* United Nations Development Programme*

**REQUEST FOR PROPOSALS**

**RfP24/02846:** Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova

**Projects:** Multidimensional response to emerging human security challenges in Moldova

**Country**: Republic of Moldova

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# SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereby referred to as UNDP, through **"Multidimensional response to emerging human security challenges in Moldova"** Project, hereby invites prospective proposers to submit a proposal to contract services for data collection on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova, in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully:

*Section 1*: This Letter of Invitation

*Section 2*: Instruction to Proposers

*Section 3*: Data Sheet

*Section 4*: Evaluation Criteria

*Section 5*: Terms of Reference

*Section 6*: Conditions of Contract and Contract Forms

*Section 7*: Proposal Forms

*- Form A*: Proposal confirmation

*- Form B*: Checklist

*- Form C*: Technical Proposal Submission

*- Form D*: Proposer Information

*- Form E*: Joint Venture/Consortium/Association Information

*- Form F*: Eligibility and Qualification

*- Form G*: Format for Technical Proposal

*- Form H*: Format for CV of Proposed Key Personnel

*- Form I*: Statement of Exclusivity and Availability

*- Form J*: Financial Proposal Submission

*- Form K*: Format for Financial Proposal

- *Form L:* Proposal Security

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 Section 3: Data Sheet.

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**Pre-proposal conference will be conducted as follows:**

Date: **11 April 2024**

Time: **16:00 GMT+3 / Moldova time**

**Venue: Zoom**

**Link: https://undp.zoom.us/j/87696701670?pwd=TURnZllSRnZPemkzR3hPRjBlanplZz09**

**Meeting ID: 876 9670 1670**

**Passcode: 097501**

**Focal point for the arrangement**: Victor Sagaidac – Component coordinator (victor.sagaidac@undp.org)

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Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00438**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0).

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address:** **sc.md@undp.org****.** In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Proposal, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova

# SECTION 2: INSTRUCTIONS TO PROPOSERS

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| **GENERAL** |
| 1. **Scope**
 | Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at [UNDP Programme and Operations](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) [Policies and Procedures/Procurement.](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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. |
| 1. **Interpretation of the RFP**
 | Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP. |
| 1. **Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality**
 | All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labor, human rights, environment and ethical conduct** may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) [conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.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> 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.In pursuance of this policy, UNDP:1. Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;
2. Further to the UNDP’s vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, 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.
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| 1. **Eligible proposers**
 | Proposers shall have the legal capacity to enter into a binding contract with UNDP.A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, |

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|  | with a firm or any of its affiliates that have been engaged by UNDP to provide consulting 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 services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.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.Similarly, the Bidders must disclose in their proposal their knowledge of the following:1. 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
2. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.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.Proposers shall not be eligible to submit a proposal if at the time of proposal submission:* is included in the Ineligibility List, hosted by [UNGM,](https://www.ungm.org/) that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
* is included in the [Consolidated United Nations Security Council Sanctions List,](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list)
* is included in the [World Bank Corporate Procurement Listing of Non-Responsible](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) [Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals.](http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984)
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| 1. **Proprietary information**
 | The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm. |
| 1. **Publicity**
 | During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP. |
| **SOLICITATION DOCUMENTS** |
| 1. **Clarification of solicitation documents**
 | Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.UNDP will provide the responses to clarifications through the method specified in |

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|  | Section 3: Data Sheet.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. |
| 1. **Amendment of solicitation documents**
 | At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal. |
| **PREPARATION OF PROPOSALS** |
| 1. **Cost of preparation of proposal**
 | The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| 1. **Language**
 | The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet. |
| 1. **Documents establishing eligibility and qualifications of the proposer**
 | The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP’s satisfaction. |
| **11.a Documents comprising the proposal** | The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:* Documents Establishing the Eligibility and Qualifications of the Bidder;
* Technical Proposal;
* Financial Proposal;
* Proposal Security, if required by DS;
* Any attachments and/or appendices to the Proposal.
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| 1. **Technical proposal format and content**
 | The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive. |
| 1. **Financial proposal**
 | The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.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.Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| 1. **Currencies**
 | All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:* UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.
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|  | * In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above.
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| 1. **Duties and taxes**
 | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet. |
| 1. **Proposal validity period**
 | Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers 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.If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated. |
| 1. **Proposal security**
 | A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.Unsuccessful proposers’ proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:* If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;
* In the event the successful Proposer fails:
	+ to sign the contract after UNDP has issued an award; or
	+ 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 proposer. |

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| 1. **Joint Venture, Consortium or Association**
 | If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:* 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, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and
* if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.

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.If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities 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.A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:* Those that were undertaken together by the JV, Consortium or Association; and
* Those that were undertaken by the individual entities of the JV, Consortium or Association.

