

# **REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: RfQ-21/02380 EU CBM: Restoration of	Date: 20 October 2021
wind tower in Stroenti village, Transnistrian region	

# SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Denis Suschevici Name: Denis Suschevici Title: Head of Procurement and Operational Support Unit Date: 20 October 2021

1

# SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies</u> <u>and Procedures (POPP) on Contracts and Procurement</u>
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
Deadline for	03 November 2021, 16:30, EET (Eastern European Time, GMT +2)
the	If any doubt exists as to the time zone in which the quotation should be submitted, refer to
Submission	http://www.timeanddate.com/worldclock/.
of Quotation	
	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
Method of	Quotations must be submitted as follows:
Submission	⊠ E-tendering
	<ul> <li>File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX</li> </ul>
	<ul> <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> </ul>
	<ul> <li>All files must be free of viruses and not corrupted.</li> </ul>
	<ul> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
	<ul> <li>The bidder should receive an email acknowledging email receipt.</li> </ul>
	For eTendering method, click the link <u>https://etendering.partneragencies.org</u> and insert Event ID information
	<ul> <li>Insert BU Code: MDA10 and Event ID number 0000010731</li> <li>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide: <ul> <li>Username: event.guest</li> <li>Password: why2change</li> </ul> </li> </ul>
	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="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</a>
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement
Gifts and	process and contract implementation. UNDP's Anti-Fraud Policy can be found at <u>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</u> Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including
Hospitality	recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall

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Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the
country, or through an authorized representative
Currency of Quotations shall be quoted in USD
Quotation
Joint If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
<b>Consortium</b> act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or
or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the
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3

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	a) they have at least one controlling partner, director or shareholder in common; or b) any one of	
	them receive or have received any direct or indirect subsidy from the other/s; or	
	b) they have the same legal representative for purposes of this RFQ; or	
	c) they have a relationship with each other, directly or through common third parties, that puts them	
	in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;	
	d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid	
	under its name as lead Bidder; or	
	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid	
	received for this RFQ process. This condition relating to the personnel, does not apply to	
	subcontractors being included in more than one Bid.	
Duties and	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the	
taxes	United Nations, including UNDP as a subsidiary organ of the General Assembly of the United	
	Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from	
	customs restrictions, duties, and charges of a similar nature in respect of articles imported or	
	exported for its official use. All quotations shall be submitted net of any direct taxes and any other	
	taxes and duties, unless otherwise specified below:	
	All prices must:	
Language of	Romanian, Russian or English	
quotation	Including documentation including catalogues, instructions and operating manuals.	
Documents	Bidders shall include the following documents in their quotation:	
to be	Duly filled-in Submission Form (as per Annex 2);	
submitted	Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the	
	Schedule of Requirements in Annex 1;	
	Duly filled-in Bill of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3)	
	(as per Annex 3 BOQs);	
	⊠ Company profile (short info up to 5 pages);	
	Copy of Company's Registration Certificate;	
	Copy of license for construction works in Transnistria region;	
	☑ Income Statement and Balance Sheet for the past two years;	
	Quality Certificates for the materials used during Works, valid at the moment of quotation	
	submission;	
	Quality Certificates (ISO, etc.) if available;	
	☑ List of completed and/or ongoing contracts for similar construction sites (in terms of types construction/conservation/restoration of cultural heritage sites required in the Annex 3 BoQ) undertaken within the past ten (10) years, indicating beneficiary (including contact details), contract amount and period of execution;	
	☑ List of transportation and specialized equipment units to be confirmed with the rights of ownership or contract of lease and availability of the functioning permit in line with national legislation (Bidders shall indicate whether the equipment is their own or rented);	
	☑ List of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation);	
	Acceptance Note of works executed (Final Commissioning Reports for local companies) submitted	
	for 1 site (in terms of type construction/conservation/restoration of cultural heritage sites and	
	volume of works) for the last 10 years, presented as similar experience (as listed in Evaluation Criteria	
	below) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or other document to prove the value of the project site). Contract without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience;	
	☑ Chart for execution of works (Work Time Schedule) for example GANTT;	
	Image: Written declaration regarding warranty period on works and materials used;	
	Written declaration regarding any past and current litigation during the last five (5) years (in which	

