



Date: 7 November 2019

## REQUEST FOR QUOTATION

### RFQ N° UNFPA/MDA/RFQ/2019/015 - Provision of professional engineering /design services for reconstruction/alteration works of 7 Youth Centers from the Republic of Moldova

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Provision of professional engineering / design services, including the development of preliminary technical design concept of the premises, structural design documentation and estimation of costs required for the reconstruction/alteration works of 7 (seven) Youth Centers from the Republic of Moldova in order to improve the total access for premises for youth with all types of disabilities, based on multidimensional approach: Balti, Cahul, Orhei, Ungheni, Soroca, Criuleni, Nisporeni** as per 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. Service Requirements/Terms of Reference (ToR)

|                              |   |
|------------------------------|---|
| Title                        | Provision of professional engineering / design services, including the development of preliminary technical design concept of the premises, structural design documentation and estimation of costs required for the reconstruction / alteration works of 7 (seven) Youth Centers from the Republic of Moldova in order to improve the total access for premises for youth with all types of disabilities, based on multidimensional approach: Balti, Cahul, Orhei, Ungheni, Soroca, Criuleni, Nisporeni.                               |
| Duty Station                 | Republic of Moldova   |
| Duration                     | December 2019 – February 2020   |
| UNFPA Strategic Plan Outcome | Outcome 2: Every adolescent & youth, in particular adolescent girls, is empowered to have access to SRH & reproductive rights.  |
| UNDAF Outcome                | Outcome 1: The people of Moldova, in particular, the most vulnerable, demand and benefit from democratic, transparent and accountable governance, gender sensitive, human rights- and evidence-based public policies, equitable services, and efficient, effective and responsive public institutions.<br>Outcome 4: The people of Moldova, in particular, the most vulnerable, demand and benefit from gender-sensitive and human rights-based, inclusive, effective and equitable education, health and social policies and services. |



|                                |  |
|--------------------------------|--|
| UNFPA Country Programme Output | Output 3: Increased national capacity for addressing sexual and reproductive health and reproductive rights of all young people in national policies, educational and health programmes that promote human rights and gender equality.   |
| Funding                        | "Strengthened Participation and Civic Engagement among Young People in Moldova" Project, part of Joint Fund for the development of Youth Centers (YCs) and strengthening participation and civic engagement among young people in the Republic of Moldova of the Ministry of Education, Culture and Research, the Swiss Agency for Development and Cooperation and the United Nations Population Fund. |

## 1. Background

Moldova is among the youngest countries in Europe, with 30% of its population representing youth (NBS, Number of population with habitual residence in the Republic of Moldova as of 1 January 2019). Youth represent its driving force that can lead to an inclusive, democratic and peaceful society, and bring the social and economic changes that the country needs. However, the civic engagement of young people in Moldova is relatively low. Only 18.1% of the Moldovan youth is involved in volunteering, mostly in urban area, and less in rural areas. About 20% of young people intend to emigrate for work purposes and 27% young people neither are in education nor employed. It decreases the potential participation of young people in democratic processes in the country and their contribution to social and economic development of Moldova.

Quality services for young people at local level, as well as diversification of participation and involvement opportunities for young people at community level have a key role in the development and achievement of young people. At the same time, the existing youth infrastructure, such as the Youth Centers, serves as a key community actor, which, in partnership with the school, local public authorities (LPA), non-governmental organizations (NGOs) and other local partners, supports young people apply their knowledge in practice and develop their participation skills in community life. In order to support young people to develop themselves and engage in their community, there is a need for close cooperation between the key local stakeholders.

The Ministry of Education, Culture and Research (MECR) launched the National Program for Development of Youth Centers in 2017, in order to develop youth services at local level. The United Nations Population Fund (UNFPA) became the core partner of MECR under this Program, having the role of developing the human resources of the Youth Centers and strengthening the services provided to young people, including the most vulnerable. In 2018 the Swiss Agency for Development and Cooperation (SDC) joined these efforts through the 'Strengthened Participation and Civic Engagement among Young People in Moldova' Project.

