

*United Nations Development Programme*



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## REQUEST FOR PROPOSAL

**Conduct Technical Expertise and develop Detailed Technical Design for  
conservation/restoration works of Bender Fortress Phase I**

RFP No.: **19/01915**

Project: **European Union Confidence Building Measures Programme (EU- CBM V)**

Country: **Moldova, Republic of**

Issued on: **20 May 2019**

T.P.

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## Section 1. Letter of Invitation

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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 and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

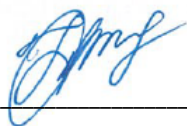
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
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  - o Form E: Format of Technical Proposal
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If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [liliana.caterov@undp.org](mailto:liliana.caterov@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

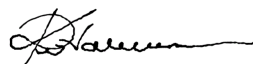
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Liliana CATEROV  
Title: Procurement Associate  
Date: **May 20, 2019**

Approved by:



Name: Dorin ROTARU  
Title: ARR/ Head of Operations  
Date: **May 20, 2019**



## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p>
	<p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
	<p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
	<p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p>
	<p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
	<p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p>
	<p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by 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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members 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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders 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, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder 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 not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents</b>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>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</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or 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 JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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 Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide 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.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 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 Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial 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 SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p><b>Email Submission</b></p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p><b>eTendering submission</b></p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder 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 and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial</li> </ol>

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> </ul>

	<ul style="list-style-type: none"> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder 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.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 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.</p> <p>34.2 UNDP may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>c) if there is a discrepancy between words and figures, the amount in words</li> </ul>

	<p>shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 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 Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may 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 Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=de">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=de</a>



	<a href="#">fault</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



### Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English, Romanian or Russian
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5%  Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Liliana CATEROV, Procurement Associate</p> <p>Address: Le Roi International Business Center (#29, Sfatul Tarii Street, Chisinau), office 302</p> <p>E-mail address: <a href="mailto:liliana.caterov@undp.org">liliana.caterov@undp.org</a></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<p><b>17 June 2019, 15:00 (Moldova local time)</b></p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><u>BU Code MDA10 and Event ID number 0000003764</u></p>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files preferably</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for financial proposal must not be provided to UNDP until requested by UNDP.</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	August 15, 2019
19		Maximum expected duration of contract	until May 2020
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Services for UNDP

			<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	

A handwritten signature in black ink, appearing to be "T.P." with a stylized flourish above the letters.

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Previous Experience</b>	Minimum 10 years international experience on technical expertise and detailed technical design for conservation/restoration works of Cultural Heritage objects	Form D: Qualification Form
<b>Minimum Qualification Requirements</b>	<p>Experience of company in:</p> <ul style="list-style-type: none"> <li>Have in its portfolio at least 3 projects for which there were undertaken technical expertise and/or technical design for conservation/restoration of Cultural heritage objects with a total value of conservation /restoration works equal or above 1 500 000 Euro</li> </ul> <p><i>(For JV/Consortium/Association, the experience of Lead Partner should meet requirement).</i></p>	Form D: Qualification Form
	The minimum personnel of one 1 (one) TEAM Leader – Architect, 1 (one) Co-Team Leader – Engineer, 1 (one) Installation engineer, 1 (one) Historian, 1 (one) Archaeologist, 1 (one) Geologist and 1 (one) Junior Architect is mandatory team for the implementation of the contract.	Attach required documents to Form B: Bidder Information Form
	<i>TEAM Leader – Architect's minimum requirements :</i> Possession of professional licence (e.g. registered architect/restorer) for at least 10 years	
	<i>Engineer's minimum requirements :</i> Possession of professional licence (e.g. registered architect) for at least 10 years	
	<i>Installation engineer's minimum requirements :</i> Possession of professional licence (e.g. in installation engineering) for at least 5 years	
	<i>Historian's minimum requirements :</i> Master Degree (or equivalent) in history, literature with historical and archival specialization, and/or similar	
	<i>Archaeologist's minimum requirements :</i> Master Degree (or equivalent) in archaeology, particularly in medieval archaeology	
	<i>Geologist's minimum requirements :</i> Master Degree (or equivalent) in geology	
	<i>Junior Architect's minimum requirements :</i> Master Degree (or equivalent) in architectural conservation/ architecture	
<b>Financial Standing</b>	<p>Minimum average annual turnover of USD 150,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form

