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## REQUEST FOR PROPOSAL (RFP 117/19)

NAME & ADDRESS OF FIRM	DATE: December 12, 2019
	REFERENCE: Development of the design and estimate document package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development of the design and estimate document package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before, 26 December 2019, 4:00 pm local Yerevan time (GMT +4) via email, courier mail below (sealed in envelope):

**United Nations Development Programme / UNDP**  
**14 Petros Adamyan St., Yerevan 0010, Republic of Armenia**

Or submit via e-mail to the following e-mail address: **tenders.armenia@undp.org**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit  
UNDP Armenia*

## Description of Requirements

Context of the Requirement	<b>Development of the design and estimate document package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia</b>
Implementing Partner/s of UNDP	National Assembly of the Republic of Armenia
Brief Description of the Required Services <sup>1</sup>	UNDP's "Modern Parliament for a Modern Armenia" (MAP) project envisages the development of the design and estimate documentation package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	UNDP "Modern Parliament for a Modern Armenia" (MAP) project Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected deliverables and timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected deliverables and timeline</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	3 months after contract signing by both parties.
Target start date	14 January 2020
Latest completion date	14 April 2020
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE )

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted				
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	FIRST STAGE– Seismic survey of the building, measurements, studies defined by the assignment, development of the outline proposal and coordination with the customer. In addition, acquisition of architectural layout assignment in the order prescribed by the RA legislation, in close cooperation with the relevant officers of the RA National Assembly and UNDP experts.	20	1 month after contract signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	SECOND STAGE – Development of the final working drafts of all parts and animation video and coordination with the customer.	30	2 months after contract signing		
	THIRD STAGE– Relevant urban development expertise of design and estimate documentation package and approval by all stakeholders - relevant state bodies	50	3 months after contract signing		
Person(s) to review/inspect/ approve outputs/completed	UNDP “Modern Parliament for a Modern Armenia” (MAP) project Coordinator				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 300</b>), including:</p> <p>a. At least 3 years of working experience in relevant field as per TOR requirements (<b>max score: 150</b>)</p> <p>b. At least three design and estimate work projects of similar complexity done within past 5 years (<b>max score: 150</b>)</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 250</b>), including:</p> <ul style="list-style-type: none"> <li>- Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (<b>max score: 250</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 450</b>), including:</p> <ul style="list-style-type: none"> <li>- Higher education, qualification of architect /project manager as per Annex 1a (<b>max score: 100</b>);</li> <li>- Higher education, qualification of architect as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of interior designer as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of construction engineer as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of <b>energy engineer</b> as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of <b>engineer - electrician</b> as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of <b>engineer - hydro technician</b> as per Annex 1a (<b>max score: 50</b>);</li> <li>- Higher education, qualification of <b>communication networks and data transfer systems specialist</b> as per Annex 1a (<b>max score: 50</b>);</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Providers
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<i>Procurement Unit, UNDP Armenia</i> <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**Terms of reference**

**1. Title**

Development of the design and estimate document package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia

**2. Project title**

UNDP, “Modern Parliament for a Modern Armenia” project

**3. Project description**

UNDP’s “Modern Parliament for a Modern Armenia” (MAP) project is aimed at strengthening the legislative body of Armenia to carry out its key functions of law-making, oversight and representation in its new and fundamentally enhanced role within the governance system. In the long-term perspective, the project supports the National Assembly to enhance its overall efficiency as a policy-making institution.

The project is designed to assist the newly elected National Assembly to use the benefits of modern governance tools focusing on enhanced parliamentary capacities and operation quality, transparency, inclusiveness and gender quality policy.

**4. Scope and content of work**

UNDP’s “Modern Parliament for a Modern Armenia” (MAP) project envisages the development of the design and estimate documentation package for major repair and construction works of the Visitor Center of the National Assembly of the Republic of Armenia.

