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REQUEST FOR PROPOSAL (RFP 096/22)

NAME & ADDRESS OF FIRM	DATE: August 3, 2022
	REFERENCE: Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of 4 kindergartens in administrative districts of Yerevan

Dear Sir / Madam:

We kindly request you to submit your Proposal for the *Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of 4 kindergartens in administrative districts of Yerevan (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, **15 August 2022, 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 (<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

Context of the Requirement	Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of 4 kindergartens in administrative districts of Yerevan
Implementing Partner/s of UNDP	Yerevan Municipality
Brief Description of the Required Services ¹	The general task is to develop the full design package of reconstruction of 4 kindergartens in Yerevan, including the measures for seismic upgrades and EE improvements.
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 main outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected main outputs meline</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	5 months after contract signing by both parties.
Target start date	September 2022
Latest completion date	January 2023
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 type="checkbox"/> Euro <input type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes

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.

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

		<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 ³	Outputs	Percentage	Timing	Condition for Payment Release	
	Provision of measurement survey, geological-geodetic extractions, as well as layout planning solutions for the kindergartens included in the LOT(s).	30	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 kindergartens included in the LOT(s).	50	5 months from signing the contract		
	Author Supervision	20	Timeline to be defined due to construction initiation date	The Author supervision payment is a subject of separate contract due to construction works timeline.	
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			

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.

	<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 criterion 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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including: <ul style="list-style-type: none"> 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) <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 200), including: <ul style="list-style-type: none"> - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 200) <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 500), including: <ul style="list-style-type: none"> - one architect (acting also as team leader), with a minimum of 10 years working experience (max score: 100); - one structural engineer with at least 10 years of work experience (who can also act as a team leader) (max score: 100); - 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); <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶

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.

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]	

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

TERMS OF REFERENCE FOR PROVIDING PROFESSIONAL SERVICES

I. Information on the task

Task Description:	Providing professional services on developing design package for seismic upgrades, energy efficiency improvements and reconstruction of 4 kindergartens in administrative districts of Yerevan
Duration	5 months
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.

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 have 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. The Yerevan Municipality in 2017 has initiated “Yerevan Energy Efficiency (YEE) Project” through a loan scheme provided by European Investment Bank and grant resources from UNDP-GCF project and ESP.

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 reconstruction of 4 kindergartens in Yerevan, including the measures for seismic upgrades and EE improvements.

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

- RACN 31-03-2018 “Public 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”.

The design documents shall be developed for the facilities indicated in the table below. Financial proposal(s) shall be submitted, with breakdown per each kindergarten.

The participant has the right to participate in a maximum of two LOTs. It is necessary to clearly indicate the number of LOT(s) and the naming of the respective objects in the technical and financial proposals.

List of buildings in LOTs

LOT	NN	Type of Construction	Address	Building space, m ²	Basement, m ²
LOT	NN	Type of Construction	Address	Building space (m ²)	Basement, m ²
1	45	Stone-bearing walls	No. 62, Lukashini Str., Ajapnyak districts	2,200	1,000
2	94	“ИИС-04” series RC prefab structure	No. 133/3, Andraniki Str., Malatia-Sebastia district	3,050	1,416
3	72	“ИИС-04” series RC prefab structure	No. 21, Khaghagh Doni Str., Erebuni district,	1,620	810
4	17	Stone-bearing walls	No. 36a, Tigran Metsi Str.	2,000	-

NOTE: The surface areas of kindergartens, as well as the presence of basements and their areas may contain inaccuracies and are subject to verification by bidding companies, both at the time of submitting the bid and during the measurement stages.

Key tasks and activities

In the frames 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, banisters, additional lighting, lifting equipment or elevators, etc.),
5. **Provide detailed information and specifications on the construction materials and elements,**
6. **According to the Decision N 711-N of the RA Government, the contractor is obliged to ensure the positive conclusion of the examination of the developed design and estimate documentation packages.**
7. **Conduct “Author Supervision”, in accordance with RA Urban Development Minister’s N 143 resolution (28.09.1998) during the construction phase.**
8. During the Author Supervision phase provide monthly reports describing all issues, changes, amendments etc.

