



REQUEST FOR PROPOSAL (RFP 032/20, extended)

NAME & ADDRESS OF FIRM	DATE: July 9, 2020
	REFERENCE: Technical supervision of capital renovation works for 12 kindergartens

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Technical supervision of capital renovation works for 12 kindergartens (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 **12 August 2020, 4:00 pm local Yerevan time (GMT +4) via email only**: to the following e-mail address:
tenders.armenia@undp.org

No hardcopies are accepted.

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 90 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	The UNDP-GCF “De-Risking and Scaling-up Investments in Energy Efficient Building Retrofits” Project supports Yerevan Energy Efficiency (YEE) Project” (“The Programme”) implemented by Municipality of Yerevan (MoY) aiming at sustainable energy efficiency improvements in the city.
Implementing Partner of UNDP	Municipality of Yerevan
Brief Description of the Required Services ¹	Providing professional services on Technical supervision of capital renovation works for 12 kindergartens. The main objective of the task is to implement technical supervision of capital renovation works (Construction activity) of 12 kindergartens under 4 LOTs, grouped in below table, ensuring that the works are carried out in accordance with the technical specifications, designs, quality standards, social and environmental safeguards, relevant national and international (where applicable) requirements and best engineering practices.
List and Description of Expected Outputs to be Delivered	The final result of the task shall be technical supervision of quality of the construction works in the selected building(s) in accordance with the technological and technical requirements of the design and within construction schedule of each kindergarten.
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) Timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Timeline</i>
Location of work	<input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 20 months after contract signing by both parties (the duration of services should be adjusted to the duration of construction services)
Target start date	25 August 2020
Latest completion date	25 April 2022
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required

¹ 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.

timing of activities/sub-activities																		
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 type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD)																	
Value Added Tax on Price Proposal ²	<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 (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" 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 ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1) Upon completion of 50% of services described in the TOR</td> <td>40%</td> <td>Not later than 10 months from signing the contract</td> <td rowspan="3"> 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. </td> </tr> <tr> <td>2) Upon completion of 80% of services described in the TOR</td> <td>40%</td> <td>Not later than 16 months from signing the contract</td> </tr> <tr> <td>3) Upon completion of 100% of services described in the TOR and signing construction acceptance act.</td> <td>20%</td> <td>Not later than 20 months (the duration of services should be adjusted to the duration of construction services)</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	1) Upon completion of 50% of services described in the TOR	40%	Not later than 10 months from signing the contract	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.	2) Upon completion of 80% of services described in the TOR	40%	Not later than 16 months from signing the contract	3) Upon completion of 100% of services described in the TOR and signing construction acceptance act.	20%	Not later than 20 months (the duration of services should be adjusted to the duration of construction services)			
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services Each Proposer (Company) can bid for up to 2 LOTs, with indicating cost breakdowns for each LOT accordingly.
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 350), including: <ul style="list-style-type: none"> • At least ten-year experience in technical supervision of building's construction works. The Applicant should present at least 2 successfully and substantially implemented supervision contracts within last 5 years with similar scope and volume (max score: 200); • Proven experience in successful implementation of similar assignments (max score: 150); <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 150), including: <ul style="list-style-type: none"> - 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 (max score: 150) <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 500), including: <ol style="list-style-type: none"> 1. One Civil Engineer with structural engineering background (preferably) and at least ten-year experience in performing similar works of comparable volume and nature, who shall act as the team leader), (max score: 200); 2. One HVAC engineer, with at least five year experience in performing similar works of comparable volume and nature (max score: 100); 3. One electrical engineer, at least five year experience in performing similar works of comparable volume and nature (max score: 100); 4. One water supply and sanitation engineer, at least five year experience in performing similar works of comparable volume and nature (max score: 100).