**5. General requirements**

- The design organization must visit the Visitor Center of the National Assembly of the Republic of Armenia to see the territory, make relevant measurements and research.
- The design and all technical solutions contained therein should comply with the construction norms and standards of RA.
- The design and all technical solutions contained therein should comply with the environmental norms of RA and be as eco-friendly as possible.
- The designer must provide urban development expertise of the proposed design and estimate documentation in compliance with the RA regulations.
- Prior to the implementation of the relevant expertise, the designer should discuss and coordinate it with the project manager, experts and other stakeholders.
- The final design project must be precise, detailed and submitted in electronic and hard copy formats.
- The designer is obliged to preserve and restore all elements of the facility that have aesthetic, historic and architectural value.

**6. General description**

1. Description of construction	Major repair/territory renovation
2. Major repair area of the first and second floors	Approximately 329,3 sq.m
3. Area of territory to be renovated	Approximately 30 sq.m.
4. Arrangement of required rooms	In compliance with the enclosed appendix

## **7. Initial design data**

- Arrangement of rooms on the first and second floors in accordance with the Appendix 2
- Copy of the property ownership certificate Appendix 3

## **8. Design assignment**

The following work should be included in the territory's major repair design projects:

- Detailed measurement of the parts to be repaired and renovated.
- Re-plan the layouts of the existing rooms in accordance with the Appendix 2 enclosed with this design assignment.
- Detailed drafts of demolition and measurement work, specifications of the demolished materials.
- Development of working drafts of architectural, construction, structural, as well as internal engineering networks of parts subject to major repair (water supply, sewage, power supply, air conditioning, ventilation, heating and low voltage networks).
- Preparation of technical specifications for the planned construction works, with technical characteristics of materials used for construction, in the order prescribed by the law.
- Carry out seismic survey of the technical condition of the building, with openings and checking tools; submit the conclusion. Plan enhancing the seismic strengthening in accordance with the seismic survey conclusion and RA's current construction norms.
- Removal of plaster of Paris and cement and sand coating from the bearing walls and ceilings.
- Removal of the existing partitions and construction of new ones. Partitions of the newly formed office rooms should be made of non-transparent glass, or other options should be offered.
- The newly constructed walls should be coated with plaster of Paris and furnished with latex, washable, decorative paints with putty undercoats. Walls in restroom units and sink parts should be tiled, or other materials should be offered.
- Self-levelling cement floors should be planned in corridors and rooms of the first and second floors, or other materials should be offered; tiles should be envisaged in restrooms. In addition, waterproofing of restroom floors should be planned.
- Ceilings should be furnished with latex, washable, decorative paints with putty undercoats; restrooms should have dropped ceiling made of plastic or other materials. Architectural solutions for ceilings should be offered for all premises.
- The existing wooden window frames should be renovated or replaced with powder-coated aluminum ones, including internal and, if necessary, external galvanized iron window sills. Vertical blinds should be envisaged.
- Installation of internal (aluminum profiles, MDF, wood or other proposed materials) doors, including doorstops. If necessary, hydraulic door closers should also be envisaged.
- Renovation of external wooden doors.
- The existing window grills should be replaced with new decorative window grills.
- Movement of disabled groups with limited mobility must be provided on the first floor; restrooms for these groups should be envisaged.
- Restore and preserve the metal grills covering the heating radiators, as well as reproduce similar grills in some parts.
- Installation of wooden or metal banisters for the staircase.
- If necessary, replace the current boiler with a new one. In case of replacement, a local, gas supply double-circuit Turbo boiler with polypropylene pipes and powder-coated aluminum accumulators should be envisaged.
- If necessary, envisage replacement of internal water supply and drainage networks. Sinks, toilet bowls, hand dryers and other necessary items should be installed in restrooms.
- Electric power supply should be provided through the existing electric control panel and system distribution boxes to be assembled in the rooms. New system of power supply should be envisaged; evacuation lighting should be placed along escape routes.