	<i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	
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## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	220
3.	Management Structure and Key Personnel	530
	<b>TOTAL</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	25
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>- Age of the firm - &lt; 10 years – 0 pts, 10 years – 10 pts, &gt; 10 years – 5 pts for each additional year up to maximum additional 30 pts</li> <li>- project management controls (organigram) - up to 20 pts</li> </ul>	60
1.4	Relevance of: <ul style="list-style-type: none"> <li>- At least 10 years of international experience on technical expertise and detailed technical design for conservation/restoration works of Cultural Heritage objects (10 years - 20 pts, &gt; 10 years – 5 pts for each additional year up to max. additional 30 pts)</li> <li>- Experience in conducting at least 3 projects in the field of technical expertise and/or technical design for conservation/restoration of Cultural heritage objects with a total value of conservation /restoration works equal or above 1 500 000 Euro (3 projects - 20 pts, &gt;3 projects – 5 pts for each additional project up to max. additional 30 pts).</li> <li>- Experience in implementing of projects in EU countries and/or in the EU neighbourhood (no experience – 0 pts, 1 project - 5 pts, for each additional 1 project – 2.5 pts, up to max. additional 10 pts)</li> <li>- Experience in implementing projects of Historical Fortress and Military type objects (no experience – 0 pts, 1 project - 10 pts, for each additional 1 project – 5 pts, up to max. additional 20 pts)</li> <li>- Past work experience of at least one international team member in Moldova (including Transnistria) is an advantage (no experience – 0 pts, 1 or more team members from Moldova - 10 pts)</li> <li>- Work for UNDP/UN Agencies/projects (if yes – 10 pts, if no- 0 pts)</li> </ul>	165
<b>Total Section 1</b>		<b>250</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Does the Methodology and Approach meet the ToR requirements?	70
2.2	Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?	30
2.3	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?	20
2.4	Shorter implementation timeframe proposed ( <i>if the proposed timeframe is as required by the ToR – 0 pts; 1 month shorter – 50 pts, 2 months shorter – 100 pts</i> )	100
<b>Total Section 2</b>		<b>220</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	<b>1 (one) TEAM Leader – Architect (International position)</b>	125
	Possession of professional licence (e.g. registered architect/restorer) for at least 10 years ( <i>10 years - 5 pts, each additional year – 2 pts, up to additional 10 pts</i> )	15
	At least 10 years of experience in technical – scientific documentation preparatory for conservation/ rehabilitation projects of heritage buildings ( <i>no experience – 0 pts, minimum 2 sites - 10 pts, each additional site – 5 pts, up to additional 20 pts</i> )	30
	Possession of a Post-graduate Master or PhD in conservation/rehabilitation of historic building or technology for conservation/ rehabilitation of built environment / historic buildings (in case of a company/ institution, this requirement applies to the coordinator) is an asset ( <i>if holds – 10 pts, if no – 0 pts</i> )	10
	Experience in managing similar to this assignment contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years) ( <i>no experience – 0 pts, 1 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 20 pts + each additional site besides the last 3 years – 5 pts, up to additional 20 pts</i> )	50
	Experience working with UN Agencies ( <i>no experience – 0 pts, Yes - 10 pts</i> )	10
	Language Qualifications ( <i>proficiency in English required – 5 pts; command of Russian will be an advantage – 5 pts</i> )	10
3.2	<b>1 (one) Co-Team Leader - Engineer (International position)</b>	115
	Possession of professional licence (e.g. registered engineer) for at least 10 years (in case of a company/ institution, the 10 years requirement applies to the coordinator) ( <i>10 years - 5 pts, each additional year – 2 pts, up to additional 10 pts</i> )	15
	At least 10 years of experience working with technical–scientific documentation preparatory for conservation/ rehabilitation projects of heritage buildings ( <i>no experience – 0 pts, 10 years - 10 pts, each additional year – 2 pts, up to additional 20 pts</i> )	30



	Possession of a Post-graduate Master or PhD in conservation/rehabilitation of historic building or technology for conservation/ rehabilitation of built environment / historic buildings ( <i>if holds – 10 pts, if no – 0 pts</i> )	10	
	Demonstrable competences, based on CV and scientific production, in the scientific examination, diagnostic process and technical documentation for large scale conservation programmes, including structural rehabilitation of buildings bearing cultural significance (i.e. at least one contract on similar activities in the last three years) ( <i>minimum 1 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 20 pts + each additional site besides the last 3 years – 5 pts, up to additional 20 pts</i> )	50	
	Language Qualifications ( <i>proficiency in English required – 5 pts; command of Russian will be an advantage – 5 pts</i> )	10	
3.3	<b>1 (one) Installation engineer (International position)</b>		
	Possession of professional licence in installation engineering for at least 5 years ( <i>5 years - 5 pts</i> )	5	
	At least 5 years of experience in installations projects for conservation and restoration of historical buildings/ complexes, particularly for museum and historical sites ( <i>no experience – 0 pts, 5 years - 10 pts, each additional year – 2 pts, up to additional 10 pts</i> )	20	
	Demonstrable competences, based on CV, in the elaboration of project and implementation advanced technical installations at historical sites (i.e. at least one contract on similar activities in the last 3 years) ( <i>minimum 1 contract within the last 3 years - 10 pts, each additional contract within the last 3 years – 5 pts, up to additional 20 pts + each additional contract besides the last 3 years – 5 pts, up to additional 20 pts</i> )	50	85
	Language Qualifications ( <i>proficiency in English required – 5 pts; command of Russian will be an advantage – 5 pts</i> )	10	
3.4	<b>1 (one) Historian (International or Local position)</b>		
	Master Degree (or equivalent) in history, literature with historical and archival specialization, and/or similar	5	
	Demonstrable competences, based on CV and scientific production, in the scientific research on architectural heritage, including the use of archival sources ( <i>no experience – 0 pts, minimum 5 years - 10 pts, each additional year – 5 pts, up to additional 30 pts</i> )	40	50
	Language Qualifications ( <i>proficiency in English (Russian for local position) required – 5 pts</i> )	5	
3.5	<b>1 (one) Archaeologist (International or Local position)</b>		
	Master Degree (or equivalent) in archaeology, particularly in medieval archaeology	5	
	Experience in excavation (i.e. exposure, processing and recording of archaeological remains) of medieval and modern sites, particularly in masonry construction ( <i>no experience – 0 pts, 2 sites - 10 pts, each additional site – 5 pts, up to additional 30 pts</i> )	40	60
	Experience in team working, especially with architects, geologists etc.	10	

	Language Qualifications ( <i>proficiency in English (Russian for local position) required – 5 pts</i> )	5	
3.6	<b>1 (one) Geologist (International or Local position)</b>		60
	Master Degree (or equivalent) in geology	5	
	Demonstrable competences, based on CV and scientific production, in the scientific analysis and assessment within the reference geographic context of the characterization of soils, particularly in fluvial areas, knowledge and experience with seismic micro – zonation and interpretation of geological analyses in relation to construction instabilities (i.e. at least one site on similar activities in the last 3 years) ( <i>minimum 1 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 20 pts + each additional site besides the last 3 years – 5 pts, up to additional 20 pts</i> )	50	
	Language Qualifications ( <i>proficiency in English (Russian for local position) required – 5 pts</i> )	5	
	<b>1 (one) Junior Architect (Local position)</b>		35
	Master Degree (or equivalent) in architectural conservation/ architecture	5	
	Attendance to post- graduate course in architectural conservation is a strong advantage	5	
3.7	At least 5 years of experience in the practice, especially in conservation/ restoration of architectural objects ( <i>no experience – 0 pts, minimum 5 years - 5 pts, each additional year – 2.5 pts, up to additional 10 pts</i> )	15	
	Experience in working with international teams is an advantage	5	
	Language Qualifications ( <i>proficiency in English (Russian for local position) required – 5 pts</i> )	5	
<b>Total Section 3</b>			<b>530</b>

## Section 5. Terms of Reference

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### A. PROJECT TITLE: EUROPEAN UNION Confidence Building Measures V Programme (EU- CBM V)

### B. PROJECT DESCRIPTION

#### **General Background:**

In 2019 the UNDP Moldova launched the fifth phase of the European Union Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

The EU CBM programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Culture is essential for the development of any society. Culture may have a strong dynamic and transformative force for social transformation on both banks. The activities under this component will provide support to the cultural sector with a focus on historical heritage with a view to investing in the country's future and facilitating development and conflict settlement.