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Proposers, depending on the following factors: up to 4 Proposers as the total number of lots is 4.
Annexes to this RFP ⁴	<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) ⁵ <input checked="" type="checkbox"/> Others ⁶ Design documentation packages in PDF format
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> 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]	<p>Pre-bid conference will be conducted (online).</p> <p>Time: 11:00 am, GMT +4</p> <p>Date: July 20, 2020 12:00 AM</p> <p>Venue: https://undp.zoom.us/j/99974188164</p> <p>The UNDP focal point for the arrangement is: Suren Saghatelyan, Procurement Analyst Telephone: +37455568723 E-mail: suren.saghatelyan@undp.org</p>

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

⁵ 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.

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

⁷ 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
for Providing Professional Services**

I. Identifying Information

Task Title:	Technical supervision of capital renovation works for 12 kindergartens
Duration:	In accordance with construction schedule
Project Title:	“De-risking and Scaling-up Investment in Energy Efficient Retrofits” UNDP-GCF/00098348
Location:	Yerevan, Republic of Armenia

II. Background

Since 2017, UN Development Programme implements “De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits” project. Using an integrated suite of de-risking interventions, the Project seeks to systematically de-carbonize the existing public and residential building stock in Armenia to reduce greenhouse gas (GHG) emissions while achieving sustainable development benefits.

For this purpose, project components include establishment of building sector monitoring, report and verification, and knowledge management system, policy and financial de-risking, and elaboration of financial incentives. To test the approaches adopted by the project, in particular, cooperation model with Yerevan municipality, it was decided to demonstrate the benefits of measures for higher energy performance to be implemented along with capital renovation works in two selected facilities among those identified for Yerevan municipality’s year 2017 activities – via lowest operation costs and improved indoor comfort levels.

Beneficiary of this project is Yerevan Municipality (MoY). The works implemented by the Service Provider are deemed as accepted after Beneficiary’s consent only. This is applicable to both cases: (i) each monthly payment and (ii) whole contract.

The main objective is to increase the energy efficiency of municipal buildings with the implementation of comprehensive thermal building rehabilitation as well as installation of other smaller EE measures (relighting, solar, hot water, etc.), which will have a significant impact on CO2 emission reduction and thus contribute to climate change mitigation. Besides this, energy efficiency investments will generate local and regional economic activity, particularly in the construction industry, and therefore support the development of the private sector and SMEs. In a nutshell:

- A pioneer project in Armenia that will make municipal buildings (kindergartens) more energy efficient, accessible and resilient to earthquakes.
- The project combines (i) comprehensive refurbishment of the building, including seismic strengthening, energy efficiency (EE) measures and disability access; and (ii) so called EE horizontal measures, i.e. EE measures with a short payback period that can be implemented to a wider group of kindergartens.
- The project is implemented by the Municipality of Yerevan (MoY) and is financed by European Investment Bank (EIB), the Eastern Europe Energy Efficiency and Environment Partnership (E5P), the Green Climate Fund (GCF) through the UNDP and own funds of the MoY.
- The project will create a much safer and caring environment for the users, including pupils, teachers and staff members.

- It will result in primary energy savings, reduction of CO2 emissions and significant decrease of other greenhouse gas emissions, thus contributing to climate change mitigation and reducing Yerevan's municipal budget expenditures for energy services.

III. Scope of Professional Services

Objective of the Task

The main objective of the task is to implement technical supervision of capital renovation works (Construction activity) of 12 kindergartens under 4 LOTs, grouped in below table, ensuring that the works are carried out in accordance with the technical specifications, designs, quality standards, relevant national and international (where applicable) requirements and best engineering practices.

LOT Number	Kindergarten No.
LOT 1	36, 49, 47
LOT 2	78, 81, 93
LOT 3	71, 23, 161
LOT 4	100, 103, 110

Each Proposer (Company) can bid for up to 2 LOTs, with indicating cost breakdowns for each LOT accordingly.

