



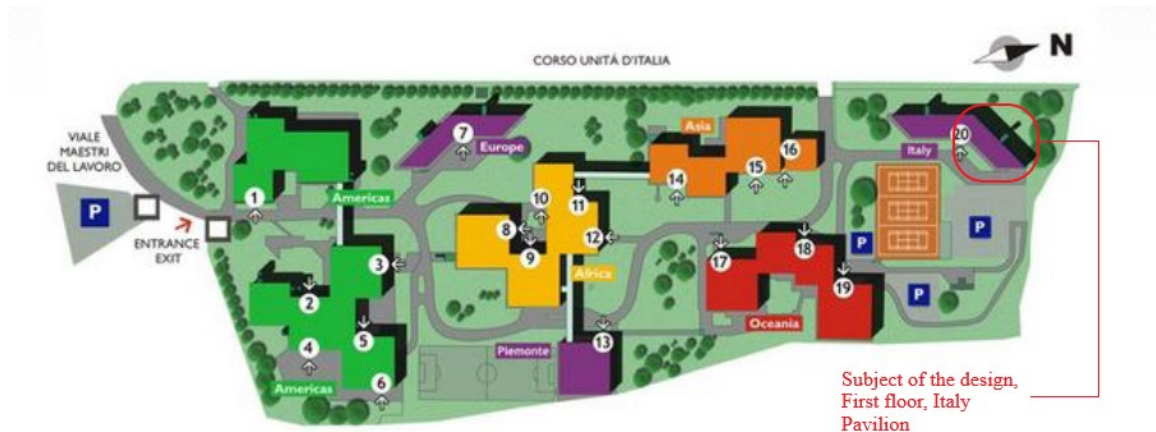
**REQUEST FOR QUOTATION**  
**RFQ No. 6 of 2021**

**Subject: Design services for the renovation of the 1<sup>st</sup> floor of the Italy Pavilion in the United Nations Campus in Turin (IT)**

1. The United Nations System Staff College (UNSSC) requests your price quotation for the services specified in this Request for Proposal (RFQ).
2. We must receive your quotation via email at the address [procurement@unssc.org](mailto:procurement@unssc.org), on or before **10 December 2021** by close of business. Your quotation must be valid for at least 30 days. Your quotation will be reviewed by the UNSSC in accordance with the United Nations Financial Regulations and Rules, as well as the terms and conditions contained herein.
3. Your quotation must include information in sufficient scope and detail to allow the UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. Inquiries and clarifications concerning this RFQ, along with changes or modifications to the proposals must be submitted before the deadline via email to [procurement@unssc.org](mailto:procurement@unssc.org)
5. The Financial Regulations and Rules of the United Nations preclude advance payments or payments by letter of credit. Such provisions in a quotation will be prejudicial to its evaluation by the UNSSC. The normal payment terms of the UNSSC is net 30 days upon satisfactory delivery and acceptance of the services by the UNSSC. You must therefore clearly specify in your quotation if our payment terms are acceptable.
6. Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account.