Cultural and Historical heritage component focuses on conservation-restoration of historical monuments of national importance and on conservation-restoration of smaller scaled historical heritage endangered projects, which are considered to have a national interest for both banks (Confidence building measures dimension).

Two Flagship projects to undergo conservation-restoration under EU-CBM programme are: Bender Fortress located in Transnistrian region and Chisinau Circus located in capital of Moldova.

Synergy was established with EU-funded TWINNING project on Cultural Heritage whose experts provided series of seminars on conservation-restoration practices as well as conducted preliminary assessments of both Flagship project sites.

### C. SCOPE OF WORK

The European Union Confidence Building Measures Programme (hereinafter the EU-CBM V Programme) is looking for a company<sup>2</sup> to conduct Technical expertise of Citadel and Lower fortress and develop Detailed Technical Design for phase 1 conservation/restoration works of **Bender Fortress**.

EU-funded TWINNING project experts conducted several visits to Bender Fortress Complex end of 2018 – beginning of 2019 and developed a comprehensive brief on conservation/rehabilitation

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<sup>2</sup> This notion relies to any forms of legal entities that are active in the field of cultural heritage conservation.

measures for Bender fortress. The report was reviewed by stakeholders and major phases and further activities were agreed upon, including:

1. Feasibility study and Masterplan of overall Bender Fortress complex;
2. Prioritization of urgent conservation/enhancement/rehabilitation interventions;
3. Detailed Technical expertise of current state of Citadel and lower fortress;
4. Detailed Technical Design of phase 1 Conservation/rehabilitation works
5. Actual Conservation/restoration works identified for phase 1;

The Phase 1 Conservation/rehabilitation works are to be focused on urgent interventions within Citadel and Lower fortress as described in TWINNING experts report and to be verified/identified by detailed technical expertise, namely:

1. Structural problems within Citadel and Lower Fortress (Cracks, Fissures, Missing/ruined structural elements);
2. Revision and upgrade/replacement of rainwater drainage system;
3. Conservation of construction elements and materials;

In addition, Phase 1 will also address the issues safety/accessibility for the visitors, electrical, mechanical and specialized installations as well as preparations/conservation measures for objects that are to be rehabilitated in next phases of objects.

The scope of this assignment is:

- to conduct detailed technical expertise of current state Citadel and Lower Fortress of Bender Fortress complex;
- based on Technical expertise findings and urgent conservation priorities, prepare a Preliminary project ("Schita de proiect") to be approved by the Moldovan National Council of Historic Monuments
- develop detailed technical design for phase 1 conservation/restoration works that will be further used for engaging the rehabilitation works contractor.

EU-CBM V Programme is in process of engaging activities for conducting a Feasibility study and for developing a Masterplan for overall Bender fortress complex, as outlined in TWINNING Bender Fortress preliminary brief and agreed with stakeholders. Under the supervision of Contracting authority, the Contractor will be coordinating/consulting with Feasibility Study/Masterplan company to ensure the synergy, relevance of technical expertise and design works for phase 1 with overall Masterplan of Bender fortress.

**The TWINNING Programme Bender Fortress preliminary brief can be made available upon request to the companies registered to participate in the tender.**

#### **D. KEY ACTIVITIES**

##### **Technical Expertise**

According to the Government Decision (HG) n. 936 of 16/08/2006 technical expertise is a complex of measures for determining and evaluating the real characteristics of the building/object in order to ensure the functionality and the possibility of further use, consolidation or post-use and it implies studies, researches, tests and assessments of the existing situation, calculations and verifications for ensuring the minimum level of quality stipulated in the Law on quality in construction.

It is mandatory for all types of constructions, that is to say, it is not specifically conceived for heritage buildings, as a preliminary step before consolidation, modernization, capital repairs, rehabilitation, transformation, enlargement interventions can take place. It will be carried out preliminarily to the drafting of the Preliminary project and according to the indications of the purposes and the technical features identified by the standard.

The contents of the Technical Expertise are defined by the art. 26 of the HG n. 936 /2006 and concern:

- a. the documents on the basis of which the technical experience was carried out, the purpose of the experience, its necessity, etc.;
- b. architectural, functional and structural features of the building; the beneficiary, the designer, the entrepreneur, the construction phase;
- c. scheme and constructive solutions, geotechnical conditions of the terrain, urban situation;
- d. technical condition of the constructive elements and of the construction as a whole, the non-conformities found, their causes and consequences, the estimation of the degradations;
- e. conclusions and recommendations for strengthening, validating and optimizing them from a technical, economic, technological and functional point of view. In particular, it is important to pay attention and to make an accurate description of the risk assessment and of the mitigation measures that must be provided in relation to the cultural values potentially lost due to the different design solutions.
- f. sketches, details of execution and other graphic materials.

Taking into account the cultural value and the conservation status of the object indicated in this document, all the preliminary investigations specified in following points shall be part of the Technical Expertise for Bender Fortress.

### *1. Geometrical and architectural survey*

#### *1.1 Tasks*

Geometric and architectural survey of the citadel and the fortress from below, carried out on the basis of a topographic survey linked to the national network, photogrammetric survey, and with the necessary integrations of direct survey to obtain data with a margin of error maximum of 2 cm; the use of laser scanner methodology can be considered, however it is imperative that an adequate number of plans, sections and elevations of the Citadel and of the lower fortress are elaborated on the basis of the survey. The aim of the geometric survey is to making available precise graphic restitutions/ representations of the actual geometric forms of the monuments,

including the possible deformations, discontinuities and cracks as a basis for registering all information about materials, construction techniques, decay phenomena, structural instabilities and then all interventions.