Main Activities per the Task

The technical supervision is required from the Service Provider to supervise the Construction activity based on the following (but not limited to) indicative design elements:

Roof

- Removal of the old cover in pitched roofs and construction of the new galvanized sheeting on new wooden joists/rafters (if technically and economically feasible, turn pitched roofs into flat ones while discussing such solution with the client). Flat roof construction is also envisaged in several kindergartens.
- Reinforcement and repair of the existing roof structural elements according to the requirements of the RA Construction Norms.
- Proper installation of vapor-barrier and thermal insulation layers.
- Treatment of the entire roof timber with antiseptic and fireproof coatings.
- All ventilation pipes must be above the roof cover to comply with the effective standards and norms. The combined ventilation pipes must be thermally insulated and protected by galvanized sheeting mounted above the roof.
- All ventilation ducts in the attic level must be insulated by thermal insulation layer.

External walls

- Remove all devices and equipment mounted on the external walls, including: metal ladders for building maintenance, components of air-conditioners, pipes, electrical appliances, etc.
- Apply thermal insulation layer on external walls to comply with the detailed design and recommendations of the energy audit reports.

Windows and doors

- Dismantling and storage of old windows; installation of new energy-efficient windows to comply with the detailed design and recommendations of the energy audit reports; at least one window with a compound lock, mosquito net, and an air inlet/vent in each room.

- Installation of the internal windowsills, tightening and balancing.
- Installation of external basalt windowsills.
- Dismantling of external doors; installation, adjustment and air tightening of the new aluminum framed doors with embedded thermal breaks. Additionally secondary doors, as a thermal buffer (wind porch), in the entrance area should be foreseen.
- Dismantling (storage) of the internal doors; installation, adjustment of the new doors;

Heating, ventilation, and water supply systems

- Inspection and verification of repairs, and testing of the existing or newly installed heating systems, according to the solutions in the technical design.
- Inspection and verification of repairs of the ventilation (inlet and outlet) systems; new inlet and outlet systems (complete or partial) according to the solutions in the technical design.
- Inspection and verification of repairs, and testing internal and external networks for the cold/hot water supply and sewage systems.

Internal repair works

- Verification of the quality and quantities related to construction works of the floors in the rooms and corridors of the Kindergarten and upon defining defects/areas for improvement agree on the solutions with the client.
- Verification of the quality and quantities related to construction works of the walls, ceilings of the corridors and available spaces; repairs of the plaster finish surface and, ensure usage of good quality finishing materials, as specified in the technical design.
- All materials used for interior finishing and floors must be environmentally friendly and comply with the fire safety, sanitary and general hygiene and other currently effective requirements (in accordance with the specifications noted in the technical design).

Seismic strengthening

Ensure that the construction company enhances seismic condition of the building and load bearing components, in compliance with solutions provided in the technical design package and in accordance with current regulations/norms (RACN II-6.02-2006).

Accessibility

In compliance with RA CN “IV-11.07.01-2006” and RA SR “23-101-2017”, accessibility for disabled with limited mobility for the building should be ensured, in accordance with solutions provided in the technical design package (in particular ramps, doors and doorways, lavatories, and all associated components).

Electricity supply and lighting

- Ensure the inspection, repair, removal and replacement (where needed) of wiring and electrical devices as well as dismantling of old luminaires and replacement by new luminaires with LED bulbs (color temperature $\leq 4,000$ °K) of estimated light output and partial and general testing of the networks is performed.

Solar thermal and PV systems

- Solar thermal and PV systems should be installed in locations where they will get full sunlight and not be shaded;

- Special care has to be taken to ensure that the exterior waterproof envelope of the roof is not compromised which could lead to leaks and rain penetration (in particular, where fixings, cables and pipes penetrate the roof);
- If the solar system is to be located on the roof of the building(s), roof structures must be designed to accommodate the additional dead loads (static load) and live loads (dynamic load) of the PV and/or ST system. Orientation and tilt angle of the solar systems should comply with the values noted in the design and energy audit report.
- For solar thermal systems, location for controllers, heat storage system, shutoff valves, and other equipment should be verified. All the necessary plumbing plans and pathways for water piping to link the solar collector, the heat storage system, and the rest of the building's hot water system should be provided.
- For PV systems, installation scheme of the modules, fittings and fixtures, framing, location of inverters and auxiliary equipment, as well as wiring diagram should be verified.