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.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. |
| 1. **Only one proposal**
 | The proposer (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.Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:* they have at least one controlling partner, director, or shareholder in common; or
* any one of them receive or have received any direct or indirect subsidy from the other/s; or
* they have the same legal representative for purposes of this RFP; or
* 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 proposer regarding this RFP process;
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|  | * they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer 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.
 |
| 1. **Alternative proposals**
 | Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. 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.If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response. |
| 1. **Pre-proposal conference**
 | When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers’ responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP. |
| 1. **Site inspection**
 | When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non- attendance, shall not result in disqualification of an interested proposer.Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:1. loss of or damage to any real or personal property;
2. personal injury, disease, or illness to, or death of, any person;
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|  | 1. financial loss or expense, arising out of the carrying out of that site inspection; and
2. transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.
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| UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing. |
| 1. **Errors or omissions**
 | Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults. |
| 1. **Proposers’ responsibility to inform themselves**
 | Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:* examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;
* review the RFP to ensure that they have a complete copy of all documents;
* obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;
* verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with UNDP, its employees or agents;
* attend any pre-proposal conference if it is mandatory under this RFP;
* fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and
* form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.

Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers. |
| 1. **No material change(s) in circumstances**
 | The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:* a change affecting any declaration, accreditation, license or approval;
* major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;
* a change to any information on which UNDP may rely in assessing proposals.
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| **SUBMISSION AND OPENING OF PROPOSALS** |
| 1. **Instruction for proposal submission**
 | The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.The proposal shall be submitted? by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal. |

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|  | Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract. |
| **26a. Online submission** | Electronic submission through online portal shall be governed as follows:* Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;
* The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
* The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system.
* 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 DS.

Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal. |
| 1. **Deadline for Submission of Proposals**
 | Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <http://www.timeanddate.com/worldclock/.>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| 1. **Withdrawal, substitution and modification of proposals**
 | A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended. |
| 1. **Storage of proposals**
 | Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet. |
| 1. **Proposal opening**
 | There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal. |
| 1. **Late proposals**
 | Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure. |

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| **EVALUATION OF PROPOSALS** |
| 1. **Confidentiality**
 | Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.Any effort by a proposer or anyone on behalf of the proposer 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 subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| 1. **Evaluation of proposals**
 | UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.UNDP shall conduct the evaluation solely based on the submitted technical and financial proposals.Evaluation of proposals shall be undertaken in the following steps:1. Preliminary examination;
2. Evaluation of minimum eligibility and qualification (if pre-qualification is not done);
3. Evaluation of technical proposals;
4. Evaluation of financial proposals.
 |
| 1. **Preliminary examination**
 | 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. |
| 1. **Evaluation of eligibility and qualification**
 | Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).In general terms, vendors that meet the following criteria may be considered qualified:1. 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;1. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;
2. They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;
3. They are able to comply fully with the UNDP General Terms and Conditions of Contract;
4. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
5. They have a record of timely and satisfactory performance with their clients.
 |
| 1. **Evaluation of technical and**
 | 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 theevaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation |

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| **financial proposals** | Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, 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 Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.When the Data Sheet specifies a **combined scoring method**, the formula for the rating of the proposals will be as follows:Rating the Technical Proposal (TP):**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP):**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g., 60%) + (FP Rating) x (Weight of FP, e.g., 40%) |
| 1. **Post-qualification/ Due Diligence**
 | UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:1. Verification of accuracy, correctness and authenticity of information provided by the proposer;
2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
3. Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;
4. Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;
5. Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;
6. Other means that UNDP may deem appropriate, at any stage within the

selection process, prior to awarding the contract. |
| 1. **Clarification of proposals**
 | UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions). |

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|  | UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.Any unsolicited clarification submitted by a proposer 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. |
| 1. **Responsiveness of proposal**
 | UNDP’s determination of a proposal’s responsiveness is to 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 deviation, reservation, or omission. A material deviation, reservation, or omission is one that:1. affects in any substantial way the scope, quality, or performance of the services specified in the contract; or
2. limits in any substantial way, inconsistent with the solicitation documents,

UNDP’s rights or the proposer’s obligations under the contract; or1. if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.

If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission. |
| 1. **Nonconformities, reparable errors and omission**
 | 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. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, 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 proposer to comply with the request may result in the rejection of its proposal.For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows:1. 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;
2. 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
3. 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.

If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited. |
| 1. **Right to accept any proposal and to reject any or all proposals**
 | UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |

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| **AWARD OF CONTRACT** |
| 1. **Award criteria**
 | Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet. |
| 1. **Right to vary requirement at time of award**
 | At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document. |
| 1. **Notification of award**
 | Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract. |
| 1. **Debriefing**
 | In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer’s submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer’s submission shall not be discussed. |
| 1. **Publication of contract award**
 | UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view\_awards.cfm which is linked to the [United](http://www.ungm.org/) [Nations Global Marketplace,](http://www.ungm.org/) with the RFP Reference number, the information of the awarded proposer’s company name, contract amount or LTA and the date of the contract. |
| 1. **Contract Signature**
 | 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 Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids. |
| 1. **Contract Type and General Terms and Conditions**
 | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| 1. **Performance security**
 | The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> , within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available [here](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default). UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer. |
| 1. **Bank guarantee for advance payment**
 | Except when the interests of UNDP so require, it is UNDP’s standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this [bank guarantee form](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default) 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> .Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. |

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| 1. **Liquidated Damages**
 | If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order. |
| 1. **Proposal protest**
 | Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.The following link provides further details regarding UNDP vendor protest procedures: [http://www.undp.org/content/undp/en/home/procurement/business/protest-and-](http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html) [sanctions.html](http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html) |
| 1. **Other Provisions**
 | 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 goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.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.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> |

# SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

| **No.** | **Data** | **Specific Instructions / Requirements** |
| --- | --- | --- |
| 1. | Scope | The reference number of this Request for Proposal (RFP) is **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova**. |
| 2. | Eligible proposers | Proposers from all countries are eligible to participate in this proposal process. |
| 3. | Clarification of solicitation documents | Any request for clarification of solicitation documents must be sent directly in the system through **Quantum** **message functionality**. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:Focal Person: UNDP Moldova Procurement UnitE-mail address: sc.md@undp.org **ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.**  |
| Deadline for submitting requests for clarifications / questions:  **5 days before the submission deadline** |
| Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.  |
| 4. | Language | All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in **English** |
| 5. | Partial proposals | Submitting proposals for parts or sub-parts of the TOR is:**Not allowed** |
| 6. | Currencies | Prices shall be quoted in **US Dollars (USD)** For evaluation purposes, all other rates shall be recalculated at UN Operational Rate of Exchange indicated in the portal: <https://treasury.un.org/operationalrates/OperationalRates.php>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: <https://treasury.un.org/operationalrates/OperationalRates.php> |
| 7. | Duties and taxes | All prices shall:**Be exclusive of VAT and other applicable indirect taxes.** |
| 8. | Proposal validity period | 90 days |
| 9. | Proposal security | **Required in the amount of 6,000 USD (thirty thousand US Dollars)** Acceptable forms of proposal security:[x]  Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms**Important Remarks:** • The Proposal Security shall be valid up to **30 days after the final date of validity of bids**.• The Original Copy of Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online bid. **If Proposal security is not submitted as stipulated above, proposal shall be disqualified.** The address for submitting the original Proposal Security documentation is as follows:**UNDP Moldova, #131, 31 August 1989 Street,** **MD-2012, Chisinau, Republic of Moldova** **to the attention of Procurement Unit**  |
| 10. | Alternative proposals | Shall not be considered. |
| 11. | Pre-proposal conference | Will be conducted**Time and time zone: 16:00 GMT+3 / Moldova time** **Date: 11 April 2024****Venue: Zoom****Link:** https://undp.zoom.us/j/87696701670?pwd=TURnZllSRnZPemkzR3hPRjBlanplZz09**Meeting ID: 876 9670 1670****Passcode: 097501**The **focal point for the arrangement** is: Victor Sagaidac – Component coordinator, e-mail: victor.sagaidac@undp.org Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.The pre-proposal conference is: [x]  **not mandatory** **Minutes of the Pre-proposal conference** will be disseminated by:Direct communication to prospective Bidders by email and posting directly in Quantum and on the below tender websites: [UNDP Moldova tenders](https://sc.undp.md/viewtenders2/), [UNDP Procurement Notices](https://procurement-notices.undp.org/) and [UNGM](https://www.ungm.org/Public/Notice). |
| 12. | Site inspection | A site inspection will not be held. |
| 13. | Instructions for proposal submission | **Bidders must submit their proposal directly in the online system.** * File 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*.*
* It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review.
* The bidder should receive an email acknowledging email receipt from the system.
 |
| 14. | Deadline for proposal submission | Deadline for proposal submission is **indicated in the portal**. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. |
| 15. | Proposal Opening | Public proposal opening will **NOT** be held |
| 16. | Evaluation of technical and financial proposals | Evaluation will be based on:[x]  Combined scoring method using a distribution of **70%-30%** Technical proposal - financial proposalThe maximum number of technical points is detailed in Section 4: Evaluation CriteriaTo be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation. |
| 17. | Right to vary requirement at time of award | The maximum percentage by which quantities may be increased is 25%The maximum percentage by which quantities may be decreased is 25% |
| 18. | Contract award to one or more proposer | UNDP will award a contract to:**One Bidder Only** |
| 19. | Type of contract to be awarded  | **Contract Face Sheet** More information can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> See Section 6 for link to sample contract. |
| 20. | Expected date for commencement of contract | 10 May 2024 |
| 21. | Conditions of contract to apply | **UNDP General Terms and Conditions for contracts (goods and/or services)**See Section 6 for link to the contract terms. |
| 22. | Performance Security | Not Required |
| 23. | Advance payment | Not Allowed |
| 24. | Liquidated damages | Will be imposed as follows:Percentage of contract price per week of delay: 2.5 %Max. number of weeks of delay 4, after which UNDP may terminate the contract. |
| 25. | Documents to be submitted with your Proposal | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity
* Certificate of Incorporation/ Business Registration
* A copy of preliminary Agreement in case of Consortium or sub-contracting
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on 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 3 years (2020, 2021, 2022)
* Details of Previous Relevant Experience within the last three (3) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution
* Statement of satisfactory Performance (references) from at least 3 clients on similar assignments implementation (field surveys and/or data collection)
* 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 and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed requirements
* **Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).**

**Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements****Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received*** **Form L, representing the Proposal Security submitted in original not later than ten (10) days after the submission deadline from tender deadline at the address indicated in Article 9**
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# SECTION 4: EVALUATION CRITERIA

**Preliminary Examination Criteria**

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

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| **Criteria**  | **Documents to establish compliance**  |
| Completeness of the Proposal  | All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete. |
| Proposer accepts UNDP General Conditions of Contract as specified in Section 6.  | Duly signed and stamped Form C: Technical Proposal Submission has been provided. |
| Proposal Validity  | Duly signed and stamped Form C: Technical Proposal Submission has been provided. |
| Proposal Security with compliant validity period  | Duly signed and stamped compliant to validity Form L: Proposal Security has been provided.  |
| Appropriate signatures | Proposal Forms have been duly signed and stamped. |
| Power of Attorney [if applicable] | Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided. |

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a **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.

