REQUEST FOR PROPOSAL (RFP 040/22)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: May 4, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCE: Providing professional services on developing redesigned technical package for seismic upgrades, energy efficiency improvements and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No: 5 in Ashtarak city of Aragatsotn Region of RA, and No: 13 in Vanadzor city of Lori Region of RA</td>
<td></td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Providing professional services on developing redesigned technical package for seismic upgrades, energy efficiency improvements and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No:5 in Ashtarak city of Aragatsotn Region of RA, and No: 13 in Vanadzor city of Lori Region of RA (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, **25 May 2022, 4:00 pm** local Yerevan time (GMT +4) via email, **only**:

[to the following e-mail address: tenders.armenia@undp.org](mailto:tenders.armenia@undp.org)

**Attention:** The pre-bid conference will be hold online at 11:30 a.m. (local time, GMT+4), on **23 May 2022** via the following Zoom Link: [https://undp.zoom.us/j/82686327568](https://undp.zoom.us/j/82686327568)

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 (http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html).

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: https://www.undp.org/procurement/business/protest-and-sanctions.

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: UN Supplier Code of Conduct | UN Procurement Division.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia
### Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Providing professional services on developing redesigned technical package for seismic upgrades, energy efficiency improvements and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No: 5 in Ashtarak city of Aragatsotn Region of RA, and No: 13 in Vanadzor city of Lori Region of RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner/s of UNDP</td>
<td>&quot;Improving Education&quot;, World Bank’s project</td>
</tr>
<tr>
<td>Brief Description of the Required Services(^1)</td>
<td>The general task is to redesign technical design documentation for seismic upgrades and EE improvements, and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No: 5 of Ashtarak city in Aragatsotn Region of RA, and No: 13 of Vanadzor city in Lori Region of RA</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>– As per Annex 1a – Terms of Reference (TOR)</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project Coordinator</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>As per TOR (Annex 1a) Expected deliverables and timeline</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>As per TOR (Annex 1a) Expected deliverables and timeline</td>
</tr>
</tbody>
</table>
| Location of work                                                                         | ☐ Exact Address as provided below  
☑ At Contractor’s Location                                                                                                                                                                                                                                   |
| Expected duration of work                                                                 | 5 months after contract signing by both parties.                                                                                                                                                                                                       |
| Target start date                                                                        | 1 June 2022                                                                                                                                                                                                                                            |
| Latest completion date                                                                   | 30 October 2022                                                                                                                                                                                                                                        |
| Travels Expected                                                                        | As per Annex 1a – Terms of Reference (TOR)                                                                                                                                                                                                               |
| Special Security Requirements                                                            | ☐ Others  
☑ 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 on Price Proposal² | □ must be inclusive of VAT and other applicable indirect taxes  
☐ must be exclusive of VAT and other applicable indirect taxes |
|------------------------------------|----------------------------------------------------------------|
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 60 days  
□ 90 days  
□ 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 | ☒ Not Permitted |
| Payment Terms³ | | | | |
| Outputs | Percentage | Timing | Condition for Payment Release |
| Provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the schools included in the LOT. | 40 | 4 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. |
| After submitting the complete design and estimate packages of the schools included in the LOT. | 60 | 5 months from signing the contract | |
| 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 | ☒ Contract for Services |
| Criteria for 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. |

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.
### Criteria for the Assessment of Proposal

#### Technical Proposal (70%)
- **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: 200)
  - b. At least two design and estimate work projects of similar complexity done within past 5 years (max score: 100)

- **Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 200),** 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: 200)

- **Qualification of Key Personnel (max score: 500),** including:
  - One team leader / coordinator (project manager) - architect or structural engineer (with at least 10 years of work experience); (max score: 100);
  - One architect with at least 10 years of work experience (who can also act as a team leader) (max score: 100);
  - One structural engineer with at least 10 years of work experience (who can also act as a team leader) (max score: 80);
  - One HVAC expert with at least 5 years of work experience (max score: 80);
  - One water supply and drainage expert with at least 5 years of work experience, (max score: 80);
  - One electrical engineer with at least 5 years of work experience (max score: 80);
  - One estimator with at least 5 years of work experience (max score: 60);

#### Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

<table>
<thead>
<tr>
<th>UNDP will award the contract to:</th>
<th>☒ One and only one Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annexes to this RFP⁴</td>
<td>☒ Detailed TOR (Annex 1)</td>
</tr>
<tr>
<td></td>
<td>☒ Form for Submission of Proposal (Annex 2)</td>
</tr>
<tr>
<td></td>
<td>☒ General Terms and Conditions / Special Conditions (Annex 3)⁵</td>
</tr>
<tr>
<td></td>
<td>☐ Others⁶</td>
</tr>
</tbody>
</table>