Within the scope of providing professional services, the contractor company must implement the following activities:

1. Abide strictly by the technical specifications (indicators), bills of quantities and requirements specified by the design documentation in selecting all the materials, pre-fabricates and technologies to be applied in the building's construction. The materials to be used must have their respective certificates, both mandatory and voluntary, in accordance with the RA legal requirements and under control by the Project.
2. In implementing the construction, abide strictly by the design documentation, requirements of the current building codes and technological requirements and instructions for using/installing new materials/pre-fabricates.
3. Support the design company in implementing authorship supervision. In particular, these include the following:
 - Timely response to the inquiries and comments, elimination of identified deficiencies/shortcomings in accordance with the schedule set,
 - Checking and documenting in written form of the actual amounts of implemented works,
 - If necessary, inform the UNDP's responsible expert(s) of the obstacles arisen within the feasible timeframe and make recommendations for overcoming them.
4. Ensure documenting of the hidden works (including camera shooting and attaching the photos to the acts).

IV. Scope of Specific Requirements of Services

Abide strictly by the construction schedule as agreed with the Project in accordance with construction stages and due sequence of works to be performed.

The Service Provider is responsible to implement at least the following activities:

- Daily supervision on-site with permanent presence of the supervisors (Service Provider's staff);
- The Service Provider should check and verify the quality of the construction works done;
- The Service Provider should check and verify the quantity of the construction works done;
- The Service Provider should have contract with licensed laboratory in order to check quality of the construction works and materials when and where required. If the Client of the construction contract requires the Service Provider to implement any type of additional laboratory testing, the Service Provider is responsible to ensure/provide such laboratory check/testing at his own cost.

The same Service Provider can be directly contracted for the supervision in later stages (defects liability period) with the same rates included in the Table 1.

The activities which are not mentioned within the above-mentioned list, but required as per “Implementing technical supervision over the construction quality” regulation approved by the order #44 of RA Ministry of Urban Development on April 28, 1998, should be implemented by the Service Provider as well.

Technical design packages for all 12 kindergartens, as well as Technical Specifications for implementation of works are available via below link:

<https://drive.google.com/drive/folders/1p8saGeQ8KdgeIS98OvuGPoN2IqkJBW1y>

In this context, the Service provider/Service Provider tasks will be including but not limited to the following:

Note: (i) if under this section the Service Provider should advice/recommend or present/submit anything to the UNDP it means that UNDP should share it with Beneficiary and (ii) if under this section the Service Provider should get UNDP's approval it means that any approval of UNDP substantiated with MoY's prior consent.

1. approval and monitoring the implementation of the Contractor's Quality Assurance Plan (if required as per construction contract);
2. supervising the works, approving materials, equipment and workmanship (according to local codes and regulations) to ensure that the construction contracts are executed in accordance with the construction contract documents;
3. monitoring and checking the day-to-day quality control and quantity measurements of the works carried out under the construction contracts;
4. checking all quantity measurements and calculations required for payment purposes and ensure that all measurements and calculations are carried out in a manner and at the frequencies specified in the construction contract documents;
5. checking and countersigning the monthly payment certificates after having established that the quality of the construction works is satisfactory and the quantities are correct;
6. inspecting all construction works to ensure conformity of the implemented works to the approved design requirements and solutions and compliance with the drawings and other construction contracts documents and identifying all possible deviations from the original design and urgently informing the UNDP;
7. advising the UNDP on all matters relating to claims from the contractors, in particular with respect to claims for time extensions or extra payments and making recommendations thereon;
8. advising and making recommendations to the UNDP on all matters relating to the disputes raised between Parties of construction work's contract;
9. preparation of Variation Orders. Preparing detailed recommendations (technical and financial) for the construction contract change orders (Variation Order) for the review and approval by the UNDP;
10. maintaining a day by day construction contract diary which shall record all events (including environmental, safety and social) pertaining to the administration of the construction contracts, requests forms and orders given to the Contractors, and any other information which may at a later date be of assistance in resolving queries which may arise concerning execution of the works;
11. follow-up the Environmental requirements/roles to ensure that the contractor take necessary actions to meet mitigation measures;

