



Date: 18 April 2019

REQUEST FOR QUOTATION RFQ N° UNFPA/MDA/RFQ/2019/003 – Lease of Project Office Premises

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Lease of Project Office Premises** as per the Terms of Reference (ToR) presented below.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Moldova, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II –Terms of Reference (ToR) - General Criteria Description of the Project Office

Objective:

To lease an office space that meets the space requirements and conditions as stipulated below, specifically intended for 5 (five) project staff members of two UNFPA projects:

- “Joint Fund for developing youth services for young people, including those most vulnerable” Project is a common Programme of the Ministry of Education, Culture and Research of the Republic of Moldova and United Nations Population Fund (UNFPA) in Moldova.
- “Strengthened Participation and Civic Engagement among Young People in Moldova” Project supported by Swiss Agency for Development and Cooperation in Moldova (SDC) and implemented by United Nations Population Fund (UNFPA) in Moldova.

Criteria	General Criteria Description
Location:	The location of the office space to be leased must be strategically located within 2-3 km radius from the UN House of Moldova (131, 31 August 1989 street, Chisinau).
Building:	Building shall be made of reinforced concrete, structural steel or combination of both. Premises should be ready to be occupied and in good conditions. Premises should be located in the buildings designed for offices / or on office floors of residential buildings or it may be a private house (no apartments).
Active area size / effective space:	The total office space requirement should be at least eighty-five (85 sq.m.) on the same floor and in the same area, with the possibility of subsequently deciding on space distribution and partition walls. Proposed space with larger area shall be accepted provided that the excess areas shall be given free of charge.

Lighting:	Daylight (sufficient number of windows to allow for natural light) and LED lamplight – green office.
Air conditioning:	Premises should have operational air conditioning and ventilation system.
Heating:	Central heating and/or air conditioning system.
Telephone lines:	There should be provision for communication lines/system for at least 2 telephone lines with sufficient number of phone sockets for up to 5 people and with access to Public Telephone Network (PTN).
Internet connection:	Broad band internet connection should be available.
Water and sewerage system:	Water and sewerage network must be in order and function properly.
Number of sanitary rooms:	At least 2 sanitary rooms, with one to ensure accessibility for persons with disabilities.
Power supply:	Standard grounded electric lines (Type F “Schuko”, 220 V), protected automatic switches, enough sockets to supply 5 workplaces. All electrical fixtures, convenience outlets, switches shall be in good working conditions. Preferably, the building to have a stand-by generator to keep the lights and IT equipment operational despite of power failure. If there is no stand by generator available, then a UPS for emergency back-up system is required.
Elevator:	If the offered office is higher than the first floor, elevator in the building is required. Accessibility for persons with disabilities should be ensured through main entrance of the building and to offered offices.
Parking space:	The Lessor shall provide for free at least one (one) parking slot for the exclusive use of the UNFPA official vehicle. To indicate availability of parking space for employees, partners and visitors of UNFPA Project. Parking slots under security surveillance shall be an advantage.
Criteria/Security	Special Security Requirements
Entrance door and emergency exit:	Solid entrance door and emergency exit door must be securely locked (preferably with code or electromagnetic locks). Availability of two exits; access to the emergency exit is required.
Security on windows and balcony:	Secure lock on windows and balcony doors (if there is a balcony in the office) is required; All windows will be fitted with Shatter resistance film.
Space entry and basic security system:	If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security. If office is within a Business Center – adequate security services to be provided.
Fire alarm system:	Should have fire safety alarm in operation. Should have fire extinguisher. All fire safety regulations will be adhered to.
Control access to the building:	Should have control access to the building for external public. The offer should explain/describe the security access to the building (levels of control, for ex.: may

pass freely, shall be stopped by the security and asked to confirm the visit, etc.);
Note: A detail security assessment will be conducted by the UNDSS and the report will be shared with the RSA/OSC UNFPA for approval. Based on the report, all recommendations will be implemented to be compliant with Security Risk Mitigating Measures.

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Diana Selaru, UNFPA Administrative and Finance Associate
Tel N°:	+373 22 214002
Email address of contact person:	selaru@unfpa.org

The deadline for submission of questions is **30 April 2019, 23:59 (Moldova local time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

A. Technical proposal, in response to the requirements outlined in the service requirements / TORs.

- 1) *Comprehensive description of the proposed office (technical and functional qualities of the offered office premises) as provided in Annex 1 "Compliance with Requirements Form";*
- 2) *Full details of the office space, including but not limited to: location, administrative and security arrangements in place, scheduled maintenance, availability etc.*
- 3) *Detailed description of the utilities and maintenance costs included in the monthly price;*
- 4) *Documents authorizing the use of the offered premises as an office space (non-housing reserve);*
- 5) *Documents certifying that the offered premises are in compliance with fire safety regulations;*
- 6) *Documents certifying that the offered premises are in compliance with accessibility requirements (accessible to persons with disabilities);*
- 7) *Copy of the offered space latest Registration Certificate that indicates the name of owner(s);*
- 8) *Copy of the technical certificate i.e. blueprint / map of the offered space;*
- 9) *Written confirmation from the notary or other relevant authority that the premises are not under encumbrance / arrest and are not exposed to any other restrictions / limitations;*
- 10) *In case the offered space is in a Business Center, the list of the current tenants occupying the outstanding premises in the building shall be provided. UNFPA reserves the right to reject any offer in case it appears that activity of any of the tenants may potentially jeopardize the reputation of the UN.*

B. Price quotation in USD (exclusive of VAT), to be submitted strictly in accordance with the Price Quotation Form as provided in Annex 2.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.



IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below **no later than: Tuesday, 7 May 2019, 23:59 (Moldova local time)**¹.

Name of contact person at UNFPA: **Alexandru Rusu,
UNFPA Administrative Associate**
Email address of contact person: **moldova.office@unfpa.org**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/2019/003 – Lease of Project Office Premises**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

Note: UNFPA may conduct an inspection (site visit) of the premises and/or due diligence of the bidder (premises owner) prior to the award being made. UNFPA reserves the right to reject any offer/bid based on the findings made during such inspection, in case of non-compliance of the offer with any of the requirements set forth in this RFQ has been factually revealed.

VI. Award Criteria

UNFPA shall award a Lease Agreement (see Annex 3) for 12 months with the possible extension for 3 years to the lowest-priced technically acceptable offer.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit, Ms. Rita Columbia, UNFPA Representative at columbia@unfpa.org Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

Signature: 

DATE: 18.04.2018