The project goal is **empowerment and civic engagement of young people**, by supporting them to make enabling choices, contribute to democratic processes in the country, build communities where human rights and gender equality are respected, and contribute to economic development of the country.

## 2. Purpose of the assignment

The overall objective of the assignment is to provide professional engineering / design services, including the development of preliminary technical design concept of the premises, structural design documentation and estimation of costs, required for the reconstruction/alteration works of 7 Youth Centers from Republic of Moldova in order to improve the total access for premises for youth with all types of disabilities, based on multidimensional approach: Balti, Cahul, Orhei, Ungheni, Soroca, Criuleni, Nisporeni.

The consultancy is offered within "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 partnership with the MoECR, being part of the



Joint Fund for the development of Youth Centers and strengthening participation and civic engagement among young people in the Republic of Moldova.

In order to fulfill the assignment, the Consultant (team of designers/engineers) will prepare individual technical design works for each targeted Youth Center by applying the national ISO standards on accessibility, as well as a client-oriented approach consistent with UNFPA rules and regulations. In his work, The Consultant (team of designers/engineers) will use the Individual Assessment Reports on accessibility of each targeted Youth Center provided by UNFPA (*please – see attached all individual assessment reports for your reference*).

In close cooperation and coordination with UNFPA (including an expert in disability), under the supervision and in coordination with UNFPA Project Manager, the Company will ensure achievement of project results (commensurate with the scope of the project).

### 3. Objective of the assignment

The Consultant (team of designers/engineers) will develop the design documentation taking into account the revised national standards on accessibility and concrete recommendations provided in Individual Assessment Report on accessibility of each Youth Center, applying the most efficient technical solutions for proposed accessibility infrastructure and facilities, based on type, technical characteristics and specifications of the required scope of rehabilitation works. The design services will also identify and provide the best options for sustainable use, operation and functioning of the improved infrastructure (access to premises), proposing modern environmentally friendly and sustainable materials, equipment, technologies, according to the national in the field.

### 4. Design requirements

The content of design documentation shall be set up in accordance with national building codes:

- Law no. 721 of 02.02.1996 on quality of construction works;
- Law no. 163 of 09.07.2010 on the authorization of construction works;
- Government Decision no. 361 of 25.06.1996 on construction quality assurance;
- NCM A.07.02-2012 Drafting procedure, approval, approval and framework content of the project documentation for construction;
- CP C.01.02-2018 Civil buildings. Buildings and constructions. General design provisions with accessibility insurance for persons with disabilities;
- NCM C.01.06-2014 General security requirements for construction objects when used and accessible for persons with disabilities;
- CP C.01.10:2018 Habitable environment with systematized elements, accessible for people with disabilities. Design rules;
- CP C.01.11:2018 Public buildings and constructions, accessible for people with disabilities. Design rules;
- CP C.01.12:2018 Buildings and rooms with jobs for people with disabilities. Design rules;
- SM ISO 17049:2016 Accessible design. Applying Braille signs to indicators, equipment and devices;
- SM ISO 21542:2016 Real estate construction. Accessibility and usability of the construction environment.

The selected Consultant (team of designers/engineers) will render their services for development of clear and complete designs including, but not limited to, the following:

1. **Statement of Works (SOW)** with narrative description of existing conditions/problems and designed



solutions, which will provide access for people with all types of disabilities. They will contain description technical specifications for all compartments of the project according to the norms in the field and which have been estimated.