12. supervising the construction Contractors in all matters concerning safety and care of the works and workers (including the erection of temporary signs at construction sites) and, if required, to instruct the Contractor to provide any necessary lights, guards, fencing, and watchmen in accordance with the requirements of the construction contracts;
13. reviewing, approving and monitoring the construction contractor's work program and the sources of materials;
14. explaining and/or recommending UNDP to resolve (adjust) ambiguities, discrepancies or disputes in the construction contracts;
15. inspecting and testing materials and works done by contractors to ensure compliance with the construction contract specifications, and/or recommending UNDP instructing the contractor to remove and substitute the improper materials and/or work as required to meet construction contract specifications;
16. keeping a log book throughout the construction period where daily records over work quantities, tests and other activities to serve as a basis for monthly reporting and necessarily contain information concerning:
 - ✓ *work day start and end*
 - ✓ *contractor's capability to execute works (availability and quantity of required equipment and labor force, technical condition, safety provision for works execution)*
 - ✓ *materials, equipment and structures brought to the construction site during the day (name, quantity, quality certificate or laboratory testing results)*
 - ✓ *works accomplished by the contractor during the day, i.e. name, place, volume, etc (appropriate documents to be attached)*
 - ✓ *deviations from the design documents, appropriate measures undertaken*
 - ✓ *emergencies, accidents, not planned suspension of works (indicating the reasons);*
17. compiling monthly reports on the construction contracts supervision and checking monthly billings;
18. controlling and appraising the progress of the works and recommending the UNDP to order suspension of works and to authorize extensions of the period for completion of the works;
19. inspecting of all working drawings and approval of as-built drawings prepared by the contractor;
20. the Service Provider is responsible to issue a certificate of Completion of the Works (Take Over Certificate) and assist UNDP with the execution of the Taking Over from the contractor of each construction contract, in particular by preparing lists of deficiencies which need to be addressed during Defect Liability Period (1 year);
21. following the issue of the Taking Over Certificate, during the balance of its Contract Period the Service Provider shall inspect and approve the execution of the outstanding works (if any), as well as the rectification of any defects or damage;
22. prepare and deliver to UNDP all documents required for proper handover of the site to Beneficiary;
23. assist UNDP/Beneficiary and carry out other duties and responsibilities specified in the construction contract (General Condition of Contract are attached to this RFP).

The Service Provider will also prepare and submit the following reports:

- ✓ **Supervision Inception/Mobilization Report:** No later than in two weeks after the commencement of the supervision, a brief report should be submitted providing information on the Service Provider's mobilized staff and work plan including the review and approval of Contractor's time-schedule for the construction activities.
- ✓ **Supervision Monthly Progress Reports:** No later than the 15th of each month, one brief monthly progress report for construction contracts should be submitted summarizing the work accomplished by each of the supervision teams for the preceding month, including the progress of the construction contracts, status of payment of all contractors' monthly certificates, the status of contractors claims for cost or time extensions, if any, brief

descriptions of problems encountered and recommended solutions, construction contracts Variations and Change Orders, and other relevant information for the ongoing each construction contract. Each Monthly Progress Report should be submitted along with other supporting documents of the Service Provider's statement for the specific month payment.

