

*United Nations Development Programme*



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## **REQUEST FOR PROPOSAL**

**EU CBM/ Development of the Technical Design and Estimation of Costs  
for 3 small scale cultural heritage sites (3 LOTs) located on the right  
bank of Nistru River**

RFP No.: **21/02202**

Project: **European Union-Confidence Building Measures Programme (EU- CBM V)**

Country: **Moldova, Republic of**

Issued on: **27 January 2021**

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Proposal
  - Form F: Financial Proposal Submission Form
  - Form G: Financial Proposal Form
  - Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [andrei.vasilachi@undp.org](mailto:andrei.vasilachi@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Vladimir Paraschiv

Corina Oprea

Name: Vladimir Paraschiv  
Title: Procurement Coordinator  
Date: **January 27, 2021**

Name: Corina OPREA  
Title: Operations Manager  
Date: **January 27, 2021**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP            (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;            (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, 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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<b>3. Eligibility</b>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 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 a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> </ul>

<b>Proposal</b>	<ul style="list-style-type: none"> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP</p>

	may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal 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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 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.</p> <p>14.7 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.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit</p>



	<p>only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) 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 Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor 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 Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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 proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal 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 a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> </li> </ul>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p>

<p><b>eTendering submission</b></p>	<p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal 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 Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the</p>

	<p>system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25.Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26.Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, 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.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27.Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28.Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29.Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> </ol>

	f) They have a record of timely and satisfactory performance with their clients.
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, 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:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) 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;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the</li> </ul>

	selection process, prior to awarding the contract.
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal 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.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 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 proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) 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 Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42.Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43.Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44.Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45.Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the



	<p>following link provides further details regarding UNDP vendor protest procedures:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46.Other Provisions</b>	<p>46.1 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 services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 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.</p> <p>46.3 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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Romanian / Russian
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed per LOTs
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	N/A
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.33%  Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Andrei VASILACHI, Community and Infrastructure Project Manager E-mail address: <a href="mailto:andrei.vasilachi@undp.org">andrei.vasilachi@undp.org</a>

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<b>10 February 2021, 16:30 (Moldova local time)</b> For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> BU Code MDA10 and Event ID number <b>0000008380</b>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files preferably</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for financial proposal must not be provided to UNDP until requested by UNDP.</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	March 1, 2021
19		Maximum expected duration of contract	until December 2021
20	35	UNDP will award the contract to:	One proposer per Lot. The proposer bidding for the three Lots shall demonstrate the technical and financial capabilities to implement services for three Lots.
21	39	Type of Contract	Contract for Services for UNDP <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, 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 A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum of five (5) years of experience in the area of technical design services.	Form D: Qualification Form

<sup>1</sup> 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, 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.

	<i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	
<b>Minimum Qualification Requirements</b>	Experience in development of minimum 3 (three) similar sites undertaken within the last five (5) years (Technical design for conservation/restoration of Cultural heritage sites) <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Form D: Qualification Form
	Key personnel:	
	<i>For 1 (one) Task Manager/Architect minimum requirements:</i> Possession of professional licence and/or Master degree (for those who graduated in Soviet educational system before 1996 Bachelor's degree will be sufficient) in the field of construction or other related fields (Architect/ Civil Engineer/ Urban Planner etc.), and/or Certificate of accreditation in the field of specialization	Attach required documents to Form E: Format of Technical Proposal
	<i>For the below listed personnel the minimum requirements are:</i> <ul style="list-style-type: none"> <li>o1 (one) Conservation Architect with licensed A4 in accordance with the Moldovan regulations;</li> <li>o1 (one) Designer licensed in Civil Engineering/Technical experts</li> <li>o1 (one) Designer licensed in Internal/External Electricity Networks;</li> <li>o1 (one) Designer licensed in Water Supply/Sewerage Networks;</li> <li>o1 (one) Designer licensed in Heating, Ventilation, Air-Conditioning and Smoke Evacuation Systems;</li> <li>o1 (one) Designer in automation of processes</li> <li>o1 (one) Designer licensed in low voltage networks;</li> <li>o1 (one) certified Costs Estimator in the field of general construction works and networks;</li> </ul> Possession of professional licence and/or Bachelor's degree in the area of specialization, and/or Certificate of accreditation in the field of specialization. <i>[Proving documents must be provided, either copy of professional licence, or copy of Bachelor's degree, or copy of Certificate of accreditation (Certificat de atestare tehnico-profesionala, pentru specialistii din Moldova)]</i>	Attach required documents to Form E: Format of Technical Proposal
<b>Financial Standing</b>	Minimum average annual turnover of: a. USD 50,000 for the last 3 years when applying to all 3 LOTs b. USD 30,000 for the last 3 years when applying to only 2 LOTs c. USD 20,000 for the last 3 years when applying to only 1 LOT <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Attach required documents to Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form