2. **Drawings:** Complete detailed construction drawings of all works in sufficient detail for tendering, contractual and construction/reconstruction purposes. All drawings shall be presented in electronic (PDF) format and on appropriate paper support. All drawings should be clear, sharp, and accurate. Symbols and abbreviations should be defined in a legend.
3. **Bill of quantities (BOQ):** Complete for technological equipment and furniture and all items of work with adequate description for each item. The quantities for all work items should be based on actual take-off calculation and not based on estimates. All BOQs shall be presented in a spreadsheet format, preferably MS Excel. The BOQs should be entirely presented in the following formats: Form 7, 5, 3 and Form 1 (according to "WinSmeta"). Please note that, Form 7 should be submitted in Excel and translated into English.
4. **Specifications:** Comprehensive and up to date, in accordance with current best practices, general and particular Technical Specifications for all works and equipment based on national accepted standards and sufficient for procurement, installation and construction works.
5. **Documentation** of all design literature and design calculations for all civil, planning, connections to utilities, structural, electrical, automation and mechanical works. All set of Design documentation shall be elaborated in 4 copies, including 3 copies on paper.
6. **Cost estimations:** comprehensive estimation of involved costs taking into account all necessary labor and materials based on current prices available on the local market and manpower remuneration, which shall not be below the minimum required by the National Legislation. The documents, the Drawings and Specifications, shall be of sufficient detail to enable construction works to proceed without need for on-site instructions, and to enable selection of materials, construction assembly, layout or location of any element or feature.

The designs should comply with the local legislation State building norms and regulations, standards and specifications, local building regulations and shall also ensure:

- reliable and safe operation of recommended equipment, materials, and engineering systems;
- water supply and water treatment system's performance requirements;
- optimal energy efficiency measures of rehabilitated facilities and systems;
- cost efficiency in terms on construction, operation and maintenance;
- compliance with health and safety requirements;
- compliance with environmental protection requirements.

## 5. Key tasks and expected outputs:

In accomplishing the assignment, the Consultant (team of designers/engineers) commonly shall be responsible for undertaking all the necessary activities for turning out complete designs and tender documents for rehabilitation and putting into operation the aforementioned Site, including but not limited to, the following tasks:

1. Inspection of premises in order to establish existing conditions and to determine the required volume of rehabilitation works and elaboration of the Final Designing Theme approved by the chief architect of the respective locality, by the beneficiary's representative (the director of each Youth Center) and



- by the UNFPA's representative.
2. Elaboration of the compartment general plan, architecture, constructive solutions, internal water networks and sewerage (if necessary only for our area of intervention), internal electrical networks (if necessary only for our area of intervention);
  3. Design of organization of construction site (DOC);
  4. Development of bill of quantities and preliminary cost estimates;
  5. Verification of the designs and Bill of Quantities;
  6. Provide technical input in procurement process for selection of a contractor to implement the projects;
  7. Obtaining all permits including health and environmental permits;
  8. Assist beneficiary in obtaining building permits (Authorization for Construction);
  9. Provision of Design author supervision;
  10. Supervision of construction work to ensure compliance with the design and specifications;
  11. Participate in the preliminary and final commissioning committee.

The responsible person for UNFPA Project will assist the Consultant (team of designers/engineers) in arranging and coordinating site visits with the local public authorities.

Consultant (team of designers/engineers) shall properly coordinate the design and engineering process with the local planning authorities, community representatives and UNFPA Project. Consultant (team of designers/engineers) should obtain expertise clearance for design from all relevant authorities (when necessary).

Consultant (team of designers/engineers) should assist public facility's owner in requesting and obtaining from the local authorities the preliminary permits, if not obtained. Consultant (team of designers/engineers) should also assist public facility's owner to prepare all necessary supporting documentations to obtain construction permit from local planning authorities.

All the detailed design documentation shall be subject to mandatory control by Independent Authorized Verifiers or the State Verification Department (by case). Design documentation shall also undergo an examination (by UNFPA/UNDP experts), when needed.

The Consultant (team of designers/engineers) assumes the responsibility to make the necessary technical adjustments (appeared in the process of construction) to the project documentation. These adjustments will be made within three working days upon the official request from the Project's Engineer.

Upon completion of reconstruction/alteration Works, the Consultant (team of designers/engineers) will participate in the works hand-over activities and will endorse an author confirmation, certifying the compliance of Works to the design.