**Contact Person for Inquiries (Written inquiries only)⁷**

*K 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]**

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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.
Annex 1a

TERMS OF REFERENCE
FOR PROVIDING PROFESSIONAL SERVICES

I. Information on the task

Task Description: Providing professional services on developing redesigned technical package for seismic upgrades, energy efficiency improvements and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No: 5 in Ashtarak city of Aragatsotn Region of RA, and No: 13 in Vanadzor city of Lori Region of RA

Duration: 5 months

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

Location: Republic of Armenia

1. General information

“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project supports the “Improving Education”, WB project with additional funding which aims to support the third level development of secondary schools through the improvement of building conditions and the provision of appropriate educational resources, in particular, through of renovation of high schools and equip science laboratories.

2. Sector information

General overview

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 improvements in EE would help to reduce energy related expenses and contribute to meeting National Energy Efficiency Program. 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 redesign technical design documentation for seismic upgrades and EE improvements, and reconstruction of high school No. 4 in Artashat city, Ararat Region of RA, No: 5 of Ashtarak city in Aragatsotn Region of RA, and No: 13 of Vanadzor city in Lori Region of RA, which were...
previously developed by "Haygyughshinnakhagits" LLC and "Horizon-95" LLC, back in 2016. Reconstruction technical design packages for high school No. 4 in Artashat city, Ararat Region of RA, No: 5 in Ashtarak city of Aragatsotn Region of RA, and No: 13 in Vanadzor city of Lori Region of RA, were developed in 2016 by "Haygyughshinnakhagits" LLC. The technical design package for reconstruction of high school No. 13 in Vanadzor city of Lori region was developed in 2016 by "Horizon-95" LLC. Due to unknown reasons the construction works have not yet been carried out. During this period, some construction norms have been modified, and the cost of building materials have been changed, which requires re-design of the technical design packages.

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

- RACN 10-12-2020 Decree 95-N "Public buildings and structures".
- RA Government Decree N392-N, 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 Decree No. 596-N dated 19.03.2015 “On approving the procedure for issuing permits and other documents for performing construction works in the Republic of Armenia and on invalidating a number of Decrees of the RA Government”
- Order No. 128-N dated 11.09.2017 of the Chairman of the RA State Committee for Urban Development
- RACN 31-03.01-2014 "Buildings of general education purposes” construction norms
- RA Urban Development Minister’s N87-N resolution, dated 24.03.2014 “On approval of the RACN 20-06-2014, Restoration, rehabilitation and reinforcement of buildings and structures”;

The design and estimate documents should be redesigned and developed for the objects listed in the table below. Financial bid(s) shall be submitted, with breakdown per each lot (no more than 2) and separately for each school.

The bidder has the right to participate in no more than 2 LOTs. In the technical and financial bids it is necessary to clearly indicate the number of Lot(s) and the naming of the respective objects.

**List of buildings by lots**

<table>
<thead>
<tr>
<th>LOT</th>
<th>ADDRESS</th>
<th>AREA m²</th>
<th>BASEMENT AREA m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>High school No. 4 in the city of Artashat, Ararat marz</td>
<td>3,500</td>
<td>1,354</td>
</tr>
<tr>
<td>2</td>
<td>High school No. 5 in Ashtarak, Aragatsotn marz</td>
<td>5,600</td>
<td>140.8</td>
</tr>
<tr>
<td>3</td>
<td>High school N 13 after Nalghranyan, located at 7 Usanoghakan Street, Vanadzor city, Lori marz</td>
<td>6,500</td>
<td>162</td>
</tr>
</tbody>
</table>
NOTE. The surface areas of schools, as well as the presence of basements and their areas may contain inaccuracies and are subject to verification by bidder organizations, both at the time of submitting the bid and during the measurement stages;

**Key tasks and activities**

Within the framework of providing professional services the contractor must perform the following activities:

1. **Describe dimensional/volumetric planning solutions for optimal operation and technical measures for building the structural components (foundations, walls, coverings, openings, roof);**
2. **Ensure the inclusion and relevant requirements related to assembling new cold and hot water supply, heating, electricity supply, gas supply, ventilation, fire alarm, video surveillance, communication, sewerage systems;**
3. **Ensure the implementation of measures aimed at thermal protection of the building according to the current construction norms and standards of the Republic of Armenia,**
4. **Provide arrangements and design solutions for ensuring accessible mobility for people with disabilities (ramps, separate bathrooms, railings, additional lighting, lifting equipment or elevators, etc.),**
5. **Conclusion issued by a professional organization on the assessment of the technical condition of the building,**
6. **According to the RA Government Decree N 711-N, the contractor is obliged to ensure the positive conclusion on the expert examination of the developed design and estimate document packages.**

