

## Request for Quotations (RFQ)

RFQ Number: ICTEC-2021-048

Issuance Date: 06.12.2021

Deadline for Offers: 17.12.2021

Description: **Provision of Repair works for FinTech Hub powered by Tekwill (Chisinau)**

For: Moldova ICT Excellence Center Project (ICTEC/Tekwill)

Funded By: United States Agency for International Development (USAID)

Issued by: National Association of ICT Companies (ATIC)

ATIC Point of Contacts: [icorbu@ict.md](mailto:icorbu@ict.md), Ion Corbu, Technical Manager,

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### **Section 1: Instructions to Offerors**

#### **1. Introduction:**

The National Association of ICT Companies (ATIC) is looking for a local company, eligible and responsible to perform repair works for the FinTech Hub powered by Tekwill, as described below in Section 1 (Instructions for Offerors), Technical specifications and Design project and relevant annexes to this RFQ. This acquisition is managed within the ICTEC Project - an official program of the United States Agency for International Development (USAID), Contract No. AID-117-A-15-00002, conducted in the Republic of Moldova.

*For more details, please refer to:*

*Section 3 – Technical Specifications*

*Annex 1 – Design Project*

*Annex 2 – Bills of Quantities (BoQs)*

**2. Offer Deadline and Protocol:** Offers must be submitted no later than **17:00, local Chisinau time, on December 17, 2021.**

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:** [icorbu@ict.md](mailto:icorbu@ict.md), Ion Corbu Technical Manager

**cc:** [svoitovschi@ict.md](mailto:svoitovschi@ict.md), Sergiu Voitovschii, 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, Annexes 1 and 2. The Quotation for the requested civil works shall follow the FORM F – Quotation Form and include the WinSmeta Forms.

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 17:00, local Chisinau time on December 14, 2021, by email to [icorbu@ict.md](mailto:icorbu@ict.md), cc: [svoitovschi@ict.md](mailto:svoitovschi@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 repair works. All materials offered in response to this RFQ must be new and unused.

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

Currency of Quotation: Pricing must be presented in MDL (VAT 0% and exempt of customs taxes).

Partial quotations: not allowed

Quotation validity: Offers must remain valid for no less than ninety (90) 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.

**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)
- Dully filled in Quotation form (FORM F), in line with the technical specifications (Detailed offered technical description of the offered goods);
- Company profile (brief info up to 3 pages);
- Copy of Company's Registration Certificate;
- Tax Registration/ No debt Certificate issued by the Tax Authority evidencing that the Bidder has no debts
- Duly filled-in Bill of Quantities (F7), including Unit Price Catalogue (F5)
- and Resource Schedule (F3) (as per Annex 2);
- List of completed and/or ongoing contracts for similar construction sites (in terms of types and volume of works required in the Annex 2 BoQ) undertaken within the past three (3) years, indicating beneficiary (including contact details), contract amount and period of execution (with confirmation documents as: copy of the minutes of work completion);
- Acceptance Notes of executed works (Final Commissioning Reports for local companies) submitted for each of 2 sites presented as similar experience (as listed in Evaluation Criteria below) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or other document to prove the value of the project site). Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience;

- Valid Certificates of key specialists (foreman, electrician & water supply and sewerage) Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value for the past three (3) years;
- Combined Work time schedule, work human-power schedule for execution of contract and project cash flow
- Written declaration regarding warranty period on works and materials; business Information regarding the subcontractor if any (business registration certificate, information regarding similar experience)

**In case the Offeror's cost proposal exceeds the equivalent of USD 50.000, the Offeror shall provide a bank guarantee in amount of 2%. The bank guarantee must be annexed to Cost Proposal**

**6. Delivery:** DAP Chisinau. 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.

**Delivery address:** Chisinau, Republic of Moldova, 59 Mitropolit Gavriil Banulescu-Bodoni Street (Academy of Economic Studies of Moldova, Block B)

**Expected delivery:** not to exceed 45 calendar days from the confirmation of order/contract issue.

Faster execution of works will be considered an advantage.