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| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY**  |  |  |
| **Legal Status** | Vendor is a legally registered entity.  | **Form D: Proposer Information**  |
| **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 RFP clause 3.  | **Form C: Technical Proposal Submission**  |
| **Conflict of Interest** | No conflicts of interest.  | **Form C: Technical Proposal Submission**  |
| **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 C: Technical Proposal Submission**  |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts**[[1]](#footnote-2) | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | **Form F: Eligibility and Qualification**  |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.  | **Form F: Eligibility and Qualification**  |
| **Previous Experience** | Minimum five (5) years of relevant experience in running rural and/or agriculture development activities or data collection exercise*(For JV/Consortium/Association,* ***Lead Partner*** *should meet the requirement).* | **Form F: Eligibility and Qualification**  |
| Minimum3 (three) contracts, or components under bigger scope contracts, with a cumulative value of 300,000 US$, in data collection activities in agricultural field during the last 5 years. ***List of contracts managed, and their value shall be included in the Proposal****(For JV/Consortium/Association,* ***all Parties******cumulatively*** *should meet requirement).* | **Form F: Eligibility and Qualification** |
| Minimum key personnel | The contractor must provide the minimum key-personnel mandatory for the implementation of the contract. Failure to do so will be considered ground for disqualification:* 1 (one) Team leader
* 1 (one) Data modelling specialist
* 3 (three) Supervisors

Additional non-key personnel such:* Minimum 20 (twenty) Data collectors/validators

*Please note: The above listed roles cannot be cumulated under a single position. Non-key personnel are not subject to evaluation*. *(For JV/Consortium/Association,* ***all Parties cumulatively*** *should meet requirement).* | **Attach required documents** **to Form H: Format for CV of proposed Key Personnel**  |
| **Financial Standing** | Minimum average annual turnover of 350,000 US$ for the last 3 years (2020-2022).*(For JV/Consortium/Association,* ***all Parties******cumulatively*** *should meet requirement).* | **Form F: Eligibility and Qualification**  |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association,* ***all Parties******cumulatively*** *should meet requirement).* | **Form F: Eligibility and Qualification**  |

**Technical Evaluation Criteria**

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| **Summary of Technical Proposal Evaluation Forms** | **Points Obtainable** |
| 1. | Proposer’s qualification, capacity, and experience  | 290 |
| 2. | Proposed Methodology, Approach, and Implementation Plan | 410 |
| 3. | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |

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|  | **Section 1. Proposer’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | **Reputation of Organization and Credibility / Reliability / Industry Standing*** The company is not known on the market and lacks a good standing in the field– 0 pts;
* The company is well-known but lacks a good standing in the field – 15 pts;
* The company is a well-known market player with a good standing – 30 pts
 | **30** |
| 1.2 | General Organizational Capability which is likely to affect implementation: * Financial stability “Average annual turnover for the past 3 years is over 350,000 USD” (no – 0 pts., yes – 20 pts.)
* Strength of Project management support (up to 20 pts)
 | **40** |
| 1.3 | **Relevance of specialized knowledge and experience:*** Minimum five (5) years of experience in running rural and/or agriculture development activities or data collection exercises (5 years – 30 pts, 10 pts for each additional year, up to 80 pts)
* Minimum three (3) contracts of similar complexity contracts, or components under bigger scope contracts, in data collection activities in agricultural field (3 contracts – 30 points, 10 points for each additional year, up to 80 pts.)
* Demonstrated experience in interactions with farmers will be an advantage (no experience – 0 pts, proven existing experience – 20 pts.)
* Working experience with UN Agencies and/or other international organizations will be an advantage (no experience – 0 pts, existing experience – 10 pts)
 | **190** |
| 1.4 | Organizational Commitment to Sustainability (mandatory weight)* Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 pts
* Organization is a member of the UN Global Compact – 5 pts
* Organization demonstrates significant commitment to sustainability through some other means – 5 pts, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)
 | **30** |
|  | **Total Section 1** | **290** |

