



Moldova

Invitation to Bid

Ref. no. ITB 11/00299

Date: 03 February 2011

Dear Sir/Madam,

Subject: ITB for lease of common office premises for UNDP Moldova.

1. We hereby solicit your bid for the provision of following: ***lease of common office premises for UNDP Moldova for initial period of one (1) year with an option to extend for additional two (2) years period granted that the services rendered by the lessor are satisfactory.***

2. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders
Annex II.	Bid Data Sheet
Annex III.	General Terms and Conditions
Annex IV.	Schedule of Requirements
Annex V.	Bid Submission Form
Annex VI.	Price Schedule
Annex VII.	Table of Compliance

3. Interested Bidders may obtain further information or clarifications at the following address:

Contact Person: **Corneliu Martiniuc, Procurement Associate**
Name of Office: **UNDP Moldova**
E-Mail: **corneliu.martiniuc@undp.org**

4. Bids must be delivered to UNDP Moldova office on or before **11:00** (Moldova local time) on **03 March 2011**. **Late bids shall be rejected.**

Bids can be submitted either in hard copy or electronically.

a) Documents/bids in hard copy need to be addressed to:

**UNDP Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement**

b) Bids sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org

5. Bids will be opened in the presence of Bidders' Representatives, who chose to attend at 131, 31 August 1989 Street, MD-2012 Chisinau, Moldova, on **03 March 2011** at **12:00** (Moldova local time).

6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

Matilda Dimovska
Deputy Resident Representative

PM

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. **General:** The Purchaser invites Sealed Bids for the lease of office premises to UNDP Moldova.
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than ten days prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than ten days prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

C. PREPARATION OF BIDS

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written in the language indicated on the Bid Data Sheet.

8. Documents Comprising the Bid:

The Bid must comprise the following documents:

- (a) *a Bid Submission form;*
- (b) *a Price Schedule completed in accordance with the Annexes IV, VI and VII and clause 11 of Instructions to Bidders;*
- (c) *documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted;*
- (d) *documentary evidence established in accordance with clause 10 of Instructions to Bidders that the office premises offered by the Bidder are eligible for consideration (i.e are not under any restriction of encumbrances) and conform to the requirements set forth in Bidding Documents.*

9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

- (a) that the Bidder is established as a legal entity (copy of registration certificate);
- (b) general description of the Bidder's company and/or company-owner of the premises, including contact details and list of management personnel;
- (c) that the Bidder is the owner of the premises and has the financial, technical, and production capability necessary to secure the lease agreement;
- (d) that, in the case of a Bidder offering for lease office premises which the Bidder did not build or otherwise own, the Bidder has been duly authorized by the office premises/building owner to act/make an offer of lease on his behalf.

10. Documents Establishing Goods' Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all office premises and related services which the Bidder proposes to provide under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and functional characteristics of the offered premises;
- (b) Full details of the office space, including but not limited to: location, administrative and security arrangements in place, scheduled maintenance, availability, etc;
- (c) Detailed description of the utilities and maintenance costs included in the monthly price;
- (d) Documents authorizing the use of the offered premises as an office space (non-housing reserve);
- (e) Documents certifying that the offered premises are in compliance with fire safety regulations;
- (f) Written confirmation from the notary or other relevant authority that the premises are not under encumbrance/arrest and are not exposed to any other restriction/limitations;
- (g) A detailed description of the qualities of the offered office premises completed in accordance with Annex VII.

Note: In case the offered space is located in a business centre, the list of the current tenants occupying the outstanding premises in the building shall be provided. UNDP reserve the right to reject any offer in case it appears that activity of any of the tenants may potentially jeopardize the reputation of the UN.

11. Bid Currencies/Bid Prices: All prices shall be quoted in US dollars or any other convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

12. Period of Validity of Bids: Bids shall remain valid for 90 (ninety) days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. Bid Security – NOT REQUIRED.

D. SUBMISSION OF BIDS

14. Format and Signing of Bid: The Bidder shall prepare two copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

15. Sealing and Marking of Bids:

15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

15.2 The inner and outer envelopes shall:

- (a) *be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and*
- (b) *make reference to the subject: “ITB for lease of common office premises for UNDP Moldova” indicated in section I of these Solicitation Documents, and a statement: “DO NOT OPEN BEFORE 12:00 hours on 03 March 2011”.*

15.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.

15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid’s misplacement or premature opening.

16. Deadline for Submission of Bids/Late Bids:

16.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

16.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. Modification and Withdrawal of Bids: The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. OPENING AND EVALUATION OF BIDS

18. Opening of Bids:

18.1 The Purchaser will open all Bids in the presence of Bidders’ Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders’ Representatives who are present shall sign a register evidencing their attendance.

18.2 The bidders’ names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.

18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

18.4 The Purchaser will prepare minutes of the Bid Opening.

19. Clarification of Bids: To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

20. Preliminary Examination:

20.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

20.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

20.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

20.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

21. Conversion to Single Currency: To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

22. Evaluation of Bids: Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical features and ability of the office space to satisfy functional requirements of UNDP Moldova (as per Annex IV).
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.4	Compliance with administrative and security requirements of UNDP Moldova (as per Annex IV).
1.5	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. bid validity terms, warranties, etc).
1.6	Compliance with legal requirements (premises not under encumbrance/arrest, etc). / Availability of documents confirming compliance of the Bidder to the requirements of the ITB.

