

REQUEST FOR PROPOSALS

Relaunched: Detailed design for construction works including elaboration of bill of quantities and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the “Fulger” Special Operations Police Brigade training center, the evidence room in the Police Directorate Bălți, the evidence room in the Police Directorate Cahul

EU support of SEESAC disarmament and arms control activities in South-East Europe (SEESAC IV)



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**United Nations Development Programme
January 2018**

Section 1. Letter of Invitation

Chisinau, Republic of Moldova 16 January 2018

Ref. no.: **RfP18/01672**

Subject: Detailed design for construction works for Ministry of internal Affairs including elaboration of bill of quantities and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center, the evidence room in the Police Directorate Bălți, the evidence room in the Police Directorate Cahul

Dear Sir / Madam:

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:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Form for Proposal Security [NOT APPLICABLE]
- Section 9 – Form for Performance Security [NOT APPLICABLE]
- Section 10 – Form for Advanced Payment Guarantee [NOT APPLICABLE]
- Section 11 – General Terms and Conditions for Contracts

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:


United Nations Development Programme in Moldova
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Email: tenders-moldova@undp.org
Attention: Procurement Unit

The letter should be received by UNDP no later than Close of Business, 9 December 2017. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Yours sincerely,

Denis Suschevici
Head of Procurement
UNDP Moldova

Section 2: Instruction to Proposers

Definitions

- a) **"Contract"** refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) **"Country"** refers to the country indicated in the Data Sheet.
- c) **"Data Sheet"** refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) **"Day"** refers to calendar day.
- e) **"Government"** refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) **"Instructions to Proposers"** (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) **"LOI"** (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) **"Material Deviation"** refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) **"Proposal"** refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) **"Proposer"** refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) **"RFP"** refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) **"Services"** refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) **"Supplemental Information to the RFP"** refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) **"Terms of Reference"** (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies).
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, **objective and impartial manner, and they must at all times hold UNDP's interests paramount.** Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged 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;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, **proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.**
6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:

- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family 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
- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers 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 as an independent entity**, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>.

A. **CONTENTS OF PROPOSAL**

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the Data Sheet (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the Data Sheet (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the Data Sheet (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such 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.

11. Amendment of Proposals

- 11.1 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 Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the Data Sheet (DS No. 18).

- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

B. PREPARATION OF PROPOSALS

12. Cost

The Proposer 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 in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the Data Sheet (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the Data Sheet, must be accompanied by a translation in the preferred language indicated in the Data Sheet. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the Data Sheet (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate **the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the Data Sheet (DS nos. 29 and 30).** Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity **nominated by the latter, in accordance with UNDP's policies and procedures.** All proposers are

therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licenses are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be **made only with UNDP's acceptance of the justification for substitution, and UNDP's approval** of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the Data Sheet requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the Data Sheet (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the Data Sheet (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. **to comply with UNDP's variation of requirement, as per RFP clause 35; or**
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. 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.

17. Currencies

All prices shall be quoted in the currency indicated in the Data Sheet (DS no. 15). However, where

Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- 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
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per Data Sheet (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of **UNDP's preference, using the conversion method specified above.**

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- 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
- c) they have the same legal representative for purposes of this RFP; or
- 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 Proposer regarding this RFP process;
- e) **they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or**
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a **Proposer, its qualifications must be documented to UNDP's satisfaction.** These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did **not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;**
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) **That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.**

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/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 Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the Data Sheet (DS nos. 5 and 6), alternative proposals shall not be considered. 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.

21. Validity Period

Proposals shall remain valid for the period specified in the Data Sheet (DS no. 8), commencing on the submission deadline date also indicated in the Data Sheet (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers 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.

22. **Proposer's Conference**

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the Data Sheet (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

C. **SUBMISSION AND OPENING OF PROPOSALS**

23. Submission

23.1 The Financial Proposal and the Technical 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 MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the Data Sheet (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state *“not to be opened before the time and date for proposal opening”* as specified in the Data Sheet (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.

- 23.2 Proposers must submit their Proposals in the manner specified in the Data Sheet (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer **must ensure that sufficient lead time has been provided in order to comply with UNDP’s** deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the Data Sheet (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of **the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope.** The number of copies required shall be as specified in the Data Sheet (DS No. 19). **In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern.** The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the Data Sheet (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.

25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, 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 must accompany the respective

written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). **The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or MODIFICATION".**

- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the Data Sheet (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer 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.**

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a **debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.**

D. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, **and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.**

29. Evaluation of Proposals

- 29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.
- 29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the

evaluation criteria, sub-criteria, and point system specified in the Data Sheet (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the Data Sheet (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the Data Sheet (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the Data Sheet (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<u>Rating the Technical Proposal (TP):</u>	
$TP\ Rating = (Total\ Score\ Obtained\ by\ the\ Offer / Max.\ Obtainable\ Score\ for\ TP) \times 100$	
<u>Rating the Financial Proposal (FP):</u>	
$FP\ Rating = (Lowest\ Priced\ Offer / Price\ of\ the\ Offer\ Being\ Reviewed) \times 100$	
<u>Total Combined Score:</u>	
$(TP\ Rating) \times (Weight\ of\ TP,\ e.g.\ 60\%)$ $+ (FP\ Rating) \times (Weight\ of\ FP,\ e.g.\ 40\%)$ Total Combined and Final Rating of the Proposal	

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Data Sheet (DS No.33), may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- 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;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) **Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;**
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, 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 Clause 32.

Any unsolicited clarification submitted by a Proposer 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.

31. Responsiveness of Proposal

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.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

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.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer 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 Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

E. **AWARD OF CONTRACT**

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

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 Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to

appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for details).

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the Data Sheet (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

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.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall 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 Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the Data Sheet (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/procurement/protest.shtml>.