	<i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	
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## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	500
	<b>TOTAL</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	30
1.2	Age of the firm ( <i>minimum 5 years – 20 pts, each additional year – 5 pts up to max. additional 30 pts</i> )	50
1.3	Availability of Quality Management certificates (ISO or similar)	20
1.4	Financial stability ( <i>minimum annual turnover of USD 50,000 for the last 3 years when applying to all 3 LOTs – 40 points or USD 30,000 for the last 3 years when applying to only 2 LOTs – 40 points or USD 20,000 for the last 3 years when applying to only 1 LOT – 40 points If less than required – 0 pts</i> )	40
1.5	Experience in designing similar projects in the last 5 years (for detailed design documentation for conservations/restorations works for cultural heritage sites ( <i>minimum of 3 projects – 30 pts, each additional project – 5 pts up to max. additional 40 pts</i> ))	70
1.6	Experience working with UNDP, or other UN Agencies, or other International Organizations ( <i>1 project – 10 pts, each additional project 5 pts up to max. additional 10 pts</i> )	20
1.7	Adherence to UN core values ( <i>no. of staff women: min. 1 person – 10 pts, no. of persons with physical impairments: min. 1 person – 10 pts</i> )	20
<b>Total Section 1</b>		<b>250</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does the Methodology and Approach meet the ToR requirements?	60
2.2	Are the different components of the offer adequately weighted relative to one another?	30
2.3	Is the offer clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the assignment?	20

2.4	Was any familiarization field visit undertaken and were the findings properly used in the preparation of the proposal?	30
2.5	Is the timeframe appropriate for the task and TOR?	40
2.6	Shorter implementation timeframe proposed (if the proposed timeframe is as required by the ToR – 0 pts; 15 days shorter – 25 pts, 30 days shorter – 50 pts)	50
2.7	Staff time allocation includes sufficient hours for key staff?	20
<b>Total Section 2</b>		<b>250</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	<b>Task Manager</b>	Sub-Score	70
	Experience in managing similar assignments ( <i>min 5 years - 20 pts, each additional year – 2 pts, up to additional 20 pts</i> )	40	
	Experience working with UNDP ( <i>up to 20 pts</i> )	20	
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
3.2	<b>Leader Conservation Architect</b>	Sub-Score	110
	Possessing of the attestation certificate in area of specialization ( <i>up to max. 20 points</i> )	20	
	Attendance to post- graduate course, and /or participation with papers at international conference in architectural conservation	20	
	Professional Experience in elaboration of detailed technical designed for cultural heritage sites ( <i>3 similar projects - 30 points, each additional project – 5 points, up to max. additional 30 points</i> )	60	
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
3.3	<b>Leader Chief Project Engineer (Technical expert)</b>	Sub-Score	110
	Possessing of the attestation certificate in area of specialization ( <i>up to max. 20 pts</i> )	20	
	Professional Experience in the area of technical expertise for cultural heritage sites ( <i>3 similar technical expertise - 30 points, each additional technical expertise – 5 points, up to max. additional 20 points</i> )	50	
	Professional Experience in elaboration of detailed technical designed for cultural heritage sites ( <i>3 similar projects - 10 points, each additional project – 5 points, up to max. additional 20 points</i> )	30	
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
3.4	<b>Design engineer in electricity networks</b>	Sub-Score	70
	Possessing of the attestation certificate in the area of specialization ( <i>up to max. 20 pts</i> )	20	

	Professional Experience in elaboration of detailed technical designed for electricity networks at cultural heritage sites ( <i>3 similar projects - 20 points, each additional project – 5 points, up to max. additional 20 points</i> )	40	
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
	<b>Design engineer in water and sewerage networks</b>		
	Possessing of the attestation certificate in the area of specialization ( <i>up to max. 20 pts</i> )	20	
3.5	Professional Experience in elaboration of detailed technical designed for water and sewerage at cultural heritage sites ( <i>3 similar projects - 20 points, each additional project – 5 points, up to max. additional 20 points</i> )	40	70
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
	<b>Cost estimation specialist</b>	Sub-Score	
	Possessing of the attestation certificate in the area of specialization ( <i>up to max. 20 pts</i> )	20	
3.6	Professional Experience in elaboration of cost estimates for cultural heritage sites ( <i>3 similar projects - 30 points, each additional project – 5 points, up to max. additional 10 points</i> )	40	70
	Language Qualifications ( <i>proficiency in Romanian and Russian – each language 5 pts</i> )	10	
<b>Total Form 3</b>			<b>500</b>