|  |  |  |
| --- | --- | --- |
|  | **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?* The important aspects of the task have been addressed in detail and the different components of the project are adequately weighted relative to one another – 51 to 80 pts
* The important aspects of the task have been generally addressed and the different components of the project are fairly weighted relative to one another – 21 to 50 pts
* The important aspects of the task have been generally addressed and the different components of the project are poorly weighted relative to one another – 0 to 20 pts
 | **80** |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference:* The proposed approach and methodology fully meet the ToR requirements – 51 to 80 pts
* The proposed approach and methodology are closely interlinked with ToR but require some adjustments to properly address all the tasks – 21 to 50 pts
* The proposed approach and methodology partly meet the ToR requirements or require major adjustments to address the tasks – 0 to 20 pts
 | **80** |
| 2.3 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement:* The proposed M&E methodology and tools fully respond to the task – 41 to 70 pts
* The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder – 21 to 40 pts
* The proposed M&E methodology requires major adjustments to address the tasks – 0 to 20 pts
* No M&E methodology was provided – 0 pts
 | **70** |
| 2.4 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic:* The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – up to 80 pts
* The Implementation Plan is well structured with well-defined sequence of activities but some clarifications on methodology are needed – up to 50 pts
* The description is not well structured and requires major clarifications from bidder – up to 20 pts
 | **80** |
| 2.5 | Does the proposal contain quality assurance procedures and risk mitigation measures:* Quality assurance procedures and risk mitigation measures are well-defined and adjusted to the assignment – 26 to 50 pts
* Quality Assurance responds to the assignment, but the risk mitigation measures are irrelevant/missing OR the risk mitigation measures are adjusted but improper quality assurance procedures – 0 to 25 pts
* No Quality Assurance procedures and risk mitigation measures were presented – 0 pts
 | **50** |
| 2.6 | Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days’ involvement?* Extensive and logical distribution – 26 to 50 pts
* To some extent – 6 to 25 pts
* Limited or lack of any such details – 5 pts
 | **50** |
|  | **Total Section** **2** | **410** |

|  |  |  |
| --- | --- | --- |
|  | **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
| 3.1  | **Team Leader** | **110** |
|  | University degree in management, social science, business administration or another relevant field (under master’s degree – 5 pts., master’s degree – 10 pts.) | 10 |  |
| Minimum five (5) years of experience in project management on conducting data collections and validations, or other relevant (5 years – 30 pts, each additional year – 5 pts, up to 50 pts) | 50 |
| Specific experience in the field of agriculture is an advantage (no – 0 pts, yes – 10 pts) | 10 |
| Minimum three (3) previous assignments as a team leader (3 assignments – 20 pts, each additional assignments– 5 pts, up to max 35 pts.) | 35 |
| Fluency in Romanian and English (verbal and writing) (2.5 pts per language) | 5 |
| 3.2 | **Data modelling specialist** | **100** |
|  | University degree in engineering, data science, social science, or another relevant field (under master’s degree – 5 pts., master’s degree – 10 pts.) | 10 |  |
| Minimum three (3) years of experience in data analysis and/or modelling (3 years – 20 pts, each additional year – 5 pts, up to 50 pts.) | 50 |
| Proven experience in designing at least 1 project on collecting and analysis of big data related to agriculture (1 project – 20 pts, each additional course/training – 5 pts, up to 35 pts.) |  35 |
| Fluency in Romanian and English (verbal and writing) (2.5 pts per language) | 5 |
| 3.3 | **Supervisors (minimum of 3 persons)** | **90****(average points)** |
|  | Minimum three (3) years of experience in data collection activities (3 years – 20 pts, each additional year – 10 pts, up to 50 pts) | 50 |  |
| Minimum one (1) previous assignment in supervising data collection activities (1 assignment – 20 pts, each additional year – 5 pts, up to 35 pts.) | 35 |
| Fluency in Romanian and Russian (verbal and writing) (2.5 pts per language) | 5 |
|  | **Total Section 3**  | **300** |

# SECTION 5: TERMS OF REFERENCE

1. **BACKGROUND**

The Ministry of Agriculture and Food Industry of Moldova (MAFI) is targeting to promote the modern digital technologies both in administrative layer of the sector (improving policy and decision making in the sector), as well as on the agriculture producers and processors side (simplifying ways of working, promoting efficiency improvement, improving decision making and strengthen resilience to crises.

In line with Objective 4 of the National Strategy of Agriculture and Rural development (SNDAR) on ensuring the transposition of EU Aquis and its progressive implementation in the field of agriculture, rural development and food safety, the Ministry reference development of the Integrated Administration and Control System (IACS), in accordance with the requirements and financing principles of the Common Agricultural Policy (CAP), and the adjustment of the subsidy mechanism based on EU standards.

Hence, MAFI requested UNDP for support in the rapid localization and implementation of digital National Farmers’ Registry (dNFR) as the first and the strategic component of IACS.

UNDP has contracted a consortium of companies which is currently implementing the dNFR, which includes (i) establishment of the legal framework, (ii) data collection on farmers activity on a sample of 10,000 farmers, and (iii) development of the Informational System.

The establishment of a digital National Farmers Registry system (dNFR) is becoming increasingly important for agricultural development and management in many countries. The dNFR is a digital database that contains comprehensive information about farmers, such as their personal information, land ownership, crop production, and other relevant data. This system is an essential component of an Integrated Administration and Control System (IACS), which is used to manage and control agricultural subsidies and ensure that farmers comply with various regulations related to food safety, environment, and animal welfare.

