

REQUEST FOR PROPOSAL (RFP 102/20)

	DATE: September 10, 2020
NAME & ADDRESS OF FIRM	
	REFERENCE: Development of the design
	and estimate documentation package for
	construction works of a barn in
	Chambarak community of Gegharkunik
	region

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development of the design and estimate documentation package for construction works of a barn in Chambarak community of Gegharkunik region (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, 1 October 2020, 4:00 pm local Yerevan time (GMT +4) via email, only:

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit UNDP Armenia

Description of Requirements

Context of the Requirement	Development of the design and estimate documentation package for construction works of a barn in Chambarak community of Gegharkunik region
Implementing Partner/s of UNDP	Ministry of Territorial Administration of RA
Brief Description of the Required Services ¹	Within the framework of UNDP "Sustainable Communities" project the the design and estimate documentation package for construction works of a barn in Chambarak community of Gegharkunik region will be developed.
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 "Sustainable Communities" Project Engineer
Frequency of Reporting	As per TOR (Annex 1a) Expected deliverables and timeline
Progress Reporting Requirements	As per TOR (Annex 1a) Expected deliverables and timeline
Location of work	☐ Exact Address as provided below ☐ At Contractor's Location
Expected duration of work	3 months after contract signing by both parties.
Target start date	15 October 2020
Latest completion date	15 January 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security	☐ Others
Requirements	⋈ Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	□ Not Required □
Implementation Schedule indicating breakdown and timing of activities/sub-activities	⊠ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☐ Required ☐ Not Required
Currency of Proposal	 ☑ United States Dollars (USD) ☑ Euro ☑ Local Currency (AMD) (will be converted in accordance to UNORE)

 $^{^{1}}$ 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.

Value Added Tax or	o Drico	I		1. 1.1 .	1	
Proposal ²	n Price	☐ must be inclusive of VA				
		☐ must be exclusive of VA	Al and other a	applicable ii	ndirect taxes	
Validity Period of Proposals		•	⊠ 60 days			
(Counting for the la		☐ 90 days				
submission of quote	es)	☐ 120 days				
		In exceptional circumstances, UNDP may request the Proposer to extend				
		the validity of the Propo	•		•	
		-			e extension in writ	ing,
		without any modification	whatsoever	on the Prop	osal.	
Partial Quotes		☑ Not Permitted				
Payment Terms ³		Outputs	Percentage	Timing	Condition for	
					Payment Release	ı
	Seismi	c survey of the building,		1 month	Within thirty (30)	
		rements, studies defined		after	days from the date of meeting	
	by the	assignment, development		contract	the following	
	of the	outline proposal and		signing	conditions:	
	coordi	nation with the customer.			a) UNDP's	
	In add	ition, acquisition of			written	
	archite	ectural layout assignment			acceptance	
	in the	order prescribed by the			(i.e., not	
	RA leg	islation, in close			mere	
		ration with the relevant			receipt) of the quality of	
	officer	s of the RA National			the outputs;	
	Assem	bly and UNDP experts.			and	
				_	b) Receipt of	
		ppment of the final	100	2	invoice from	
		ng drafts of all parts and		months	the Service	
		tion video and		after	Provider.	
	coordi	nation with the customer.		contract		
				signing		
	Relevant urban development			3		
docum		ise of design and estimate		months		
		nentation package and		after		
		val by all stakeholders -		contract		
		nt state bodies, including		signing		
	constr	uction approval				
Person(s) to review	/inspect/	UNDP "Sustainable Comm	unities" Proi	act Manago	r	
approve outputs/co	-	ONDE Sustamable Comm	iuilities FIOJE	ect ivialiage	1	
services and author	•					
disbursement of pa						
alsoarsement or pa	.,	1				

 $^{^2}$ 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.