## Section 5. Terms of Reference for the development of the Technical Design and Estimation of Costs for 3 small scale cultural heritage sites located on the right bank of Nistru River

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### PROJECT TITLE: European Union Confidence Building Measures V Programme (EU-CBM V)

#### General Background:

In 2019 the European Union Confidence Building Measures Programme launched its fifth phase of the programme funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM Programme consists of 4 specific components: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Culture is essential for the development of any society. Culture may have a strong dynamic and transformative force for social transformation on both banks. The activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Cultural and Historical heritage component focuses on conservation-restoration of historical monuments of national importance and on conservation-restoration of smaller scale historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

As a result of an open competition, held in 2020, out of 256 ideas, 10 small scale cultural heritage sites located on both banks of the Dniester River were selected for future implementation. Three cultural heritage sites out of them, located on right bank of the Nistru river, require development of detailed design documentation for conservation/restoration works - Water tower in Soldanesti town, Macri tomb in Dubasarii Vechi village, Criuleni district and Windmill in Gaidar village, ATU Gagauzia.

The Water tower and the Macri tomb have the status of monuments of national category, being recorded in the Register of state—protected monuments of the Republic of Moldova, approved via the Parliament Decision No. 1531/1993:

- Water tower (site from the composition of the Railway Station complex (end of XIX century) from Soldanesti town – entered under position 2837 (North Zone) in the Register;
- Macri tomb (site from the Church complex “Saint Archangel Mikhail” and necropolis of Donici and Macri families (1861, 1883) from Dubasarii Vechi village, Criuleni district – entered under position 298 (Centre Zone) in the Registers.

The windmill from Gaidar village, ATU Gagauzia represent a site subject to be attributed the status of historical monument, industrial architecture and ethnographic type, meeting the main classification criteria.

#### **A. SCOPE OF WORK**

The European Union Confidence Building Measures Programme (hereinafter the EU-CBM V Programme) is looking for one or several local technical design companies with experience in development of detailed technical design for conservation/restoration works of Cultural Heritage sites, to provide services in respect of developing design documentation, bill of quantities, cost estimates and provide author supervision of the 3 above-mentioned small scale cultural heritage sites located on the right banks of the Nistru River.

To achieve the objective of this assignment, the appointed company/companies will be responsible to carry out all technical design related works, including obtaining the permissive technical documentation (drawings, urbanism certificates, technical conditions for getting connected to the technical and utility networks), drafting, coordinating and endorsing the design documentation and specifications, as established in the legislation in force and organizing author's supervision activities.

Based on the technical documentation and specifications (estimates) drafted by the company, a tender will be launched, aiming at selecting the entrepreneurs that will carry out the conservation/restoration works at all 3 small scale cultural heritage sites.

#### B.LOCATIONS/SITES

The Works are split into **three (3) LOTS** as follows:

#	Project's name	Volume of the building	land improvement surface	Community/District	Contact Person
<b>LOT 1</b>					
O b j e c t 1	Conservation and adaptation to the new functions of the Water tower in Soldanesti town, arranging of the museum inside it.	285m3*	0,10 0ha*	Soldanesti town	Tinica Alexandru, Mayor of Soldanesti town, Tel. (+373) 272 22 3 05, email: <a href="mailto:tinica_a@yahoo.com">tinica_a@yahoo.com</a>
<b>LOT 2</b>					
O b j e c t 1	Restauration of Macri tomb in Dubasarii Vechi village	45m3*	0,02 2ha*	Dubasarii Vechi village, Criuleni district	Casian Vitalie, Mayor of Dubasarii Vechi village, Tel. (+373) 248 61 3 59, email: <a href="mailto:dv.primaria@gmail.com">dv.primaria@gmail.com</a>
<b>LOT 3</b>					
O b j e c t1	Restauration of the wind mill in Gaidar village, bringing back its original functionality (as mill)	125m3*	0,25 1ha*	Gaidar village, UTA Gagauzia	Chioseia Ilie Mayor of Gaidar village Tel. (+373) 291 71 2 36, email: <a href="mailto:primariya.g@mail.ru">primariya.g@mail.ru</a>

\* - all values are indicative and must be verified in the field.