Instructions to Proposers

DATA SHEET

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	EU support of SEESAC disarmament and arms control activities in South-East Europe (SEESAC IV)
2		Title of Services/Work:	Detailed design for construction works including elaboration of bill of quantities and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center, the evidence room in the Police Directorate Bălți, the evidence room in the Police Directorate Cahul
3		Country / Region of Work Location:	Republic of Moldova
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English or Romanian or Russian
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not Allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	<input checked="" type="checkbox"/> Not Required
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A

12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	N/A
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) Reference date for determining UN Operational Exchange Rate: 01 February 2018
16	B.10.1	Deadline for submitting requests for clarifications/questions	3 days before the submission date
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Technical inquiries: Victor Lucasenco - victor.lucasenco@yahoo.com Bidding Process inquiries: Tamara Svircev - tamara.svircev@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email, and Posting on the website http://www.undp.md/tenders/index.shtml
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original: 1 (one) Copies: 1 (one) hard copy and one (1) electronic copy of the proposal
20	D.23.1 D.23.2 D.24	Proposal Submission Address	UNDP Moldova 131, 31 August 1989 Street MD-2012 Chisinau Republic of Moldova Attention: Registry Office/Procurement
21	C.21 D.24	Deadline of Submission	Date and Time: 30 January 2018, 16:00 (Moldova local time)
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery (an electronic version will be attached) <input checked="" type="checkbox"/> Electronic submission of Proposal
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: tenders-Moldova@undp.org <input checked="" type="checkbox"/> Format: PDF files only, password protected <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

			<input checked="" type="checkbox"/> Max. No. of transmission: 5 (five) for technical proposal and 1 (one) for financial proposal <input checked="" type="checkbox"/> No. of copies to be transmitted: 1 (one) <input checked="" type="checkbox"/> Mandatory subject of email for the Technical Proposal: <i>“Technical Proposal for RfP18/01672: SEESAC IV/ Detailed design for the upgrade of physical security and access control for the General Police Inspectorate SALW and ammunition storage location in Chisinau and the evidence rooms in the Police Directorates in Bălți and Cahul”.</i> <input checked="" type="checkbox"/> Mandatory subject of email for the Financial Proposal: <i>“Financial Proposal for RfP18/01672: SEESAC IV/Detailed design for the upgrade of physical security and access control for the General Police Inspectorate SALW and ammunition storage location in Chisinau and the evidence rooms in the Police Directorates in Bălți and Cahul”.</i> <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <input checked="" type="checkbox"/> Time Zone to be Recognized: Moldova (GMT+2:00)
24	D.23.1	Date, time and venue for opening of Proposals	N/A
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using 60%-40% distribution for technical and financial proposals, respectively, where minimum passing score of technical proposal is 70%
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed five (5) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Official Letter of Appointment as local representative (company), if Bidder is submitting a Bid in behalf of an entity located outside the country; <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for projects of Civil Works, Construction & Engineering Services of comparable typology and complexity (as per the attached Terms of Reference) for the past three (3) years, indicating beneficiary, contract amount, period of execution; <input checked="" type="checkbox"/> List of qualified 4 key experts, together with CVs and professional certificates; <input checked="" type="checkbox"/> Latest Financial Statement (Income Statement and Balance Sheet) for the past 2 (two) years <input checked="" type="checkbox"/> Quality Certificate ISO 9001, ISO 27001 and other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value in the past 3 years <input checked="" type="checkbox"/> 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.
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Proposal (<i>only if different from the provisions of Clause 15</i>)	<p>In addition to required documents that must be submitted to establish qualification of proposers (list of documents provided in DS No. 26 of the RFP Data Sheet), the Applicant will include the following documents: Proposer will include the following documents:</p> <ol style="list-style-type: none"> 1. The organizational structure of the project; 2. Detailed implementation methodology; 3. Chart for execution of services (Work Time Schedule) for example GANTT; 4. Quality Assurance Plan. <p><input checked="" type="checkbox"/> In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members/subcontractors;</p> <p><input checked="" type="checkbox"/> If the Bidder subcontracts activities of obtaining any deliverable, then it shall submit the Work Package attached to these activities in a form signed by both the Bidder as well as proposed Subcontractor and shall contain: date, responsible person (including their CV, qualifications supported by Certificates), description of the work package, description of deliverables that are part of the working package, quality-checking methods to be used, level of resources to be allocated, date of commencement and finalization, constraints, reporting method.</p> <p><input checked="" type="checkbox"/> Other relevant documents.</p>
29	C.15.2	Latest Expected date for commencement of Contract	25 December 2017
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	2 months (February 2018 – March 2018)
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See tables below)
33	E.29.4	Post-Qualification Actions	<p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the proposer on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the RfP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed.</p>

34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Signature by both parties
35		Other Information Related to the RFP	Further information, instructions and/or amendments to the solicitation documents shall be published at the UNDP Moldova tenders website: http://www.undp.md/tenders/index.shtml

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	35%	350
2.	Proposed Methodology, Approach and Implementation Plan	25%	250
3.	Management Structure and Key Personnel	40%	400
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	<ul style="list-style-type: none"> - Credibility / Reliability/Industry standing of the Organization based on submitted reference letters and existing UNDP records if any (Performance Evaluation Forms), feedback received from beneficiaries of previously prepared project designs (<i>provided positive reference letters –40 pts, performance evaluations from UNDP or feedback from beneficiaries of previously implemented projects –20 pts; max 60 pts</i>) 	60
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - age/size of the organization (<i>5 years –20 pts, each additional year – 2 pts, up to max of 40 pts</i>) - Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills). (<i>no subcontractors - 30 pts, 1 subcontractor –10 pts, more than 1 subcontractor – 0 pts</i>) 	80
1.3	Quality assurance procedures (<i>basic quality assurance procedures – 5 pts, to some extent – 15 pts, well-defined and clearly presented procedures – 30 pts</i>)	30
1.4	Relevance of: <ul style="list-style-type: none"> - Active on the market and has at least 5 years of operational progressive experience in providing project design services similar to the deliverables specified in the Terms of Reference (<i>0-4 years – 0 pts, 5 years – 20 pts, each additional year – 5 pts, up to max. 50 pts</i>) - Have proven experience (minimum 2 projects of same scope and value described in the company portfolio) in preparing similar designs in terms of the scope and size of the current project (<i>2 projects – 40 pts., each additional project – 2 pts., up to max 50 pts.</i>) - Experience in working with Moldovan governmental institutions will be an asset (<i>each assignment 5 pts, up to max. 20 pts</i>) - Accreditation of the Leading Company to ISO 9001, ISO 27001 and others for the activities covered by this contract will be an asset (<i>each relevant certificate – 5 pts., up to max 15 pts.</i>) - Previous experience of working with UNDP and other development partners and capacity to properly manage a contract/subcontract under a donor funded effort (<i>each assignment 5 pts, up to max. 15 pts</i>) 	150
1.5	Gender equality and diversity commitments: <ul style="list-style-type: none"> - Appointment of women to managerial positions in the team (<i>no – 0 pts, at least 1 woman - 10 pts</i>) - Overall gender balance in the team (<i>no balance – 0 pts, almost equal number between sexes - 10 pts</i>) - Diversity within the team: people from minority, vulnerable or marginalized groups are part of the team (<i>no diversity – 0 pts, at least one person of those listed - 10 pts</i>) 	30
Total Form 1		350