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4

	☑ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN		
	Procurement Division List or other UN Ineligibility List;		
Quotation	Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.		
validity			
period			
Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market		
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has been		
	received.		
Partial	⊠ Not permitted		
Quotes			
Alternative	⊠ Not permitted		
Quotes			
Payment	oxtimes Advanced payment is allowed up to 20% of the contract amount (or the amount of USD 30,000,		
Terms	whichever is lower), paid upon signature of contract by both parties (advanced payment will be		
	deducted from next instalments in an equal percentage that advance payment represents over the		
	total price of the contract)		
	The Contractor shall submit monthly invoices (reflecting the monthly work performed and		
	materials utilized every month as accepted by UNDP through the "Monthly Progress Reports") and a		
	final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the		
Conditions	Engineer.  Written Acceptance of Goods, Services and Works, based on full compliance with RFQ		
for Release	requirements		
of	requirements		
Payment			
Contact	E-mail address: <u>Vladimir.paraschiv@undp.org</u>		
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation		
corresponde	submission above. Otherwise, offer shall be disqualified.		
nce,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for		
notifications	submission, unless UNDP determines that such an extension is necessary and communicates a new		
and	deadline to the Proposers.		
clarifications			
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the		
	submission deadline. Responses to request for clarification will be communicated by publishing		
Evaluation	directly on eTendering. ⊠The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer		
method	Ine contract of Purchase Order will be awarded to the lowest price substantially compliant offer		
Evaluation	MEull compliance with all requirements as specified in Anney 1.		
criteria	Even with all requirements as specified in Annex 1;		
enterna	Full acceptance of the General Conditions of Contract for Works;		
	☑ Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> ;		
	Minimum 5 years of experience in the field of <b>construction/conservation/restoration/</b> of cultural		
	heritage sites);		
	☑ Minimum 1 similar (in terms of type construction/conservation/restoration of cultural heritage		
	sites and volume of works) undertaken in Moldova (Transnistrian region) or internationally in over		
	the past 10 (ten) years;		
	☑ Maximum delivery period not to exceed 150 calendar days upon signature of contract and from		
	the moment the Contractor was given access to the construction site;		
	Sufficient human resources capability to qualitatively and timely execute the works – minimum		
	key-personnel with valid certificates: one (1) foreman for construction and/or restorer and/or		
	Designer/Architect with experience in restoration/rehabilitation/conservation works. The presence		
	of the foreman on site during the conservation works is mandatory;		

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	The CV shall contain proof of restoration/conservation experience.
	☑ Warranty on works and materials minimum 3 (three) years;
	Will serve grounds for disqualification:
	Failure to submit one of the following documents:
	<ul> <li>Duly filled-in Submission Form (as per Annex 2);</li> </ul>
	<ul> <li>Technical and Financial Offer (as per Annex 3)</li> </ul>
	• Duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule
	(F3) (as per Annex 3);
	<ul> <li>Acceptance Note of works executed (Final Commissioning Reports applicable for national companies) submitted for 1 construction/conservation/restoration of cultural heritage site presented as similar experience (as listed under Evaluation criteria below) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or Minutes of the reception of works). Contract without Acceptance Notes (Final Commissioning Reports for local</li> </ul>
	companies) cannot serve prove of similar experience.
	☑ In case, in the submitted Bills of Quantities the following changes will be identified:
	<ul> <li>Changes in codes for works required*;</li> </ul>
	<ul> <li>Changes in the volume of works required *;</li> </ul>
	<ul> <li>Changes in the volume of works required ;</li> <li>Changes in the volumes of resources in the norms of materials, manpower and tools*;</li> </ul>
	<ul> <li>Changes in coefficient for norms*;</li> </ul>
	<ul> <li>Proposing the manpower remuneration below the medium required by the National Legislation in force (besides the situation when a respective proof from relevant authorities is obtained and presented, according to INFORMATION No. 10/1 -0086 of 15 June 2018 on determining the value of construction objects since May 1, 2018 - p. 2</li> </ul>
	http://www.ednc.gov.md/upload/61/Nota_informativaa.pdf
	*) When developing BoQs, please be guided by the National Regulatory Framework in Construction
	as per NCM L.01.01-2012 and Regulation on the procurement of public works
	(http://lex.justice.md/index.php?action=view&view=doc⟨=1&id=347161
	http://mdrc.gov.md/public/files/NCM_L.01.01_PROIECT.pdf http://lex.justice.md/md/295702/).
	Serious deviations from the provisions of these documents will serve grounds for disqualification.
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	
Type of	⊠ <u>Contract for Works</u>
Contract to	
be awarded	20 November 2021
Expected	20 November 2021
date for	
contract	
award.	LINDR will publich the contract awards on the websites of the CO bits will be under mailted archive i
Publication of Contract	UNDP will publish the contract awards on the websites of the CO <u>https://sc.undp.md/tndarchive/</u>
Award	
Policies and	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
procedures	This is a solution of the conducted in accordance with one rougramme and operations roucles and riocedures
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at <u>www.ungm.org</u> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the
	Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

