



Date: 12 October 2017

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/MDA/RFQ/17/005**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

<b>Renovation works of the UNFPA Moldova Offices as detailed in Annex 1 "Bill of Quantities" ("Caiet de sarcini") of this RFQ</b>	
Delivery Term (INCOTERMS 2010)	DAP Chisinau, Republic of Moldova
Exact Address of Delivery	UNFPA Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova
Customs clearance, if needed, shall be done by:	Supplier/Offeror
Latest Expected Delivery Date	20 days upon signature of Contract / Purchase Order by both parties and from the moment the Contractor was given access to construction site.
Delivery schedule:	Required (Work Time Schedule)
Preferred Currency of Quotation	Moldovan Lei
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes (VAT "0")
After-sales services required	Warranty on Works and materials used for minimum period of 3 years
Validity of Quotation	90 days
Payment Terms	20% advance payment upon signature of Contract / PO 80% upon full completion and acceptance of works
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English, Romanian or Russian
Documents to be submitted	<ul style="list-style-type: none"><li>• Duly filled-in and signed Price Quotation Form as provided in Annex 2 and Duly filled-in and signed list of requirements / Bill of Quantities as provided in the Annex 1 of the present RFQ;</li><li>• Work Time Schedule for renovation works;</li><li>• Written declaration regarding warranty period on works and materials used;</li><li>• Company profile (short info up to 2 pages);</li><li>• Copy of Company's Registration Certificate;</li><li>• Copy of License (including Annex to the License) for provision of construction works authorizing each and every type of construction works specified in Bill of Quantities;</li><li>• List of completed and/or ongoing contracts for similar construction works undertaken within the past 2 years;</li><li>• Quality Certificate (availability of ISO2001 etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;</li></ul>

	<ul style="list-style-type: none"> <li>Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of nontoxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), in its business practices;</li> <li>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</li> </ul>
Evaluation Criteria	<ol style="list-style-type: none"> <li>Technical responsiveness / Full compliance to the list of requirements / Bill of Quantities and lowest price;</li> <li>Minimum 3 years of experience in the field;</li> <li>Minimum 3 years warranty on works and materials used;</li> <li>Availability of quality certificates and environmental compliance certificates;</li> <li>Full acceptance of the PO/Contract General Terms and Conditions;</li> <li>Maximum delivery period not to exceed 20 days upon signature of Contract / Purchase Order by both parties and from the moment the Contractor was given access to construction site.</li> </ol>
Type of contract to be signed	Professional Services Contract / Purchase Order

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

#### I. About UNFPA

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

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

#### II. Questions

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

Name of contact person at UNFPA:	Diana Selaru, Administrative and Finance Associate
Tel N°:	+373 22 269126
Fax N°:	+373 22 214003
Email address of contact person:	<a href="mailto:selaru@unfpa.org">selaru@unfpa.org</a>

The **deadline for submission of questions is Wednesday, 18 October 2017, 23:59 (GMT+2)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

#### III. Content of quotations

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





- a) Technical proposal, in response to the requirements outlined in the service requirements / Bill of Quantities.
- b) Price quotation, to be submitted strictly in accordance with the Price Quotation Form.

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

#### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form.

**Offers are to be submitted either in hard copy, or electronically, no later than: Thursday, 26 October 2017, 16:30 (GMT+2).<sup>1</sup>**

Offers received by fax will be rejected. Incomplete offers shall not be examined.

- a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:  
UNFPA Moldova  
131, 31 August 1989 Street, MD-2012, Chisinau  
Attention: Alexandru Rusu, Administrative Associate
- b) Offers sent electronically need to be addressed to the following e-mail address:

Name of contact person at UNFPA:	Alexandru Rusu, Administrative Associate
Email address of contact person:	<a href="mailto:moldova.office@unfpa.org">moldova.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/MDA/RFQ/17/005–UNFPA Renovation works**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

#### V. Overview of Evaluation Process

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

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

#### VI. Award Criteria

UNFPA shall award a Purchase Order / Professional Service Contract to the lowest-priced technically acceptable offer.

#### VII. Right to Vary Requirements at Time of Award

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

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



#### VIII. Payment Terms

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

#### IX. Fraud and Corruption

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

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

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

#### X. Zero Tolerance

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

#### XI. RFQ Protest

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

#### XIII. Disclaimer

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

NAME, FUNCTIONAL TITLE:

Rita Columbia, UNFPA Representative

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



DATE: \_\_\_\_\_

12/10/2017