

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

**EU4MD/ Catalysing investment attractiveness of Cahul and Ungheni focal regions
based on participatory approach and strategic development**

RFP No.: 21/02287

Project: **EU4Moldova: Focal regions**

Country: **Moldova, Republic of**

Issued on: 4 June 2021

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to liliana.caterov@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Liliana CATEROV
Title: Procurement Coordinator
Date: **June 4, 2021**

Approved by:



Name: Corina OPREA
Title: Operations Manager
Date: **June 4, 2021**

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Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ol style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.

	<p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise</p>

	specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ol style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ol style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p>

	<p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the</p>

	<p>BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> i. Bear the name and address of the bidder;

	<p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility</p>

	<p>of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive

	<p>bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material</p>

	<p>deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
38. Right to Vary Requirements at the Time of Award	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary 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.</p>
39. Contract Signature	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>
40. Contract Type and General Terms and	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-</p>

Conditions	buy.html
41. Performance Security	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 1% Max. 4% deduction, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Liliana CATEROV, Procurement Coordinator Address: #104, Sciusev Street, Chisinau E-mail address: liliana.caterov@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP	Posted directly to e-Tendering

DD

14	23	Deadline for Submission	For e-Tendering submission - as indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code MDA10 and Event ID number 0000009393
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Your offer, comprising of Technical and Financial Proposals, shall be submitted in separate files, while the financial proposal shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. ▪ Password for financial proposal must not be disclosed unless required in written by UNDP. ▪ DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING LINE ITEM. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	July 30, 2021
19		Maximum expected duration of contract	3,5 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for contracts (goods and/or services) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

0D

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum five (5) years of practical experience in the fields related to local economic development <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form
Minimum Qualification Requirements	The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) TEAM Leader 	Attach required documents to Form E of Section 6

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<ul style="list-style-type: none"> • 1 (one) National Consultant for Ungheni region responsible for Local Economic Development • 1 (one) National Consultant for Cahul region responsible for Local Economic Development • 1 (one) Legal/Institutional development Consultant <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
<p>Financial Standing</p>	<p>Minimum average annual turnover of USD 75,000 for the last 2 years (2018 and 2019).</p> <p><i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i></p>	<p>Form D: Qualification Form</p>
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	210
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	490
TOTAL		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	10
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> – Age of the firm - <5 years – 0 pts, 5 years – 10 pts, >5 years – 2 pts for each additional year up to maximum 20 pts – project management controls (at least 2 of the key personnel must be full-time employees of the Proposer) – less than 2 – 0 pts, 2 – 20 pts 	40
1.3	Relevance of: <ul style="list-style-type: none"> – Minimum five (5) years of practical experience in the fields related to local economic development (<5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 40 pts) – At least 3 projects in identification of foreign investment opportunities, business development and/or Public Private Partnership initiatives (<3 projects – 0 pts, 3 projects - 20 pts, >3 projects – 5 pts for each additional project up to max. 40 pts). <i>Evidence: list of previously conducted projects the Company has implemented, including Company's role in such projects, the topic and year must be described in Form E. Technical Proposal.</i> At least 1 Recommendation Letter for 1 of the listed projects will be an advantage (none – 0 pts, 1 letter – 10 pts) – At least 3 projects in facilitating cooperation between private sector and Public Authorities (Central, Local) and/or Public Agencies in Moldova (<3 projects – 0 pts, 3 projects - 20 pts, >3 projects – 5 pts for each additional project up to max. 40 pts). <i>Evidence: list of previously conducted projects with implication of public and private actors, including Company's role in such projects, must be described in Form E. Technical Proposal, indicating year, other details as may be relevant.</i> At least 1 Recommendation Letter for 1 of the listed projects will be an advantage (none – 0 pts, 1 letter – 10 pts) – Experience in terms of smart specialization and value chains analyses (if no- 0 pts, yes – 10 pts). <i>Evidence: must be described in Form E. Technical Proposal.</i> – Work for UNDP/UN Agencies/donor funded/EU projects will be considered a strong advantage (no experience - 0 pts, yes – 10 pts). 	160
Total Section 1		210

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does Methodology and Approach meet the ToR requirements? <ul style="list-style-type: none"> • full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 51 to 70 pts 	70