## **6. Implementation timeframe**

The Consultant (team of designers/engineers) is expected to complete all investigations and present full design documentation, including complete drawings, BOQs authorized by verifiers, tender launching documentation, etc. in maximum 60 days without "Verification of the designs and Bill of Quantities" item and maximum 90 days including "Verification of the designs and Bill of Quantities" and expertise, if required, by the verification department, from the contract signature date.

## **7. General organizational information/requirements**

Elaboration of design documentation is initiated based on decisions and the recommendations of both Rayonal and Local Authorities, regional specialized departments, as well as, Urbanistic Certificates for design work, issued by the beneficiary Local Public Authorities.

The technical design solutions will be based on the evaluation reports which are attached for the following objects:

| No. | Object name            | Address                                   | Surface, m <sup>2</sup> |
|-----|------------------------|---|-------------------------|
| 1   | Youth Center Cahul     | Cahul city, Prospektul Republicii 3, Str. | 102                     |
| 2   | Youth Center Balti     | Bălți mun., Konev 7, Str.                 | 350                     |
| 3   | Youth Center Orhei     | Orhei city, Vasile Mahu 120, Str.         | 200                     |
| 4   | Youth Center Ungheni   | Ungheni mun., Romană 39, Str.             | 157                     |
| 5   | Youth Center Criuleni  | Criuleni city, 31 August 1989, 106, Str.  | 280                     |
| 6   | Youth Center Nisporeni | Nisporeni city, Suveranității 4, Str.     | 100                     |
| 7   | Youth Center Soroca    | Soroca mun., Mihail Sadoveanu 21, Str.    | 378                     |

## 8. Deliverables

Consultant (team of designers/engineers) is required to deliver the expected design services, in accordance with the following deliverable items and established schedules:

| Item No. | Deliverables and Description/Specification of Services  | Delivery Date  |
|----------|---|--|
| 1.       | Elaboration of Detailed Design Documentation for reconstruction/alteration of 7 targeted Youth Centers in order to ensure the access for premises for youth with all types of disabilities, including: <ul style="list-style-type: none"> <li>– elaboration of the compartment general plan;</li> <li>– elaboration of the compartment architecture;</li> <li>– elaboration of the compartment construction solutions;</li> <li>– elaboration of the compartment internal water networks and sewerage (if necessary only for our area of intervention);</li> <li>– elaboration of the compartment), internal electrical networks (if necessary only for our area of intervention).</li> </ul> | 60 calendar days from the date of contract signing           |
| 2.       | Construction Organization Design  | 60 calendar days from the date of contract signing           |
| 3.       | Bill of quantities (BOQ) and Costs estimates, completed for all items of work with detailed description for each item per each of 7 Youth Centers   | 60 calendar days from the date of contract signing           |
| 4.       | Obtaining all permits including health and environmental permits  | 90 calendar days from the date of contract signing           |
| 5.       | Verification of the designs and Bill of Quantities by independent Authorized / Licensed Experts   | 90 calendar days from the date of contract signing           |
| 6.       | Design Author's Supervision during the construction period  | during the duration of civil works until final commissioning |



### Particular requirements for the deliverable items:

**Item 1** Architectural and construction solutions concept/terms shall be based on the Urbanistic Certificate for design, obtained according to the national legislation. A narrative memo with overall description of project compartments, calculations, selected equipment and materials, reference to technical norms and standards, technical specifications, etc., will also be part of this item. The proposed intervention area will include but not limited to the following activities divided into the following chapters:

Entering in building. This chapter includes ensuring access for people with disabilities in the building. Reconstruction/construction of a new access ramp with a minimum width of 1.0m and a slope of 8% with stainless steel support bars. The support bars need to be installed at a distance of 0.9 m from each other in 2 rows where the first row at a height of 0.7 m and 2th at a height of 0.9 m. The access ramp is necessary to have an adhesive surface, in order to avoid slipping. The type of construction materials used should be close to the existing situation as a color. In front of the ramp it is necessary to install tactile warning pavement in contrasting colors, along its entire width and with a length of 0.6 m. The length of the platform in front of the door is to be extended up to 1.5 m. In case of need to should modify the entrance door to the building according to the regulations, or if it is necessary to hiding the door threshold from the entrance to the Youth Center. Additionally, it is necessary to perform:

- improving the visual contrast of the entrance door;
- improving the opening mechanism to make it easier to operate;
- installing a doorbell on the exterior wall (facade) of the building at a height of 0.7 m, to announce the existence of a difficulty in terms of access for people with disabilities inside the building;
- installation of a sound, above the entrance door, to inform the visually impaired persons about the existence of access inside the building;
- in order to ensure the illumination of the access in the building, to install a motion sensor for the automatic starting or disconnecting of the light;
- location of the information panel should be place at a height from 1.2 to 1.6 m from the ground surface and at a distance of 0.05 m from the door frame.

Circulation inside the building. It is necessary to make the following:

- Elimination of thresholds from the entrance doors higher than 2 cm in the Center's rooms;
- Ensure visual contrast inside the building;
- Doors are recommended to have contrasting colors to the wall on which they are. When there is no other possibility the contrasting area consists of a perimeter contour with a minimum width of 0.05 m, it is advisable to apply a contrasting color strip or an informative indicator in accessible format on the front of the door;
- On the surface of the doors it is necessary to place information panels on the destination of the rooms, they need to be installed at a height of 1.2-1.6 m from the floor;
- Improving the visual contrast of the roads, doors and walls;
- Improving the illumination of traffic routes;
- Replacing doors that are narrower than the requirements of accessibility regulations;
- Application of orientation and signaling indicators, in accessible formats.

Rooms and spaces for activities. It is necessary to make the following:

- Lower the sockets and light switches to a height of 0.9 m;
- Ensure the visual contrast between the body of the light switch and the wall on which it is located;
- Improving the visual contrast of doors, walls and interior lighting in rooms.

The sanitary group. The sanitation group is necessary to be modified according to the regulations in force:

- Installation of the door at the entrance to the bathroom with a width of at least 0.9 m, the surface of which must be in a contrasting color with respect to the wall;



- The maneuvering space in the room must allow the person to transfer from the front, side and oblique wheelchairs;
- Support bars should be provided on both sides of toilet bowl at a distance of 30-35 cm from the longitudinal axis of toilet bowl. In other words, a retractable support handle or fixed to the side wall at a height of 70 -75 cm from the floor should be installed to the right of the toilet. On both sides of the washbasin should be installed support bars, at the same height as the washbasin, the allowed height - the bottom of the washbasin at 0.65 m and the upper 0.75 m. The length of the movable support bar should exceed the front edge of the beam by 10-25 cm;
- It is necessary to install a device or signal button - that prevents / notifies the help / emergency personnel in the sanitary room from the disabled person and which must be installed at a height of 0.85 m;
- The accessible sanitary group indicator must be marked on a contrasting color panel, compared to the color of the hall wall which is installed at a height of 1.20 m-1.60 m and at a distance of 5 cm from the door frame.

Guidance and information.

- On the surface of the doors it is necessary to apply the information signs / panels in accessible format about the destination of the rooms;
- Orientation and information signs must be located in accessible places adjacent to the main access roads. The orientation signs should be organized in a logical manner, so as to clearly direct the beneficiaries to the facilities of the Center;
- The signs should be placed at the height and at the appropriate location (1.2-1.6 m. above the floor);
- Use characters of the right size, visual contrast, icons, Braille characters, simple language and easy to understand.

**Item 2** This particular design documentation shall consider mainly, but not limited to, recommendations for organization of construction works, while carrying out internal construction works, without disturbing occupational process.

**Item 3** The estimation of quantities for all work items must be based on actual take-off calculation and not based on proximate estimates. All BoQs shall be presented in a spreadsheet format, preferably MS Excel, as mentioned above. The BoQs should be entirely presented in the following formats: Form 7, 5, 3 and Form 1 (according to "WinSmeta").