Type of Contract to be Signed	☑ Contract for Services
Criteria for Contract Award	Lowest Price Ouete among technically recognize effect
Criteria foi Contract Award	☐ Lowest Price Quote among technically responsive offers ☐ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
	☑ 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	Technical Proposal (70%)
of Proposal	 ☑ Expertise of the Firm (max score: 300), including: a. At least 5 years of working experience in relevant field as per TOR requirements (max score: 150)
	b. At least two design and estimate work projects of similar complexity done within past 5 years (max score: 150)
	 ✓ Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including: 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: 250)
	 ☑ Qualification of Key Personnel (max score: 450), including: Senior architect /project manager as per Annex 1a, paragraph 15 (max score: 100); Architect as per Annex 1a, paragraph 15 (max score: 50); Interior designer as per Annex 1a, paragraph 15 (max score: 50); Construction engineer as per Annex 1a, paragraph 15 (max score: 50); Energy engineer as per Annex 1a, paragraph 15 (max score: 50); Engineer - electrician as per Annex 1a, paragraph 15 (max score: 50); Engineer - hydro technician as per Annex 1a, paragraph 15 (max score: 50); Communication networks and data transfer systems specialist as per Annex 1a, paragraph 15 (max score: 50);
	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:	☑ One and only one Service Providers

Annexes to this RFP ⁴	☑ Detailed TOR (Annex 1)
	☑ Form for Submission of Proposal (Annex 2)
	☐ General Terms and Conditions / Special Conditions (Annex 3) ⁵
	☐ Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	Procurement Unit, UNDP Armenia procurement.armenia@undp.org 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]	

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

1. Title

Development of the design and estimate documentation package for construction works of a barn in Chambarak community of Gegharkunik region

2. Project title

UNDP "Sustainable Communities" project

3. Project description

With the support of the Government of the Russian Federation UNDP is implementing the "Sustainable Communities" project in the bordering settlements of Gegharkunik and Vayots Dzor regions. The aim of the project is to contribute to the reduction of the disproportionate territorial development of Armenia by ensuring a sustainable development and economic integration of the bordering communities of Gegharkunik and Vayots Dzor regions.

4. Scope and content of work

Within the framework of UNDP "Sustainable Communities" project the development of the design and estimate documentation package for construction works of a barn in Chambarak community of Gegharkunik region is initiated.

5. **General Requirements**

- The design organization must visit Chambarak community of Gegharkunik region to get acquainted with the area, make relevant measurements and conduct 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 design organization 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.

6. General Description

1. Description of Construction	Major repair/territory renovation
2. Major construction area	Approximately 1575 sq.m
3. Area of territory to be improved	Approximately 700 sq.m
4. Arrangement of required buildings/rooms	In compliance with the enclosed appendix

7. Initial design data

- Arrangement of buildings under construction in accordance with <u>Appendix 1</u>
- Copy of the property ownership certificate <u>Appendix 2</u>

8. Design assignment

The following work should be included in the barn's major construction design project:

- Initiate the design of the buildings in accordance with Appendix 1
- Development of working drafts of architectural, construction, structural, as well as internal
 engineering networks (water supply, sewage, power supply, air conditioning, ventilation,
 heating and low voltage networks).

- Preparation of technical specifications for the planned construction works, which should include the technical characteristics of the materials used as a basis for construction, in order prescribed by law.
- Production and storage structures must be made of galvanized steel, sandwich panels or offer other suitable solutions.
- Production and storage structures must comply with the established norms.
- Envisage gypsum plaster for the partitions under construction and style with latex, washable paints with putty subslayers. Tile the walls of bathrooms and sinks.
- Envisage concrete filled floors in buildings under construction or offer other suitable materials, tiles should be envisaged in restrooms. Plan restroom floor waterproofing measures.
- Installation of interior (aluminum profiles, MDF or other proposed materials) doors, including door restraints. If necessary, hydraulic door closers should also be envisaged.
- Movement of disabled groups with limited mobility must be provided; restrooms for these groups should be envisaged.
- Design a heating boiler house or offer other heating solutions.
- Envisage a system of internal water supply and drainage networks. Install sinks, toilets, hand dryers and other necessary accessories in the restrooms.
- Envisage an internal power supply system, install evacuation lighting 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.
- Envisage appropriate air conditioning and ventilation systems in accordance with the needs of the buildings and required standards.
- 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.
- Perform 3D modelling of all premises and the general building, with architectural solutions, paint and interior decoration materials, and coordinate with the customer.
- Develop an interior design for all premises. 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.

9. <u>Design Composition</u>

- 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.
- 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. <u>Institutional arrangements</u>

- 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 "Sustainable communities" project.
- The service provider should submit the final report to the UNDP.

12. <u>Duration of design and estimate work</u>

90 calendar days.

13. Stages of design and estimate works

- 1. 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.
- 2. Development of the final working drafts of all parts and animation video and coordination with the customer.
- 3. Relevant urban development expertise of design and estimate documentation package and approval by all stakeholders relevant state bodies, including construction approval.