	<ul style="list-style-type: none"> <i>satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 to 50 pts</i> <i>limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 20 pts</i> 	
2.2	Does the Methodology describe all the actions and their consequence into sufficient details, are they logical? (<i>detailed and logical description - 31 to 50 pts; limited description which requires improvements – 11 to 30 pts, no description or somehow touched upon – 0 to 10 pts</i>)	50
2.3	Does the proposed Methodology demonstrate knowledge and understanding of the Ungheni and Cahul regions' specific environment and its challenges? <ul style="list-style-type: none"> <i>full understanding and deep knowledge of Ungheni and Cahul regions. The regions' environment and challenges are well described and addressed into sufficient details – 51 to 70 pts</i> <i>the understanding and knowledge of Ungheni and Cahul regions are satisfactorily addressed. The regions' environment and challenges are somehow addressed without providing many details – 21 to 50 pts</i> <i>the understanding and knowledge Ungheni and Cahul regions are not addressed at all or only touched upon. The regions' environment and challenges not addressed at all or only touched upon – 0 pts to 20 pts</i> 	70
2.4	Does the Methodology and Approach include participatory approach, including description of steps to establish a platform for dialogue between the private sector and the local public authorities (Cahul and Ungheni)? <ul style="list-style-type: none"> <i>participatory approach is aligned to the ToR requirements; description of steps is well detailed and aligned to the national legislation requirements – 31 to 50 pts</i> <i>participatory approach is satisfactorily addressed, providing some details; description of steps is described without providing many details and may be improved – 11 to 30 pts</i> <i>participatory approach is not addressed at all or somehow touched upon; description of steps is not described or a simple reference to the national legislation requirements is made – 0 to 10 pts</i> 	50
2.5	Does the proposal contain performance monitoring and evaluation mechanisms and tools? <ul style="list-style-type: none"> <i>the performance monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the performance monitoring and evaluation mechanisms are weak – 0 to 5 pts</i> 	20
2.6	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures? <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the risk assessment and proposed mitigation measures is weak – 0 to 5 pts</i> 	20
2.7	Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement? (<i>Limited or lack of any such details - 0 pts, to some extent - 5 to 12 pts, extensive and logical distribution - 13 to 20 pts</i>)	20
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	1 (one) TEAM Leader	

Section 3. Management Structure and Key Personnel			Points obtainable
	Advanced University degree (Masters) in Economics, Management and Business Administration or other relevant field. PhD is an asset (<i>Masters – 15 pts; PhD – 20 pts</i>)	20	150
	Minimum of 7 years of experience in managing projects related to economic analyses, business administration, investment attraction (<i><7 years – 0 pts, 7 years - 30 pts, >7 years – 5 pts each additional year up to max. 55 pts</i>)	55	
	Experience in developing strategic analysis for business development opportunities and strategic development plans, conducted over the last 5 years (<i><3 papers – 0 pts, 3 papers - 30 pts, >3 papers – 5 pts each additional projects/contract up to max. 40 pts</i>) <i>At least 1 such strategic paper developed by the candidate must be presented together with the CV (poor quality – 0 pts, good – 10 pts, excellent – 15 pts)</i>	55	
	Experience working with UN Agencies/EU funded projects or other donor funded projects (<i>no experience – 0 pts, there is - 10 pts</i>)	10	
	Language Qualifications: Excellent written and spoken Romanian and English (<i>4 pts each language</i>); Russian is an asset (<i>2 pts</i>)	10	
3.2	1 (one) National Consultants for Ungheni Region responsible for Local Economic Development		120
	University degree in Economics, Management, Business Administration (<i>Bachelor's – 10 pts; Master's - 15 pts</i>)	15	
	Experience in providing consultancy services and/or involvement in projects related to business development, business analyses, market research and strategic development (<i><2 projects/contracts – 0 pts, 2 projects/contracts - 20 pts, >2 projects/contracts – 5 pts each additional projects/contract up to max. 40 pts</i>)	40	
	Proven experience in writing business plans and/or project proposals on behalf of Public Authorities (<i>no – 0 pts, >1 record – 5 pts each record up to max. 15 pts</i>). <i>At least 1 business plan/project application developed by the candidate must be presented together with the CV (poor quality – 0 pts, good – 5 pts, excellent – 10 pts)</i>	25	
	Experience in implementing business/social development projects in Ungheni region/municipality will be an advantage (<i>no – 0 pts, 1 project – 10 pts, >1 project – 5 pts for each additional project up to max. 20 pts</i>)	20	
	Experience working with UN Agencies/EU funded projects or other donor funded projects (<i>no experience – 0 pts, there is - 10 pts</i>)	10	
	Language Qualifications: good command of written and spoken Romanian (<i>6 pts</i>); command of English and/or Russian is an asset (<i>2 pts each language</i>)	10	
3.3	1 (one) National Consultants for Cahul Region responsible for Local Economic Development		120
	University degree in Economics, Management, Business Administration (<i>Bachelor's – 10 pts; Master's - 15 pts</i>)	15	
	Experience in providing consultancy services and/or involvement in projects related to business development, business analyses, market research and strategic development (<i><2 projects/contracts – 0 pts, 2 projects/contracts - 20 pts, >2 projects/contracts – 5 pts each additional projects/contract up to max. 40 pts</i>)	40	
	Proven experience in writing business plans and/or project proposals on behalf of Public Authorities (<i>no – 0 pts, >1 record – 5 pts each record up to max. 15 pts</i>). <i>At least 1 business plan/project application developed by the candidate must be presented together with the CV (poor quality – 0 pts, good – 5 pts, excellent – 10 pts)</i>	25	
	Experience in implementing business/social development projects in Cahul region/municipality will be an advantage (<i>no – 0 pts, 1 project – 10 pts, >1 project – 5 pts for each additional project up to max. 20 pts</i>)	20	