4. **Components of the Design**

Redesign of technical design documentation 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 explanatory note,**
2. **Master plan,**
3. **Engineering-geological research,**
4. **Conclusion issued by a professional organization on the assessment of the technical condition of the building,**
5. **Plans for all levels, demonstrating all structural elements (reinforced-concrete structural elements, metal structures, details of metal structures, wooden structures, etc.);**
6. **Sectional drawings of all key elements of the building façade including: the roof layers, ceiling, exterior walls, doors and windows, basement units and other important connections and junctures;**
7. **Detailed drawings for the installation and fixation of thermal insulation layers in the sections of walls, ceilings, floors, windows, doors, according to the requirements of the current construction norms (to coordinate the solutions and the choice of materials with the customer),**
8. **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., Drawings should be complemented with the relevant floor plans,

9. Detailed drawings of sewage and rainwater drainage connections or other relevant drainage solutions;

10. Single line diagrams on rainwater and wastewater drainage horizontal and vertical systems

11. Detailed drawings and single line diagrams of HVAC systems and their thermal insulation including floor plans and section drawings,

12. Detailed drawings and single line diagrams of grounding and lightning protection,

13. Detailed drawings and single line diagrams of internal and external lighting,

14. Detailed drawings and single line diagrams of fire-fighting systems,

15. Detailed drawings and single line diagrams of gas supply systems,

16. Detailed drawings and single line diagrams of voice-data networks and CCTV,

17. Technical descriptions of all MEP systems to be implemented (HVAC, Plumbing and electrical, firefighting etc.)

18. PROVIDE technical specifications of all equipment and materials to be used during construction, specifically: detailed description of materials, equipment and installations (thermal insulation materials, windows, doors, lighting and HVAC systems, etc). 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;

19. Engineering and technical measures for civil defense and prevention of emergency situations;

20. 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 efficiency measures).

21. Summarized descriptions and specifications of the main construction materials, products, installations and structural elements;

22. All descriptions and specifications (demolishing works, construction works, electrical 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.

23. The design and estimate package should include all the school equipment (related to sports, students, kitchen, etc.).


The following works should be envisaged in the design of buildings:

Increased energy saving and energy efficiency
Implementation of thermal protection of the building in accordance with the recommendations of the relevant norms of the Republic of Armenia, solutions defined by standards.

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.

Components of the Design

- Provide all the spaces/premises in the technical designs according to the current RACN.
If practicable, provide a shelter area, in accordance with the provisions of civil defense and the Order No. 128-N dated 11.09.2017 of the Chairman of the RA State Committee for Urban Development.

**Roof**
- Proper installation of vapor-barrier and thermal insulation layers.
- All ventilation ducts must be above the roof cover to meet current standards and norms. Interlocking ventilation ducts should be thermally insulated and protected by galvanized sheeting mounted above the roof.

**Exterior walls**
- Apply thermal insulation layer on external walls. Depending 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**
- Installation of energy efficient windows in each room with at least two sophisticated locks, insect protection and adjustment.
- Installation of the internal windowsills, with sealing.
- Installation of external basalt windowsills.
- Installation of external aluminum framed doors with embedded thermal breaks and automatic closing mechanism.

**Heating, ventilation and water supply systems**
- Heating system design
- Upgrading of boilers / if necessary /
- Design of ventilation / inlet and exhaustive recuperative system - provide ventilation devices, with embedded heat recovery units (recuperators/heat exchangers) in classrooms, laboratories, gyms and banquet halls.
- Design of water supply, sewerage internal and external networks.

**Interior repair works**
- 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).
- Provide vestibules at the entrances of the building,
- Plan vinyl, press granite, laminate and other types of floors according to the purpose of the respective space/rooms,
- Provide outward orientation for the opening of all doors, excluding the threshold except for bathrooms and kitchen cells.
- Provide thermostatic control valves (automatic or manual) for all heating radiators.
- Design of laboratories for natural science disciplines (envisage water supply, drainage for all tables in biology and chemistry laboratories, and low voltage current in the physics laboratory).

**Landscaping**
Based on the conditions and limitations of the area, provide outdoor sports fields (football, basketball, volleyball fields, running track, etc.) in accordance with the school curriculum.

**Power supply and lighting**

- Installation of power lines, electrical devices, provision of artificial lighting, replacement with LED luminaires, performing appropriate lighting technical calculations (color temperature ≤ 4,000 ° K). (Agree on the choice of equipment with the customer).

**Notice:**

All the engineering components of the design, such as seismic retrofit, 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 recommended in the energy audit report as well as should be 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 Customer. The Handbook is available on 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 school;
  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 their finalization.