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. *Engineering-geological research;*
4. *Floor plans for all levels, including basement and technical floor (if available) showing all elements regarding structural reinforcement and conventional buildings’ refurbishments (reinforced-concrete structural elements, metal structures, details of metal structures, wooden structures, etc.);*
5. *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;*
6. *Detailed drawings for installation and fixing of thermal insulation layers with walls, ceilings, floors, windows and doors as described in Energy Audit Reports;*
7. *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;*
8. *Detailed drawings of connections to drainage, sewage or sanitation wells or other appropriate solutions;*
9. *Single line diagrams on rainwater and wastewater drainage horizontal and vertical systems;*
10. *Detailed drawings and single line diagrams of HVAC systems and their thermal insulation including floor plans and section drawings as stipulated in the energy Audit Reports;*
11. *Detailed drawings and single line diagrams of grounding and lightning protection;*
12. *Detailed drawings and single line diagrams of internal and external lighting as stipulated in the Energy Audits Report;*
13. *Detailed drawings and single line diagrams of fire-fighting systems;*
14. *Detailed drawings and single line diagrams of gas supply systems;*
15. *Detailed drawings and single line diagrams of voice-data networks and CCTV;*

16. Detailed drawings and electrical single line diagrams of the PV systems as stipulated in the Energy Audit Reports;
17. Technical descriptions of all MEP systems to be implemented (HVAC, Plumbing and electrical, firefighting etc.) as described in Energy Audit reports;
- 18. Technical specifications of all equipment and materials to be used during construction, specifically: detailed description of materials, equipment and installations related to structural reinforcement, conventional buildings' 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;**
19. Environmental protection;
20. H&S plan;
21. Engineering and technical measures for civil defense and prevention of emergency situations;
22. 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).
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:

Energy Efficiency Improvements

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

During the design, take into account the conclusion of the energy audit report of the given object (will be provided separately).

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 the kindergarten with the maximum number of possible groups, taking into account the standards and room areas according to all applicable norms;
- Provide lurking places in buildings with basement floors, in accordance with the provisions of civil defense;
- Provide all the rooms and premises envisaged by the RA construction norms in the projects.

Roof

- If technically and economically feasible, turn pitched roofs into flat ones, in accordance with requirements set forth in the RA Construction Norms (while discussing such solution with the client).
- 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

- Apply thermal insulation layer on external walls to comply with the recommendations of the energy audit report. 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

- Installation of new energy-efficient windows to comply with the recommendations of the energy audit report; 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.
- 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.

Heating, ventilation, and water supply systems

- Design of heat supply system.
- Design new inlet and outlet systems (complete or partial) depending on recommendations of the energy audit report. 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

- 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 floors for bedrooms, playrooms, corridors, halls and other similar 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.

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, **performing**

appropriate lighting calculations; partial and general testing of the networks (selection of the materials must be agreed with the client).

Solar thermal and PV systems

- Solar thermal and PV systems should be installed in locations where they will get full sunlight and not be shaded;
- Special care has to be taken to ensure that the exterior waterproof envelope of the roof is not compromised which could lead to leaks and rain penetration (in particular, where fixings, cables and pipes penetrate the roof);
- If the solar system is to be located on the roof of the building(s), roof structures must be designed to accommodate the additional dead loads (static load) and live loads (dynamic load) of the PV and/or ST system. Orientation and tilt angle of the solar systems should comply with the values noted in the energy audit report.
- 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.

NOTE:

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 client.

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 kindergarten:
 - 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 seismic improvement, energy-efficiency improvement, and renovation of 3 kindergartens to be submitted in the electronic carrier (in AutoCAD compatible format) and in **7 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 English**.

III. Professional requirements

The bidding organization (company) shall have:

- at least **5-year** experience in designing public buildings;
- a **staff of experienced specialists**, including:
 - one architect (acting also as team leader), with a minimum of 10 years working experience;
 - one structural engineer, with a minimum of 10 years working experience;
 - one HVAC expert, with a minimum of 5 years working experience;
 - one water supply and sanitation expert, with a minimum of 5 years working experience;
 - one electrical engineer, with a minimum of 5 years working experience;
 - one estimator, with a minimum of 5 years working experience.

In case of applying to two LOTs, the number of specialists mentioned in points 2 and 3 should be doubled.

Team Leader	Architect	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 for kindergartens 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. 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 proposals should be submitted individually for each LOT.

IMPORTANT NOTE: In case of contract award, 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 proposals for kindergartens can be made in the following tabular format:

Kindergarten number	design price	author supervision price	total for kindergarten	Total
No X	a	c	a+c	(a+c)+(b+d)
No Y	b	d	b+d	

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

VI. Timeline

The design development package for all the kindergartens should be submitted in 5 months. The contractor should submit the finalized draft design package for each LOT via e-mail no later than 120 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 design package to the client for varying out independent expertise. The contractor should 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.

VII. Payment procedure

The payment shall be made in **two phases**:

- Design works: the payment will be made in two installments based on the signed Acceptance Acts:
 - a) 30% of the contract value will be paid upon submission of building's existing dimensional drawings with all the specifications, geological and geodetical surveys, and provision of architectural solutions,

- b) 50% of the contract value will be paid upon 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.
- The Author supervision payment (20% of the contract value) is a subject of separate contract due to construction works timeline.

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

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL
(attached separately)



*Empowered lives.
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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)