#### C.TASKS AND RESPONSIBILITIES (PER EACH LOT)

During the process of developing the project documentation, the appointed company/companies should ensure the following:

- keeping intact the technological, historical and cultural information contained in the material structure and artistic image of the historical monument, which determines its authenticity, regardless of modern esthetical evaluations. The technical and material means used in suggested interventions should not distort this information, and should not create impediments for subsequent interventions;
- coordination of all participants' activities related to intervention works, interconnection of all compartments of project documentation and the main solutions;
- scientific reasoning, truthfulness and integrity of historical monument inspection results and adopted architectural, technical and technological solutions,
- compliance of technological procedures and methods for carrying out works which were approved to be implemented, exigencies for preserving authenticity, pointing out and restoring the historical, scientific, artistic, and cultural value of the historical monument, ensuring conditions for its adjustment to modern needs or operational needs, as well as for its physical conservation;
- compliance of quality indices related to structures, articles, details, and materials set in the project solutions with the normative exigencies of technical and technological stability of buildings and constructions;
- observing within the surveying works related to the historical monument and within the development of project solutions, as well as while performing the intervention works for the built cultural heritage sites of technical security, anti-fire and sanitary regulations.

To carry out the tasks set within the given technical specifications, the appointed company/companies will obtain through the Beneficiaries:

- a) legal documents, confirming the rights of the beneficiary in relation to the historical monument and the land plot within the boundaries of the territory of the respective real estate and/or, as needed, the owner's agreement (on hardcopy);
- b) copies, including electronic ones, of technical records of real estate (land plot plan, location plan for constructions and surrounding (from all the periods registered in the Registry of Real Estate), Form 2(c) and level plans).

The process of developing the detailed design documentation for restoring each one cultural heritage site will be divided into 5 stages:

# **1) The preliminary project.**

**I.1.** Preliminary works and surveying, including related to project documentation to perform such works, which will include:

- a) inspecting the site to determine the category of complexity and the volume of design works for recovering/rehabilitating the site;
- b) performing schematic surveying drawings of the site and calculating the physical volume;
- c) carrying out the preliminary examination of the technical condition of the site and concluding the acts related to:
  - visible defects caused by site's usage or natural factors' action;
  - level of physical wear of structural and architectural elements;
  - general technical condition and the loss percentage as compared to the original aspect;

- d) performing photo documentation of the site (before starting investigations and interventions on site);
- e) designing the scheme for localization of screeds and frames (if there are deformations of the historical monument), for opening the construction and selecting materials' samples so as to assess their condition and subsequent use at the historical monument, and performing architectural and archeological surveys (indicating their size);
- f) preliminary proposals for interventions (conservation, restauration, rehabilitation etc.) at the historical monument and regarding the stages to perform them;
- g) program for surveying and investigation works at the monument;
- h) topographic elevation of the land plot;
- i) result of geological and hydrological prospections (as needed).

**I.2. Complex investigations will include:**

- a) historical - archivist and bibliographic surveys, developing the historical memorial/note;
- b) surveys in the field:
  - performing the architectural survey, executing surveying drawings according to the following composition:
    - general plan – sc. 1:500, 1:200;
    - plans, sections, façade – sc. 1:50;
    - fragments - sc. 1:20;
    - details – sc. 1:10 – 1:5;
    - templates – sc. 1:1;
    - schematic measurements - 1:200 – 1:100.

If needed, to reflect as ample/accurate as possible the characteristics of the historical monument, the scale may be modified.

- the architectural-archeological survey (performing the surveys, loggers (as appropriate), excavation, etc.), with description of the surveying methods for the historical monument and results obtained based on the architectural surveys, archeological excavations, constructions' openings, determination of materials and initial constructions or fragments, and their imprints, nature of finishing works; used historical building and technological methods, technical condition and causes for identified defects;

c) analytical conclusions regarding the modification over the time of the historical monument, comparative analysis with archive and bibliography survey materials, as well as recommendations for applying intervention methods;

d) results of internal and external decorative, carpentry, ironware elements' and fixed furniture's surveys;

e) data of technical, dendrology and archeological surveys carried out on the land plot of the historical monument (as appropriate);

f) graphic, photographic and other materials resulting from the surveys carried out in the field;