The implementation of IACS, which is widely used in the European Union (EU), requires the mapping of agricultural land, cross-checking with other databases, and on-site inspections to verify compliance with regulations. This system ensures that subsidy payments go to the correct beneficiaries and that agricultural activities are properly monitored and controlled. The dNFR complements IACS by providing a comprehensive database of farmers, which can be used to populate the mapping and land registration components of IACS.

The Republic of Moldova has already defined under the Law no 71/2013, Art. 31 the Integrated Administrative System as an automated information system intended for the management and monitoring of interventions and beneficiaries of subsidies from the National Fund for the Development of Agriculture and the Rural Environment, as well as financial means from development partners, including the following elements:

* + an electronic database;
	+ a system for identifying agricultural plots;
	+ a system for identification and registration of payment rights;
	+ subsidy applications;
	+ an integrated control system;
	+ a unique identification system for each farmer who submitted a subsidy application;
	+ an animal identification and registration system;
* other elements necessary for the management of the National Fund for the Development of Agriculture and the Rural Environment or other financial means allocated by the development partners.
1. **SCOPE OF WORK**

In order to test the most feasible data collection methodology for setting up fully functional digital National Farm Register (dNFR) and IACS in Moldova during next phases of the program, a **data collection exercise** is required to be implemented with objective to collect 10,000 farmers’ registrations (including a set of data related to the farmers, holdings, parcels, animals, machinery, etc., as defined in the data collection form), from 12 communities in the Republic of Moldova, under the 100% communities coverage methodology. The data collection will contribute to better management of actions in country wide establishment of dNFR through developing and testing of number of piloted actions:

* + approaches for registration of primary data at local level;
	+ instruments for collection of primary data;
	+ timeframes for the process of primary data collection;
	+ methods of gathering primary data at local level;
	+ approaches to verification of primary data at local level;
	+ initiating data analysis and generating reports.

\*Note: 100% communities coverage methodology implies door-to-door approach fully covering the proposed regions up to the threshold of minimum 10,000 farmers registered and admitting a refusal rate among the respondents.

1. **DATA COLLECTION METHODOLOGY APPLIED**

The data collection methodology employs a community-centered approach, based on the availability of infrastructure and local partners (e.g., extension services) to support data collection and farmer engagement.

The selection of communities is based on several key criteria, including: geographic diversity, representation of various agricultural practices, spectrum of farm sizes, and the availability of infrastructure for sustainable data collection and validation.

The selection of villages aligns with the analysis of the 2019 Agency for Land Relations and Cadaster data, showcasing a broad representation of agricultural practices and land use across the proposed communities. The average area of landholdings, alongside the distribution of arable land, fallow, orchards, vineyards, and other categories, reflects the diversity and economic significance of agricultural activities in these regions. This selection emphasizes the project's focus on inclusivity, economic relevance, and the potential for impactful data collection and analysis.

**A. Sampling**

**Target population:**

* All holdings/households active in the agricultural sector

**Structure of sample:**

* **The pilot intervention area:** 12 villages under 10 Districts, selected on the basis of number of households and holdings and with coverage of all types of land use (arable, permanent crops, permanent grassland) (stratified sampling, source: statistics, 2011 agricultural census), as per table below.

In case the proposed villages will not be sufficient for filling the 10,000 farmers entries, UNDP shall provide a complementary list of villages, within the proximity of the same Districts, to allow the Contract to account the required number of 10,000 entries.

**Table: List of Agricultural Households, according to the 2011 agricultural census (National Bureau of Statistic)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **District** | **Village** | **Holdings/Households** |
| 1 | Nisporeni | Micleuseni | 750 |
| 2 | Criuleni | Cimiseni | 1150 |
| 3 | Anenii Noi | Geamana | 1200 |
| 4 | Calarasi | Sipoteni | 2300 |
| 5 | Hincesti | Ciuciuleni | 2000 |
| 6 | Leova | Tomai | 1000 |
| 7 | Leova | Filipeni | 900 |
| 8 | Leova | Romanovca | 150 |
| 9 | Causeni | Cirnateni | 900 |
| 10 | Cahul | Crihana Veche | 900 |
| 11 | Ialoveni | Carbuna | 800 |
| 12 | Orhei | Jora de Mijloc | 1325 |

***\*Note:*** *A list of subsidy beneficiaries for the Agency for Intervention and Payments for Agriculture (AIPA) from the targeted regions will be provided to the awarded company. The provided information will be used by the Contractor to pre-fill the data collection questionnaires.*

**B. Data collection tools and method**

**Data collection method:** Face to face interviews on single questionnaire are to be conducted by an data collector.

**Data collection tools:**

1. Paper based or electronic based questionnaire for data collection (annex I) which include:

* Data about the responsible person of the holding/household;
* Data about holding/household:
	+ Type of activities (Nomenclature of Economic Activities (NACE) classification);
	+ Members of the farm;
	+ Workers at the farm;
	+ Animals (registered and not registered by National Food Safety Agency);
	+ Land in use with particularities on cultivation and rights of use (owner, leased etc.).
* Signed statement of consent of the representative of the holding on the use of personal data for agriculture and rural development policy interventions.

Note: For electronic based questionnaires, statement of consent shall be linked to personal identification of the respondent and its signature.