Technical Proposal Evaluation	Points
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Form 2		Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	The assignments are well understood, properly addressed and correspond to the requirements listed in the TOR	80
2.2	Have the important aspects of the task been addressed in sufficient detail?	40
2.3	Is the proposal based on a preliminary analysis of the project environment and beneficiary institutions local context and was this data input properly used in the preparation of the proposal? (<i>no preliminary analysis – 0 points, preliminary analysis performed to some extent – 10 pts; results/data from analysis included in the proposal – 20 pts</i>)	20
2.4	Is the scope of task well defined and does it correspond to the TOR?	40
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
2.6	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures? (<i>no risk assessment and mitigation measures – 0 pts, basic qualitative risk assessment and mitigation measures – 10 pts, detailed qualitative risk assessment and suitable mitigation measures – 20 pts</i>)	20
Total Form 2		250
Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
Team of experts:		
3.1	Civil Engineer	120
	General Qualification	Sub-Score
		110
	Civil Engineer/Architect with the graduate degree in the field of constructions – Certified for design as prescribed by the related Moldovan legislation – 45 pts.	45
	Minimum 3 years of professional experience in project design (3 years – 15 pts., each additional year – 5 pts., up to max of 40 pts.)	40
	At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager) (2 projects – 10 pts., each additional project – 5 pts., up to max of 20 pts.)	20
	Experience in Civil works & Design with previous UNDP project is an asset – 5 pts.	5
	Language Qualifications: <i>working proficiency in English – 10 pts.</i>	10
		120
	Electrical Engineer 1	120
	General Qualification	Sub-Score
		110
	Electrical Engineer with the graduate degree in the field of low and medium voltage electrical installations. Certified for design of electrical installations as prescribed by the related Moldovan legislation – 45 pts.	45
	Minimum 3 years of professional experience as Electrical Engineer in design (3 years – 15 pts., each additional year – 5 pts., up to max of 40 pts.)	40
At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager) (2 projects – 10 pts., each additional project – 5 pts., up to max of 20 pts.)	20	
Experience in Civil works & Design with previous UNDP project is an asset – 5 pts.	5	
Language Qualifications: <i>working proficiency in English – 10 pts.</i>	10	
	120	
Electrical Engineer 2	120	

General qualifications			Sub-Score	
			110	
Electrical Engineer with the graduate degree in the field of design of telecommunication networks and systems. Certified for design as prescribed by the related Moldovan legislation - <i>45 pts.</i>	45			
Minimum 3 years of professional experience as Electrical Engineer in design of CCTV and access control systems (<i>3 years – 15 pts., each additional year – 5 pts. up to max of 40 pts.</i>)	40			
At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager) (<i>2 projects – 10 pts., each additional project – 5 pts., up to max of 20 pts.</i>)	20			
Experience in Civil works & Design with previous UNDP project is an asset – <i>5 pts.</i>	5			
Language Qualifications: working proficiency in English – <i>10 pts.</i>			10	
			120	
Geodetic Engineer ²				40
General qualifications			Sub-Score	
			40	
Geodetic Engineer with the graduate degree in the respective field. Certified for preparing geodetic surveys as prescribed by the related Moldovan legislation - <i>25 pts.</i>	25			
Minimum 3 years of experience in preparation the geodetic surveys (<i>3 years – 5 pts., each additional year – 5 pts. up to max of 15 pts.</i>)	15			
			40	
Total Form 3				400

² This specialist can be subcontracted.

Section 3: Terms of Reference (TOR)

Title:	Provision of: Detailed design for construction works for Ministry of internal Affairs-SEESAC Detailed design for construction works including elaboration of bill of quantities and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center, the evidence room in the Police Directorate Balti, the evidence room in the Police Directorate Cahul;
Programme:	EU support of SEESAC disarmament and arms control activities in South-East Europe (SEESAC IV)
Reporting to:	SEESAC Coordinator
Duty Station:	Chisinau

Background

a. Purpose

The purpose is to develop:

- 1) Detailed design for construction works including elaboration of bill of quantities and costs estimates for the upgrade of physical security and access control of the prospective General Police Inspectorate SALW **and ammunition storage location in the Mesager Street in Chisinau within the "Fulger" Special Operations** Police Brigade training center;
- 2) Design for **adaptation of space for an evidence room in the Police Inspectorate Bălți, including** elaboration of bill of quantities and costs estimates;
- 3) Design for adaptation of space for an evidence room in the Police Inspectorate Cahul, including elaboration of bill of quantities and costs estimates.

All designs have to be developed in accordance with the attached Statement of Work developed by the General Police Inspectorate.

b. Objective of the assignment

The overall objective of the assignment is to provide professional designs with emphasis on the development of complete design documentation including elaboration of bill of quantities and costs estimates, as well as elaboration of tender/construction documents, required for the upgrade of physical security and access control of the:

- 1) Prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street within **the "Fulger" Special Operations Police Brigade training center;**
- 2) **Evidence room in the Police Inspectorate Bălți;**
- 3) Evidence room in the Police Inspectorate Cahul.

The upgrades of the prospective facilities' physical security and access control will result in improved security of SALW and ammunition stockpiles in Moldova.

c. Background Information

The South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons

(SEESAC)³ is a joint initiative of the UNDP and the Regional Cooperation Council (RCC). As such, it is an **integral part of UNDP's work in the Europe and the Commonwealth of Independent States (ECIS)** region and has, since 2002, worked primarily to strengthen the capacities of national and regional stakeholders to control and reduce the proliferation and misuse of small arms and light weapons, and thus contribute to enhanced stability, security and development in South East and Eastern Europe. SEESAC also has a distinguished record working closely with national Ministries to mainstream gender equality and this aspect will remain central to the programme.

On 19 December 2016, the Council of the European Union passed the Council Decision (CFSP) 2016/2356 in support of SEESAC disarmament and arms control activities in South-East Europe in the framework of the EU Strategy to combat illicit accumulation and trafficking of SALW and their ammunition for the period of three years. South East Europe remains an area of particular concern as well as an important challenge in the European Union Strategy to combat illicit accumulation and trafficking of small arms and light weapons and their ammunition. While significant progress has been made in recent years, the sheer scale of accumulation of SALW and ammunition, the inadequate storage conditions, large illicit possession, as well as policy making and implementation capacity gaps continue to limit the effectiveness of SALW control efforts. Therefore, in order to ensure the continuous progress, secure the gains and pave the way for a long term solution, the continuation of support to combat the threat posed by the spread and illicit trafficking in SALW in and from SEE forms an essential part in its efforts to achieve the EU SALW Strategy goals.

