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## REQUEST FOR PROPOSAL (RFP 099/21)

NAME & ADDRESS OF FIRM	DATE: August 13, 2021
	REFERENCE: Providing professional services on developing design package for energy efficiency improvements and renovation of “Health and Labor Inspection Body of the Republic of Armenia”

Dear Sir / Madam:

We kindly request you to submit your Proposal for the *Providing professional services on developing design package for energy efficiency improvements and renovation of “Health and Labor Inspection Body 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, 27 August 2021, 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](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>Providing professional services on developing design package for energy efficiency improvements and renovation of “Health and Labor Inspection Body of the Republic of Armenia”</b>
Implementing Partner/s of UNDP	Health and Labor Inspection Body of the Republic of Armenia
Brief Description of the Required Services <sup>1</sup>	Within the framework of UNDP “De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project to develop the full design package of renovation and energy efficiency improvements for “Health and Labor Inspection Body of the Republic of Armenia” in Yerevan..
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	“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF 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	10 September 2021
Latest completion date	20 December 2021
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
	1) Building's existing dimensional drawings with all the specifications, 2) 50% of the structural drawings with all the specifications, 3) 80% of the architectural drawings with related specifications. These drawings should be submitted not later than 50 calendar days from signing the contract.	40	50 calendar days 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.
	Submission of the requested package in full, within the deadline noted in the timeline, including addressing of the received comments from the client and gaining approval from the independent expertise body. • Author Supervision: after fully completing the construction works (and author supervision respectively) the payment shall be made for the author supervision based on the Acceptance Act.	60	100 calendar days from signing the contract	

<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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project Coordinator
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> <input checked="" type="checkbox"/> Expertise of the Firm ( <b>max score: 200</b> ), including: <ul style="list-style-type: none"> <li>a. At least 5 years of working experience in relevant field as per TOR requirements (<b>max score: 100</b>)</li> <li>b. At least two design and estimate work projects of similar complexity done within past 5 years (<b>max score: 100</b>)</li> </ul> <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan ( <b>max score: 250</b> ), including: <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> <input checked="" type="checkbox"/> Qualification of Key Personnel ( <b>max score: 550</b> ), including: <ul style="list-style-type: none"> <li>- <b>Senior architect</b> as per Annex 1a, Section III. Professional requirements (<b>max score: 150</b>);</li> <li>- <b>Senior structural engineer</b> as per Annex 1a, Section III. Professional requirements (<b>max score: 150</b>);</li> <li>- <b>HVAC expert</b> as per Annex 1a, Section III. Professional requirements (<b>max score: 100</b>);</li> <li>- <b>Water supply and sanitation expert</b> as per Annex 1a, Section III. Professional requirements (max score: 50);</li> <li>- <b>Electrical engineer</b> as per Annex 1a, Section III. Professional requirements (max score: 50);</li> <li>- <b>Estimator</b>, as per Annex 1a, Section III. Professional requirements (max score: 50);</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> 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 and only one Service Provider

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 <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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]	

<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

**I. Information on the task**

Providing professional services on developing design package for energy efficiency improvements and renovation of “Health and Labor Inspection Body of the Republic of Armenia”

Duration: 100 calendar days

Project: “De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project

Location: Yerevan, Republic of Armenia

**1. General information**

“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project supports the Municipality of Yerevan in implementing the “Yerevan Energy Efficiency (YEE) Project” aimed at promotion of energy efficiency (EE) improvements in municipal level.

In the first stage (referred as “pilot phase”, the Project will focus on EE measures in public buildings and in the second phase on the residential buildings, depending on the results of a feasibility study.

**2. Sector information**

**General Description**

According to the Armenia Development Strategy for 2014 – 2025, the promotion of EE in all sectors is a key priority for Armenia and existing legislation supports implementation of energy-saving measures.

Armenia is relatively poor in natural resources and covers the major share of its energy needs by fuel import. This dependence on energy imports results in serious consequences on the countries’ external accounts and imposes a risk towards macroeconomic sustainability. The cities in Armenia including capital city Yerevan has joined the Covenant of Mayors and has taken commitments for reducing the energy consumption by 20% by 2020. The improvements in EE would help the municipalities to reduce energy related expenses and contribute to meeting National Energy Efficiency Programme.