Section 3. Management Structure and Key Personnel			Points obtainable
	Experience working with UN Agencies/EU funded projects or other donor funded projects (<i>no experience – 0 pts, there is - 10 pts</i>)	10	
	Language Qualifications: good command of written and spoken Romanian (6 pts); command of English and/or Russian is an asset (2 pts each language)	10	
3.4	1 (one) Legal/Institutional development Consultant		
	University degree in law (<i>Bachelor's – 10 pts; Master's - 15 pts</i>). Specialization in commercial and/or administrative law would be an advantage (20 pts)	20	
	At least 3 years of experience in providing legal consultancy to the public and/or private sector, business, SME's (<3 years – 0 pts, 3 years - 20 pts, >3 years – 5 pts each additional year up to max. 30 pts)	30	
	Experience in developing public-private partnership initiatives (<1 project – 0 pts, 1 project – 15 pts, >1 projects 5 pts each project up to max. 30 pts) <i>Evidence: list of relevant projects implemented must be presented together with candidate's CV. At least 1 document/regulation developed by the candidate must be presented, or link to the document, if public (poor quality – 0 pts, good – 5 pts, excellent – 10 pts)</i>	40	100
	Language Qualifications: good command of written and spoken Romanian (6 pts); command of English and/or Russian is an asset (2 pts each language)	10	
Total Section 3			490

Section 5. Terms of Reference

A. PROJECT TITLE: EU4Moldova: Focal Regions Programme (EU-funded)

B. PROJECT DESCRIPTION

General Background:

The EU4Moldova: Focal regions Programme (further on referred as Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and United Nations Children's Fund.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

Specific context

Under this component, it is envisaged to help the economies of focal regions Ungheni and Cahul to rise above their status of 'declining economic periphery' and implement a consistent package of 'economic turnaround' measures, aiming to improve their domestic and international image as 'emerging regional growth poles' with conducive business environment and amplified investment and entrepreneurship activities through greener economic specialization development approach.

The supported activities and actions will follow the most innovative methodological tools and international experiences related to enabling tangible and intangible business environment factors, place branding, attraction of external investors, expansion of existing firms and start-ups interventions, as well as pro-growth urban revitalization.

Improving the investment attractiveness of focal regions consists of providing consultancy and technical assistance to the local stakeholders to raise the investment attractiveness of the focal region through (i) addressing the most critical barriers for the development of local business environment, and (ii) identifying and promoting the existing feasible business opportunities in the area through circular economy approach. By simultaneously addressing the 'improvement of business environment' and 'promoting business opportunities', the focal regional stakeholders will create a foundation for further promotion of targeted private sector support initiatives.