The overall objective of the project is to contribute to international peace and security by combatting the threat posed by the widespread accumulation and illicit trafficking in small arms and light weapons and their ammunition in and from SEE. At the same time, it will enhance regional stability by working within the framework of the RCC and in partnership with other relevant initiatives. Specifically, the project will 1) increase regional cooperation, knowledge exchange and information sharing and lead to enhanced capacity for evidence-based policy making; 2) improve capacities for physical security and stockpile management through infrastructure security upgrades, surplus reduction, and training; 3) enhance capacity for marking, tracing and record-keeping; and 4) reduce illicit possession and misuse of firearms through awareness-raising and collection campaigns.

The implementation of the project is grounded in the Regional Implementation Plan on Combatting the Proliferation of SALW addressing the spread and illicit trafficking of SALW and their ammunition. The project will directly contribute to the implementation of the EU Security Strategy, the EU SALW Strategy, the EU Firearms Strategy, the Arms Trade Treaty, the UN Programme of Action, the International Tracing Instrument, UN Firearms Protocol, and UN Security Council Resolution 1325. The project results will also directly contribute the implementation of the Sustainable Development Goal 16 on peaceful and just societies, in particular targets 16.1 (Significantly reduce all forms of violence and death rate everywhere) and 16.4 (significantly reduce illicit arms flows). In addition, the project will support the implementation of the European Commission Action Plan to target the illicit trafficking of firearms and explosives in the EU.

Within component dedicated to improving capacities for physical security and stockpile management through infrastructure security upgrades, surplus reduction, and training, SEESAC will support the authorities of the Republic of Moldova, primarily the General Police Inspectorate of the Ministry of Interior (Mol), in upgrading a selected prospective weapons storage facility, and the designated evidence room.

Those activities will result in significant decrease of SALW proliferation vulnerabilities through the enhancement in accordance with international standards and best practices:

- Security of one central storage location enhanced in accordance with international standards and best practices;
- Security of two evidence rooms increased.

With a view to providing the most efficient and cost-effective increase to the security of the stockpiles, SEESAC is implementing activities to upgrade security at the designated locations⁴, identified and agreed

³ SEESAC functions under the mandate given to it by the [United Nations Development Programme](#) (UNDP) and the [Regional Cooperation Council \(RCC\)](#).

⁴ Further details related to the designated locations will be made available to the successful bidder/contractor.

upon with the General Police Inspectorate.

SALW and ammunition storage location in Mesager Street

The location is situated on the outskirts of Chisinau, in the Mesager Street. Four apartment/residential buildings are positioned across the street from the entrance to the location (the closest one is approximately 20m from the location). Apart from those buildings, there are no other residential units in **the immediate vicinity. The location is used by the Police Specialized Strike Brigade "Fulger". Besides the storage function, this location also includes administrative buildings, training facilities (including an outdoor training court), and a building used for storing the necessary equipment.** The General Police Inspectorate would like to upgrade the security and safety infrastructure of this location and thus make it a central SALW and ammunition storage location for the Chisinau area.

The entrance gate for pedestrians and vehicles is functional but outdated. There is no video surveillance system of the perimeter. The perimeter fence is made of reinforced concrete panels and requires further upgrade. The location is guarded by the Brigade members.

The existing electrical installation is stable and is currently not used to its full capacity (reportedly 380V, 15000 W) as it was initially intended for industrial use (heavy machinery).

The storage building was reportedly built in the 1980s. The walls and the roof are made of concrete. Little maintenance has been performed over the years which has left the building obsolete. The area of the entire building is around 2618 m² (roughly 70x37.4 m), however only about 900m² is currently being used. The ceiling height is approximately 3.85 m. The building has a flat roof with lanterns (forming five rows) with security bars placed on the inside. The concrete roof (hydro insulation) leaks causing large damp patches on the ceiling. The exterior and interior walls have been damaged by humidity. There are few horizontal cracks at the interior walls and ceilings joints as well as vertical ones at the walls joints with columns. The ventilation system is old and not functional. The exterior and interior doors, and windows with security bars, are outdated. There is limited and basic fire protection equipment only. The building is divided in four sizable rooms and due to its poor condition, is currently only partially used by the Mol.

Police Inspectorate Bălți

The existing rooms are located in the basement of the Bălți Police Inspectorate. Entrance to the rooms is from the yard. The rooms has 24/7 armed security. The space used as an evidence rooms has a metal doors. There is electrical installation and a ventilation system. The surface of the rooms is 51.48m² (room nr. 1 – 6,00x5,25 m, room nr. 2 – 6,00x3,33 m). There is no humidity.

Police Inspectorate Cahul

The planned room is located within the Cahul Police Inspectorate. The area is divided into three spaces. The entrance room is about 12.5m², the first room, on the left, is 6m², and the second room 9m². **The evidence rooms' model which should be developed will serve for the temporary storage of civilian weapons and weapons collected as evidence.**

Duties and Responsibilities

a. Scope of Work

In order to develop the design documentation applying the most efficient technical solutions for the proposed security upgrades of the General Police Inspectorate facilities, the contractor will conduct a detailed assessment of the storage locations current state with onsite measuring and geodetic survey where necessary.

Based on the Scope of works, the design production services will also identify and provide the best opportunities/options for sustainable use, operation and functioning of the upgraded infrastructure, proposing modern environmentally friendly and sustainable materials, equipment, technologies, according to the best international practices in the field.

The contractor will develop:

1) Detailed project design for works including bill of quantities and costs estimation for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street within the **“Fulger” Special Operations Police Brigade training centre**. The design will foresee the following physical security upgrades:

- **Repair of the storage building’s flat roof and securing the roof lanterns.** In order to prevent further deterioration of the building caused by the leaking roof, new hydro-insulation with finishing layer needs to be installed (at approx. 2618m²); removal of the existing roof lanterns, and closing the ceiling openings to prevent possible security breaches or an attack.
- Reinforcing of the four outside metal double doors on the front side of the building and supplying with modern locks and access control or replacing with contemporary steel security doors with locks and access control system.
- Installation of four interior storage rooms entrance metal security doors with access control.
- Walling up/closing any unnecessary storage rooms existing interior wall/door openings for security reasons once the authorities decide on the one entrance door per room to be kept.
- Replacing of up to ten existing windows with smaller highly placed metal windows for security reasons and fitting with new security bars, and walling up parts of the existing window openings.
- **Design of a CCTV system for continuous covering the storage building’s entrance points** and preferably the whole surrounding perimeter. The monitoring room could possibly be placed in the current administration building at the entrance to the location after minor refurbishment works (i.e. walls restoration and painting, doors reparation/changing, floor changing).
- Connecting to the existing electric installation of the new exterior lighting fixtures on the building entrances and possibly also covering the immediate perimeter.
- Installation of the new interior lighting fixtures for storage building four designated rooms.
- Securing the existing perimeter by repairing the damaged concrete fence panels and installing a barbed wire on top of the necessary supporting construction, and adding an additional interior security layer by installation of a chain-link fence of around 150m to create a restricted area with a security gate separating the storage building from the surrounding area in line with the Moldovan national standards. An illustration of the preferred fences is provided in the Works Statement.
- Removal of the trees placed along the fence to reduce the risks of fire and unauthorized entrance over the fence.
- Replacing of the entrance gate for pedestrians and vehicles with a new automatic electrical gate.