The Contractor will crosscheck the list of holdings targeted under the proposed sample with AIPA to identify subsidy beneficiaries, and pre-fill the questionnaires with information which will be validated with the holding/households.

**Data validation:**

With a minimum validation ratio set at 10%, a subset of 1,000 farmer records will undergo thorough field visits for validation. This selection should be random and representative of the structure of the dataset, to include all types of holdings/households.. During validation, each selected registration will be cross-checked for consistency and completeness against collected data. Any discrepancies or inconsistencies discovered will be documented for further clarifications with the respective farmers. Upon completion of the validation process, findings will be analyzed to assess the overall data quality and identify areas for improvement in data collection. The results of the validation will not impact the acceptance of the data collection exercise.

**C. Data collection field arrangements**

Data collection exercise will encompass the actions below:

|  |
| --- |
| **Activity 1: Preparatory activities** |
| Organization of activities  | The data collection will encompass the following organizational structure:* **Team Leader:** will appoint supervisors, approve their collection plans, compile cumulative collection plan, review plans prepared by supervisors and compile cumulative weekly reports on collection
* **Supervisors**: will prepare visit plans, supervise the work of data collectors and validators and prepare weekly reports on data collection/validation
* **Data collectors/validators**: will collect the data and enter data into electronic form, and will perform field visits for cross-checking for consistency and completeness against collected data
 |
| Training  | Training shall be organized by **Team leader** and **Data modelling Specialist** for all Supervisors and Data collectors/validators on the questionnaire, methodology of selection and data entry/validation  |
| Elaboration of list of villages and appointment of supervisors | **Team leader** prepares the list of villages to be visited and appoints the supervisors accordingly  |
| List of holdings/ households  | **Team leader** and **Supervisors** visit the villages’ Townhalls to obtain the current list of holdings/households in order to prepare the plan of visits. **Team leader** obtains the information from AIPA to pre-fill the data collection questionnaire.  |
| Review of plan of visits | **Team leader** reviews the plan of visits |
| **Activity 2: Data collection** |
| Identification of holdings/ households | Contacting of the representatives of the holdings/ households and performing the field visits of each holding/ household |
| Collection of data | Data collectors collect data until reaching a total number of 10,000 holdings/households. Representatives of the holdings/ households sign the Statement of consent and the questionnaire.  |
| Comments/ data  | Data collectors include comments, enter the dates of the visits and sign the questionnaires. |
| **Activity 3: Data validation – completeness and integrity**  |
| Completeness assessment | Supervisors assess the completeness of data collected  |
| Data assessment | Supervisors examine the data to define whether extreme values/ discrepancies are found and perform double checks by additional field visits of the already visited holdings/households |
| Validation of data(on site) | Data collectors/validators will be given by the Supervisors a sample of 10% of the received questionnaires to cross-check the consistency and completeness against collected data by performing field visits |
| Signature validations | Supervisors check the signatures |
| Confirmation of data collected | Supervisors sign the questionnaires to confirm their correctness |
| **Activity 4: Compilation of data** |
| Entering the data into Excel/Csv or other electronic form which provides import to PostgreSQL database | Data collectors will populate date of each questionnaire in an excel/csv file. The data will be tabular structured, the columns will represent the fields in the questionnaire. |
| Checking the data entry | Supervisors will check on a sample of 10% whether data of the excel/csv sheets corresponds to the questionnaires data. In case of errors, the sample will be increased by 1% for each error found. |
| **Activity 5: Reporting and follow-up** |
| Weekly reports  | At the end of each week, the **Team Lead** submits to UNDP a report indicating: * The number of holdings/households visited
* The number of holdings/households who are engaged with farming
* The number of holdings/households that refused to participate in data collection (including AIPA beneficiaries)
* The number of incorrect questionnaires

*Note: Following the analysis of the weekly reports, update of sample of holdings/households can be considered*  |
| Final report | At the end of the assignment, the **Team Lead** submits to UNDP a final report indicating: * The number of holdings/households visited
* The number of holdings/households who are engaged with farming
* The number of holdings/households that refused to participate in data collection (including AIPA beneficiaries)
* The number of incorrect questionnaires
* Analysis of collected data, including descriptive statistics, charts, graphs, and any inferential statistics or modelling techniques applied. Analytic analysis of individual categories of data collections (animals according to animal categories, land use categories, etc. as per data collection form)
* Findings derived from the data analysis, highlighting trends, patterns, and noteworthy insights
* Recommendations based on the findings and analysis, aimed at addressing identified issues, improving processes, or informing decision-making for country wide data collection exercise
* Conclusions drawn from the data collection exercise to advice the countrywide data collection exercise
 |
| Follow-up actions | Following the analysis of the weekly report, an update of the activity plan can be decided. |

1. **DELIVERABLES AND INDICATIVE TIMEFRAMES**

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables** | **Tentative timeframe** |
|  | Data collection plan for each village submitted. Training of all data collectors/validators on using the questionnaire (on paper and in digital format) completed. | 30 May 2024 |
|  | Signed questionnaires and Statements of consent according to the methodology applied, for a total of 10,000 holdings/households | 15 July 2024 |
|  | Compiled data in pre-defined format (Excel/ Csv) submitted to UNDP to allow integration into the dNFR. Final report submitted and approved by UNDP.  | 15 August 2024 |

1. **PERIOD OF PERFORMANCE**

The services shall be delivered within a period of up to 4 months, to begin estimative on May 10th, 2024.