The potential for EE upgrades in the building sector has been estimated to be around 40% and Armenia is no exception. The main building stock in Armenia was constructed before 90’s and is in a deteriorated status, thus thermal and seismic characteristics of buildings need to be assessed and upgraded.

**3. Scope of work, key tasks and activities of the Design Company**

**Scope of work**

The general task is to develop the full design package of renovation and energy efficiency improvements for “Health and Labor Inspection Body of the Republic of Armenia” in Yerevan.

The contractor has to comply with the current relevant legislative and technical regulations in its scope of work, including but not limited to:

- RA Urban Development Minister’s N87-N resolution, dated 24.03.2014 “On approval of the RACN 20-06-2014, Restoration, rehabilitation and strengthening of buildings and structures”;
- RA Government N392-N Decree, dated 16.02.2006 “On Approval of the Procedure for Accessibility to Social Transport and Engineering Infrastructures for People with Disabilities and Population groups with limited Mobility”;
- RA Government’s adjacent State Committee on Urban Development Chairman’s N43-A Decree, dated 05.04.2018 RASR 23-101-2017 “On Approval of the Set of Rules for Accessibility of Buildings and Structures for People with Disabilities and Population groups with limited Mobility”;
- RA Government N1504-N Decree dated 25.12.2014 “Implementation of energy saving and improving EE measures at state-funded facilities’ reconstruction, renovation projects”.

#### **Key tasks and activities**

In the frames of providing professional services, the contractor must perform the following activities:

1. Perform ***detailed measurements*** and design accordingly based on factual dimensions for each building;
2. Develop design documents for EE improvement;
3. Develop design documents for buildings’ renovation;
4. Develop design documents of solar systems’ (PV and water heater) installations;
5. Conduct “Author Supervision”, in accordance with RA Urban Development Minister’s N 143 resolution (28.09.1998) during the construction phase.

#### **4. Components of the Design**

Development of working drawings should be in compliance with the Order 128-N of 11.09.2017 issued by the Chairman of State Urban Development Committee under the Government of the Republic of Armenia, and Annex 1 to the RA Government Decree No 879-N made on 23.06.2011.

1. *General description;*
2. *Master plan;*
3. *Floor plans for all levels, including basement and technical floor (if available);*
4. *The section drawings of all the main elements of the building façade including: the roof layers, ceiling, exterior walls, doors and windows, basement units and other important connections and joints;*
5. *Detailed drawings for installation and fixing of thermal insulation layers with walls, ceilings, floors, windows and doors;*



6. Detailed drawings of the external walls and associated components, such as piping, drainage pipes and gutters, rainwater down pipes, brackets, hangers and holders, telecommunication accessories, etc., these drawings should be complemented with the relevant floor plans including solar hot water systems' piping;
7. Detailed drawings of connections to drainage, sewage or sanitation wells or other appropriate solutions;
8. Single line diagrams on rainwater and wastewater drainage horizontal and vertical systems;
9. Detailed drawings and single line diagrams of HVAC systems and their thermal insulation including floor plans and section drawings;
10. Detailed drawings and single line diagrams of grounding and lightning protection;
11. Detailed drawings and single line diagrams of internal and external lighting;
12. Detailed drawings and single line diagrams of fire-fighting systems;
13. Detailed drawings and single line diagrams of gas supply systems;
14. Detailed drawings and single line diagrams of voice-data networks and CCTV;
15. Detailed drawings and electrical single line diagrams of the PV systems;
16. Technical descriptions of all Mechanical, Electrical and Plumbing (MEP) systems to be implemented (HVAC, Plumbing and electrical, firefighting etc.);
17. Technical specifications of all equipment and materials to be used during construction, specifically: detailed description of materials, equipment and installations related to building's refurbishments and EE improvement (thermal insulation materials, windows, doors, lighting and HVAC systems, PVs and solar hot water system). The Technical Specifications should also cover all the MEP equipment and material referenced above, as well as detailed method statement for the construction works of each system, equipment or material;
18. Environmental protection;
19. H&S plan;
20. Engineering and technical measures for civil defense and prevention of emergency situations;
21. Organization of the construction works with the estimated duration/schedule of civil engineering works (demolishing and dismantling plan, environmental protection measures, fire protection measures, measures for ensuring access to persons with limited mobility, EE and energy conservation measures).
22. Cost estimates and bill of quantities - the detailed bill of quantities should be submitted. The bill of quantities (cost coding) should be submitted separately for each premise/block of the building;
23. Brief descriptions and specifications of the main construction materials, products, installations and structural elements;
24. All descriptions and specifications (demolishing, rehabilitation works, water and sewage systems, etc.) must be in tabular format showing the individual volume of work for each numbered space/room and the total volume.