This activity is intended to approach the existing local 'value chain' challenges, faced by local economies, specifically:

- (i) geopolitical instability and low-margin of traditional Eastern markets,
- (ii) sophisticated pre-conditions to penetrate to EU market with high-margin, with particular focus on greening and sustainability, and
- (iii) small domestic market to support an economic growth

The EU4Moldova: Focal regions Programme already started, within its other components, to support the local stakeholders to elaborate and promote the Joint Economic Growth Agenda in the focal regions. Local economic groups composed of important stakeholders from local public administration, businesses, local association to start several exercises related to local economic development were created and organized. These activities provided methodological support in conducting a joint Participatory Appraisal of the Competitive Advantage (PACA) of the focal regions and setting up the Territorial Economic Development Associations (TEDA) in Cahul and Ungheni municipalities. As the result of PACA and TEDA exercise, for each Focal Region a Low Carbon Economic Development Roadmap (LCED) was developed. The Road Map developed for each Focal Region focused on the following aspects:

- Identification of economic area vs. administrative area
- Identification of key relevant value chains (4 for each Focal Region)
 - Cahul region – tourism, shepherding, table grapes, wine making.
 - Ungheni region – tourism, carpet production, furniture production, strawberries
- Identification of motivated stakeholders
- Identification of bottom-up realistic initiatives
- Further steps for implementation of LED initiatives

Taking into account that Programme is designing opportunities for further advancing business development of the regions through 'emerging clusters', aiming to drive the local economies towards sustainable and greener economic growth, jobs creation and prosperity for the whole focal region through clustering approach, EU4Moldova: Focal regions Programme launched a tendering procedure to select a local company (<https://sc.undp.md/tnddetails2/2236/>) in order to provide consistent and comprehensive methodological guidance, conceptualization and development of business clusters, including Stakeholder Review, 'Joint Development Platform' Institutionalization, Cluster Mapping, Local Environmental challenges and opportunities, and Detailed 5-year development plans.

C. SCOPE OF WORK

In order to overcome the existing deficiencies, the Programme is seeking a local company (hereinafter Contractor) **to establish a platform for dialogue between the private sector and the local public authorities (Cahul and Ungheni)** to foster inclusive, multi-stakeholder, regular dialogue which will catalyse collaboration in identification of main needs and obstacles faced by local businesses and the best solutions to address them.

In this respect, in each focal region will be conducted a participatory in-depth analyse of local business environment, which will address both tangible (infrastructure, services) and intangible (regulation, business climate, access to markets, etc) factors.

An important aspect: not just critical moments, but also opportunities will be underlined to be further addressed.

Based on the findings and conclusions, in each focal region there **will be elaborated a joint public-private '5-Years Local Business Agenda'** with concrete, feasible and priority measures to be undertaken by local governments to pursue the improvement of local business environment, required by the private sector.

D. KEY TASKS/ACTIVITIES AN EXPECTED OUTPUTS

The Contractor shall take full responsibility for the execution and delivery of the following tasks and outputs to achieve the objectives of the assignment as described below:

Task 1. Project initiation:

- Elaborate the methodology related to the conceptualization and development of platform for dialogue between the private sector and the local public authorities (Cahul and Ungheni) as well as joint public-private 5-Years Local Business Agenda.
- Provide a detailed work plan and timeline of activities.

Task 2. Design and Setting up platform for dialogue between private sector and local public authorities Platform for dialogue:

- Check experience at national and international level between the private sector and the local government to foster inclusive, multi-stakeholder, regular dialogue which will catalyse collaboration in identification of main needs and obstacles faced by local businesses and the best solutions to address them. (e.g., Guvern către Business², Platforme digitale de interacțiune (Public-Private)³, Public-Private Dialogue⁴, Successful examples of PP dialogue in Colombia and Namibia⁵, Constructing Inclusive Public-private Dialogue⁶, etc.).
- Define possible legal forms and non-formalized mechanisms, responsibilities, risks, tasks, and attributions, of Platform for dialogue.
- Formulate recommendations and creation processes for establishing the Platform for dialogue.
- Establishment of Platform of Dialogue and elaboration initial agenda of activities.

Task 3. Designing Joint public-private 5-Years Local Business Agenda as actions to be undertaken by LPAs in support to private sector development:

- Identifying key investment opportunities of Focal Regions from perspective of National strategy for Investment Attraction and Export Promotion, as well as socio-economic strategic papers of the Regions.