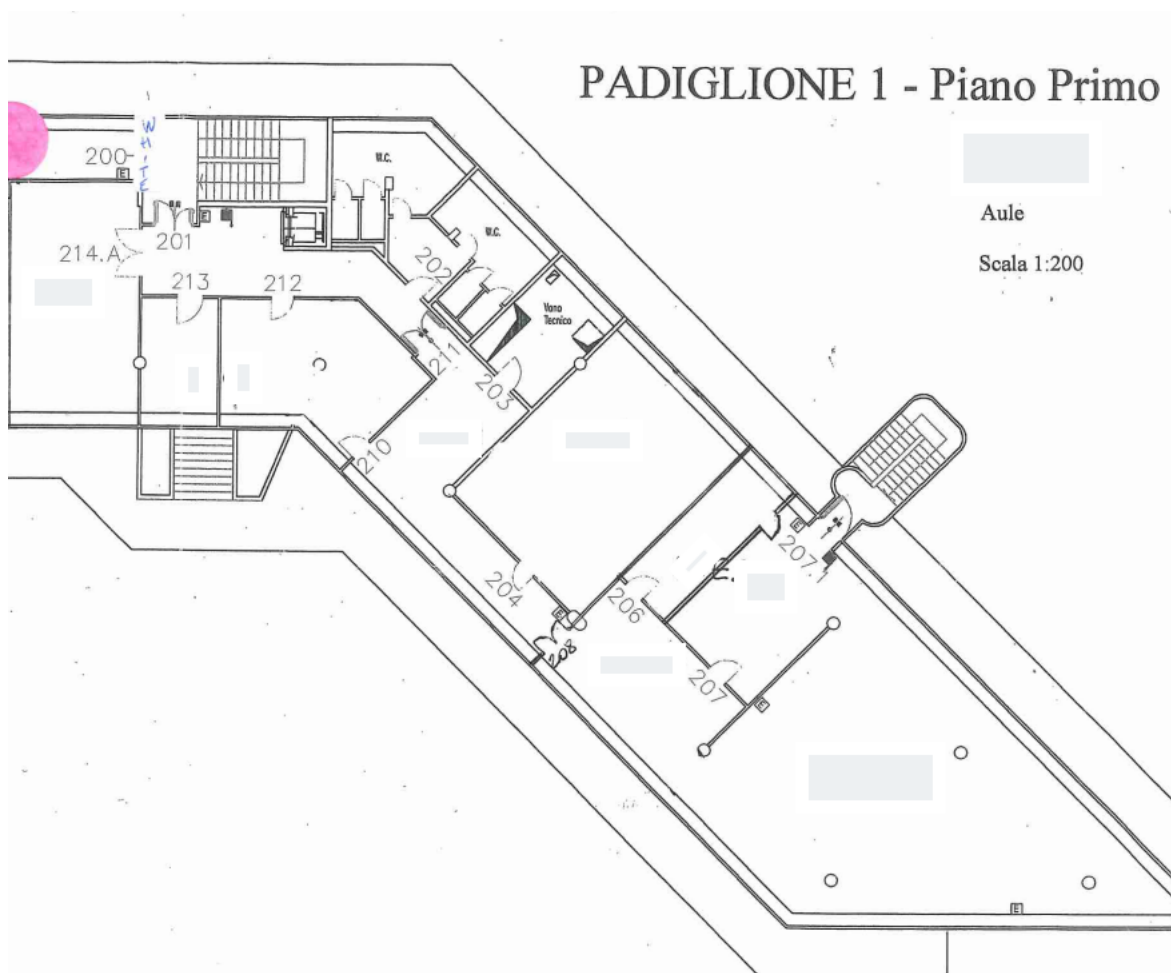
## 1. Description of the requirement

The UNSSC is seeking a quotation for the design and render of three (3) alternative floorplan solutions (the Services) for the renovation of the 1st floor of the Pavilion Italy located within the United Nations Campus in Turin (Italy) in Viale Maestri del Lavoro 10 (the Site).



The specification of each design shall be discussed with the successful bidder and the UNSSC following the award of the Contract.

The surface object of the Site is 450 sqm and its intended use is office space / classrooms. The plan is provided below:



## 2. Objectives

The UNSSC seeks to award a contract to a qualified individual or legal person to deliver three designs as specified in section 3. The purpose of the deliverables is to identify possible solution for the future renovation of the Site.

## 3. Deliverables

The successful bidder shall be awarded a contract to provide at least three (3) designs for the floorplan and the renovation of the Site and renders for each proposed design.

The time allocated to provide the services shall be 15 days from the award of the contract to the successful bidder.

## 4. Requirements to submit a quotation

In order to be considered for the award of the contract in accordance with the terms and conditions of this RFQ, the bidder must possess the following requirements at the time of submission or, for legal persons, the key personnel involved in the delivery of the Service must:

- **Hold a master degree or equivalent in architecture;**
- **Have At least 5 (five) years of professional experience in architectural design;**
- **Be a member of the relevant professional association (i.e. CNAPPC if the bidder is register in Italy).**

## 5. Site Inspection

To facilitate the preparation of the offer, the UNSSC shall allow interested bidders to visit the Site on the following dates and hours:

- a) 2 December 2021 between 10-12 and 14:30-16:30;
- b) 3 December 2021 between 10-12 and 14:30-16:30;
- c) 6 December 2021 between 10-12 and 14:30-16:30;
- d) 7 December 2021 between 10-12 and 14:30-16:30.

The visit on the site is not mandatory and interest bidders can submit a quotation for the Services without visiting the Site. The visit shall be non-guided, a UNSSC staff member shall assist the bidders during the visit for security reasons but shall not disclose information that are not contained in this RFQ.

Interested bidders shall contact the UNSSC at the address: [s.castellaro@unssc.org](mailto:s.castellaro@unssc.org) to schedule a visit for a maximum time of 45 minutes.

## 6. Evaluation of quotations

The UNSSC shall award the contract for the Services to the lowest-priced technically acceptable quotation.

Please provide a quotation for the delivery of the Services expressed in EUR without VAT and the curriculum vitae of the personnel involved in delivering the Services.

## 7. Conditions of Contract

The awarded contract is subject to the United Nations General Conditions of Contracts (UNGCC).