Without limiting any other rights or obligations of the parties hereunder, if during contract duration, the Provider is unable to deliver the works by the delivery date (s) stipulated in the contract, the Supplier will (a) immediately consult with ATIC to identify solutions to speed up the process, at the expense of the Supplier (unless the delay is caused by Force Majeure).

### **7. Packing requirements**

Packing of goods should be performed as per standard procedures: it is the responsibility of the selected supplier to ensure that the delivered goods are intact/not tempered with. Damaged items will not be received and should be replaced with a new one of the same specifications.

**8. Customs clearance** of goods shall be done by the supplier (if applicable).

**9. Source/Nationality/Manufacture:** The authorized geographic code under this specific agreement is 110. In any case, offerors may not offer or supply any goods or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

**10.Warranty:** The warranty coverage must be valid on all goods/services/works for a minimum of one year after delivery/execution and acceptance of the services/works, unless otherwise

specified in the technical specifications (Section 3). The full warranty shall include maintenance, and repair including provision of spare parts.

**Aftersales services required:**

The defective and/or damaged items shall be repaired or replaced at supplier's cost within the warranty period.

**11. Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country 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.

**12. 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, including no legal disputes and / or sanctions in the last 5 years of activity.

The offeror shall prove its eligibility and qualification by providing supporting documents to comply with requirements.

**13. 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 requirements, and is judged to be the best value based on a **lowest-price, eligible, technically qualified and acceptable basis.**

**Evaluation of Offers**

The evaluation of the technical compliance of bids shall be based on their responsiveness to the requested type of Works. The bids shall be examined for deviations in the technical characteristics and parameters of the proposed Workmanship, Machines and Construction Equipment. A substantially responsive bid is one that conforms to specifications of the Bidding Documents without material deviation or omission. A material deviation or omission is one that affects in any substantial way the scope, quality, or performance of the works.

ATIC will conduct the evaluation solely based on the Offers received.

Evaluation of Offers shall consist of the following steps:

- Evaluation including Eligibility
- Qualification assessment
- Evaluation of Technical Offers
- Evaluation of prices

**Preliminary evaluation:** ATIC shall examine the Offers to determine whether they are complete responding to the minimum documentary requirements, whether the documents have been properly signed, and whether the Offers are generally in order, among other

indicators that may be used at this stage. ATIC reserves the right to reject any Offer at this stage.

**Eligibility and Qualification Evaluation:** Eligibility and Qualification of the Offeror will be evaluated against the Minimum Eligibility/ Qualification requirements specified in the RFQ (Evaluation Criteria).

### **Technical Offer and prices Evaluation**

The evaluation committee shall review and evaluate the Technical Offers based on Offerors' responsiveness to RFQ requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the RFQ and other applicable documents.

#### **Minimum qualification criteria for companies:**

- Technical responsiveness/Full compliance to requirements;
- Minimum 3 years of experience in constructions area
- Minimum 2 similar repair works (similar by complexity and value) completed, with a value not less than 500 000,00 MDL per each construction site.
- Availability of minimum qualified staff (valid qualification certificates to be attached):
  - a) 1 (one) certified foreman
  - b) 1 (one) certified specialist in electricity
  - c) 1 (one) certified specialist in water supply and sewerage systems
- Availability of the specialized equipment and transportation means;
- Warranty on works and materials minimum 3 (three) years;
- Delivery period not to exceed 45 calendar days;
- Quotation validity not less than 90 calendar days;

Failure to submit one of the documents will serve grounds for disqualification:

- Duly filled-in Submission Form (as per Annex 2);
- Duly filled-in Bills of Quantities (F7), including Unit Price Catalogue (F5) and Resource Schedule (F3) (as per Annex 2);
- Acceptance Note of works executed (Final Commissioning Reports applicable for national companies) submitted for each of 2 construction sites presented as similar experience (as listed above) including the contract value (in case it is not mentioned in the Note/Report, please, attach Contract or Minutes of the reception of works). Contracts without Acceptance Notes (Final Commissioning Reports for local companies) cannot serve prove of similar experience.

