/03325: Renovation and modernization of the MFA premises**

Check the appropriate box	Description
☐	YES , we intend to submit a bid.
☐	NO . We are unable to submit a competitive offer for the requested goods/works/services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
☐	The requested goods/services are not within our range of supply
☐	We are unable to submit a competitive offer for the requested products at the moment
☐	The requested products are not available at the moment
☐	We cannot meet the requested specifications
☐	We cannot offer the requested type of packing
☐	We can only offer FCA prices
☐	The information provided for bidding purposes is insufficient
☐	Your ITB is too complicated
☐	Insufficient time is allowed to prepare a bid
☐	We cannot meet the delivery requirements
☐	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below.
☐	Sustainability criteria/requirements are too stringent (if applicable)
☐	We do not export
☐	We do not sell to the UN
☐	Your volume is too small and does not meet our order quantity
☐	Our production capacity is currently full
☐	We are closed during the holiday season
☐	We had to give priority to other clients' requests
☐	We do not sell directly but through distributors
☐	We have no after-sales service available
☐	The person handling the bids is away from the office
☐	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
☐	We would like to receive future ITBs for this type of goods
☐	We don't want to receive ITBs for this type of goods

Questions to the bidder concerning the reasons for NO BID should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)

FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

Technical bid:

Have you duly completed all the returnable bidding forms?	
▪ Form C: Bid Submission	☐
▪ Form D: Bidder Information	☐
▪ Form E: Joint Venture/Consortium/Association Information	☐
▪ Form F: Eligibility and Qualification	☐
▪ Form G: Technical Bid/Bill of Quantities	☐
▪ Form I: Bid Security	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐
Have you provided the required documents in support of Form D: Bidder Information?	☐

Price Schedule:

▪ Form H: Price Schedule	☐
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FORM C: BID SUBMISSION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ItB26/03325: Renovation and modernization of the MFA premises		

We, the undersigned, offer to supply the goods and related services required for **Renovation and modernization of the MFA premises** in accordance with your Invitation to Bid No. **ItB26/03325**. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

Bidder Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, 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 bid 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 ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation'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
☐	☐	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
☐	☐	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.
☐	☐	Bid Validity Period: I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.
☐	☐	I/We understand and recognize that you are not bound to accept any bid you receive, and we certify that the goods offered in our bid are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM D: BIDDER INFORMATION

ITB Reference	ItB26/03325 : Renovation and modernization of the MFA premises
Legal name of bidder	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.
Bidder's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
Organisational type	Choose an item.
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	Click or tap here to enter text.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar supply contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a UNDP vendor?	☐ Yes ☐ No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?	Tick all that apply and provide supporting documentation. ☐ Corporate Environmental Policy ☐ ISO 14001

	☐ ISO 14064 ☐ Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework? • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as: Tick all that are attached: ☐ Formal statement ☐ Sustainability report ☐ UN Global Compact Communication on Progress ☐ Other, specify Click or tap here to enter text.
Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? <i>(If yes, please provide details and documentation)</i>	Click or tap here to enter text.
Is your company a member of the UN Global Compact	Choose an item. If yes, please provide a link to your Global Compact profile: Click or tap here to enter text.
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.
Contact person that Click or tap here to enter text. may contact for requests for clarifications during bid evaluation	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ItB26/03325: Renovation and modernization of the MFA premises		

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION FORM

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ItB26/03325: Renovation and modernization of the MFA premises		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

☐ No non-performing contracts during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years			
☐ Litigation History as indicated below			
Year of dispute	Amount in dispute (insert currency)	Contract Identification	Total Contract Amount (insert currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully **completed in the last 5 years in the capacity of main contractor.**

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value (insert currency)	Period of activity and status (month/year)	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Current contracts commitments/Works in Progress

Complete information about all projects in progress

Name of Client	Project name and location	Contract Value (insert currency)	Project Start Date	Scheduled Completion Date	Completion percentage

Financial Standing

Annual Turnover for the last 3 years	Year 2025	Currency	Amount
	Year 2024	Currency	Amount
	Year 2023	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	Year 2025	Year 2024	Year 2023
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: TECHNICAL BID

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ItB26/03325: Renovation and modernization of the MFA premises		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
[Please provide the required information]
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
[Please provide the required information]
- 1.3 Quality assurance procedures and risk mitigation measures.
[Please provide the required information]
- 1.4 Organization's commitment to sustainability.
[Please provide the required information]

SECTION 2: Scope of Works, Bill of Quantities and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required works, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
[Please provide the required information]
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
[Please provide the required information]

Please note that subcontracting must not exceed 30% of the contract value.

In case of subcontracting, please, ensure that Subcontractors are legally registered entities with successful experience in the execution of at least 3 (three) contracts with the specified type of works/services implemented within the last 5 (five) years.