**Item 4** The design company is obliged to obtain all final approvals. As a minimal task, it will coordinate by the chief architect of the respective locality, by the beneficiary's representative (the director of each Youth Center) and by the financier's representative. Additionally, you will get the final approvals from the Health Center and the Environmental Agency from the respective localities.

**Item 5** In order to ensure the quality of the projects and the execution details, on the basis of which the constructions are executed, it is obligatory the technical verification of them by the project verifiers. The verification and expertise of the projects will be carried out by certified verifiers who will ensure compliance with the normative documents regarding the essential requirements that represent a component of the quality system in constructions.

**Item 6** Author's Supervision during the construction period will, also, include contractor's participation at preliminary and final commissioning of completed works procedures in accordance with Decision Government no. 361 from 25.06.96 "Regulations regarding the control of qualitative states in construction" and Decision Government no. 285 from 23.05.96 "Regulation for the reception of constructions and installations related".



**Recommendation.** It is recommended that the participants of the competition make visits on their own in these localities to understand exactly the existing situation and what should be done in the end.

### III. Questions

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

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | Mariana Nerpîi, Project Administrative and Finance Assistant / Procurement Focal Point |
| Email address of contact person: | <a href="mailto:nerpii@unfpa.org">nerpii@unfpa.org</a>                                 |

The deadline for submission of questions is **Monday, 18 November 2019, 23:59 (Moldova local time)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

### IV. Content of quotations

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

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include:
  - ✓ Company profile (short info up to 1 page);
  - ✓ Copy of Company's Registration Certificate together with the Annex;
  - ✓ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;
  - ✓ Technical description of the offered services;
  - ✓ Implementation Plan (sequence of actions) for the services required in the ToR;
  - ✓ List of qualified key personnel, together with CVs and professional certificates/Licenses for Civil, Architect, Cost engineers/estimators (BoQ developers);
  - ✓ List with description of the last contracts and its value to be presented. The list shall include completed /or on going contracts for provision of design services for construction works and preliminary costs estimation of similar complexity (according to the Technical Specifications and Requirements, as specified in Annex 1) performed by the Offeror as main contractor in the past 3 years;
  - ✓ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value during the past 3 years;
  - ✓ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
  - ✓ Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2018, 2017);
  - ✓ 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;
  - ✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

- b) **Price quotation in USD (exclusive of VAT)**, to be submitted strictly in accordance with the Price Quotation Form.





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

## V. 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, and are to be sent by email to the contact person indicated below no later than: **Monday, 25 November 2019, 23:59 (Moldova local time)**<sup>1</sup>.

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | Irina Dragutanu, Bid Receiver                                  |
| Email address of contact person: | <a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDA/RFQ/2019/015 - Provision of professional engineering /design services for reconstruction/alteration works of 7 Youth Centers**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

## VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

### Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

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



| Criteria   | [A]<br>Maximum<br>Points | [B]<br>Points attained<br>by Bidder | [C]<br>Weight (%) | [B] x [C] = [D]<br>Total Points |
|--|--------------------------|-------------------------------------|-------------------|---------------------------------|
| <b>Technical approach, methodology and level of understanding of the objective of the ToR</b>  | <b>100</b>               |                                     | <b>20%</b>        |                                 |
| <b>Implementation Plan (sequence of actions with the description of the involvement of the engineers) for the services required in the ToR</b>   | <b>100</b>               |                                     | <b>20%</b>        |                                 |
| <b>Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes in similar accessibility projects.</b> <ul style="list-style-type: none"> <li>▪ Proposed team structure and roles are well defined and meet the requirements of the TOR and has the necessary capacity to achieve the results of the proposed assignment (30 pts)</li> <li>▪ Professional specialist (task manager, civil engineer, architect engineer, cost estimation engineer, designer of water supply and sewerage systems and networks, designer of electrical systems and networks) with expertise in the field (70 pts) <ul style="list-style-type: none"> <li>• Task Manager (15 pts);</li> <li>• Civil engineer (15 pts);</li> <li>• Architect engineer (15 pts);</li> <li>• Cost Estimation engineer (15 pts);</li> <li>• Designer of water supply and sewerage systems and networks (5 pts);</li> <li>• Designer of electrical systems and networks (5pts);</li> </ul> </li> </ul> | <b>100</b>               |                                     | <b>15%</b>        |                                 |