- ✓ **Supervision Completion Reports:** A Completion Report should be submitted for each construction contract. These reports must be submitted immediately after the Taking Over and summarize the construction and the supervision performed. In particular, the report should contain:
- *copy of the Contractor's bid price schedule, including all the tendered unit prices;*
 - *complete record of all new design data relevant to the design review during construction;*
 - *rescheduled list of quantities and costs of the revised design;*
 - *copy of all Change Orders and construction contract Addenda;*
 - *as-built record showing the location and detailed dimensions of all work carried out.*
 - *List of defects (and respective amount as well) which should be rectified during Defect Liability Period by the Contractor of the construction contract.*

The Service Provider shall implement all above-mentioned activities within contractual budget and with no additional payment.

V. General Provisions

1. Technical supervision of the construction quality shall be performed with controlling inspections, openings, controlling measurements, inspections of design volumes of the works and tests in accordance with the "Implementing technical supervision over the construction quality" regulation approved by the order #44 of RA Ministry of Urban Development on April 28, 1998.
2. The Service Provider is responsible to perform supervision over volumes of all construction activities and their compliance with the agreed schedule. The Service Provider shall implement control over the hidden works and sign the respective acts.
3. Certain materials and pre-fabricates necessary for the task implementation will be supplied by the construction contractor. The Service Provider shall follow up with their quality of supplied material, supply timelines, accepting into warehouses and storage.

VI. The Key Expected Results

The final result of the task shall be technical supervision of quality of the construction works in the selected building(s) in accordance with the technological and technical requirements of the design and within construction schedule of each kindergarten.

VII. Payment Terms, Conditions & Staff Input

The Service Provider must implement services described in this Terms of Reference (hereinafter "the Services"). Payment for the Service Provider's personnel shall be determined on the basis of actual deliverables within the performance of the Services.

Table 1

REMUNERATION COST ESTIMATES

No	Name	Time Input
	Position	
1	Team Leader / Civil Engineer (as well as responsible for quality and quantity check)	100%
2	HVAC engineer	25%
3	Electrical engineer	25%
4	Water supply and sanitation engineer	25%
	TOTAL	

Before start of the Services the Service Provider must present to the Client the list of specialists (from Table 1) for each kindergarten separately for approval. Except of Civil Engineer any specialist may be assigned for several kindergartens with prior approval of the Client.

The Client may request involvement of any specialist from the Personnel list of the Table 1 for any time-input. The Service Provider must involve requested specialist upon Client's request within 5 days. Any specialist may not be requested at all.

VIII. Professional Requirements

Applicant organization/company must possess the following:

a) Company profile:

At least ten-year experience in technical supervision of buildings's construction works. The Applicant should present at least 2 successfully and substantially implemented supervision contracts within last 5 years with similar scope and volume.

b) Personnel:

A staff of experienced specialists **for each LOT**, including:

1. One Civil Engineer with structural engineering background (preferably) and at least ten-year experience in performing similar works of comparable volume and nature, who shall act as the team leader.
2. One HVAC engineer, with at least five year experience in performing similar works of comparable volume and nature,
3. One electrical engineer, at least five year experience in performing similar works of comparable volume and nature,
4. One water supply and sanitation engineer, at least five year experience in performing similar works of comparable volume and nature.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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, contact references;*
- e) Copies of the relevant licenses and inserts (inserts 01, 02, 03 and 10) required for the design activities as defined by the assignment, according to RA government decree No 1533-N for preparation of engineering documents, dated 27.12.2018, provided by the Urban Development Committee licensing agency.*
- 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

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

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.

D. Cost Breakdown per Deliverable for design services*

Each Proposer (Company) can bid for up to 2 LOTs, with indicating cost breakdowns for each LOT accordingly

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon completion of 50% of services described in the TOR	40%	
2	Upon completion of 80% of services described in the TOR	40%	
3	Upon completion of 100% of services described in the TOR and signing the construction completion act	20%	

**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
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				

4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)