6

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

The RfQ-21/02380 EU CBM: Restoration of wind tower in Stroenti village, Transnistrian region requires the implementation of the following activities as per <u>attached detailed technical design</u>: Restoration and conservation works

# **ANNEX 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	RfQ-21/02380 EU CBM: Restoration of wind tower in Stroenti village, Transnistrian region	Date: Click or tap to enter a date.	

#### **Company Profile**

Item Description	Detail	
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.	
Legal Address, City, Country	Click or tap here to enter text.	
Website	Click or tap here to enter text.	
Year of Registration	Click or tap here to enter text.	
Legal structure	Choose an item.	
Are you a UNGM registered vendor?	□ Yes □ No If yes, insert UNGM Vendor Number	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	□ Yes □ No	
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	□ Yes □ No	
Does your Company have a written Statement of its Environmental Policy? ( <i>If yes,</i> <i>provide a Copy</i> )	□ Yes □ No	
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	□ Yes □ No	

institutions promoting suc (If yes, provide a Copy)	institutions promoting such issues ( <i>If yes, provide a Copy</i> )				
ls your company a membe UN Global Compact	er of the	🗆 Yes 🗖 No			
Bank Information		Bank Address: IBAN: Click or t SWIFT/BIC: Cliv Account Curre Bank Account	Number: Click o	e to enter text. r text. o enter text. here to enter text. r tap here to enter text	
Name of previous contracts	Cont	& Reference act Details ding e-mail	vant experience Contract Value	Period of activity	Types of activities undertaken

#### **Bidder's Declaration**

Yes	No		
		<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.	
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	
		<b>Ethics</b> : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.	
		I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> and acknowledge that it provides the minimum standards expected of suppliers to the UN.	
		<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.	
		<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.	

No	
	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership
	proceedings, and there is no judgment or pending legal action against them that could impair their
	operations in the foreseeable future.
	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
	for the Offer Validity.
	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we
	certify that the goods offered in our Quotation are new and unused.
	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been
	authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS**

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ-21/02380 EU CBM: Restoration of wind tower in Stroenti village, Transnistrian region	Date: Click or tap to enter a date.

#### **Technical Offer**

Provide the following:

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

#### **Financial Offer**

Nr		Description of Works	Qty	Unit Price	Total Price, USD, VAT=0	
	RfQ-21/02380 EU CBM: Restoration of wind tower in Stroenti village, Transnistrian region					
1	Nr. 1	Restoration works	1			
2		Other expenses (please specify, if any)	1			
		Total				

#### **Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Maximum delivery period not to exceed 150 calendar days upon signature of contract and from the moment the Contractor was given access to the construction site			Click or tap here to enter text.
Minimum three (3) years warranty on works and materials used			Click or tap here to enter text.
Validity of Quotation 90 calendar days			Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions			Click or tap here to enter text.
Installation Requirements All the works must be carried out in accordance with national/local standards regarding civil works			Click or tap here to enter text.
<i>Commissioning</i> Preliminary and final commissioning of the works must be initiated by the Supplier			Click or tap here to enter text.
Technical Support Requirements The contracted company will eliminate any infrastructure damages subject to quality			Click or tap here to enter text.

guaranty in maximum one month from the		
moment of written notification		

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.				
Exact name and address of company	Authorized Signature:			
Company NameClick or tap here to enter text.	Date: Click or tap here to enter text.			
Address: Click or tap here to enter text.	Name: Click or tap here to enter text.			
Click or tap here to enter text.	Functional Title of Authorised			
Phone No.: Click or tap here to enter text.	Signatory:Click or tap here to enter text.			
Email Address: Click or tap here to enter text.	Email Address: Click or tap here to enter text.			