The design and estimate work according to the projected units must be submitted in the following order

<u>FIRST STAGE</u>— Potato storage (Appendix 1, N/N 4):

<u>SECOND STAGE</u> – Grain storage (Appendix 1, N/N 1):

THIRD STAGE – All units stated in appendix 1;

14. Work location

Republic of Armenia, Gegharkunik region, Chambarak community

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)

LICENSE INSERTS

(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

Design documents of residential, public and industrial buildings and facilities; internal and external water supply and drainage networks
 Design documents of residential, public and industrial buildings and facilities; ventilation, heating and air conditioning systems
 Design documents of communication facilities; telecommunication and alarm systems

Labour resources

-		Minimum number of core staff	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	Area of activity and delivered work rban development
1	ments Higher education, qualification of Senior architect	1	License of subclass A of the supreme class allowing to engage in independent professional architectural activities	At least three years of work experience in developing similar architectural section of urban development documents
2	Higher education, qualification of architect	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
3	Higher education, qualification of interior designer	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

4	Higher education, qualification of construction engineer	1	License of subclass A1 of the supreme class 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
-	•		engineering sections of urban developm rks that do not require a construction pe	
1	Higher education, qualification of energy engineer	1	Insert on design documents of residential, public and industrial buildings and facilities; ventilation, heating and air conditioning systems	At least three years of work experience in developing similar engineering sections of urban development documents
2	Higher education, qualification of engineer - electrician	1	Insert on design documents of residential, public and industrial buildings and facilities; electric power supply, indoor and outdoor electric lighting networks	At least three years of work experience in developing similar engineering sections of urban development documents
3	Higher education, qualification of engineer - hydro technician	1	Insert on design documents of residential, public and industrial buildings and facilities; internal and external water supply and drainage networks	At least three years of work experience in developing similar engineering sections of urban development documents
4	Higher education, qualification of communication networks and data transfer systems specialist	1	Insert on design documents of communication facilities; telecommunication and alarm systems	At least three years of work experience in developing similar engineering sections of urban development documents

16. Payment conditions

Payment will be made in one installment upon timely completion of the relevant assignment, based on the signed act of acceptance.

Development of the Design and Estimate Documentation Package for Construction Works of an Exemplary Barn

N/N	NAME OF PREMISES (PRODUCTION UNIT)	NUMBER OF BUILDINGS / ROOMS	APPROXIMA TE AREA SQ.M.	NOTE
1.	Grain (wheat, barley) storage for storing 200 tons of grain	1 building	330	The building must be divided into two parts - wheat and barley, or it must have two separate storages. It must also be equipped with a cooling system. The grain will be bagged and stored on another bagged grain. The maximum height of the arranged bags should not be more than 2m.
2.	Flour mill	1 building	200	The flour mill must have a productivity of 750 kg/h to grind wheat with its spare part. 3 types of flour will be produced: high, first, second, as well as bran.
3.	Food Production and Proces	sing Area		
3.1. 3.4.	Refining and packing area	1 room	100	Corresponding to the norms
3.2.	Pasta / noodles processing are with a daily capacity of 500-700 kg. The building must be equipped with a product storage area	1 building	200	The production and processing area must have: • Mixers • Scale (large) for weighing flour • Scale (small) for weighing packaged products • Rolling machine • Cutting machine • Drying room • Ropes • Bovaran • Cooling containers • Disposal device • Plastic packaging containers • Container locking device
3.3	Bread production area (possibly whole grain) with a daily productivity of 350 loaves	1 room	200	The production area must have: • Mixers capable of mixing up to 25-30 kg per hour (day: Spiral Mixer MT-30) • Baking tray (day: Bakery Proofer WFF-13A) • Baking oven (day: Electric Oven WFC-306D) • Suitable furniture for working with dough: (tables, chairs, etc.)