Having in mind *that the donor funds are available for security infrastructure upgrades only*, it should be noted that the below suggested upgrades fall outside the scope of this project. Nevertheless, in the interest of developing a comprehensive design solution for the location, a detailed design should address also the areas highlighted below in order to give an overview of the exact scope of necessary works and a realistic estimate of the necessary funds to be further pursued. The design company shall conduct examination of the construction **elements of the building’s storage rooms (interior walls and roof construction) stability**.

- Refurbishment and reinforcement if necessary of the damaged interior walls and ceilings in all four storage rooms.
- Repair of the concrete floors where necessary in all four storage rooms.
- Repair of the old ventilation system in the storage building, cleaning and supplying of a new ventilator and protecting the existing outlets to prevent unauthorized entry.
- Possible division of the existing rooms into smaller sections, for storing the confiscated, voluntarily surrendered, and formation weapons, as well as ammunition (by building interior limestone walls or installing double walls in grates), which entails installation of additional security doors possibly with access control. More details on this will be provided by the General Police Inspectorate during the design process.
- Repair of the cracked front façade wall.

2) Design for adaptation of space for an evidence room in the Police Inspectorate Bălți

- Replacing the existing main entrance door with steel security door with locks and an access control system.
- Replacing the evidence rooms doors with steel security door with locks and an access control system.
- Replacing the existing windows with a new metal windows fitted with security bars.
- Installing new interior lighting fixtures in front and inside the evidence room.
- Installing three surveillance cameras, one covering the main entrance, second the entrance to the evidence room and one inside the evidence room.
- Reinforcement or complete replacement of the existing floor cover with a new concrete cover.
- Supply and mounting of appropriate metal racks/cabinets for evidence safekeeping.
- Hygienic painting of the interior walls.

3) Design for adaptation of space for an evidence room in the Police Inspectorate Cahul

- Separation of space in 3 compartments by metallic grid walls (5x5 cm mesh); the first of which would serve as an the entry/reception point with a metal door (thickness of at least 5mm; dim. 2,0X0,80m) with locks, and two more compartments with metal doors (thickness of at least 5mm; dim. 2,0X0,80m) with locks. The compartments would be positioned parallel to the length of the main space and equipped with safes for temporary storage of weapons and ammunition: one for the civilian weapons and ammunition, and one for the weapons and ammunition collected as evidence, which would be kept in the room until a decision on further handling has been taken.
- The entry compartment/main space would be equipped with a table, a chair, and a sand bullet collector.
- Each of the two compartments for the temporary storage of civilian weapons and ammunition and weapons and ammunition collected as evidence shall be equipped with 2 safes/metal cabinets (dim.1.50x1.50x0.40m), with sections for the separate keeping of long weapons, pistols and ammunition, arranged inside with racks, boxes and shelves, and fitted with locks.
- Each of the two compartments would be dimensioned so as to ensure the appropriate positioning of the metal cabinets thus allowing for sufficient access area.
- Provision of electrical supply for the equipment located in the main space shall be planned.
- Turning on/off of the electrical lighting by switches located outside the storage space would be planned.
- Interior lighting installation and fixtures shall be designed.
- A small CCTV system for indoor and outdoor video surveillance shall be designed.
- Access control, unauthorized access protection and fire protection shall be designed.
- Replacing the three existing windows with the new smaller metal ones placed high and fitted with security bars.
- Interior finishing works shall be planned (removal of the existing wall ceramic tiles, flattening the walls surfaces and painting of the walls).
- Ventilation shall be designed.

Description of Outputs

1. The Contractor will conduct detailed site assessments with measuring as well as geodetic survey where necessary and produce all design documentation in compliance with the valid national legislation, building norms and regulations, and professional standards of the Republic of Moldova relevant to the above tasks, as well as any other applicable national laws. The design will be based on the detailed onsite measurements.
2. The produced designs should be compliant with the International Small Arms Control Standards (ISACS).
3. With the support of beneficiary institution obtain/update technical conditions and permits from relevant state institutions, necessary for the implementation of the technical design;

4. The designs shall encompass BoQs without stating any brand names. BoQs shall be presented in a spreadsheet format, preferably MS Excel. BoQs shall entail adequate description for each work item. The quantities of all work items should be based on actual take-off calculation and not on estimates.
5. The designs shall contain appropriate level of graphic documentation (drawings), technical specifications and details. Drawings should be prepared as comprehensive detailed construction drawings of all works in sufficient detail for tendering, contracting and construction purposes respectively. All drawings should be clear, sharp, and accurate. Symbols and abbreviations should be defined in a legend.
6. General and particular technical specifications for all the works and equipment shall be comprehensive and up to date, in accordance with the current best practices, based on valid national standards and sufficient for procurement, installation and execution of works.
7. Cost estimations should contain a comprehensive estimation of costs involved taking into account all necessary labour and materials based on current prices available on the local market and workforce remuneration, which shall not be below the minimum required by the relevant national legislation.
8. The design documents, drawings and specifications, shall be of sufficient detail to enable construction and other necessary installation works to proceed without any need for on-site instructions on selection of materials, construction assembly, layout or location of any of the planned elements or features.
9. The designs shall also ensure cost efficiency and sustainability in terms of construction, operation and maintenance, reliable and safe operation, optimal energy efficiency measures, compliance with national environmental protection requirements, and compliance with appropriate health and safety requirements of the recommended materials, equipment and system.
10. The Contractor shall provide the Ministry of Interior with all required design documentation for obtaining permits issued by the relevant institutions and shall assist during the process. The required permits include, but are not limited to construction permits, etc.
11. All the detailed design documentation, including BoQs and costs estimates shall be subject to mandatory control by the State Verification Department or Independent Authorized Verifiers.
12. In accomplishing the assignment, the Contractor shall be responsible for undertaking all the necessary activities for turning out complete designs which will be used for tender documents for rehabilitation and security upgrade and subsequent putting into operation the aforementioned site.
13. The complete design documentation is to be approved by the General Police Inspectorate and UNDP.
14. The complete design documentation should be prepared in Romanian and English language.
15. The documentation including drawings, technical specifications and calculations has to be delivered in four (4) paper copies and two (2) in electronic form (on electronic data carrier - USB) containing all materials in the respective formats (AutoCAD, word, excel, etc).
16. The selected company will prepare the documentation and deliver it to UNDP.
17. Ownership of all documentation will be transferred from UNDP to the Mol for permanent possession.
18. The selected company will provide Detailed Design author supervision during the security upgrade works stage
19. The selected company will participate in the preliminary and final commissioning committee upon completion of the security upgrade works.

