

Request for Quotations (RFQ)

RFQ Number:	#ATIC-EDUTech-2023-009
Issuance date	April 21, 2023
Deadline for offers	May 4, 2023, 15:00 Chisinau time
Description	Provision of interior design services for “EDU Tech Labs”
For	Moldovan Association of ICT Companies’ (ATIC) projects
Funded by	UNICEF Moldova
Issued by	Moldovan Association of ICT Companies (ATIC)
ATIC Point of Contact:	talexeev@ict.md – Tatiana Alexeev, Tekwill in every school” Project Manager livadari@ict.md – Liuba Livadari, Procurement Consultant.

Section 1: Instructions to Offerors

1. Introduction:

The National Association of ICT Companies (ATIC) is looking for an experienced, eligible and responsible company to provide interior design services for the digital laboratories within 45 schools all over the country. The “EDU Tech Labs” are created under the “Ensuring access to and participation in education of Ukrainian and Moldovan children through EDU Tech Labs” Project financed by UNICEF, initiative part of “Tekwill in every school program”, as described below in Section 1 (Instruction to Offerors).

For details on the required services, please refer to:

- *Section 3 – Technical Specifications*
- *Annex 1: List of Schools where EDU Tech Labs will be created.*
- *Annex 2: Interior Design Guide*

About ATIC: THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the organization uniting over 94 companies, gathering over 9,000 employees.

Being established in 2006, ATIC is the action leading association and the voice of the Moldovan ICT industry that promotes the development of the ICT sector in Republic of Moldova through viable partnerships between companies, similar organizations, government, state institutions and international organizations. The association was founded to represent the industry on different policy and

ATIC has an extensive experience in implementing a variety of educational and entrepreneurial projects for children, youth and adults. One of the priorities includes supporting women in TECH, women empowerment and equal access to work opportunities.

About the UNICEF Humanitarian Programme for Ukrainian and Moldovan children through EDU Tech Labs (Digital Labs)

As of early April, nearly 4.3 million refugees have crossed from Ukraine into Europe. About which 399,039 reached Moldova. Over 2 million refugees are estimated to be children, many separated or unaccompanied, about of which over 91,000 children, many with disabilities, were in institutional care in Ukraine. All are vulnerable and at risk of violence, trafficking, sexual and labour exploitation and abuse. Preventing family separation, ensuring immediate identification, and supporting reunification registration and safe spaces embedded in national child protection systems are urgent priorities.

Besides the key needs which include access to basic supplies, protection and care arrangements for unaccompanied and separated children (UASC), support to children with disabilities, health care services, including mental health and psychosocial support (MHPSS), and social protection, continued education is crucial.

The Digital Labs are envisaged as digital hubs where Ukrainian children connect to online learning platforms of the Ukrainian Ministry of Education or facilitate their inclusion into the Moldovan national education system. These labs will be also used as safe learning spaces for bridging Romanian language classes, catch-up classes, and joint STEM skills as well as digital learning sessions. These safe learning spaces will be open to both Moldovan and Ukrainian children and youth for interactive and informal education activities to support their social and emotional wellbeing and eventually aiming to strengthen and promote social cohesion.

2. Offer Deadline and Protocol: Offers must be submitted no later than **15:00, local Chisinau time, on May 4, 2023**

Offers received after the specified time and date will be considered late and will NOT be evaluated by ATIC.

Electronic Submission Only:

The only acceptable submission method is electronical – via email.

Any email offers must be sent to the following address:

to: livadari@ict.md - Liuba Livadari, Procurement Consultant

cc: talexeev@ict.md - Tatiana Alexeev, “Tekwill in every school” Project Manager

Offers must be submitted in one package in pdf format files, including the Forms A-F and other mandatory documents required by this solicitation documents – details in Section 3 - Technical Specifications. The Quotation for the requested goods shall follow the FORM F – Financial offer

All offers must be prepared in one of the 3 languages: English, Romanian or Russian.

3. Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted **no later than 15:00, local Chisinau time on April 28, 2023**, by email to talexeev@ict.md and **cc:** livadari@ict.md Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by ATIC will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ATIC or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. Specifications: Section 3 contains the technical specifications of the required services.

1. Quotations: Quotations in response to this RFQ must be set on a fixed-price, all-inclusive basis, including delivery and all other costs required at Section 3.

Currency of Quotation & VAT: Pricing must be presented in MDL (VAT 0% and exempt of customs taxes for donor funded goods/services).

Quotation validity: Offers must remain valid for no less than sixty (60) calendar days after the offer deadline. In exceptional circumstances, ATIC may request Companies to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial quotations: not allowed.