In case of subcontracting, provide the following information:

Subcontractors' name	List type of works that will be subcontracted	Percentage of total Contract Value

☐ Attached are the Certificates of Incorporation/ Business Registration, including Annex 1 for Subcontractors

☐ Attached are the Company Profiles including past experience in delivering works for which they are subcontracted

2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

[Please provide the required information]

2.4 Preventive implementation and site organisation plan indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

[Please provide the required information]

2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

[Please provide the required information]

2.6 The bid shall also include details of the Bidder's proposed technical specifications for goods/ equipment.

Please provide details in Annex 4: Technical Compliance Table, including the proposed manufacturer/model, technical characteristics, certificates/declarations of conformity, warranty, country of origin and confirmation of compatibility with the approved design.

Any requirement not specifically addressed by the Bidder in the Technical Bid shall be deemed fully accepted. However, UNDP may request clarification and may reject the bid if the absence of information prevents verification of compliance.

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	Name of institution: [Insert] Date of certification: [Insert]

Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM H: PRICE SCHEDULE

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	ItB26/03325: Renovation and modernization of the MFA premises		

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

The Bidder is required to prepare the Price Schedule using the summary table below and to attach the detailed priced BoQ and resource forms. The summary table does not replace the detailed BoQ; in case of discrepancy, the detailed BoQ accepted by UNDP shall prevail for evaluation and contract administration.

- Duly filled-in Price Schedule, as per the summary table below, indicating prices by work discipline in Moldovan Leu (MDL) for local bidders or United States Dollars (USD) for international bidders.
- Duly filled-in Bills of Quantities (as per Annex 1), including F3, F5 and F7 forms, as per national legislation requirements, calculated based on resource methodology (WinSmeta software or similar).

When developing BoQs, please be guided by the National Regulatory Framework in Construction as per NCM L.01.01-2012 and Regulation on the procurement of public works:

<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347161>

<http://lex.justice.md/md/295702/>

[NCM A.01.02:2026/A1:2026 - Portal E-DNC](#)

https://www.legis.md/cautare/getResults?doc_id=154593&lang=ro

<https://ednc.gov.md/wp-content/uploads/2026/05/CP-L.01.02-2026-Amendament-A-4.pdf>

Serious deviations from the provisions of these documents will serve grounds for disqualification.

Please ensure that no changes in the BoQ volume of works are allowed; no changes in codes for works are allowed; no changes in the volumes of resources in the norms for materials, labour and tools are allowed; coefficients for norms shall be applied in accordance with the applicable national construction norms and legislation, unless expressly amended by UNDP. Any bidder-identified discrepancy shall be raised as a clarification question before the deadline for clarifications.

Please, **ensure that the human power remuneration is not less than levels required by the National Legislation in force (according to Ordinance Nr. 80 of 20.05.2026, with the reference to the Approval of the Amendment CP L.01.02:2012/A4:2026 „Construction economics. Instructions for determining the estimate of expenses for construction salaries”).**

Currency of the Bid: Moldovan Leu (MDL) for local bidders or US Dollars (USD) for international bidders

Price Schedule

No.	BoQ / Cost Estimate package	Design reference	BoQ ref. no.	Total Price, VAT 0% (insert currency)
1	C / Structural and constructive works	C	2-1-1	
2	SA / Architectural and interior finishing works	ME / PG / OLC / SA	2-1-3	
3	IVC / Heating, ventilation, air-conditioning and smoke control	IVC	2-1-4	
4	RAC / Internal water supply and sewerage	RAC	2-1-5	
5	SIn / Gas fire suppression system	SIn	2-1-6	
6	TS/SCS / Structured cabling and telecommunications	TS / SCS	2-1-7	

7	EEF/IEI / Electrical power, lighting and emergency lighting	IEI/EEF	2-1-8	
8	SCA/SCUD / Access control system	SCA / SCUD	2-1-9	
9	SPA-2 / Video monitoring system	SPA-2 / Video	2-1-10	
10	MASI / Fire safety measures	MASI	2-1-11	
11	SI/SAv / Fire detection and warning system	SI / SAv	2-1-12	
12	Cost of insurances, Insurance of Works and Liability insurance			
13	Other costs, if applicable (site maintenance in autumn and wintertime, working in a fully operational building, Testing and commissioning costs etc.),			
TOTAL and ALL-INCLUSIVE PRICE (VAT 0%)				

I, the undersigned, certify that I am duly authorized by [Click or tap here to enter text.](#) to sign this bid and bind [Click or tap here to enter text.](#) should [Click or tap here to enter text.](#) accept this bid:

Name : _____
Title : _____
Date : _____
Signature : _____

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

Beneficiary: UNDP Moldova

ITB Reference: **ItB26/03325: Renovation and modernization of the MFA premises**

WHEREAS Click or tap here to enter text. (hereinafter called “the bidder”) has submitted a bid to UNDP dated Click or tap to enter a date. to execute goods and/or services Click or tap here to enter text. (hereinafter called “the bid”):

AND WHEREAS it has been stipulated by you that the bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its bid after the date of the opening of the bids;
- c) Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the bidder, up to a total of [amount of guarantee] [in words and numbers], such sum being payable in the types and proportions of currencies in which the bid price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee as aforesaid] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]