## *1.2 Deliverables*

Planimetry, inserted in local technical map, of the entire fort, in 1:200 scale.

For the Citadel and the Lower Fortress, planimetric and elevation drawings divided as follows:

- numbers points in interrogable format to allow future processing;
- planimetry and at least 4 assembly sections in 1: 100 scale;
- planimetry in 1:50 scale of each building unit (5 levels for the Citadel, 4 levels for the lower fortress);
- elevations and sections able to represent every external and internal side of buildings, in scale 1:50;
- photogrammetric representations of the external facades (inside and outside the Citadel court and of the whole low fortress, including the textures of the walls and all construction details;
- section profiles of horizontal and vertical deformations of the ramparts;

All geometric survey documentation must be submitted in .dwg and .dxf formats to ensure future assessment of the quality of the survey and for any future use of the technical documentation, as well as in .pdf format for ease of reference.

## *2. Deepening of historical and archaeological knowledge*

### *2.1 Tasks*

in order to achieve the objectives of the project it is necessary to build a continuous correlation between the understanding of the building and the material and documentary sources, it will be necessary:

- to verify the completeness of the indirect bibliographic sources up to now reported;
- to expand bibliographic research also in relation to the morphological and constructive typologies of similar fortified structures with reference to the individual construction periods of the different parts of the fort and develop a comparative analysis between Bender and the other fortresses;
- to investigate the institutions that have generated possible archival funds connected to the different historical phases of the fortress, to clarify some historical questions that awaits responses;
- to verify the consistency of all the entries in the Report (2010) and any other not yet identified documents, providing a file (with location on the survey) and critical reading;

- to acquire the data of any excavations already carried out in past years (see, for example, the excavations of 1969), so as to integrate the documentation, providing to localize them graphically in a thematic map that refers to individual graphic and photographic traces traced;
- to carry out preliminary archaeological stratigraphic investigations, in the area of the intermediate rampart between the citadel and the lower fortress and in the area of the hexagonal tower (see Table 05). These surveys must be conducted with exploratory trenches to check how the bastion is structured below ground. It is necessary to identify the presence of possible cavities, of inner bearing walls and of buttresses, of remains of dwellings and to characterize the type of ground in the bastion. As for the octagonal tower, the trench must be reduced to the wall in order to understand the depth and the type of foundations. These archaeological investigations, in addition to integrating historical research, will allow the structural engineer to deduct the mechanical behaviour of the masonry that presents a defined crack geometry. These tests can then be extended, if needed, during the consolidation of the bastion and the tower, through the provision of archaeological assistance on site (see Point 5.6) to perform a stratigraphic analysis of the elevated of the Citadel. In particular, the interrelations between the wall units, the different types of wall hangings, the subtractions and additions should be identified.

## *2.2 Deliverables*

The investigations carried out will lead to the definition of a historical-critical framework on the main historical aspects of the area and will focus on the architectural (morphological and constructive) evolution of the fortress as a whole.

TAB. 05  
*Preliminary  
archeological survey*

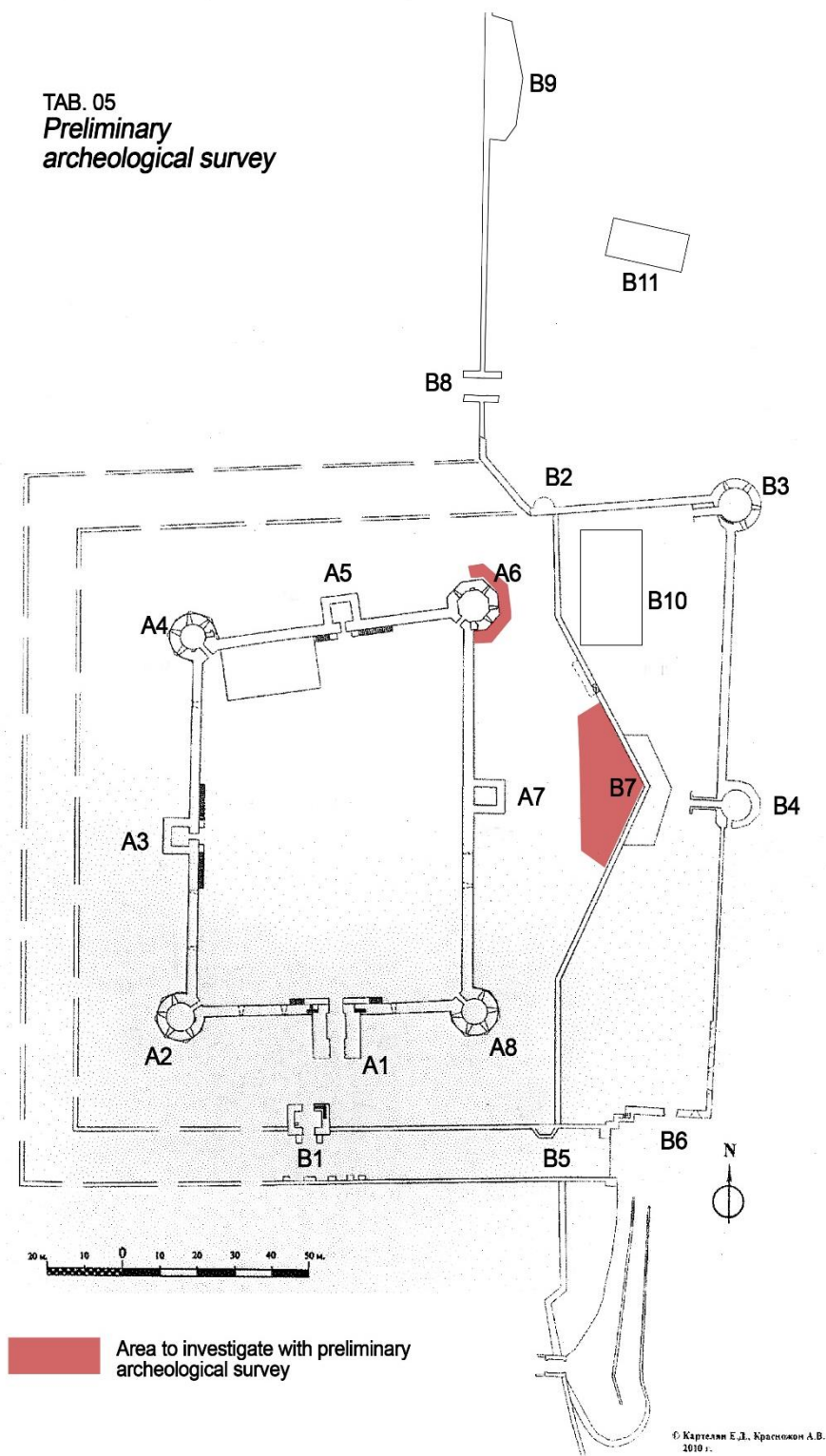


Table 05 – Area for the preliminary archaeological survey



So, the minimal elaborates to be produced shall include:

- report in English, with appropriate photographic and iconographic documentation, of the history of the complex, summarizing the information derived from the various research areas, including a description of the most recent restoration stages up to 2018;
- chromatic planimetry and three-dimensional schemes that clarify the construction phases and exemplify the evolution of the fortress in its main historical phases;
- identification of the major interpretation interrogatives with regard to the construction and transformation of the Citadel and of the Lower fortress and of their components.

The reports should include in annex all the research material, structured as follows:

- commented bibliography;
- registering archival documents and historical iconography;
- technical elaborations of the archaeological investigations/ tests, including a descriptive report on the methodologies adopted and the results obtained, with a general map of identification of the excavation areas and all the graphics and photographic documentation useful for describing the excavation results.
- maps of all the internal and external fronts of the Citadel (at least in 1: 100 scale) with the graphic documentation of the archaeological analysis of the elevations, highlighting at least the main stratigraphic masonry units (USM) with indication of the respective interrelations, abacus of the masonry types useful to classify and identify the diagnostic tests indicated below;
- presentation of the inscriptions with location on the survey drawings, photo and critical description of the element, with indication of the maximum state of conservation and adhesion to the masonry.

### *3. Preliminary diagnostic analysis and specialised surveys (geological, structural, decay)*

#### *3.1 Tasks*

It is necessary to characterize the site in its geotechnical and seismic characteristics, identifying its seismic zoning according to the MSK and the ground acceleration. A comparison between the zonation drawn up on the basis of the legislation in use in Moldova and on the systems for assessment used in Europe will be necessary to facilitate the assessment of the reinforcing interventions that can guarantee the safety of the asset without however carrying out unnecessary and invasive interventions.

From a structural point of view, the massive masses of the masonry and the reduced loads offered by the horizontal planes do not seem to highlight particular critical issues on a static level, exception made for the collapse mechanisms that have been already highlighted. Taking into account the construction methods of the walls that can be inferred from the partial collapses and

from the external equipment, it may be useful to characterize the wall sections from a technological point of view.

Other analyses, on the other hand aim at characterising the materials and processes of degradation and, secondly, can also contribute to the improvement of the historical investigation. These relate to the characterization of the mortars, the identification of the presence and the quality of the salts, and the identification of biological organisms.

### *3.2 Deliverable*

Geological report on the geotechnical and seismic characterization of the site using the following diagnostic or analogous tests:

- Geophysical prospecting with MASV technique and / or tomography for subsurface seismic characterization and risk assessment by unexploded war devices;
- Surveys with continuous drilling and penetrometer tests.

To achieve the understanding of the structural characteristic of different walls, a combination of invasive and non-invasive investigation systems is needed such as:

- video inspection to understand the masonry equipment in the cross section;
- sonic tests to identify cavities in mortar joints, especially for the more irregular walls of the citadel walls and the low fortress.

To characterize the material of the walls and their main degradation phenomena, it is necessary to execute the following analysis:

- petrographic/mineralogical texture analysis of the mortars of the different types of masonry, both in the bed joints and in the missing plaster areas detectable in the internal rooms of the towers;
- analyses such as infrared spectrophotometry, or X-ray diffractometry useful for the identification of possible salt presences, and the relative type, in mortars;
- analysis aimed at characterizing biological organisms.

The above-mentioned analyses and deliverable are the minimum required; the close inspection and investigations on the monument may suggest that additional analyses may be necessary. Before they are carried out, they are to be proposed and discussed with the Contracting Authority.

### *4. Survey of the actual situation (material, surface and structural damages)*

#### *4.1 Tasks*

Following in-depth studies on construction technologies and materials and on the seismic characterization aspects of soils, it is important to map on the geometric survey that identify the state of conservation of buildings. In particular, the following topics will have to be described:

- Characterisation of materials and construction techniques (with data related to the diagnostic analyses conducted according to point 5.2.3);
- Analysis and assessment of the degradation phenomena of architectural surfaces. These analyses must be related to the diagnostic investigations referred to point 5.3 and must identify and describe, whenever possible, the probable causes that generate the degradation phenomena;
- Analysis and assessment of the structural instabilities, through the identification and mapping of cracks that will then allow to deduce the mechanisms of collapse and the causes.

#### *4.2 Deliverables*

The graphic documents and the report that shall integrate the conclusions and recommendations of this Technical expertise, in relation to the objectives of analysis of the degradation, are the following:

- Graphical drawings in plan and in elevation (scale 1: 100 or 1:50), which identify, with appropriate perimeters and reference legends (legends must use shared and agreed codifications), the different materials and construction techniques. For each type will be produced descriptive fiches that will report the results of the analysis referred to point 5.2.3. and considerations on the superficial degradations that follow;
- Graphical drawings in plan and in elevation (scale 1: 100 or 1:50), which identify, with appropriate perimeters and reference legends, the different recognizable degradations on architectural surfaces. The degradations will be described by adopting a uniform lexicon (e.g. ICOMOS – ISCS Illustrated Glossary on Stone Deterioration Patterns, EwaGlos – European Illustrated Glossary of Conservation terms for Wall paintings and Architectural Surfaces, or Italian UNI 11182:2006 standards on natural and artificial stone materials). For each type of degradation phenomena, potential causes must be identified so as to provide useful indications for the conservation project.
- Graphical drawings in plan and in elevation (scale 1: 100 or 1:50), which identify all the cracks and the collapse mechanisms of the building. The symbology must be adequately described in the legend, paying attention to the type of crack, its characteristics and the structural mechanisms that generated it.