Appendix 1

3.5.	Legumes crop storage area, paddocks and isolated area for ensuring protection from rodents	1 room	50	The floor must be waterproof, blocking the entry of rodents and other pests, with asphalt or pour concrete. The relative humidity must be low (corresponding to the norms)
3.6.	Administration, office rooms, cloakrooms and restrooms	1 building	80	Corresponding to the norms
3.7.	Security checkpoint with a restroom	1 building	15	Corresponding to the norms
4.	Potato storage for storing 680 tons of potatoes, of which 50 tons will be stored in boxes as potato seeds, and the remaining 630 tons will be stored as food.	1 building	300	 The floor must be waterproof, blocking the entry of rodents or other pests, with asphalt or concrete cover. Ability to maintain a temperature of up to 70% relative humidity and +4 degrees. Relative humidity and temperature rise and fall must be manageable. The roof must be heat-insulated and there must be no water droplets inside the storage and condensate. There must be no windows in the potato storage. There must be an entrance at the front of the potato storage. 630 tons of potatoes will be piled on top of each other and stored in piles, not bags. The building must have removable protective plates that stop the potato from maturing. Envisage the building at a depth of -1.5 m from the ground surface
5.	Greenhouse	1 building	400	Provide 400 sq. m of free space in the master plan to design a
				greenhouse in the future
6.	Agricultural machinery assembly	1 building	100	Corresponding to the norms

GENERAL AREA	About 1575 sq.m



ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅՈՒՆ

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Սույն վկայականով հաստատվում է 10 հուլիսի 2020 թվականին գույքի նկատմամբ իրավունքների պետական գրանցման միասնական մատյանում կատարված անշարժ գույքի նկատմամբ իրավունքի պետական գրանցումը հետևյալ տվյալներով.

1. ԳՐԱՆՑՎԱԾ ԻՐԱՎՈՒՆՔԻ ՍՈՒԲՅԵԿՏ(ՆԵՐ)

ՀՀ ԳԵՂԱՐՔՈՒՆԻՔԻ ՄԱՐՋԻ ՃԱՄԲԱՐԱԿ ՔԱՂԱՔԱՅԻՆ ՀԱՄԱՅՆՔ

2. ԱՆՇԱՐԺ ԳՈՒՅՔԻ ԳՏՆՎԵԼՈՒ ՎԱՅՐԸ ԵՎ ԱՆՎԱՆՈՒՄԸ

Մարզ Գեղարքունիք, համայնք Ճամբարակ Ճամբարակ ք. Ազատամարտիկների փողոց 20/1 հողամաս

3. ԳՐԱՆՑՄԱՆ ՀԱՄԱՐ ՀԻՄՔ ՀԱՆԴԻՍԱՑԱԾ ՓԱՍՏԱԹՂԹԵՐԸ

ՀՀ Կառավարության որոշում 26.05.2006թ. թիվ 990-Ն, Համայնքի ղեկավարի որոշում 06.07.2020թ. թիվ 219

4. ՀՈՂԱՄԱՍԻ ԲՆՈՒԹԱԳՐԵՐԸ

Կադաստրային ծածկագիրը՝ 05-002-0135-0003 Մակերեսի չափը (hա)՝ 0.75 Նպատակային նշանակությունը՝ բնակավայրերի Գործառնական նշանակությունը կամ հողատեսքը՝ Այլ հողեր Գրանցված իրավունքի տեսակը՝ ՍԵՓԱԿԱՆՈՒԹՅՈՒՆ

ՎԿԱՅԱԿԱՆ N 10072020-05-0019, գաղտնաբառ՝ TC16TBFVFZLA

Фшиџшթղթի իսկությունը և վավերшկանությունը կարող է սփուգվել Կшդшиџրրի կոմիպեի www.e-cadastre.am կшյքէջի միջոցով