b. Deliverables and timelines

The contractor is responsible for the following deliverables:

	Description/Deliverable	Time frame (in calendar days)
1	- Detailed assessment visits with the on-site-measuring including geodetic survey where necessary to the following locations: 1) SALW and ammunition storage location in the Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center 2) Evidence room in the Police Inspectorate Bălți 3) Evidence room in the Police Inspectorate Cahul, prior to start of designing process executed:	5 (from obtaining the Mol clearance for staff)

	- Brief report with assessment findings submitted to UNDP.	
2	First draft of the: 1) Detailed design for construction works including elaboration of preliminary bill of quantities and costs estimates for the upgrade of physical security and access control of the prospective General Police Inspectorate SALW and ammunition storage location in the Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center 2) Design including elaboration of preliminary bill of quantities and costs estimates for adaptation of space for an evidence room in the Police Inspectorate Bălți 3) Design including elaboration of preliminary bill of quantities and costs estimates for adaptation of space for an evidence room in the Police Inspectorate Cahul, presented to UNDP and Mol.	20 (from the assessment visit)
3	Requested changes incorporated into the draft designs and the designs documentation packages for performing of works completed. The complete designs documentation including final BoQs and cost estimates submitted for approval by Mol and UNDP.	10 (from receipt of comments from UNDP and Mol) ^{*)} <i>*) The designs approved by the Mol and UNDP within 7 days (from submission of the designs to Mol and UNDP)</i>
4	Approved designs submitted to the appropriate authorities for obtaining the necessary permits.	10 (from approval of the designs by Mol and UNDP)
5	The necessary permits obtained.	30 (from submission of the designs to the authorities for obtaining necessary permits)

The deliverables have to be reviewed in terms of quality and accepted by the UNDP SEESAC Coordinator with the support of the Mol. None of the materials, reports, and designs produced under this Contract will be used, released, and/or disseminated without prior approval by UNDP.

Requirements:

A potential bidder should be a professional company with the following characteristics:

- (a) The potential bidders (professional services firm / organization/consortium) shall provide a team of 4 experts with the competencies as listed below. The potential bidders can be given the opportunity to propose more experts (i.e. bigger team), based on knowledge and experience. The rationale for such approach should be clearly elaborated in the Proposal under the Resource plan and Proposed methodology paragraphs. However, only the CVs of up to four experts will be evaluated.
- (b) It should be noted that prior to award of contract Experts will undergo security check by the Ministry of Interior and if not cleared the contract shall not be signed but will be awarded to the next ranked bidder whose Experts are cleared.
- (c) Bidders shall provide CVs and copies of professional credentials of the design team members. All engineers shall be certified as per the valid construction legislation of the Republic of Moldova and appropriate for above mentioned Statement of Work. The design team leader must have proven experience in similar designs.
- (d) The Bidder shall submit the list of personnel which will be working on the project with a clear indication **of the team member's function, i.e. Team Leader, etc.**
- (e) The interested Contractor has to comply with the following minimum qualification requirements:

- The tasks shall be performed by Contractor with proven relevant technical experience (at least three years) in design of the similar projects.
- The Contactor (s) may form a Consortium to enhance their expertise with suitable personnel.
- Key personnel/staff:
Project Manager/Coordinator shall be a Civil Engineer/Architect or an Electrical Engineer with qualifications as laid out below.

Civil Engineer

- Civil Engineer/Architect with the graduate degree in the field of constructions – Certified for design as prescribed by the related Moldovan legislation
- Minimum 3 years of professional experience in project design
- At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager)
- Experience in Civil works & Design with previous UNDP project is an asset
- Language Qualifications: working proficiency in English

Electrical Engineer

- Electrical Engineer with the graduate degree in the field of low and medium voltage electrical installations. Certified for design of electrical installations as prescribed by the related Moldovan legislation
- Minimum 3 years of professional experience as Electrical Engineer in design
- At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager)
- Experience in Civil works & Design with previous UNDP project is an asset
- Language Qualifications: working proficiency in English

Electrical Engineer

- Electrical Engineer with the graduate degree in the field of low and medium voltage electrical installations. Certified for design of electrical installations as prescribed by the related Moldovan legislation
- Minimum 3 years of professional experience as Electrical Engineer in design
- At least 2 project designs at the position of manager, or team leader, in design (in case he/she is a project manager)
- Experience in Civil works & Design with previous UNDP project is an asset
- Language Qualifications: working proficiency in English

Geodetic Engineer

- Geodetic Engineer with the graduate degree in the respective field. Certified for preparing geodetic surveys as prescribed by the related Moldovan legislation
- Minimum 3 years of experience in preparation the geodetic surveys

(f) Apart from the above listed engineers, only the geodetic works can be sub-contracted.

(g) The contractor shall remain available to provide all necessary information/details related to the completed design throughout the construction process until its successful completion (technical acceptance of works) if needed.

Apart from the above listed minimum requirements that the Contractor has to meet, the Contractor must also comply as a company with the following prerequisites:

Corporate Qualifications

- Have proven experience (minimum 2 projects of same scope and value described in the company portfolio) in preparing similar designs in terms of the scope and size of the current project with a minimum budget of USD 15,000/project covering design in the areas related to this contract

- If applicable, please provide consortium agreement. This agreement should state the leading company/institution which will be responsible for signing and implementing the contract with UNDP. Also, the agreement should have a clause indicating that the members of the consortium will hold UNDP harmless in case of internal disputes.

NOTE 1: The language of the Contract is English. All documents (including technical ones such as drawings, BoQ) must be submitted in English and Romanian language.