|  |     |  |      |  |
|--|-----|--|------|--|
| <b>General profile of the company and other important information:</b> <ul style="list-style-type: none"> <li>General organization's reputation and expertise in areas of engineering, technical design drawing and sketching (50 pts);</li> <li>Minimum 5-years of professional experience and expertise in carrying out detailed design services (20 pts);</li> <li>Experience with similar assignments in Moldova (list of the last contracts and its value to be presented. The list shall include completed /or on going contracts for provision of design services for construction works and preliminary costs estimation of similar complexity performed) (30 pts);</li> </ul> | 100 |  | 30%  |  |
| <b>Specific experience and expertise relevant to the assignment:</b> <ul style="list-style-type: none"> <li>Proved capacity to conduct similar works / provision of design services for construction/reconstruction works and preliminary costs similar to that described in TOR (50 pts)</li> <li>Previous proven experience of having conducted at least 4 similar assignments (50 pts).</li> </ul>  | 100 |  | 15%  |  |
| <i>Grand Total All Criteria</i>  | 500 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

| Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted | Points out of 100 |
|---|-------------------|
| Significantly exceeds the requirements  | 90 – 100          |
| Exceeds the requirements  | 80 – 89           |
| Meets the requirements  | 70 – 79           |
| Partially meets the requirements  | 1 – 69            |
| Does not meet the requirements or no information provided to assess compliance with the requirements        | 0                 |



## Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

## Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

## VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract to the Bidder(s) that obtain the highest total score.

## VIII. 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.

## IX. 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.

## X. 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.

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](#).

#### **XI. 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](#).

#### **XII. 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](mailto: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](mailto:procurement@unfpa.org).

#### **XIII. 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).

NAME, FUNCTIONAL TITLE:

**Rita Columbia, UNFPA Representative**

Signature: 

DATE: 7/11/2019



## PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

RFQ N° UNFPA/MDA/RFQ/2019/015 - Provision of professional engineering /design services for reconstruction/alteration works of 7 Youth Centers from the Republic of Moldova

Currency of quotation:

USD

Delivery charges based on the following 2010 Incoterm:

Choose an item.

Validity of quotation:

*(The quotation must be valid for a period of at least 3 months after the submission deadline)*

- Quoted rates must be **exclusive of VAT**, since UNFPA is exempt from taxes.

| Item                            | Description  | Unit of measure (ex. day, hour, person etc.) | Quantity | Unit rate, USD | Total, USD  |
|---------------------------------|--|--|----------|----------------|-------------|
| <b>1. Youth Center Cahul</b>    |  |  |          |                |             |
| 1                               | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1        |                |             |
| 2                               | Design of Organization of Construction site  |  | 1        |                |             |
| 3                               | Bill of quantities (BOQ)   |  | 1        |                |             |
| 4                               | Obtaining all permits including health and sanitary and environmental permits  |  | 1        |                |             |
| 5                               | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1        |                |             |
| 6                               | Design Author's Supervision  |  | 1        |                |             |
| <b>Total Youth Center Cahul</b> |  |  |          |                | <b>\$\$</b> |
| <b>2. Youth Center Bălți</b>    |  |  |          |                |             |
| 1                               | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1        |                |             |
| 2                               | Design of Organization of Construction site  |  | 1        |                |             |
| 3                               | Bill of quantities (BOQ)   |  | 1        |                |             |
| 4                               | Obtaining all permits including health and sanitary and environmental permits  |  | 1        |                |             |
| 5                               | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1        |                |             |