- If necessary, envisage fire alarm system equipped with sensors and manual fire alarms. In accordance with the fire safety rules, envisage placement of fire extinguishers and provision of fire-fighting system.
- Envisage internal computer and telephone networks.
- If necessary, envisage security system and video surveillance equipment with motion detectors.
- If necessary, envisage auto-release and keycard-operated door systems at the premises.
- If necessary, envisage *supply-and-exhaust ventilation systems*.
- Envisage necessary signboards for all premises.
- Envisage refurbishment of the territory adjacent to the building, constructing a new protective stone paving and surface drainage system. Replace the current damaged road curbs and drain grids with new ones.
- Envisage replacement of the existing roof cover and lathing with new ones.
- Perform 3D modelling of all premises and the general building, with architectural solutions, paint and interior decoration materials, and coordinate with the customer.
- Develop detailed interior design for all premises, utilizing up-to-date items characteristic of the area architecture. Coordinate the interior design with the customer.
- Envisage wall configurations, working drafts of ceilings and floors in the interior design. Also, present the schemes of the planned furniture.
- Submit an animation video of interior space with paint and decoration materials; also, the video should present the entry, exit and free movement of people in all premises.

#### **9. Design composition**

- Architectural, structural and engineering parts, construction organization design, general layout, draft of territory renovation, interior design of the main premises, detailed measurements of parts subject to renovation, explanatory notes for each part, specifications, layouts, cuts, profiles, junctions, detailed furniture drafts, detailed volumes of the performed work according to the design, including the cost estimate presented as a bill of quantities and schedule for work implementation. Also, the architectural part should include 3D coloured models and animation video of all premises.
- If necessary, carry out geological survey and geodesics extraction.
- Submit the design and cost estimate following the relevant urban development expertise specified by RA regulations.
- Coordinate the design with the State Fire and Technical Safety Inspection of MES RA and all other stakeholders.
- Implement the design and the design composition in accordance with the urban development normative legal acts of RA.

#### **10. Other requirements**

- Submit the design in six copies, in Armenian and English languages, in hard copy and electronic PDF, DWG or PLN formats.
- The cost estimate should be submitted in two hard copies in Armenian and English languages, and the BOQ in electronic Excel format.
- Present the warranty period requirements for construction works, materials and equipment.
- Submit qualification criteria required for the construction tender (labour force, license, mechanical equipment).
- All required documents should be attached to the design assignment.

#### **11. Institutional arrangements**

- The service provider should immediately work with and directly report to the Project Manager, as well as work in close cooperation with experts of the UNDP's "Modern Parliament for a Modern Armenia" (MAP) project.
- The service provider should submit the final report to the UNDP.

- The service provider should cooperate with the authorized person of the National Assembly of the Republic of Armenia throughout the whole period of the assignment.

## **12. Duration of design and estimate work**

90 calendar days.

## **13. Stages of design and estimate works**

- FIRST STAGE– Seismic survey of the building, measurements, studies defined by the assignment, development of the outline proposal and coordination with the customer. In addition, acquisition of architectural layout assignment in the order prescribed by the RA legislation, in close cooperation with the relevant officers of the RA National Assembly and UNDP experts.
- SECOND STAGE – Development of the final working drafts of all parts and animation video and coordination with the customer.
- THIRD STAGE– Relevant urban development expertise of design and estimate documentation package and approval by all stakeholders - relevant state bodies.