NOTE 2: The Contractor is responsible for the provision of:

- Translating/interpreting services needed during the implementation of the Contract
- Assistance in the implementation of the Contract (secretarial, driving, logistics)
- Any equipment necessary to provide proper and unremitting working conditions for the project team engaged under this Contract

Language of the Contract

The language of the Contract is English.

c. Form of the Proposal

- The Bidders have to provide there proposal in form as follows:

Deliverables	USD
The drafts of the: 1) Detailed design for construction works, including preliminary BoQs and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the “Fulger” Special Operations Police Brigade training center, 2) Design for the evidence room in the Police Directorate Balti, including elaboration of preliminary bill of quantities and costs estimates, 3) Design for the evidence room in the Police Directorate Cahul, including elaboration of preliminary bill of quantities and costs estimates; all submitted for approval to UNDP and General Police Inspectorate and the approval obtained. (30%) The complete design documentation packages of the: 1) Detailed design for construction works services, BoQs and costs estimates for the upgrade of physical security and access control for the prospective General Police Inspectorate SALW and ammunition storage location in Mesager Street in Chisinau within the “Fulger” Special Operations Police Brigade training center, 2) Design for the evidence room in the Police Directorate Balti including BoQs and cost estimates, 3) Design for the evidence room in the Police Directorate Cahul including BoQs and cost estimates; all submitted for approval to UNDP and General Police Inspectorate and the approval obtained. (40%)	
The designs, including BoQs and costs estimates submitted to the relevant authorities and all the necessary verifications and permits obtained. (30%)	
TOTAL	

The fixed amount of the proposal in USD signed and certified by the bidder – the price must be expressed without VAT.

STATEMENT OF WORK

for the preparation of the project design for the security infrastructure upgrade of the Mesager street storage location in Kishinev prepared by the General Police Inspectorate

Note on the depot for storing arms and ammunition

After examining the existing locations and possibilities, it was established that from the point of view of geographic location, population density, infrastructure and the possibility of ensuring physical security at a high level with its own forces, the most advantageous location is the building on the territory of the Police **Brigade of Special Destination "Fulger" (PBSD „Fulger“)** is located on 5/5 Mesager Street.

Advantages:

- Low density of the population.
- The surface of the depot allows preserving weapons and ammunition of the police service as well as arranging the rooms for storing arms and ammunition confiscated, voluntarily handed over, as well as those that serve as evidence.
- The walls of the storage rooms are made of reinforced concrete with a thickness of at least 250mm, which corresponds to international standards.



- Geographical position (the depot is located on the territory of PBD "Fulger" and it is surrounded by three parts of it, which reduces unauthorized access to the territory.) At a distance of 200-300 m from the depot there is a pond, which can serve as additional help for firefighters to extinguish the fire (in exceptional situations, etc.).
- The depot has all necessary communications (water, canalization, electricity, telephony).

Disadvantages:

- The depot requires investment to repair it (capital repairing of the roof, cosmetic repair of the working rooms and those intended for the preservation of weapons and ammunition).
- Investments in securing the depot (raising the security level of the fence, installing a new gateway on the territory with buffer access, repairing or replacing the doors, which will be endowed with three hinges and three locks and securing the windows with bars and metal shutters, Video surveillance systems, alarm system including fire alarm system, etc.).

Strictly required works:

- Fence: Currently the fence on the territory of the depot is made of concrete sections with a height of 1.75 m. This is necessary to be endowed with barbed wire. At the same time, according to the national standards ("Regulation of the garrison service and guard service of the Armed Forces of the Republic of Moldova" approved by the Decree of the President of the Republic of Moldova No. 2327-IV of September 3, 2009 (annex no.5), on the territory on which there are important objectives

(Explosives, ammunition, fuel, etc.) must have an outer and inner (fence) enclosure of at least 2 m height) and international ones it is necessary to install the inner 1st degree protection fence.



1) Chain link-fence (wire netting, chain wire-fence)

- Metal posts or reinforced concrete pillars;
- Height 2.9m
- barbed wire finish
- without PIDS
- minimal security

2) Doors and gates:

- A. Doors and gates that provide access to SALW storage areas must be strong enough to prevent forced entry. Specifically:
- B. Doors will be made of steel or solid wood with steel on the outside;
- C. Door frames and gates should be firmly installed to prevent decoupling of the locks by lifting or moving the frame;
- D. The door and gates hinges will be placed inside and secured by the fixed needle type or the equivalent;
- E. Doors and gates will be secured with high security locks.

Door Specifications:

- As a steel sheet door with a minimum thickness of 10mm; or
- as a steel sheet with a minimum thickness of 6mm reinforced by a steel angle of 6mm per 50mm per 50mm or welded channel as close as possible to the four door edges allowing at least 20mm of the door edges overlaps the frame angle when opening the door outwards.
- The door will be hung on continuously welded steel hinges at the door and around the door.
- Doors higher than 1.5 meters will be fastened with at least 3 hinges and 3 locks.
- Doors will be secured with at least two opening locks (assembled inside the door) and will have a pivot of at least 20 mm.
- Locks and frogs locks will conform to EN 12320.

BS EN 12320



Windows:

- Windows and other openings in weapons storage buildings will be minimal and will be equipped with security bars or grilles, fitted with appropriate locks.

Security systems:

- A. Reinstalling the video system from the existing depot or endowing with a new, more efficient system.
- B. Reinstalling the centralized alarm system or installing a new, more efficient system.
- C. Installing the anti-fire system.
- D. Install the anti-lighting system.

Repairing:

Capital repairing of the roof with the purpose of securing it and excluding the penetration of water and humidity.

Interior cosmetic repair of rooms intended for storing weapons and ammunition of the police equipment.

Arranging the rooms designed for keeping the weapons confiscated, voluntarily and (separating rooms by building limestone walls or installing double walls in grates)

Arrangement of the office.

Technical characteristics of the depot on 5/5 Mesager Street

Area of the land area - 4673,5 m²;

The surface of the building - 2618.0 m²

The surface of the rooms (included in raw according to the importance):

- Room A - 291.7 m² high - 3.85m;
- Room B - 288.1 m² height - 3.85m;
- Room 4 - 20.96 m² height - 3.85m;
- Room 22 - 76.9 m² height - 3.85m;
- Room 26 – 7.3 m² height - 3.85m;
- Room 27 – 15.5 m² height - 3.85m;
- Room 29 – 7.2 m² height - 3.85m;
- Room 30 – 4.5 m² height - 3.85m;
- Room 31 – 4.5 m² height - 3.85m;
- Room 32 - 6.9 m² height - 3.85m;
- Room 33 – 4.3 m² height - 3.85m;
- Room 34 – 7.2 m² height - 3.85m;

-

The total area of four rooms - 735.06 m².

Communications

The deposit has:

- Aqueduct system;
- Sewage system;
- Electrical system;
- Landline.