**The design for renovation of the building must include the following works:**

**Accessibility**

In compliance with RA CN “IV-11.07.01-2006” and RA SR “23-101-2017”, accessibility for disabled with limited mobility should be provided for the building.

### **Roof**

- Repair/rehabilitation of existing roof, and if not applicable, dismantling the existing roof building a new one in accordance to RA building codes.
- Proper installation of vapor-barrier and thermal insulation layers.
- 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.

### **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 in compliance with the RACN 24-01-2016 “Thermal protection of the buildings”.
- Dependent on the thermal insulation material type, provide detailed description of the technology, insulation layers and sequence of works and the specification of the respective materials to be used.

### **Windows and doors**

- Dismantling and storage of old windows; installation of new energy-efficient windows; 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, in the entrance area should be foreseen.
- Dismantling (storage) of the internal doors; installation, adjustment and air-tightening of the new doors.

### **Heating, ventilation, and water supply systems**

- Inspection, repair, and testing of the existing heating systems. Where needed - replace existing radiators by new ones with thermostatic regulating valves; design a new heating system (complete or partial).
- Inspection and repair of the ventilation (inlet and outlet) systems; design new inlet and outlet systems (complete or partial). In case of impossibility for application of inlet systems, air vents should be foreseen for 50% of bedroom windows;
- Inspection and (where necessary) repair, demolish, construct new and test internal and external networks for the cold/hot water supply and sewage systems.

### **Internal repair works**

- Repair, demolish, construct new sanitary rooms where necessary

- Dismantling of sanitary equipment; installation of new ones (the sizes should be selected for specific age groups).
- Examination of the floors in the rooms and corridors of and upon defining defects/areas for improvement agree on the solutions with the client.
- Examination of the walls, ceilings of the corridors and available spaces; repair of the plaster finish surface and, if necessary, remove the old plaster and make a new layer by using good quality finishing materials.
- 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 (selection of the materials must be agreed with the client).
- Install new banisters in the stair enclosures.

#### **Electricity supply and lighting**

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

#### **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.
- For solar thermal systems, location for controllers, heat storage system, shutoff valves, and other equipment should be identified. 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 provided.

#### **NOTES:**

**All the engineering components of the design, such insulation of building shell components, HVAC, Lighting, etc. should be justified via detailed calculation/documentation which should be provided upon request.**

**All materials, equipment and installations related to energy-efficiency and energy-saving must be designed to strictly comply with the technical recommendation and other specifications guided by the "Technical solutions for the thermal insulation of the building envelopes for the newly constructed and renovated residential, public, and industrial building in the Republic of Armenia" Advisory Handbook, while agreeing such solutions with the client.**

The Handbook is available via the link below:

[http://www.nature-ic.am/wp-content/uploads/2013/10/Advisory\\_Handbook\\_on\\_Insulation\\_2013.pdf](http://www.nature-ic.am/wp-content/uploads/2013/10/Advisory_Handbook_on_Insulation_2013.pdf)

## 5. *General provisions*

- Include in the working drawings all possible works necessary for complete renovation and regular operation of the building:
  - a. submit the scope/volume of works substantiated by the findings of the detailed study;
  - b. elaborate the design in accordance with the requirements of all construction norms currently effective in the Republic of Armenia;
  - c. Submit the warranty period (term) requirements for the separate parts (elements, etc.), and used materials of the contracted facility
- The contractor shall be obliged to obtain all necessary technical conditions.
- Submit the scope/volume of works substantiated by the findings of the detailed study;
- Agree the design and cost estimates with the client after completing the works.  
According to the RA MoUD order No11-N of 14.01.2008, and RA Government decree N526-N of 04.05.2017, the following documents must be attached to the design package:
- The implementation schedule (plan) by individual types of work;
- Requirements for the licensing, technical means and workmanship for the implementation of the construction project.

## II. Expected main outputs

The final output of the task shall be the designs made for energy-efficiency improvement and renovation of “Health and Labor Inspection Body of the Republic of Armenia” to be submitted in the electronic carrier (in AutoCAD and PDF compatible format) and in **6 copies on A2 format** paper. The cost estimates and the bill of quantities shall be submitted in electronic version (excel format) **4 copies on A4 format** paper.