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 outcome of the task will be the redesigned design and estimate documents for improved seismic refurbishment, increased energy efficiency, and reconstruction of high school No. 4 of Artashat city, Ararat Region of RA, No: 5 of Ashtarak city of Aragatsotn Region of RA, and No: 13 of Vanadzor city of Lori Region of RA, presented in electronic carriers (AutoCAD and PDF formats) and in print, A2 format, 7 copies 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 English.
III. Professional requirements

The Bidder entity/company shall provide:

A. At least **5 years of** experience in designing public buildings,

B. At least two design and estimate work projects of similar complexity done within past 5 years

C. **Experienced professional staff for each lot**, including:

1. One team leader / coordinator (project manager) - architect or structural engineer (with at least 10 years of work experience);
2. one architect with at least 10 years of work experience (who can also act as a team leader)
3. One structural engineer with at least 10 years of work experience (who can also act as a team leader)
4. one HVAC expert with at least 5 years of work experience,
5. one water supply and drainage expert with at least 5 years of work experience,
6. one electrical engineer with at least 5 years of work experience
7. one estimator with at least 5 years of work experience.

<table>
<thead>
<tr>
<th>Team lead:</th>
<th>architect</th>
<th>structural engineer</th>
<th>HVAC specialist</th>
<th>Electr. specialist:</th>
<th>Water supply and sewerage specialist</th>
<th>Estimate calculation specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Surname</td>
<td>Name, Surname</td>
<td>Name, Surname</td>
<td>Name, Surname</td>
<td>Name, Surname</td>
<td>Name, Surname</td>
<td>Name, Surname</td>
</tr>
</tbody>
</table>

IV. Required composition of the projects

Compilation of design documents shall be guided by the “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. Bid Package Composition

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.

5. The financial bids should be submitted individually for each school and in total if the bidder participates in 2 LOTs

**Important note:** The winning bidder commits to ensure that the specialists presented in the package will be assigned to performance of works. The replacement of any of the specialists with another specialist of equivalent qualification is permitted only with the consent of the Customer.

The contractor is obliged to replace specialists at the request of the Customer.

### VI. Timeline

The duration of school design project packages is 5 months.

For each LOT, the contractor’s completed project package must be delivered electronically to the Customer no later than 120 calendar days after the contract is signed.

The Customer shall provide feedback in 10 calendar days, after which the contractor is obliged to address all the issues and modifications and submit the final design package to the client together with the positive conclusion of independent expert examination within 20 calendar days (in soft and hard copies).

### VII. Payment procedure

Payment is made in two installments.

1. 40% of the project cost will be paid to the contractor after the provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the schools included in the LOT.

2. After submitting the complete design and estimate packages of the schools included in the LOT, the contractor will be paid the remaining 60% of the project cost.

The ownership rights of the designs shall belong to the client.
Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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.

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***

**Lot 1:** High school No. 4 in the city of Artashat, Ararat marz

<table>
<thead>
<tr>
<th>N</th>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the schools included in the LOT.</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>After submitting the complete design and estimate packages of the schools included in the LOT.</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

**Cost Breakdown per Deliverable***

**Lot 2:** High school No. 5 in Ashtarak, Aragatsotn marz

<table>
<thead>
<tr>
<th>N</th>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the schools included in the LOT.</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>After submitting the complete design and estimate packages of the schools included in the LOT.</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

**Cost Breakdown per Deliverable***

**Lot 3:** High school N 13 after Nalghranyan, located at 7 Usanoghakan Street, Vanadzor city, Lori marz

<table>
<thead>
<tr>
<th>N</th>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the schools included in the LOT.</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>After submitting the complete design and estimate packages of the schools included in the LOT.</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component (to be used for all Lots) [This is only an Example]:**
<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
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<tr>
<td>a. Key Expert 1</td>
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<tr>
<td>b. Key Expert 2</td>
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<td>c. Expert 3</td>
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<td>d. Expert 4</td>
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<td>2. Services from Field Offices</td>
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<td>a. Key Expert 1</td>
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<tr>
<td>b. Key Expert 2</td>
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<td>c. Expert 3</td>
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<td>d. Expert 4</td>
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<td>3. Services from Overseas</td>
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<tr>
<td>a. Expertise 1</td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>II. Out of Pocket Expenses</td>
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<tr>
<td>1. Travel Costs</td>
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<tr>
<td>2. Daily Allowance</td>
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<td>3. Communications</td>
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<td>4. Reproduction</td>
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<td>5. Equipment Lease</td>
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<tr>
<td>6. Others</td>
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<tr>
<td>III. Other Related Costs</td>
<td></td>
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</tbody>
</table>

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)