In case, the following changes will be identified in the submitted Bills of Quantities, these will be considered as significant deviation:

- Changes in codes for works required\*;
- Changes in the volume of works required\*;
- Changes in the volumes of resources in the norms of materials, manpower and tools\*;
- Changes in coefficient for norms\*;
- Proposing the humanpower remuneration below the medium required by the National Legislation in force (besides the situation when a respective proof from relevant authorities is obtained and presented, according to INFORMATION No. 10/1 -0086 of 15 June 2018 on determining the value of construction objects since May 1, 2018 - p. 2

[http://www.ednc.gov.md/upload/61/Nota\\_informativaa.pdf](http://www.ednc.gov.md/upload/61/Nota_informativaa.pdf)) When developing BoQs, please be guided by the National Regulatory Framework in Construction as per NCM L.01.01-2012 and Regulation on the procurement of public works (<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347>, [http://mdrc.gov.md/public/files/NCM\\_L.01.01\\_PROIJECT.pdf](http://mdrc.gov.md/public/files/NCM_L.01.01_PROIJECT.pdf), <http://lex.justice.md/md/295702/>).

Serious deviations from the provisions of these documents will serve grounds for disqualification.

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 based on 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 **USAID** is not party to this solicitation and the offeror agrees that any protest hereunder must be presented - in writing with full explanations - to the ICTEC Project for consideration, as **USAID** 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.

**14. 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)

Payment No.	Installments	Payment Amount
1	In 15 days after completion of works, based on reports for completed works approved by ATIC.	100% of contract fixed price

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 all works and deliverables 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) 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.

d) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.

- e) No goods or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- f) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.- flag carriers/vessels.
- g) United States 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) 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.
- i) Penalty may be applied by ATIC to the Contractor(s) for delays in contract execution (0.5% of the value of unexecuted works per day) .

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.

## **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**

**Repair works of the FinTech Hub powered by Tekwill (61, Mitropolit Gavriil Banulescu-Bodoni Street, Block B of the Academy of Economic Studies of Moldova, Chisinau)**

### **A. Project Background Information**

**About ATIC:** THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the business Organization uniting 83 companies. Umbrella Organization gathering over 9000 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 legislative issues and to facilitate the exchange of best practices between members. ATIC mission is to protect and promote the Association members’ interests as well as facilitate a more favorable ICT business climate.

**The ICTEC Project (Tekwill)** is a USAID program implemented by the National Association of ICT Companies (ATIC). The project will be implemented as a private-public partnership (through Global Development Alliances instrument (GDA)), between the Moldovan Government, private industry, academia and donors. The private partners include multinational companies, IBM and Microsoft, and also Moldovan Association of Private ICT Companies (ATIC) members that are local (operated) ICT companies. The private partners will bring significant new resources, ideas, software, technologies and development activities, such as trainings, practical assignments, and mentorship. The private sector partners will have the chance to use the center to communicate with the university, SMEs, startups, professionals and contribute to the curricula improvement answering the market needs, as well as the improvement of the IT and entrepreneurship ecosystem that will lead to the

economic growth of the country. The Government of Moldova supports this project at the highest level of the Prime Minister, and the partners include Ministry of ICT, Ministry of Education, and E-Government Center. The space will be provided by the Technical University, as part of the Government commitment to this project. The e-Government Center will use the center as a training and capacity building resource for the public e-transformation and IT managers.

### **About FinTech Hub powered by Tekwill**

Tekwill project has engaged into promoting FinTech vertical and the main actions are related towards building the ecosystem around FinTech initiatives by bringing together the main stakeholders, and develop FinTech educational programs, FinTech Acceleration Program and FinTech Conference.

Thus, a partnership agreement was signed on August 11, 2021, aiming to create a specialized hub within the Academy of Economic Studies of Moldova (ASEM) in order to drive the development of technologies in the financial field, to ensure quality FinTech education and to stimulate the emergence of technological startups.

The FinTech Hub will be a platform for stimulating digital creativity, technological innovation and growth in the ICT sector, enhanced by involving all stakeholders of the public, academic, business and development sectors. As part of the Tekwill project, the Hub will help increase FinTech's attractiveness in the regional context and will contribute to the growth of digital solutions for the accessibility and efficiency of the financial industry in Moldova.