Note: Procuring UNDP entity may conduct an inspection (site visit) of the premises and/or due diligence of the bidder (premises owner) prior to the award being made. Procuring UNDP entity reserves the right to reject any offer/bid based on the findings made during such inspection, in case non-compliance of the offer with any of the requirements set forth in this ITB has been factually revealed.

F. AWARD OF CONTRACT

23. Award Criteria: The procuring UN entity will issue the Purchase Order to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.

24. Purchaser's Right to Vary Requirements at Time of Award: The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of services specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

25. Notification of Award: Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.

26. Signing of the Purchase Order: Within 30 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Language of the Bid	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other:		
Bid Price	The prices quoted shall be exclusive of VAT		
Payment Terms	Bank transfer, 100% against monthly invoice. Monthly invoice must cover the rent and all utility fees		
Documents Establishing Bidder's Eligibility & Qualifications	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required		
Bid Validity Period	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> Other:		
Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not required		
Preliminary Examination – completeness of bid	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted		
Purchaser's Right to Vary Requirements at Time of Award	<input checked="" type="checkbox"/> 15 percent, increase or decrease of quantity	<input type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to percent
Bid Submission	Bids can be submitted either in hard copy or electronically. Bids sent electronically need to be addressed to the following e-mail address: tenders-Moldova@undp.org with the same mark. Bids submitted by fax will be rejected. Late bids will not be accepted		
Requests for additional information	Request for additional information must be received at least 10 (ten) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.		
Compliance with any other clause required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2. Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1 The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2 Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

SCHEDULE OF REQUIREMENTS

Purpose: Renting of the office premises in Chisinau for the UNDP Moldova.

General Requirements to the Lessor:

- Must be established as a legal entity in the country of registration.
- Must be authorized to make a lease contract in line with legal regulations of the Republic of Moldova (ownership, disposition, rent, etc.)

Requirements to the office premises:

1. Location: in the center of Chisinau, in close proximity to UN House (131, 31 august 1989 Str., Chisinau);
2. Building: premises should be in a good condition, ready to be occupied (not in post-construction stage or requiring major reconstruction);
3. Entrance: there should be a restricted/controlled entrance in the building;
4. Effective space for 40 workplaces - at least 550 sq. m. (min. 250 sq. m. on the same floor);
5. Light: daylight (sufficient number of windows to allow for natural light) and lamplight;
6. Heating: central heating and/or air conditioning system;
7. Telephone lines: not less than 11 phone lines with sufficient number of phone sockets for 40 persons and with access to Public Telephone Network (PTN);
8. Internet connection: broad band internet connection should be available;
9. Water supply: cold and hot water;
10. Number of sanitary rooms - at least 2 sanitary rooms (one for ladies and one for gentlemen) on the floor;
11. Power supply: standard grounded electric lines (Type F "Schuko", 220 V), protected automatic switches, enough sockets to supply 40 workplaces;
12. Parking lots on the office parking - at least 6 parking lots on the office parking;
13. Availability of the parking under security surveillance - preferred;
14. Elevator: if the offered office is higher than the first floor, elevator in the building is required.

Special (Security) requirements:

- Entrance door and emergency exit door must be securely locked (preferably with code or electromagnetic locks);
- Availability of two exits; access to the emergency exit is required;
- Secure lock on windows and balcony doors (if there is a balcony in the office);
- Security alarm on the entrance door;
- Controlled access to the building for external public (levels of control, e.g., may pass freely, shall be stopped by the security and asked to confirm the visit, etc.);
- Fire safety alarm in operation;
- If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security.

Desired condition:

- Separate room in the office, equipped with sink and sockets for kitchen appliances, or space available for organization of kitchen/dining place.

BID/PROPOSAL SUBMISSION FORM

To: **UNDP Moldova,**
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services in conformity with the said bidding documents the sum of **[total bid amount in words and figures]** as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of **90 (ninety)** days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated thisday of[year].

.....
Signature

.....
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of

PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Technical descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
3. All prices/rates quoted must be exclusive of VAT and other taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
4. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.

Item	Unit	Quantity	Unit Price per month	Total Price per month*
Effective office space	m2			
Auxiliary space	m2			
Utilities and maintenance (excl. phone, internet and electricity charges)				
Service charges				
Agent commission (if any)				
GRAND TOTAL per month				

* additionally provide information about any discounts and applicable conditions.

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Signature of Bidder

TABLE OF COMPLIANCE

Requirements to the lessor (as per Annex IV):	Comprehensive description of the proposed office
• Location:	
• Building:	
• Entrance:	
• Effective space for 40 workplaces:	
• Light:	
• Heating:	
• Number of telephone lines:	
• Internet connection:	
• Water supply:	
• Number of sanitary rooms:	
• Power supply:	
• Number of parking lots on the office parking:	
• Availability of the parking under security surveillance:	
• Elevator:	
• Availability and type of locks on the entrance door: (code or electromagnetic are preferred)	
• Access to the emergency exit:	
• Secure lock on windows and balcony doors (if there is a balcony in the office):	
• Security alarm on the entrance door :	
• Controlled access to the building for external public (levels of control, e.g., may pass freely, shall be stopped by the security and asked to confirm the visit, etc.):	
• Fire safety alarm in operation:	
<ul style="list-style-type: none"> • If the offered office is situated on the ground or the last floor at least one of the following conditions must be met: a) security alarm on windows; b) 24-hours security: 	
<ul style="list-style-type: none"> • Availability of a separate room in the office, equipped with sink and sockets for kitchen appliances, or space available for organization of kitchen/dining place: 	