Bălți Police Inspectorate Room of Evidence:

The project of arranging the rooms for receiving the weapons.

1. The rooms are located within Bălți Police Inspectorate in the basement, of the former isolator.
2. Entrance from yard of Bălți Police Inspectorate.
3. Non-stop armed security.
4. The entry in the isolator has a metal door, inside are foreseen with three barriers on the grate door.
5. There is a ventilation system, water, electricity.
7. The surface of the rooms 6,00x5,25 m, 6,00x3,33 m, the room is dry.

Cahul Police Inspectorate Room of Evidence:

The project of arranging the room for receiving the weapons.

The room is located within the Cahul Police Inspectorate.

Entrance room has about 5 × 2.5 m,

1st room on the left 3 × 2 m,

2nd room 3 × 3 m.

The way of carrying out the Feasibility Study

The feasibility study will focus on upgrading the Storage Facility infrastructure for the temporary storage of evidences and the storage area of weapons withdrawn from the civilian circuit, as well as providing a specialized transport unit for safe transportation, keeping or relocating the existing places and execution of rehabilitation and finishing works for them.

In this regard:

- A storage space model will be designed for the temporary storage of the weapons received and the weapons raised as evidences that will be deployed in each of the 42 Police Inspectorates, providing the minimum space required for the service activity, reception, Safekeeping and safe storage of weapons, as follows:
- In the project is foreseen the separation by metallic grid walls (5x5 cm mesh) of the space in 3 compartments, the first of which will be placed at the entry with a door with a thickness of at least 5 mm and the dimensions of 2,0 X 0,80 m, and will be an access corridor over the entire width of the main space, and two more compartments with metal doors with a thickness of at least 5 mm and with dimensions 2,0 x 0,80 m, with access locks will be positioned parallel to the length of the main space, which will be one for the location of the safes for temporary storage of the weapons and ammunition received, and the other for the temporary storage of the weapons and ammunition raised as evidences until a decision has been taken;
- The entry compartment of the main space will be equipped with a small table and a seat and a sand bullet collector;
- Each of the two main compartments of the main storage space for the temporary storage of weapons and ammunition received and for the temporary storage of weapons and ammunition raised as evidences shall be equipped with 2 safes with dimensions 1.50x1.50 m. Of 0.40 m. (Metal cabinets), which will have sections for the separate keeping of long weapons, pistols and ammunition, arranged inside with racks, boxes and shelves, provided with locks;

- Each of the two compartments of the main space shall be dimensioned so as to ensure the arrangement of the metal cabinets and to provide the access ways;
- The connections to the storage space will be designed for the temporary storage of the weapons received and the weapons raised as evidences, so as to ensure:
- The electrical supply of the technological equipment located in this space (the switching on / off of the electric lighting is done by switches located outside the storage space);
- All interior finishes will be designed;
- Interior lighting will be designed;
- Indoor and outdoor video surveillance systems will be designed;
- Ventilation system designed;
- An intrusion and anti-fire security system will be designed.

The areas identified from the Police Inspectorates currently have a different destination and for their adjustment they require major repairs in accordance with the above mentioned provisions.

A.

Section 4: Proposal Submission Form⁵

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in **this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.**

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet]

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[Please mark this letter with your corporate seal, if available]

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁶

Date: *[insert date (as day, month and year) of Proposal Submission]*
RFP No.: *[insert RFP reference number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁶ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)⁷

Date: *[insert date (as day, month and year) of Proposal Submission]*
RFP No.: *[insert RFP reference number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁷ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

Strengthening the capacity of SMEs from Moldova and the Transnistrian region to participate at international specialized fairs and exhibitions

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) **duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority.** Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the **Proposer’s internal technical and quality assurance review mechanisms.**

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: 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. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with **the definition of “conflict” under Section 4 of this document, if any.**

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Task Manager, Senior Expert and other Experts) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:	
Position for this Contract:	
Nationality:	
Contact information:	
Countries of Work Experience:	
Language Skills:	

Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organization, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any willful misstatement described above may lead to my disqualification, before or during my engagement. _____		
Signature of the Nominated Team Leader/Member		Date Signed

Section 7: Financial Proposal Form⁸

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (USD, Lump Sum, All Inclusive, VAT 0%)
1. Assessment of the current situation to the location in Chişinău, Bălţi and Cahul				
1.1	- Detailed assessment visits with the on-site-measuring including geodetic survey where necessary to the following locations: 1) SALW and ammunition storage location in the Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center 2) Evidence room in the Police Inspectorate Bălţi 3) Evidence room in the Police Inspectorate Cahul, prior to start of designing process executed: - Brief report with assessment findings submitted to UNDP.		By January __, 2018	
2. Update of the Transformation Plan and Projects Portfolio				
2.1	First draft of the: 1) Detailed design for construction works including elaboration of preliminary bill of quantities and costs estimates for the upgrade of physical security and access control of the prospective General Police Inspectorate SALW and ammunition storage location in the Mesager Street in Chisinau within the "Fulger" Special Operations Police Brigade training center 2) Design including elaboration of preliminary bill of quantities and costs estimates for adaptation of space for an evidence room in the Police Inspectorate Bălţi 3) Design including elaboration of preliminary bill of quantities and costs estimates for adaptation of space for an evidence room in the Police Inspectorate Cahul, presented to UNDP and Mol.		By January __, 2018	
3. Feasibility study				
3.1	Requested changes incorporated into the draft designs and the designs documentation packages for performing of works completed. The complete designs documentation including final BoQs		By February __, 2018	

⁸ *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.*

	and cost estimates submitted for approval by Mol and UNDP.			
4. Elaboration of technical specifications				
4.1	Approved designs submitted to the appropriate authorities for obtaining the necessary permits.		By February __, 2018	
5.	Draft contracts, qualifications requirements and final reporting			
5.1	The necessary permits obtained.		By February __, 2018	
Total		100%		USD.....

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (person/day)	Total Period of Engagement	No. of Personnel	Total Rate for the Period (USD)
I. Personnel Services				
Civil Engineer				
Electrical Engineer				
Electrical Engineer				
Geodetic Engineer				
II. Out of Pocket Expenses				
Travel Costs				
Daily Allowance				
Communications				
Reproduction				
Equipment Lease				
Others				
III. Other Related Costs				
Total				

Note: The cost components provided in the table above are indicative. Should you need to add extra lines, please, fill free to do so. However, you are kindly required to stick closer to the format and to the units of measure/time required above (remuneration per day; period of engagement calculated in days).

Section 11: Contract for Services

Please see Annex 2: General Terms and Conditions for Contracts.