The repair works will be executed in accordance with the quantities presented in the tender estimated BoQs and referring to the project sketch.

### **B. Scope of Works**

ATIC seeks a local company with proven experience in carrying out high quality construction and repair works. The scope of works is to carry out dismantling and internal finishing works, installation of internal electrical system, preliminary and final commissioning of one (1) site situated in Chisinau, within the premises of the Academy of Economic Studies.

Transportation of materials shall be the responsibility of the Contractor. Residues resulted from civilworks undertaken will be evacuated by the Contractor to authorized dumps.

Detailed BoQ for required works are described in **Annex 2** and design project **Annex 1** to the present Request for Quotation. The Contractor shall hold necessary labor, equipment, machinery and tools necessary for the successful implementation of the contract and execution of all mentioned works in accordance with the national standards and regulations related to construction field and environment protection.

It is envisaged that the works will include the following activities:

- **Reconstruction works and installation of required equipment:** dismantling works, internal finishing works, installation of electrical system, elements of water supply and sewerage works etc.
- **Commissioning** of installed systems, equipment, materials and construction works including making required training and performance test measurements.

The Contractor shall ensure that all construction and installation activities are implemented in accordance with the Bill of Quantities, and national quality standards and requirements in constructions and are properly coordinated with representatives of building owners; The ATIC



Engineer and/or Technical Supervisor will exercising a supervision role

**Site visits:** Bidders may visit and examine the Site and its surroundings and obtain all information that may be necessary for preparing the Bid. Visits to be coordinated with ATIC and Beneficiary's representatives.

### **C. Main Technical Requirements for Works**

All technical solutions and works will be performed in line with the technical documentation and attached BoQ the Technical Specifications announced for this tender, as well as local normative documents, including local law 721/2002 and 1996 privind calitatea in constructii. "

### **D. Management arrangements**

The construction site will be monitored by the designated ATIC Engineer and/or technical Supervisor, who will monitor the construction activities.

### **E. Training**

The Contractor will be in charge of line testing and demonstration of equipment performance indicated in the bid. The Contractor should plan and deliver, at his own cost, an on-site training for the staff (maximum 2 persons). It will also provide phone consultations for 30 calendar days from the final receipt date. During this period, at the request of the beneficiary, the contractor will, if necessary, ensure at least 2 on-site visits to provide the necessary consultations. The training should be provided in Romanian (or Russian where required) language or with interpretation in Romanian, if applicable. The training should include a maximum of 8 hours of basic training regarding the overall functionality, key system controls, maintenance requirements, safety standards, etc.

### **F. Implementation Timeframe and Required Deliverables**

The overall term of execution of works in the Contract is spread over **45 calendar days**, effective from Contract signature date. The Contractor shall have all required tasks completed and approved by the Engineer before/ by the last calendar day of the contract period. The following is the list of required key deliverables:

	<b>Deliverables</b>	<b>Timeframe</b>
<b>1</b>	Accomplishment of all construction/reconstruction works, supply and installation of all the equipment included in BoQ And reports on executed works signed and approved by ATIC	<b>within 35 calendar days</b> from contract signature.
<b>2</b>	Preliminary Commissioning at the stage of works finishing.	<b>within 40 calendar days</b> from contract signature.
<b>3</b>	Final Commissioning of construction works, including training of end users.	<b>within 45 calendar days</b> from contract signature.

### **G. Commissioning works**

After all repair works are finished, the equipment is properly installed and tested, the preliminary and final commissioning committee shall be convened. The responsibility for the organization of commissioning committees belongs to beneficiary institution and designated technical supervisor. The responsibility of the contracted company is to provide all necessary documentation.

## **H. Warranty Period**

The Warranty period on works and equipment shall commence upon the Take Over and last minimum 36 (thirty-six) months. In the event that any part is repaired and/or replaced within warranty period, for that single part new 36-month warranty period starts from the date of repair/replacement. However, the overall duration of warranty shall be limited to maximum 36 months in total for parts that are being replaced or repaired, counted from date of the Take Over.