to 1/2

5. ՇԻՆՈՒԹՅՈՒՆՆԵՐԻ ԲՆՈՒԹԱԳՐԵՐԸ

- 1) Նպատակային նշանակությունը՝
- 2) Բնութագրերը ըստ առանձին շինությունների՝

<</th <th>Կադաստրային ծածկագիր</th> <th>Տեսակ</th> <th>Մակերես</th> <th>Գրանցված իրավունքի տեսակ</th>	Կադաստրային ծածկագիր	Տեսակ	Մակերես	Գրանցված իրավունքի տեսակ
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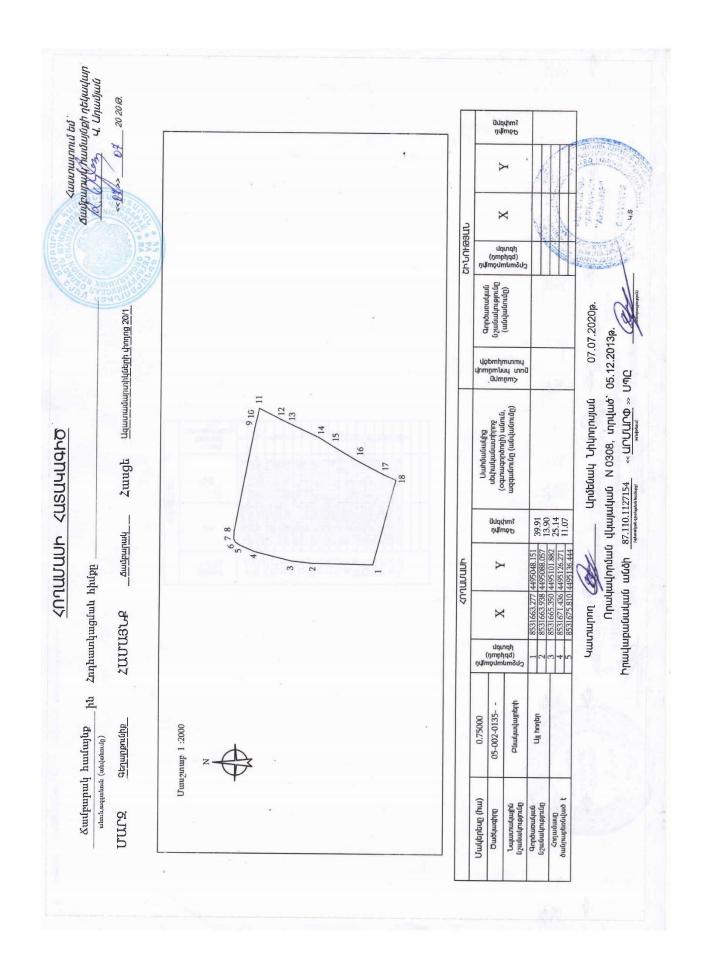
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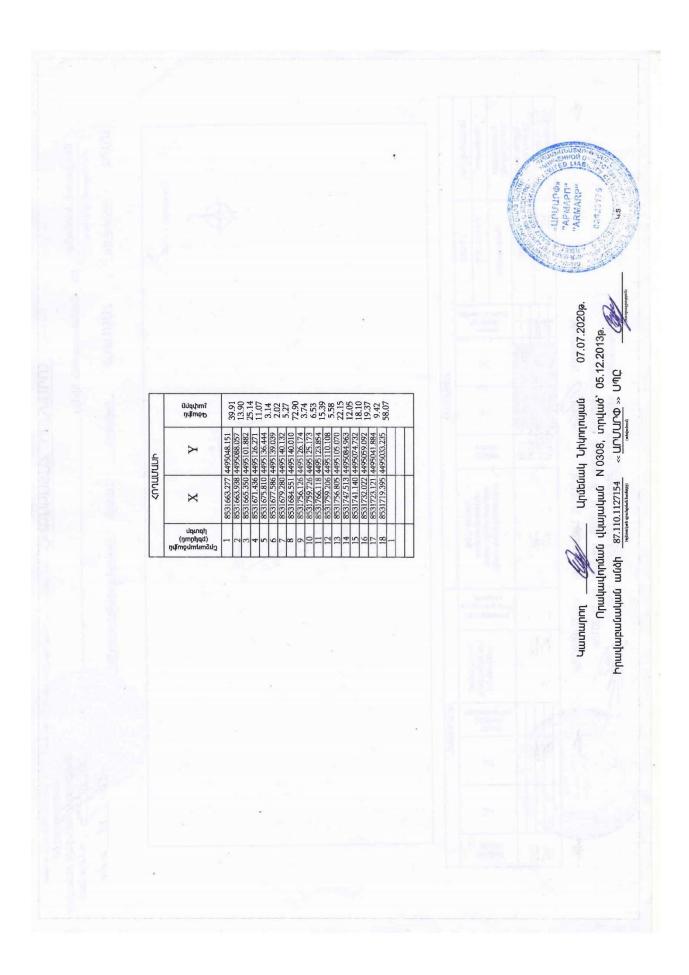
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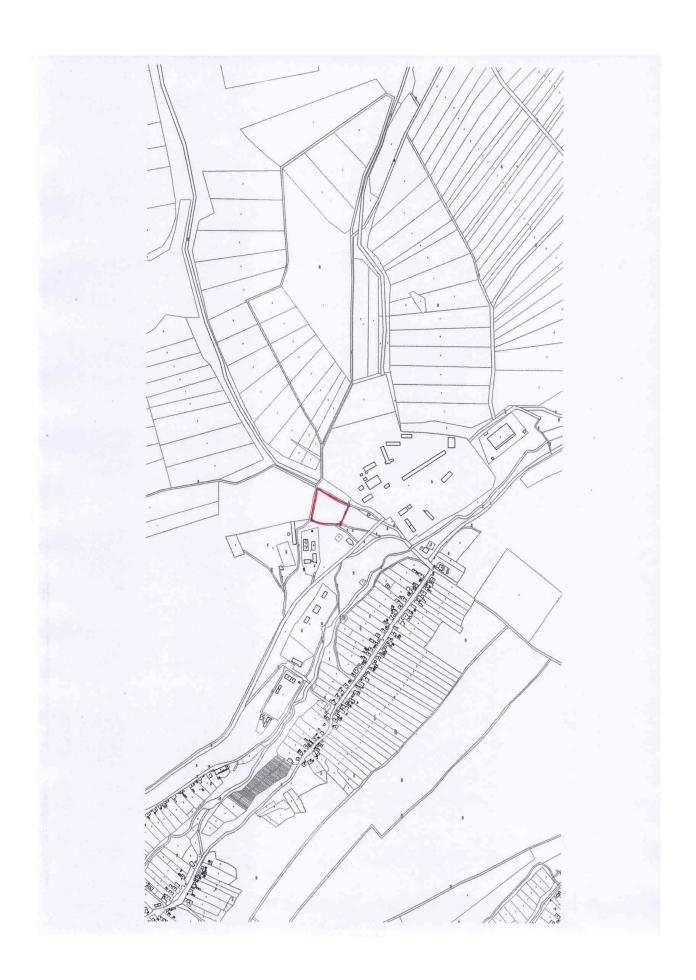
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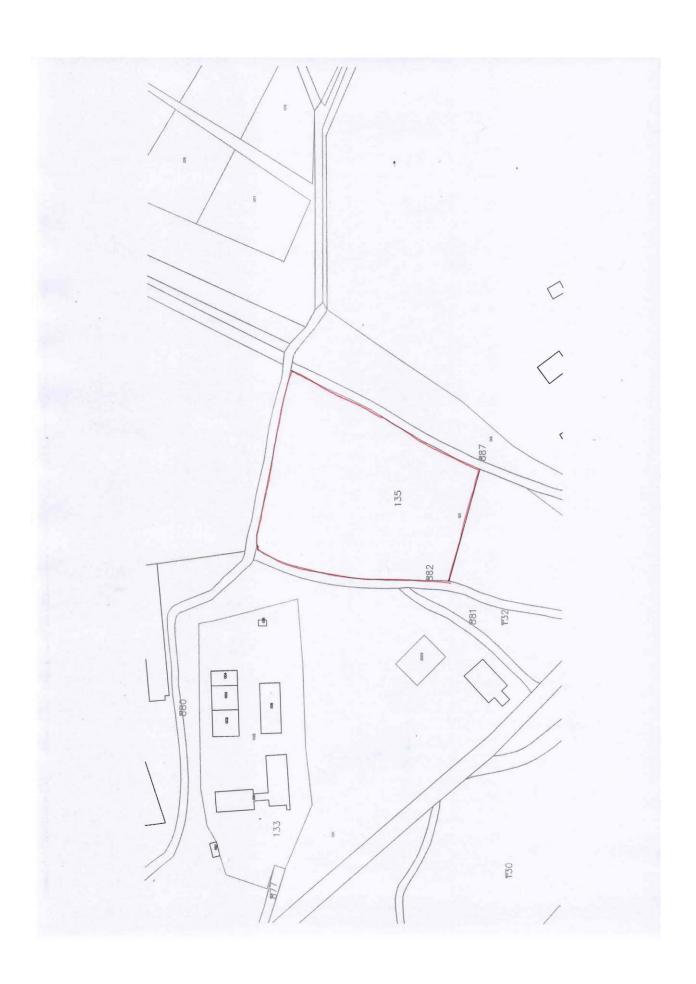
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Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(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) 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
- Written confirmation from each personnel that they are available for the entire duration of the contract.

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

D. Cost Breakdown per Deliverable*

N	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	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.	400	
2	Development of the final working drafts of all parts and animation video and coordination with the customer.	100	
3	Relevant urban development expertise of design and estimate documentation package and approval by all stakeholders - relevant state bodies, including construction approval		
	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	Total Period of		Total Rate
	per Unit of Time	Engagement	Personnel	
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)