² <https://www.egov.md/ro/communication/news/webinarul-egov-pentru-amcham-e-servicii-si-platforme-g2b-dialog-consistent-cu>

³ <https://consecon.gov.md/2021/04/15/prin-intermediul-unei-aplicatii-businessul-va-putea-alerta-on-line-problemele-cu-care-se-confrunta/>

⁴ <http://ppd.cipe.org/>

⁵ https://ec.europa.eu/international-partnerships/events/successful-examples-public-private-dialogue-colombia-and-namibia_en

⁶ https://www.oecd-ilibrary.org/development/promoting-pro-poor-growth/constructing-inclusive-public-private-dialogue_9789264024786-13-en

- Joint public-private 5-Years Local Business Agenda will be developed and focused on the following **main aspects**, but not limited:
 - Comparative advantages for investments in Focal Regions as well as challenges of Local Public Authorities related to Business Development.
 - The existing opportunities for local and foreign investors and resource availability in line with TEDA exercise
 - Private sectors need assessment. The specific assumptions, activities, opportunities, competitive advantages will be identified, and development based on PACA approach.
 - Promotion of different financial mechanisms and positive environment for investment attraction:
 - Greenfield
 - Promotion of PPP opportunities
 - Short and medium-term actions related to Recruitment of new businesses as well as expansion of existing businesses.
 - Promotion of local branding through local businesses. Actions to identify best producers and promote [Protected Geographical Identification⁷](#) (PGI) of local specialities. Under this action, the Contractor will identify and describe all legal and administrative procedures aiming to register PGI products.
 - Identify key local/global environmental challenges (including climate changes) and opportunities that are to be considered for each business opportunity.
 - Short and medium-term actions required to be undertaken by public authorities aiming to develop favourable environment of business development in Focal Regions.
 - Promoting innovation and smart specialization to boost growth and jobs by enabling regions to identify and develop their own competitive advantages. Establishing links to academia and research institutions. Fostering quality skills match to potential investors.
 - Cluster development promotion to support the process of productivity and quality improvement of local firms, to facilitate their connection to more advanced, stable and high margin markets.
 - Promote equality through community initiatives and advocacy, participative budget, public private dialogue for urban planning.
 - All the activities will take into consideration the outputs and recommendations mentioned in Low Carbon Economic Development Roadmap.
 - Digitization of business-LPA interaction, investment mapping, start-up ideas hackathons.
 - Institutionalization of Investment Attraction Unit by creation of specialized team.
- 5-Years Local Business Agenda will also refer to the **specific mechanisms** and interventions, such as:
 - Business-to-business programmes
 - Business support programmes
 - Capacity development programmes

⁷ <https://www.madr.ro/industrie-alimentara/sisteme-de-calitate-europene-si-indicatii-geografice/produse-agricole-si-alimentare.html>

- Challenge funds: competitive financing mechanism that channels public funds for specific development purposes.
 - Impact investing.
 - Multi-stakeholder partnership programmes.
 - Programmes for partnerships between non-profits and the private sector.
 - Technical assistance programmes.
 - Other programmes and ad hoc support.
- Organization of at least 4 dedicated meetings with private sector actors (in each Focal Region)
 - Integration of 5-Years Local Business Agenda recommendations to Local and/or Regional Economic Strategic papers.

The initiatives will be also focused to boost the efficient use of resources by moving to a clean, circular economy and to restore biodiversity and cut pollution.

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

Deliverables	Indicative timeframe
<p>Task 1. Project Initiation.</p> <p>1. Methodology and detailed work plan and timeline of activities developed and agreed with UNDP/EUD.</p>	within 1 week from contract signature
<p>Task 2. Design and Setting up platform for dialogue between private sector and local public authorities.</p> <p>1. Report on best national and international practices related to Public-Private Dialogue Platforms</p> <p>2. Recommendation and detailed algorithm for Dialogue Platform creation. Legal forms and non-formalized mechanisms</p> <p>3. Kick-off meeting and initial agenda of activities</p> <p>Delivery 1. Inception Report containing the above-mentioned deliverables from T1 and T2</p>	within 4 weeks from contract signature
<p>Task 3. Designing of joint public-private 5-Years Local Business Agenda.</p> <p>1. Identification of key investment opportunities of Focal Regions (including value chain perspective) also considering relevant environmental challenges and trends. Some investment opportunities will aim to identify and promote possible Protected Geographical Identification local specialities.</p> <p>2. Development of Joint public-private 5-Years Local Business Agenda based on Circular economy perspective Business Agenda will aim to promote equality through community initiatives and advocacy with focus on innovation and smart specialization.</p> <p>3. Organization of at least 4 dedicated meetings with private sector actors (in each Focal Region).</p> <p>4. Integration of 5-Years Local Business Agenda recommendations to Local and/or Regional Economic Strategic papers</p> <p>Delivery 2. Joint public-private 5-Years Local Business Agenda. containing the above-mentioned deliverables</p>	within 3 months from contract signature
<p>Task 4. Final Report</p> <p>The Contractor shall submit a Final report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned, and a best practice section.</p>	within 3 months and 1 week from contract signature