#### *5. Conclusions and recommendations*

Following the preliminary investigations requested above, the purpose of the technical expertise must provide an adequate description of the asset conservation conditions and provide useful

indications for the development of the project, in compliance with the guidelines of this document.

The results of all analyses carried out, along with their interpretation reports shall be annexed to the deliverables and should be referenced in the conclusion report which shall summarize:

- synthesis of the context conditions and of the architectural, functional and structural characteristics of the fortress, with particular reference to the Citadel and the Lower fortress;
- description of the state of conservation and its trend of evolution, of the building elements and of the construction as a whole, assessment and summary of the analysis of the degradation phenomena;
- conclusions and recommendations for the improvement of the structural conditions and the removal or mitigation of the degradation phenomena of the materials and of the building elements, for the Citadel and , assessment of the state of efficiency of the technical installations and indications of the preliminary requirements for their repair/ replacement in order to satisfy the needs for basic services for a correct use of the asset and to respect the historical features of the monument.

The report will include diagrams, construction details and any graphic material that is considered useful for clarifying the descriptive contents of the state of conservation and of the indications for the interventions.

### **Preliminary project ("Schita de proiect")**

The Preliminary project is defined by the Moldovan government's decision No. 73 of 31-01-2014 under the name of 'schita de proiect'. It is an essential deed to obtain the town planning certificate. For projects on cultural heritage, it must be approved by the National Council for Historic Monuments sitting in the Ministry of Education, Culture and Research.

#### **1. Tasks**

The preliminary project has the purpose, based on the previous analytical and documentation exercise and the recommendations of the technical expertise, to elaborate the project in all its different components (architectural, structural, installations). It must also include the estimation of the costs and timeframe for the execution of the works.

#### **2. Deliverable**

According to the decision of the Government No. 73 of 2014, the works that are part of the Preliminary project, partly obtained by the Technical expertise and deepened as necessary, are:

- a) the historical note on the subject, if applicable;
- b) the plan for positioning the object on the territory;
- c) the general plan of the object (with indication of the adjacent buildings);

- d) investigation of buildings / buildings with monumental status (including interior and exterior decorative elements and carpentry, construction elements, domestic fixed furnishings, etc.);
- e) complete photographic documentation of the existing buildings (with architectural, technical and internal details, etc.), of the architectural surveys carried out;
- f) conservation / restoration, rehabilitation / adaptation projects, consolidation or new construction project, as the case may be, developed by architects with practical experience in conservation / restoration design working on monuments, Authorized / certified in the field of historical architectural heritage;
- g) the colour solution of the facades.

Taking into account the heritage significance of Bender Fortress and its architectural complexity, the project shall make use of all the studies and in-depth analysis prepared in the Technical Expertise and must also contain:

- General technical report: it describes all the intervention (architectural, structural and plant engineering) which also includes the evaluations related to the results of the material relief and of the deterioration, specific of the executive techniques, of the materials to be used, of the structural intervention, of the plant engineering
- Preliminary static and seismic verification (based on computer modelling) of the building based on the analysis and on the mapping of the decay phenomena included the technical expertise, integrated with all necessary analyses and tests to deepen the problems of the building;
- material and degradation report and mapping: the nature of the materials (masonry and mortar, plaster, floors and ceilings, roofs, etc.), degradation pathologies in progress must be described, with net or real-life drawings and their potential causes. The different conditions must be mapped on the geometric survey drawings at the adequate scale (1:200/ 1:100). the results of the preliminary investigations and assessment must be reflected in the documents, through annotations in the drawings.
- General plan and graphic elaborations with the mapping of decay phenomena and each intervention (scale 1: 200, 1:100)
- Preliminary graphic elaboration of the technical solutions for the installations (electricity, sewerage,
- First indications and provisions for the drawing up of safety plans according to the CP A.08.06:2014 and to the European directive 92/57 / EEC;
- preliminary priced bill of quantity on the basis of mapping;
- economic project outline;
- the GANNT chart of the intervention;

- the analysis of possible project alternatives, at least with regard to integration, accessibility and structural consolidation.

### **Detailed Technical Design of phase 1 Intervention works**

In the system for the technical organization of building construction preparation, the Execution design is a main tool that regulates the technology of execution of the works on the concrete object in compliance with technical regulations, technical safety requirements, environmental safety, fire prevention rules and quality of work.

#### ***1. Tasks***

The executive project describes and determines in every detail the works to be carried out (operational methodologies, executive techniques, materials to be used), the controls to be carried out during the construction site, the relative costs, the execution schedule. It must be developed at a level of detail such that each element is identified in form, type, quality, size and price. The executive project must also be accompanied by a programmed maintenance plan for the work and its parts.

The executive project is subject to approval by the Council of Monuments, according to the provisions of the Governmental Decision (HG) n. 73 of 31/01/2014. The contents of the technical documentation are identified by the Moldovan legislation on constructions (NCM A07 02-2012 4802, CP A 08.06:2014 and CP A 08.05:2015) as well as in the above-mentioned governmental decision. It is however considered that further specific documentation is necessary in order to guarantee the necessary quality of the intervention. Below the list of documents to be prepared in order to ensure that the scope of information necessary to evaluate the adequacy of the conservation/ rehabilitation project, to understand its technical aspects and to implement it are present.