|                                    |  |  |   |  |             |
|------------------------------------|--|--|---|--|-------------|
| 6                                  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Bălți</b>    |  |  |   |  | <b>\$\$</b> |
| <b>3. Youth Center Orhei</b>       |  |  |   |  |             |
| 1                                  | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1 |  |             |
| 2                                  | Design of Organization of Construction site  |  | 1 |  |             |
| 3                                  | Bill of quantities (BOQ)   |  | 1 |  |             |
| 4                                  | Obtaining all permits including health and sanitary and environmental permits  |  | 1 |  |             |
| 5                                  | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1 |  |             |
| 6                                  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Orhei</b>    |  |  |   |  | <b>\$\$</b> |
| <b>4. Youth Center Ungheni</b>     |  |  |   |  |             |
| 1                                  | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1 |  |             |
| 2                                  | Design of Organization of Construction site  |  | 1 |  |             |
| 3                                  | Bill of quantities (BOQ)   |  | 1 |  |             |
| 4                                  | Obtaining all permits including health and sanitary and environmental permits  |  | 1 |  |             |
| 5                                  | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1 |  |             |
| 6                                  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Ungheni</b>  |  |  |   |  | <b>\$\$</b> |
| <b>5. Youth Center Criuleni</b>    |  |  |   |  |             |
| 1                                  | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1 |  |             |
| 2                                  | Design of Organization of Construction site  |  | 1 |  |             |
| 3                                  | Bill of quantities (BOQ)   |  | 1 |  |             |
| 4                                  | Obtaining all permits including health and sanitary and environmental permits  |  | 1 |  |             |
| 5                                  | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1 |  |             |
| 6                                  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Criuleni</b> |  |  |   |  | <b>\$\$</b> |
| <b>6. Youth Center Nisporeni</b>   |  |  |   |  |             |
| 1                                  | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for  |  | 1 |  |             |



|  |  |  |   |  |             |
|--|--|--|---|--|-------------|
|  | premises for youth with all types of disabilities)   |  |   |  |             |
| 2  | Design of Organization of Construction site  |  | 1 |  |             |
| 3  | Bill of quantities (BOQ)   |  | 1 |  |             |
| 4  | Obtaining all permits including health and sanitary and environmental permits  |  | 1 |  |             |
| 5  | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1 |  |             |
| 6  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Nisporeni</b>                  |  |  |   |  | <b>\$\$</b> |
| <b>7. Youth Center Soroca</b>                        |  |  |   |  |             |
| 1  | Elaboration of Existing Conditions and Detailed Design for the ensuring a total accessibility of Youth Center (access for premises for youth with all types of disabilities) |  | 1 |  |             |
| 2  | Design of Organization of Construction site  |  | 1 |  |             |
| 3  | Bill of quantities (BOQ)   |  | 1 |  |             |
| 4  | Obtaining all permits including health and sanitary and environmental permits  |  | 1 |  |             |
| 5  | Verification of the designs and Bill of Quantities by Authorized Experts   |  | 1 |  |             |
| 6  | Design Author's Supervision  |  | 1 |  |             |
| <b>Total Youth Center Soroca</b>                     |  |  |   |  | <b>\$\$</b> |
| <b>Total Final and All-Inclusive Price Quotation</b> |  |  |   |  | <b>\$\$</b> |

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ N° UNFPA/MDA/RFQ/2019/015 - Provision of professional engineering / design services for reconstruction/alteration works of 7 Youth Centers from the Republic of Moldova** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Click here to enter a  
date.

Name and title

Date and place





United Nations Population Fund  
Moldova Country Office  
131, 31 August 1989 str., Chisinau, MD 2012, Moldova  
Email: [tender.mda@unfpa.org](mailto:tender.mda@unfpa.org)  
Website: <http://moldova.unfpa.org>

**ANNEX I:**  
**General Conditions of Contracts:**  
**De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

---