**I.3. Report of technical expertise will contain:**

a) methods and results of the surveys and calculation of volumetric parameters of lost parts of the historical monument;

b) results of the evaluation of carrying capacity of constructions/structures and the level of their damage;

c) data regarding the hidden constructions;

d) data regarding the technical conditions of materials and finishing items;

- e) description of technical condition of the component parts of the building and constructive elements ;
- f) methods for evaluating the qualitative parameters of the historical monument, constructions and materials; proposals regarding assurance of the normative value of the respective parameters;
- g) calculations results for lighting, thermal and acoustic technical parameters of the historical monument (as appropriate);
- h) results of surveys and calculations for determining the physical-technical parameters of the historical monument and of the optimal regime for temperature and humidity for the purpose of ensuring the sustainability over the time and the conservation of the historical monument within modern use, taking into consideration the influence of weather and man-induced factors, existing and designed topographic, landscaping and urbanistic situation, behavior of the foundation plot;
- i) results of lab tests for the historical materials' samples for construction and finishing works (as appropriate);
- j) results of surveys regarding the development of protection methods against the unfavorable actions on construction and finishing materials, and ensuring their preserving;
- k) results of development of the historical recipe of construction and finishing materials or of a recipe with properties/features close to those historical ones;
- l) results of experimental surveys and recommendation for the technology to be used for carrying out some types of works;
- m) selecting the classifier of indices, list of quality indices, their quantitative and qualitative characteristics, taken as basis for calculating the consolidation (recovery) of constructions/structures, foundation, technical systems, equipment, and establishing all other architectural, technical and structural solutions used in drafting the project documentation for intervention at the historical monument.

#### **I.4. The project of interventions at the historical monument**

- a) general explicative note with scientific reasoning of project solutions;
- b) situation plan;
- c) general pan scheme;
- d) architectural solutions for preserving/restoring, rehabilitating/adjusting the monument, with graphic representation, including in 3D (external and internal);
- e) special systematization and constructive solutions;
- f) utilities' fitting, networks for utility provision, technical measures, technological solutions;
- g) interventions' organization project;
- h) calculated estimates according to merged indices;
- i) list of environment protection measures;
- j) list of anti-fire security assurance;
- k) list of measures to ensure the access of persons with disabilities and mobility impairments to the built site of cultural heritage;
- l) list of civil protection measures, and measures to prevent exceptional situations of natural and man-induced nature.

After being developed by the company, these documents should be coordinated with and endorsed by the Beneficiary and Donor, and after being coordinated, all materials will be submitted to the National Council for Historical Monuments /MECR for approval.

The Company will be responsible for amending the documentation submitted for approval in line with the requests of the Donor and Beneficiary.

## **2) The stage of collecting the permissive documentation for design.**

This stage will be carried out in parallel with the stages of the preliminary project. During the respective stage, the appointed company will be responsible for obtaining the technical conditions to get connected to technical and utility networks, prescription from specialized services and city planning certificate.

At this stage, selected company will be responsible for gathering the set of documents necessary to develop detailed design activities, including:

- a) Obtain the approval of the National Council of Historical Monuments.
- b) Obtain jointly with Beneficiary Authority the city planning certificate for design;
- c) Obtain jointly with the Beneficiary Authority of technical conditions for water-sewage, electricity, other as needed, and depending on needs, etc.;

## **3) Development of the project execution and cost estimates**

During the respective stage, the selected design company will be responsible to draft the design documentation for project execution (PE) in line with NCM A.07.02-2012 - Procedure for development, endorsement, approval, and framework-content of design documentation for constructions.

After approving the preliminary design drawings, and obtaining of the city planning certificate, the appointed company will be responsible to develop, within two weeks, the design theme and to coordinate it with the EU-CBM Programme and beneficiary.

The designs should comply with the local legislation State building norms and regulations, standards and specifications, local building regulations, including all technical norms and instructions in force concerning restoration and rehabilitation of cultural heritage sites and shall also ensure:

1. reliable and safe operation of recommended equipment, materials, and engineering systems;
2. optimal energy efficiency measures of rehabilitated facilities and systems;
3. cost efficiency in terms on construction, operation and maintenance;
4. compliance with health and safety requirements;
5. compliance with environmental protection requirements;
6. compliance with internationally accepted principles of architectural heritage conservation European quality principles for EU-funded interventions with potential impact upon cultural heritage;

Develop technical design documentation for all the works (internal, external etc.). The composition of the design should be:

- I. Land improvement of adjacent territory;
- II. Architectural and conservation/rehabilitation solutions;
- III. Construction solutions;
- IV. Internal and external electrical and lighting networks;
- V. Internal and external water and sewerage networks (if necessary);
- VI. Ventilation, heating and air conditioning networks (if necessary);
- VII. Automatization of electrical, ventilation, heating and air conditioning networks (if necessary);
- VIII. Low voltage networks (communication networks) (if necessary);
- IX. Design of organization of construction site (POC);

X. Development of bill of quantities and preliminary cost estimates for carrying out the intervention;

When drafting the general plan (GP), the company will take into consideration the need to organize the parking lot for cars and bicycles and to adapt the territory to ensure access for persons with special needs.

Given the limited financial means, the Contractor shall divide the technical design and cost estimates into stages with clear indication of their implementation order and the value of each stage.

These detailed design documentations shall consider mainly, but not limited to, recommendations for organization of construction works.

Based on technical design there will be developed the cost estimates (using the resources methodology). The cost estimates and BoQ (list of quantities) are subject to review and approval by licensed cost estimate specialists.

#### **4) The stage of verification, coordination, and endorsement of the design documentation**

The design company will be responsible for carrying out all the verifications, coordination, endorsements for the design documentation and estimates in line with the actual legislation.

The costs related to verification and coordination of design documentation, as well as all the fees and charges for these procedures will be totally incurred by the design company.

The detailed technical design for projects that have the status of historical monument and are on the list of historical monuments, protected by state, must be endorsed by National Council for Historical Monuments.

#### **5) The stage of author's supervision of project implementation process.**

During the process of selecting the company to carry out the rehabilitation works, the estimators of the design company will provide support and clarifications to the team of the EU-CBM Programme.

During the rehabilitation process, the design company will be responsible for adjusting the developed solutions when divergences occur between the design and the de-facto situation at the site. The company will be also responsible for introducing changes in the design documentation during the author's supervision stage if the construction company comes up with optimization proposals or suggestions to change the used materials. Before being implemented, all these changes will be discussed with the project implementation group and materials will be changed only if they prove to have higher characteristics than the ones envisaged in the design documentation. All the modified documentations will be re-verified and re-endorsed in line with the legislation in force and the costs for this will be incurred by the design company.

**In the case of detection of errors/omissions in the project documentation, as well as their consequence on the total cost of the project, these costs for correction of project documentation will be supported by the Contractor (Designing Company).**

Upon the end of the rehabilitation works, the design company will present the designer's endorsement for acceptance of rehabilitation works.

All the above-mentioned considerations are minimal requirements, and the responsibilities of the design company shall not limit themselves only to these ones. The design company will be responsible for carrying out other activities which are not mentioned above, but are necessary for obtaining the full documentation for rehabilitation of these 3 small scale cultural heritage sites.

#### **D) Regulatory Framework**

For the contract implementation, the selected company shall be guided by the normative acts in force in Republic of Moldova, specifically:

- I. Law No. 721 of 02.02.1996 on the Quality in Constructions;
- II. Law No. 1530 of 1993 on Protection of Monuments;
- III. NCM A.07.02-2012 Procedure for development, endorsement and approval and the framework-content of design documentation for constructions;
- IV. CP C.01/02-2014 Designing buildings and constructions considering accessibility for persons with disabilities;
- V. NCM E.03.02-2014 Protection against fire in buildings and installations;
- VI. NCM E.04.04-2016 Protection against environmental actions, Design of constructions' anticorrosive protection;
- VII. NCM C.04.03-2015 Design rules for coverings;
- VIII. NCM G.03.03-2015 Internal installations for water supply and sewerage;
- IX. CP C.04.08-2015 Blocks of PVC windows and doors;
- X. CPL01.01-2012 Instructions for concluding the estimates for construction-assembly works based on resource method;
- XI. NCM A 07.03-2002 Regulation on design author's monitoring of the site under construction;
- XII. Other normative acts in force on the territory of the Republic of Moldova.
- XIII. European quality principles for EU-funded interventions with potential impact upon cultural heritage (accessible at: <https://www.clicproject.eu/european-quality-principles-for-eu-funded-interventions-with-potential-impact-upon-cultural-heritage/> or at: <http://openarchive.icomos.org/2083/>)

#### **E) Implementation timeframe**

The Contractor is expected to complete all investigations and present full design documentation, including complete drawings, BOQs authorized by verifiers, tender launching documentation, etc. in maximum 90 days without "Verification of the Bill of Quantities" item and maximum 105 days including "Verification of the Bill of Quantities" and expertise from the contract signature date.