**The entire package of design documents** shall be prepared in two languages: **Armenian and Russian.**

The requirements for the warranty period of the materials used should be provided.

## III. Professional requirements

The bidding organization (company) shall have:

- a. at least **5-year** experience in designing public buildings;
- b. a **staff of experienced specialists**, including:
  1. one senior architect, with a minimum of 10 years working experience (whom can take the role of team leader);
  2. one senior structural engineer, with a minimum of 10 years working experience (whom can take the role of team leader);

3. one HVAC expert, with a minimum of 5 years working experience;
4. one water supply and sanitation expert, with a minimum of 5 years working experience;
5. one electrical engineer, with a minimum of 5 years working experience;
6. one estimator, with a minimum of 5 years working experience.

Team Leader	Senior Architect	Senior Structural Engineer	HVAC Expert	Electrical Engineer	Water supply and sanitation Expert	Estimator
full name	full name	full name	full name	full name	full name	full name
-	-	-	-	-	-	-

#### **IV. Required composition of the design documents**

Making of design documents shall be guided by “Rules for the composition and content of the design document for residential, public and industrial buildings” approved by the Order N273-N of the Minister of Urban Development made on November 29, 2006.

The bids made shall comply with the standards specified in the “Rules for cost estimation of urban development documents/projects and architectural and civil engineering/development works” approved by the Order No19-N of the Minister of Urban Development made on 15.02.2008.

#### **V. Documents to be submitted**

Applicant organization/company must submit below requested information for the specified works in the application package:

1. Copy of state registration certificate,
2. **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.**
3. Description of the similar experience in projects and activities of the organization (to present the list of similar works for the last five years, the address and phone number of the client),
4. Resumes of the required experts, **signed by relevant expert**, documents confirming the relevant work experience (CVs) and qualifications (copy of the diploma), **as well as certificates of the architect and structural engineer, according to No 1533-N RA government decree,**

**IMPORTANT NOTE: In case of contract granting, the works must be performed by the experts presented in the package.** Change of an expert by another qualified specialist is permitted only with the consent of the client. At the request of the customer, the contractor is obliged to change the experts.

Price proposal can be made in the following tabular format:

Design price	Author supervision price	Total
a	b	a+b

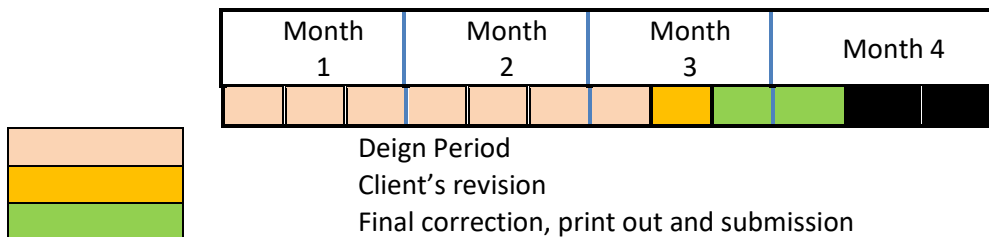
***NOTE: The price for author supervision shall be equal to at least 20% of the total contract price.***

## VI. Timeline

The design development package should be submitted in 100 calendar days.

The contractor should submit the finalized draft design packages via e-mail no later than 70 calendar days after beginning of the work.

The client will provide feedback in 10 calendar days, after which the contractor is obliged to address all the issues and modifications and submit the finalized version of the package (with approved expertise) in 20 calendar days (in soft and hard copies), taking into account all the comments and revisions.



The ownership rights of the designs shall belong to the client.

## 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, 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.*

***All other documents described in Documents to be submitted, Section V, Annex 1a***

### 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\***

<b>N</b>	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	1) Building's existing dimensional drawings with all the specifications, 2) 50% of the structural drawings with all the specifications, 3) 80% of the architectural drawings with related specifications.  These drawings should be submitted not later than 50 calendar days from signing the contract.	40	
2	Submission of the requested package in full, within the deadline noted in the timeline, including addressing of the received comments from the client and gaining approval from the independent expertise body.  • Author Supervision: after fully completing the construction works (and author supervision respectively) the payment shall be made for the author supervision based on the Acceptance Act.	60	
	<b>Total</b>	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<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)**