Deliverables	Indicative timeframe
Delivery 3. Final Report	

All deliverables should be endorsed by UNDP and shall be provided in Romanian, both in hard and electronic copies. The final report will include the revised documents and annexes with other deliverables produces under this assignment. Contractor shall also submit an executive summary of Final Report in English and Romanian languages.

F. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance of designated Project Officer and supervised by the Project Manager/Business Development, reporting to the Programme Manager. The Programme will provide all available relative documentation, facilitate first contacts and communication with stakeholders while **Contractor will be responsible for arranging all necessary local transportation (travel is conditioned by the circumstances dictated by the pandemic) and logistics arrangements (except where indicated that the Programme will take care of), obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties.**

G. DURATION OF WORK

- a) The estimated duration of works is maximum 3,5 months;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The proposed **team of professionals** who will be involved in elaboration of the requested documents shall have the following professional skills:

- *One (1) TEAM Leader*
- *Two (2) National consultants for both Focal Regions responsible for Local Economic Development*
- *One (1) Legal/institutional development Consultant*

The Contractor could consider other non-key personnel if it is required for the successful implementation of the present assignment.

Tenderers shall provide information on the Project Team proposed to manage this assignment outlining details including:

- a) Extent of experience of each of the proposed team members.
- b) Details of their respective qualifications and relevant experience.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope:

(Must be submitted in a separate file/password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. Please, ensure that such document provides detailed description of previously conducted public consultations (incl. project, year, other details as may be relevant) as well as detailed description of the technical capabilities (in terms of hardware and software) available for the fulfilment of the proposed tasks ▪ Certificate of Incorporation/ Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2019, 2018) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years ▪ A copy of preliminary Agreement in case of Consortium ▪ Detailed description of the Methodology, Approach and

Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel

- CVs of the Key personnel (dully signed by the envisaged persons), including additional information/supporting documents as required by the Section 4: Evaluation Criteria, Form 3: Management Structure & Key Personnel
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- **Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal indicated in e-Tendering system line item must equal with 1 US\$.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

Contract non-performance did not occur for the last 3 years

Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Current contracts/commitments in progress

Complete information about all projects in progress

Name of Client	Project name and location	Contract Value	Project Start Date	Scheduled Completion Date	Completion percentage

Financial Standing

Annual Turnover for the last 3 years	Year 2019	USD
	Year 2018	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 2019	Year 2018	Year 2017
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			

Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team. Subcontracting must not exceed 30% of the contract value.**
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel (envisaged in the CV)

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02287		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate file from the Technical Proposal as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.**

Your Financial Proposal file (comprising Forms F and G) must be password protected. The password shall not be disclosed unless required in written by UNDP.

DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING SYSTEM LINE ITEM. YOU MUST PUT PRICE AS 1\$ AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: US\$

Table 1: Cost Breakdown per Milestones

MILESTONE/DELIVERABLE	Percentage of Total Price	Price (Lump Sum, All Inclusive)
Deliverable 1	20%	
Deliverable 2	40%	
Deliverable 3	40%	

*Basis for payment tranches

Table 2: Cost Breakdown by Cost Component

Description of Activity	Unit of measure (day, unit etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
		A	B	C=A*B
I. Personnel Services				
a) Team Leader	Working days			
b) National Consultant for Ungheni region responsible for Local Economic Development	Working days			
c) National Consultant for Cahul region responsible for Local Economic Development	Working days			
d) Legal/institutional development Consultant	Working days			
e) Other staff if necessary (please, list down)	Working days			
Subtotal Personnel Services:				
II. Out of Pocket Expenses				
a) Transportation costs				
b) Subsistence allowance (if the case)	Day			
Other Costs: (please specify)				
c) Translation costs (if any)				

Other Costs: <i>(please specify)</i>				
			Subtotal Out of Pocket Expenses:	
III. Other Related Costs				
Other Costs: <i>(please specify)</i>				
			Subtotal Other Related Costs:	
			TOTAL (all-inclusive, VAT 0%)	