#### ***2. Deliverables***

The documents constituting the executive project to be implemented for the Bender Fortress shall be grounded on the documents prepared in the preliminary project phase and include:

- general report: it also includes the evaluations related to the results of the surveys conducted on material, building techniques and components and on their degradation and structural instability phenomena, technical specification of the execution of conservation treatments/ techniques, of the materials/products to be used, of the requirements that these materials/ products must meet, of the structural intervention, of the technical installations and related requirements. As a classification report, it must bring out the interdisciplinary assessments between the various phases and specify how all interventions and particularly the structural and engineering technical solutions are consistent with the cultural

significance of the buildings and the specific treated part and the operational principles of the

- Specialised reports for each 'compartment' involved. In particular:
  - Architectural report in which specific interventions (conservation, such as preliminary stabilisations, cleaning, disinfestations, integrations, repairs, material consolidations, as well as new design) will be described with particular attention to justify the technical and material choices in relation to the methodological and knowledge framework and the previous design phases, which can be referred to through extracts to clarify the design choices;
  - Structural report that describes the consolidation operating choices based on the previous design steps. The report must be accompanied by an in-depth analysis of the overall static and seismic verification of the building and of the results of the verification calculations of the proposed interventions. Simulations of the structural behaviour of the structure before and after the intervention, especially under dynamic load;
  - design report for technical installations describing all the types of systems envisaged (electrical, mechanical, hydraulic, specialised) and the modalities of their insertion in the building, including an assessment of their impact on the historic fabric of the fortress. In annex, specific descriptions of the type of selected components and devices, to allow the evaluation of their interactions with the architectural and structural solutions.
- Survey of the actual state (geometric, material and of the degradation of surfaces and structures) taken from the Technical expertise and updated where necessary, to comply with the required level of detail for the Preliminary project phase (see points 5.2 and 5.3). The survey must contain a general plan of the fort (1: 500) contextualised with regard to the current planning instruments and land - use, general plan of the citadel and the lower fortress (1: 200 and excerpts, agreed with the Contracting Authority, at 1: 100), detailed plan of the different building structures for each level (1: 50) whenever useful, elevation drawings of all fronts carried out through photogrammetry (1:50) and useful sections of the different structures (1:50), describing material, constructive techniques, surface and structural damages;
- Graphic drawings of the architectural, structural and installations design solutions. The documents, written in the most unified and correlated manner, must illustrate the design in all its levels, from general development to constructive detail. In particular, the following minimum documents must be included:
  - Plan of general project of (1:200) with reference to the insights in the following tables;

- Plans, sections and elevations, specific to the different building structures with the precise graphic description of architectural, structural and installation interventions (1:50);
- drawings containing all the technical details useful for the specification of the interventions identified in the previous works (scale 1:20, 1:10, 1: 5 according to the specific need)
- safety plan according to the European directive 92/57 / EEC and to the CP A.08.06:2014;
- bill of quantities (with references to the project drawings and graphic documents);
- economic project outline;
- GANTT chart of the intervention;
- Special tender specifications with a description of the work and materials to be used.
- Building maintenance and monitoring plan with all the useful description of material, structure and technologies that need a periodic maintenance and which type of intervention they need. The plan must also inform about the fixed costs of the use and management of the technical installations. Based on the provisions of the feasibility study and of the master plan, it would be useful for the maintenance plan to indicate also the sources of funding of the maintenance costs.

#### E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

<b>Deliverables</b>	<b>Expected Period</b>
1. Detailed Work Plan developed, submitted and accepted	<i>Up to 3 weeks after contract signature</i>
2. First draft of Technical expertise report is presented for review and comments by stakeholders	<i>Up to 2,5 months after contract signature</i>
3. Final Technical expertise report including all related documentation.	<i>Up to 4 months after official reception of comments by reviewers</i>
4. Preliminary project ("Schita de proiect") draft is submitted for review and comments by stakeholders	<i>Up to 5 months after contract signature</i>
5. Final version of Preliminary project ("Schita de proiect") is submitted and approved by the National Council Historic Monuments	<i>Up to 6 months after contract signature</i>
6. First Draft of Detailed Technical design is presented for review and comments by stakeholders	<i>Up to 7 months after contract signature</i>



7. Final Detailed Technical design, including all related documentation.	<i>Up to 2 months after official reception of comments by reviewers and no later than 9 months from contract signature</i>
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All deliverables should be endorsed by UNDP and be provided in English, both in hard and electronic copies.

#### **F. INSTITUTIONAL ARRANGEMENTS**

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance of the EU-CBM V Project Officers/Engineers and supervised by EU-CBM V Community Infrastructure Project Manager. EU CBM V will provide all available relative documentation, facilitate first contacts, access to the site and communication with stakeholders while **Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties. Please, ensure that all kind of translation costs (written and oral) shall be arranged by the Contractor (in Transnistria region the predominant population is Russian-speaking and also the documentation is kept in Russian language).**

#### **G. DURATION OF WORK**

- a) The estimated duration of works is maximum 9 months. The expected time of commencement of contract is August 2019;
- b) UNDP will require maximum of 20 (twenty) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.
- c) Payments will be made in tranches, after each deliverable, and only after acceptance by UNDP of the set deliverable/product.

#### **H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS**

The offers will be evaluated based on their compliance with the general requirements specified below:

The applicant company should:

- Have at least 10 years international experience on technical expertise and detailed technical design for conservation/restoration works of Cultural Heritage objects;
- Have in its portfolio at least 3 projects for which there were undertaken technical expertise and/or technical design for conservation/restoration of Cultural heritage objects with a total

value of conservation /restoration works equal or above 1 500 000 Euro;

- Experience in implementing similar projects in experience EU countries and/or in the EU neighborhood is an advantage;
- Experience in implementing projects of Historical Fortress and Military type objects is a strong advantage;
- Demonstrated experience of projects implemented by multi-disciplinary and multi-national teams is a strong advantage;
- Past work experience of at least one international team member in Moldova (including Transnistria) is an advantage;
- Ensure Company **presence** (at least one of the team members) **at site during at least 60 % of the assignment time.**
- The Company that will propose a shorter implementation timeframe will be strongly advantaged.

The proposed team of professionals who will conduct a technical expertise and develop detailed technical design must have the following professional skills:

**Architect (International Position) -Team Leader** (at least 15% of the assignment time to be spent on site)

General requirements:

- Master Degree (or equivalent) in architectural conservation/ architecture;
- Possession of professional licence (e.g. registered architect) from at least 10 years (in case of a company/ institution, the 10 years requirement applies to the Team Leader)
- Good working command of English language.
- Knowledge of Russian language is an asset.