## **14. Work location**

Republic of Armenia, Yerevan

## **15. Service provider qualification**

The price quote should comprise the following documents:

- License

Development of engineering parts of urban development documents (except for structural part, as well as activities that do not require a construction permit)	
<b>LICENSE INSERTS</b> (constituting the inalienable part of the same license for people in charge of works of the corresponding sphere)	
1.	Design documents of residential, public and industrial buildings and facilities; electric power supply, indoor and outdoor electric lighting networks
2.	Design documents of residential, public and industrial buildings and facilities; internal and external water supply and drainage networks
3.	Design documents of residential, public and industrial buildings and facilities; ventilation, heating and air conditioning systems
4.	Design documents of communication facilities; telecommunication and alarm systems

- Labour resource

<b>N/ N</b>	<b>Professional qualification</b>	<b>Minimum number of core staff</b>	<b>Types of license issued on the basis of RA Government Decree N 1533-N dated 27.12.2018 by inserts, and patents issued in accordance with the RA Law on Architectural Activity, other documents indicating professional qualification and subject to mandatory submission by the participant</b>	<b>Area of activity and delivered work</b>

Specialists required for development of architectural and structural sections of urban development documents				
<b>1</b>	Higher education, qualification of <b>architect</b> /project manager /	1	1. <b>License of subclass A of the supreme class</b> allowing to engage in independent professional architectural activities	At least three years of work experience in developing similar architectural section of urban development documents
<b>2</b>	Higher education, qualification of <b>architect</b>	1	License is not mandatory; the work is expected to be performed under the guidance of licensed architect	At least three years of work experience in developing similar architectural section of urban development documents
<b>3</b>	Higher education, qualification of <b>interior designer</b>	1	The work is expected to be performed under the guidance of licensed architect	At least three years of work experience in developing similar section on interior design of urban development documents
<b>4</b>	Higher education, qualification of <b>construction engineer</b>	1	<b>License of subclass A1 of the supreme class</b> allowing to engage in independent professional activities of construction engineer	At least three years of work experience in developing similar structural section of urban development documents
Specialists required for development of engineering sections of urban development documents (except for structural part, as well as works that do not require a construction permit)				
<b>1</b>	Higher education, qualification of <b>energy engineer</b>	1	<b>Insert</b> on design documents of residential, public and industrial buildings and facilities; <b>ventilation, heating and air conditioning systems</b>	At least three years of work experience in developing similar engineering sections of urban development documents
<b>2</b>	Higher education, qualification of <b>engineer - electrician</b>	1	<b>Insert</b> on design documents of residential, public and industrial buildings and facilities; <b>electric power supply, indoor and outdoor electric lighting networks</b>	At least three years of work experience in developing similar engineering sections of urban development documents
<b>3</b>	Higher education, qualification of <b>engineer - hydro technician</b>	1	<b>Insert</b> on design documents of residential, public and industrial buildings and facilities; <b>internal and external water supply and drainage networks</b>	At least three years of work experience in developing similar engineering sections of urban development documents

<b>4</b>	Higher education, qualification of <b>communication networks and data transfer systems specialist</b>	1	<b>Insert</b> on design documents of communication facilities; <b>telecommunication and alarm systems</b>	At least three years of work experience in developing similar engineering sections of urban development documents
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- Price quote submitted with zero VAT rate

Development of the design and estimate documentation package for major repair and construction  
works of the  
Visitor Center of the National Assembly of the Republic of Armenia