Mandatory documents to be submitted: Offerors responding to this RFQ are requested to submit the following documents:

- Application form (FORM A)
- Letter of Transmittal (see FORM B)
- Offeror's Summary Sheet (see FORM C)
- Certification Regarding Responsibility Matters (see FORM D)
- Evidence Regarding Responsibility Matters (see FORM E)
- Fully filled in Quotation form (FORM F), in line with the technical specifications (Detailed offered technical description of the offered goods);
- Copy of Company's Registration Certificate;
- Tax Registration/ no debt Certificate issued by the Tax Authority evidencing that the Bidder has no debts
- Quality Certificates (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the supplier, if any
- Portfolio with interior design projects
- Minimum 3 examples of interior design projects (the full design documents including floor plans, electricity plans for non-residential spaces, offices, business centers, etc.);
- List of team to be involved (CVs of designers to be included. Please mention/give links of their design projects);
- 3 Reference Letters (proof of satisfactory performance) from Clients from the last (3) years;

2. Delivery: DAP Chisinau. Please see Annex 1 – List of schools and Section 3 – Technical Specifications. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the execution timeframe (after order receipt). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

Expected delivery: Up to 21 calendar days from contract signing. Faster delivery is encouraged.

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the services by the delivery date(s) stipulated in the contract, the Supplier shall (a) immediately consult with ATIC to determine the most expeditious means for delivering the services and (b) use an expedited means of delivery as per ATIC requirements/contract provisions, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by ATIC.

3. Customs clearance: N/A.

4. Source/Nationality/Manufacture: Goods shall not be manufactured by entities included in EU or UN sanctions lists www.sanctionsmap.eu ("EU Restrictive Measures") or www.scsanctions.un.org/search/ (United Nations Security Council Consolidated List Search) – N/A.

5. Warranty and aftersales support: The warranty coverage must be valid on all goods/services/works after delivery/execution and acceptance of the services/works. For details please refer Section 3 – Technical Specifications and see the particular requirements.

The Service provider shall be responsible for the correct measurements provided in the interior design layouts and plans, and provide any necessary corrections if the case, technical consultations, and clarifications to ATIC upon request), including during repair works performed by the selected company (as next step).

6. Taxes and VAT: The procurement, financed from Donor funds, does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in Moldova. No taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. In the event that any exempt charges are paid by the Contractor, they will not be reimbursed to the Contractor by ATIC. The Contractor shall immediately notify ATIC if any such taxes are assessed against the Contractor or its subcontractors/suppliers at any tier. The Contractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Contractor and who are directed to work as required under this Contract. The Contractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which Contractor is normally responsible as a result of operating its business.

7. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, bankrupt, or otherwise considered ineligible for an award.

The offeror shall prove its eligibility and qualification by providing supporting documents to comply with the above:

Eligibility	Criteria	
Legal status	Company is a legally registered entity.	Filled and Signed Form A – application Form
Eligibility and conflicts of interest	<ul style="list-style-type: none"> - Supplier is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization, EU or other international Organization. - Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the supplier that could impair its operations in the foreseeable future. - No conflicts of interest in accordance. 	Signed/Filled in FORM D. Certification Regarding Responsibility Matters, FORM B. Letter of Transmittal, FORM C. Certificate of Independent Price Determination

8. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a **lowest-price, technically-acceptable basis**, business experience, the visual aspect of the work to be performed, similar objects in the past and short production and installation terms. The delivery period will also play an important role in selecting the winning company (shorter delivery will be considered an advantage). The Evaluation Committee may select the offer proposing faster delivery of services, even if the offer is not the lowest priced, if the price difference compared to the lowest technically qualified offer is considered reasonable and acceptable and within the budget.

Qualification	- No contract non-performance in the last 3 years (because of default/bankruptcy) - No court or arbitral decisions against the supplier in the last 3 years	Signed Form D Certification regarding responsibility Matters
	- At least 3-years of experience providing interior design projects	Describe in FORM E. Evidence of Responsibility Statement
	- At least 2 similar projects for design of offices, education spaces,	

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ATIC reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, ATIC reserves the right to conduct any of the following:

- ATIC may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, **ATIC may issue a partial award or split the award** among various suppliers, if in the best interest of the Project.
- ATIC may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that **Donors** are not party to this solicitation and the offeror agrees that any protest hereunder must be presented - in writing with full explanations - to ATIC for consideration, Donors will not consider protests regarding procurements carried out by implementing partners. ATIC, at its sole discretion, will make a final decision on the protest for this procurement.

9. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ATIC or the ICTEC Project to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to ATIC’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note that the following terms and conditions will apply:

- a) Advance not allowed.
- b) Payment will be made in MDL, via wire transfer to the account specified in the Contractor’s invoice. Payment of unpaid balances will be made upon completion and final acceptance of goods by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Contractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.
- c) Payments will be made from separate accounts depending on Donor, thus separate invoices will be provided by the Supplier for goods/services financed from different sources (guidance from ATIC to be provided before invoicing);
- d) Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- e) Any award resulting from this RFQ will be firm fixed price.
- f) *No goods or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries/entities included*

in the EU and UN sanctions lists comprehensive mapping of existing programmes, capacities and needs of refugees and vulnerable categories of women in regions;

- g) EU laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- h) Economic resources provided by the EU under this Project shall not be made available to, or for the benefit of, third parties - whether entities, individuals or groups of individuals - designated by the EU and/or UN Security Council as subject to restrictive measures in the lists provided at www.sanctionsmap.eu ("EU Restrictive Measures") or www.scsanctions.un.org/search/ (United Nations Security Council Consolidated List Search)
Implementing Partner (ATIC) shall cooperate with Sida and/or the Contracting Authority in assessing if the third parties - whether entities, individuals or groups of individuals - identified by the Cooperation Partner as recipients of funds in connection with the implementation of the respective Contribution Agreement fall under the scope of EU Restrictive Measures. In the event that such recipients would fall under the scope of EU Restrictive Measures, the Cooperation Partner shall promptly inform Sida and/or the Contracting Authority.
- i) The title to any goods supplied under any award resulting from this RFQ shall pass to ATIC following delivery and acceptance of the goods by ATIC. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ATIC.

At any time during the validity of the quotation, ATIC shall not accept any changes in unit prices, due to escalation, inflation, exchange rates fluctuation, or other market factors, after the receipt of the quotation.

At the time of award of the Contract, ATIC reserves the **right to increase or decrease the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer or add necessary quantities of similar services/goods based on funds available from the same or other donors**, without changes in the unit price or other terms and conditions.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ: the list of documents as per Section 1, p.5 Mandatory documents to be submitted:

Section 3: Technical Specifications and Requirements

The table below contains the List of the required interior design services for 45 EDU Tech Labs. Offerors are requested to provide quotations, including any technical and administrative details regarding the deliverables and services to be provided, containing the information below on official letterhead or official quotation format (As per FORM F – Quotation Form).

Deliverables/Livrabile	Quantity / Cantitate	Estimated Timeframe /Termen estimativ de execuție
a. Plan releveu, planul de design interior pentru fiecare laborator digital elaborat. Se va include elaborarea următoarelor aspecte:	45* de săli / laboratoare cu o suprafața de minim 50 m2	Până la 21 zile calendaristice. (până la 10 zile lucrătoare de la

<ol style="list-style-type: none"> 1. Planul de amenajare a mobilierului in dependență de specificul sălii și spațiul disponibil. Lista mobilierului se atașează. 2. Planul pardoselii. Pardoseala pentru un laborator modern trebuie să fie drept, fără denivelări mai mari de 1cm, unde e posibil se reabilitează cea existentă sau se montează alta nouă de laminat / vinil (PVC) rulu. 3. Planul de finisare a pereților. 4. Planul decorului pe perete. Se atașează designul decorului și dimensiunile. 5. Planul tavanului. În cazul în care înălțimea permite (min. 2,8m), atunci se recomandă montarea unui tavan suspendat casetat tip Armstrong, în care e posibil de montat corpuri de iluminat LED cu dim. 60x60cm. În cazul unui tavan mai jos de 2,8m, atunci se recomandă aplicarea unei vopsele albe mat, lavabilă. 6. Planul rețelei electrice (întrerupătoare, prize, RJ-45 internet). Vor fi prevăzute prize pe pereți (conectate la o linie separată), pentru 22 de dispozitive digitale. Întrerupătoarele trebuie să fie cu multiple conectări și să se prevadă sisteme de diminuare controlată a luminii. <p>Planurile de design vor fi oferite in format digital.</p> <p><i>Compania va oferi toate detaliile tehnice necesare privind solutiile/tipurile de materiale sau tehnici (culorile si codul acestora daca e cazul) necesare pentru realizarea design-ului interior propus.</i></p> <p><i>La necesitate, specialistii/designerii desemnati vor efectua vizite la scolile unde vor fi amenajate laboratoarele digitale.</i></p>	<p>(pâna la 70m2)</p>	<p>primirea informației specifice fiecărei săli.</p> <p>Specialistul/-ii desemnați vor începe lucrul imediat și pentru un număr mai mic de săli, fără a aștepta colectarea completă a informațiilor despre toate 45 de săli.</p>
<p>b. Consultanță în procesul de execuție a lucrărilor de reparație (la solicitare). Consultanță oferită la telefon și prin email, de precizare, validare a materialelor achiziționate, oferire de soluții alternative după necesitate.</p>	<p>45 de săli / laboratoare.</p>	<p>Până la finisarea lucrărilor de reparație (eventual până pe 31 august 2023)</p>

**Numarul de scoli/laboratoare digitale poate fi extins pana la 69, conditionat de resursele financiare disponibile pentru aceasta achizitie.*