Specific requirements

- 10 years of experience in technical – scientific documentation preparatory for conservation/ rehabilitation projects of heritage buildings; holding a Post–graduate Master or PhD in conservation/rehabilitation of historic building or technology for conservation/ rehabilitation of built environment / historic buildings (in case of a company/ institution, this requirement applies to the Team Leader) is an asset;
- Demonstrable competences, based on CV<sup>3</sup> and scientific production, in the scientific examination, diagnostic process and technical documentation for large scale conservation programmes, including conservation of materials and of buildings bearing cultural significance;

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<sup>3</sup> The Contracting Authority reserves the right to request to the selected team members relevant supporting documents.

- Updated experience (i.e. at least one contract on similar activities in the last three years) in large- scale conservation/rehabilitation projects/programmes.

**Engineer (International Position) – Co-Team Leader** - (at least 10% of the assignment time to be spent on site)

General requirements:

- Master Degree (or equivalent) in civil engineering/construction;
- Possession of professional licence (e.g. registered engineer) from at least 10 years (in case of a company/ institution, the 10 years requirement applies to the coordinator)
- Good working command of English language.
- Knowledge of Russian language is an asset.

Specific requirements

- 10 years of experience in technical–scientific documentation preparatory for conservation/ rehabilitation projects of heritage buildings; the possession of a Post–graduate Master or PhD in conservation/rehabilitation of historic building or technology for conservation/ rehabilitation of built environment / historic buildings (in case of a company/ institution, this requirement applies to the coordinator) is an additional asset;
- Demonstrable competences, based on CV and scientific production, in the scientific examination, diagnostic process and technical documentation for large scale conservation programmes, including structural rehabilitation of buildings bearing cultural significance;
- Updated experience (i.e. at least one contract on similar activities in the last three years) in large – scale conservation projects.

**Installation engineer (International Position)** - (at least 10% of the assignment time to be spent on site)

General requirements:

- Degree (or equivalent) in engineering;
- Good working command of English language.
- Knowledge of Russian language is an asset.

Specific requirements

- 5 years of experience in installations projects for conservation and restoration of historical buildings/ complexes, particularly for museum and historical sites;
- Demonstrable competences, based on CV, in the elaboration of project and implementation advanced technical installations at historical sites;
- Updated experience (i.e. at least one contract on similar activities in the last three years) in this kind of projects.

### **Historian (International or Local position)**

#### General requirements:

- Master Degree (or equivalent) in history, literature with historical and archival specialization, and/or similar;
- Good working command of English language, if local position, good working command of Russian language is required also.

#### Specific requirements

- Demonstrable competences, based on CV and scientific production, in the scientific research on architectural heritage, including the use of archival sources.

### **Archaeologist (International or Local position)**

#### General requirements:

- Master Degree (or equivalent) in archaeology, particularly in medieval archaeology;
- Good working command of English language.

#### Specific requirements

- at least 5 years of experience in excavation (i.e. exposure, processing and recording of archaeological remains) of medieval and modern sites, particularly in masonry construction. Experience in team working, especially with architects, geologists etc.;
- Demonstrable competences, based on CV and scientific production, in the scientific examination of defensive constructions, and of medieval and modern structures;
- Updated experience (i.e. at least one contract on similar activities in the last three years).

### **Geologist (International or Local position)**

#### General requirements:

- Master Degree (or equivalent) in geology;
- Good working command of English language.

#### Specific requirements

- Demonstrable competences, based on CV and scientific production, in the scientific analysis and assessment within the reference geographic context of the characterisation of soils, particularly in fluvial areas, knowledge and experience with seismic micro – zonation and interpretation of geological analyses in relation to construction instabilities;
- Updated experience (i.e. at least one contract on similar activities in the last three years).

**Junior Architect (Local)** (at least 25% of the assignment time to be spent on site)

- Master Degree (or equivalent) in architectural conservation/ architecture
- at least 5 years of experience in the practice, especially in conservation/ restoration of architectural objects
- Good working command of English and Russian language.
- experience in working in international teams is an advantage
- attendance to post- graduate course in architectural conservation is a strong advantage.

The Professional Team must prove the experience gained in conservation and maintenance work on real estate of similar type and complexity, subjected to protection in the field of cultural heritage, with regard to all components of the Technical expertise/design. The Team should preferably submit certifications of successfully carried out projects and interventions (certified by the relevant institutions for heritage protection in the country of operation).

For the purpose of:

- knowledge transfer and local cultural heritage technical capacities upgrade;
- facilitation of efficient communication;
- acquaintance and adherence to Moldovan rules and regulations;

if 2 of proposed team members will be Moldova/Transnistria residents it will be a strong advantage.

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (if the case)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal

**(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

We, the undersigned, offer to provide the services for **Conduct Technical Expertise and develop Detailed Technical Design for conservation/restoration works of Bender Fortress Phase I** in accordance with your **Request for Proposal No. 19/01915** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*



## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2018, 2017, 2016)</li> </ul>

- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years
- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Implementation Plan (sequence of actions) for the services required in the ToR
- CVs (shall be signed by the envisaged person), together with attestation certificates/licenses (if applicable) and training attendance certificates (if applicable), of the Key personnel (mentioned under point H, Section 5: ToR)
- 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

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 5 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 10 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. ***Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.***

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

## Financial Standing

Annual Turnover for the last 3 years	Year 2018	USD
	Year 2017	USD
	Year 2016	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2018	2017	2016
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			

Net Profit			
Current Ratio			

☐ Attached are copies of the financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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 and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference person 1: [Insert]  Reference person 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)



Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

We, the undersigned, offer to provide the services for the **Conduct Technical Expertise and develop Detailed Technical Design for conservation/restoration works of Bender Fortress Phase I** in accordance with your **Request for Proposal No. 19/01915** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
  
[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	19/01915		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal: US\$**

### Cost Breakdown

SN	Deliverables*	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Technical expertise report including all related documentation		
2	Preliminary project ("Schita de proiect")		
3	Detailed Technical design, including all related documentation		
	<b>Total</b>	<b>100%</b>	<b>USD .....</b>

\*) for details please see Section 5 ToR