Potential Proposers are requested to elaborate and provide a detailed Work Plan which will reflect the activities to be implemented, timeframe, and qualified staff responsible for each designed project.

#### **F) F. Deliverables**

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

Item No.	Description/Specification of Services	Delivery Date
1.	Surveying and preliminary works, Complex investigation, Development of technical expertise reports, obtaining permits (urbanism certificate, technical conditions), topography survey of adjacent territory	40 days from the date of contract signing
2.	Works provided at the stage of preliminary project stage/design drawings. Endorsing and coordinating the preliminary project with the Beneficiary, donor and NCHM/MECR.	60 days from the date of contract signing



3.	Develop technical design documentation for all the works: (Land improvement; Architectural solutions; Construction solutions; Internal and external electrical and lighting networks; Internal and external water and sewerage networks (if necessary); Ventilation, heating and air conditioning networks (if necessary); Automatization of electrical, ventilation, heating and air conditioning networks (if necessary); Low voltage networks (communication networks) (if necessary); Design of organization of construction site (DOC);	100 days from the date of contract signing
4.	Approved technical design documentation by appropriate authorities	110 days from the date of contract signing
5.	Bill of quantities (BOQ) and cost estimates, complete for all items of work with detailed description for each item;	110 days from the date of contract signing
6.	Verification cost estimates by independent Authorized / Licensed Experts;	120 days from the date of contract signing
7.	Design Author's Supervision during the construction period;	During the implementation period

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

#### **REQUIREMENTS TOWARDS PRESENTATION OF DELIVERABLES**

All the design documentation and specifications will be presented in hardcopies (4 copies) and in electronic format – scanned from the printed-out copies with signatures and endorsements on a flash-drive.

Additionally, the design documentation will be provided in DWG format, and the cost estimates – in .kos format.

Drawings must be submitted in:

Pdf/jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from AutoCAD by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG format in scale.

In view of submitting diligent proposals, Offerors are encouraged to review the technical condition of premises that are subject to construction and renovation. In order to schedule a field visit to the premises, please send a message to [andrei.vasilachi@undp.org](mailto:andrei.vasilachi@undp.org), Andrei VASILACHI, Project Officer/Civil Engineer, SCBM Programme.

#### **G) Institutional Arrangements**

The Contractor will be awarded a contract with UNDP and will work under the guidance of the EU-CBM V Project Officers/Engineers and supervised by EU-CBM V Community Infrastructure Project Manager. The Contractor will be responsible for establishing and maintaining good working relationships with relevant authorities, as well as for arranging all necessary transportation and logistics arrangements.

Selected company will be responsible for Safety measures (for people, structures and special elements) before initiating and implementing any type of work: scaffolding, nets, signage etc.

#### **H) Financial Arrangements**

Payments will be made based on unit prices provided in the financial proposal multiplied with the quantities for services required and accepted by UNDP. Even though the contract will be signed in US\$ currency, the payments will be affected in MDL based on UN operational rate of exchange on the day of payment (for reference, please, refer to <https://treasury.un.org/operationalrates/default.php>). Still, the Bidders are required to consider any eventual currency fluctuations while developing their Financial Proposal, given that currency fluctuation is not subject to any changes in the unit rates and total contract price.

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

#### **I) Qualifications of the Successful Service Provider at Various Levels**

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

- Legal entity with minimum 5 years of proven experience in the area of detailed technical design;
- Experience in development of minimum 3 similar sites undertaken within the last five (5) years (Conservation/restoration of Cultural heritage sites)

Proven technical and human resources for successful implementation of the assignment. The recommended composition of the implementation team:

- a. 1 (one) Task Manager/Architect
- b. 1 (one) Conservation Architect with licensed A4 in accordance with the Moldovan regulations;
- c. 1 (one) Designer licensed in Civil Engineering;
- d. 1 (one) Designer licensed in Internal/External Electricity Networks;
- e. 1 (one) Designer licensed in Water Supply/Sewerage Networks;
- f. 1 (one) Designer licensed in Heating, Ventilation, Air-Conditioning and Smoke Evacuation Systems;
- g. 1 (one) Designer in automation of processes
- h. 1 (one) Designer licensed in low voltage networks;
- i. 1 (one) certified Costs Estimator in the field of general construction works and networks;