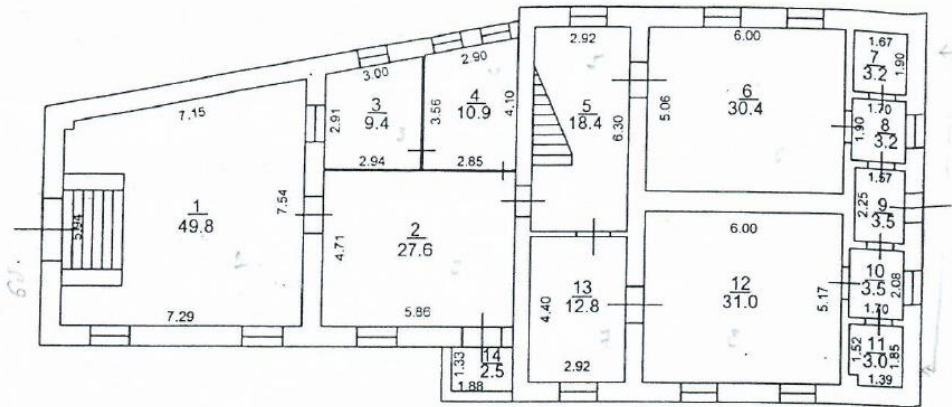
FIRST FLOOR			
N/N	NAME OF ROOMS	NUMBER OF ROOMS	APPROXIMATE AREA SQ.M.
1.	Main entrance/reception	1 room	51,4
2.	Main checkpoint	1 room	26,3
3.	Office N1	1 room	8,9
4.	Office N2	1 room	10,1
5.	Conference room lobby	1 room	13,3
6.	Corridor and staircase	1 room	19,4
7.	Conference room N1	1 room	30,6
8.	Conference room N2	1 room	29,6
9.	Staff lobby	1 room	3,1
10.	Corridor of the conference room	2 rooms	2,9
11.	Restroom	2 rooms	2,9
TOTAL AREA			Approximately 204,3 sq.m.

SECOND FLOOR			
1.	Corridor and staircase	1 room	35,9
2.	General office N1	1 room	45,5
3.	General office N2	1 room	24,5
4.	Kitchen area	1 room	10,9
5.	Restroom	2 rooms	4,1
TOTAL AREA			Approximately 125 sq.m.

TOTAL AREA OF FLOORS	Approximately 329,3 sq.m.
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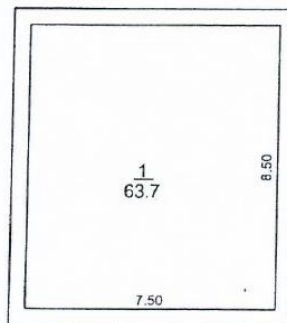
### 4. Անցակետ 1

4. I հարկ  
D=0.5-0.6  
h=3.6

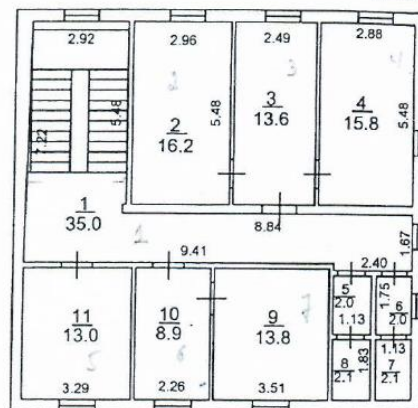


### 3. Ջրավազան 1

D=0.5  
h=0.9



2. II հարկ  
D=0.3-0.4  
h=2.8



Ստորագրություն  
(Ստորագրողի անուն)

Ստորագրություն

Վալերի Պետրոսյան  
(Անուն, ազգանուն)

06.11.2017թ.  
Ամիս, ամսաթիվ

Որակավորման վկայալ

4. Checkpoint 1

4. First floor

3. Water basin

2. Second floor

Area:  
Walls: 1034 sq.m.  
Ceilings: 344 sq.m.  
Floors: 344 sq.m.

## Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are experts, etc.;*
- b) *CVs demonstrating qualifications must be submitted; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable\***

N	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	<u>FIRST STAGE</u> – Seismic survey of the building, measurements, studies defined by the assignment, development of the outline proposal and coordination with the customer. In addition, acquisition of architectural layout assignment in the order prescribed by the RA legislation, in close cooperation with the relevant officers of the RA National Assembly and UNDP experts.	20	
2	<u>SECOND STAGE</u> – Development of the final working drafts of all parts and animation video and coordination with the customer.	30	
3	<u>THIRD STAGE</u> – Relevant urban development expertise of design and estimate documentation package and approval by all stakeholders - relevant state bodies	50	
	Total	100%	

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*





*Empowered lives.  
Resilient nations.*

## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**