#### **IN THE CASE THE PROPOSER APPLIES FOR MORE THAN 1 (ONE) LOT:**

- A. it should submit separate proposals (including Financial Proposal) for each LOT.
- B. it should demonstrate enough capacity (sufficient and available technical resources, different implementing teams, etc.) to implement the activities efficiently and within the proposed timeframe.
- C. The team involved in implementation of more than one LOT must consist of additional next certified and attested staff:
  - a) Additional 1 (one) Conservation Architect with licensed A4 conform Moldovan regulations, out of which 1 (one) is the Leader and he/she will be evaluated;
  - b) Additional 1 (one) Designer licensed in Civil Engineering out of which 1(one) is the Leader and he/she will be evaluated;
  - c) Additional 1 (one) certified Costs Estimator in the field of general construction works and networks out of which 1(one) is the Leader and he/she will be evaluated;



## Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (if the case)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal

**(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

We, the undersigned, offer services for **EU-CBM/Development of the Technical Design and Estimation of Costs for 3 small scale cultural heritage sites located on the right bank of Nistru River** in accordance with your **Request for Proposal No. 21/02202** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) 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);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Business Registration</li> <li>▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years</li> </ul>

- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value issued within the past three (3) years
- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person) of the all personnel (mentioned under Section 5: ToR). For the Key personnel, apart from CVs clearly stipulating the relevant experience which meets the requirements there shall be also provided copies of professional licence, or Bachelor's degree, or Certificate of accreditation (Certificat de atestare tehnico-profesionala, pentru specialistii din Moldova) (mentioned under Section 4: Evaluation Criteria);
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your real financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$!!!

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

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

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below 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 UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for 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 5 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		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.

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 by UNDP.***

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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

☐ Attached are the Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

## Financial Standing

Annual Turnover for the last 3 years	Year 2019	USD
	Year 2018	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2019	2018	or 2017
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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☐ Attached are copies of the 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 correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

The Bidder's proposal should be organized to follow this format of Technical Proposal. 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 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 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).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

### 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 Services. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference person 1: [Insert]  Reference person 2: [Insert]

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

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

We, the undersigned, offer services for the **EU-CBM/ Development of the Technical Design and Estimation of Costs for 3 small scale cultural heritage sites located on the right bank of Nistru River**in accordance with your **Request for Proposal No. 21/02202** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02202		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal: US\$**

### A. Cost Breakdown per Deliverables\*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Estimated delivery time for the stage, days	Price (Lump Sum, All Inclusive)
<b>LOT 1</b>	<b>Conservation of Water tower in Șoldănești town, arranging of the museum inside it.</b>			
	Inspection of premises, measuring activities, obtain permits, topography survey of adjacent territory and city planning certificate			
	Works provided at the stage of preliminary project stage.			
	Develop technical design documentation for all the works			
	Approved technical design documentation by appropriate authorities			
	Bill of quantities (BOQ) and cost estimates			
	Verification of the design and cost estimates			
	Design Author's Supervision during the construction period;			
	<b>Subtotal</b>	<b>100%</b>	<b>Days...</b>	<b>USD...</b>
<b>LOT 2</b>	<b>Restauration of Macri tomb in Dubăsarii Vechi village.</b>			
	Inspection of premises, measuring activities, obtain permits, topography survey of adjacent territory and city planning certificate			
	Works provided at the stage of preliminary project stage.			

	Develop technical design documentation for all the works			
	Approved technical design documentation by appropriate authorities			
	Bill of quantities (BOQ)and cost estimates			
	Verification of the design and cost estimates			
	Design Author's Supervision during the construction period;			
	<b>Subtotal</b>	<b>100%</b>	<b>Days...</b>	<b>USD...</b>
<b>LOT 3</b>	<b>Restauration of the wind mill in Gaidar village</b>			
	Inspection of premises, measuring activities, obtain permits, topography survey of adjacent territory and city planning certificate			
	Works provided at the stage of preliminary project stage.			
	Develop technical design documentation for all the works			
	Approved technical design documentation by appropriate authorities			
	Bill of quantities (BOQ)and cost estimates			
	Verification of the design and cost estimates			
	Design Author's Supervision during the construction period;			
	<b>Subtotal</b>	<b>100%</b>	<b>Days...</b>	<b>USD...</b>

*\*Basis for payment tranches*



## Form H: Form of Proposal Security

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

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

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 in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP 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 this 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 Price Proposal 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.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*