1. **REPORTING REQUIREMENTS**

The Contractor will submit all deliverables according to the UNDP requirements and guidelines.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by the UNDP projects teams and provide the necessary information, reports, and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

As a quality assurance measure, UNDP reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor’s work. The Contractor shall facilitate the process by presenting to the UNDP all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

UNDP Policy Specialist and UNDP Digital Transformation Project Manager will be responsible for supervising the Contractor’s performance.

The reports will be provided to the UNDP Policy Specialist, or his/her designee, and designated responsible person from the Ministry of Agriculture, who will be responsible for supervising the data collection.

Working language: Romanian. All produced information shall be in Romanian.

1. **COMMUNICATION AND VISIBILITY**

Any public reference to the UNDP, as well to any products created under the contract shall be subject to prior approval of the Project team.

1. **PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL**

**Requirements to company:**

* Officially registered legal entity with full capacity to act.
* Minimum five (5) years of relevant experience in running rural and/or agriculture development activities or data collection exercises.
* Minimum3 (three) successful contracts/references, or components under bigger scope contracts, in data collection activities in agricultural field.
* Minimum average annual turnover of USD 350,000 for the past three (3) years.

The bidder should propose the team of experts which will be involved into the implementation of the current assignment as per the positions indicated below.

**Requirements to personnel:**

Key personnel 1: Team leader

* University degree in management, social science, business administration or another relevant field;
* Minimum five (5) years of experience in project management on conducting data collections and validations, or other relevant;
* Specific experience in the field of agriculture is an advantage;
* Minimum three (3) previous assignments as a team leader;
* Fluency in Romanian and English.

Key personnel 2: Data modelling specialist

* University degree in engineering, data science, social science, or another relevant field;
* Minimum three (3) years of experience in data analysis and/or modelling;
* Proven experience in designing at least 1 project on collecting and analysis of big data related to agriculture;
* Fluency in Romanian and English.

Key personnel 3: Supervisor (minimum of 3 persons)

* Minimum three (3) years of experience in data collection activities;
* Minimum one (1) previous assignment in supervising data collection activities;
* Fluency in Romanian and Russian.

Non-key personnel: Data collectors/validators (minimum of 20 persons)

* The non-key personnel (qualifications and number) should be in line with methodology elaborated by the Contractor.

***Development of the digital National Farmers Registry (dNFR) and implementation of the pilot phase, as a component of the vision for Integrated Administration and Control System (IACS)***

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***DATA COLLECTION QUESTIONNAIRE***

|  |  |  |
| --- | --- | --- |
| ***Data collector*** | ***Company:*** | ***Data collector:*** |
| ***Time collection*** | ***Date:*** | ***Time:*** |
| ***Location*** | ***Region:*** | ***Village*** |

|  |
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| ***Observations and comments by the data enumerator:*** |

|  |  |  |
| --- | --- | --- |
| ***Reviewed by***  | ***Date*** | ***Signature*** |

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| --- |
| ***Comment by the reviewer*** |

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| Part A |
| TYPE of FARMER |
| Legal Entity (Fill Part A1) | □ YES |
| Physical Person (Fill Form A2) | □ YES |
| FORM A1 - DATA ABOUT THE LEGAL ENTITY  |
| A1.1 |  LEGAL ENTITY  |
| A1.1.1 | Fiscal Code (IDNO) |   |
| A1.1.2 | Organizational-legal form | 1 Company 2 Self entrepreneur  3 Group of physical persons 4 Group of legal persons |
| A1.1.3 | Name  |   |
| A1.1.4 | Date of state registration |   |
| A1.1.5 | Legal seat: Municipality/District/City |   |
| A1.1.6 | Village/Community |   |
| A1.1.7 | The address |   |
| A1.1.8 | Landline/mobile phone/fax |   |
| A1.1.9 | E-mail |   |
| A1.2 | Administrator: |
| A1.2.1 | Name surname |   |
| A1.2.2 | Identity Code (IDNP) |   |
| A1.2.3 | Municipality/District/City |   |
| A1.2.4 | Village/Community |   |
| A1.2.5 | Address |   |
| A1.2.6 | Landline/mobile phone/fax |   |
| A1.2.7 | E-mail |   |
| A1.2.8 | Date of birth |   |
| A1.2.9 | Gender | □ Feminine | □ Male |
| A1.3 | Association of profile branch profile per species: | □ YES | □ NO |
| Name of the association: |

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| FORM A2 - DATA ABOUT THE NATURAL PERSON  |
| A2.1 | Natural person: |
| A.2.1.1 | Name surname |   |
| A.2.1.2 | Identity Code (IDNP) |   |
| A.2.1.3 | Municipality/District/City |   |
| A2.1.4 | Village/Community |   |
| A2.1.5 | Address |   |
| A2.1.6 | Landline/mobile phone/fax |   |
| A2.1.7 | E-mail |   |
| A2.1.8 | Date of birth |   |
| A2.1.9 | Gender | □ Feminine | □ Male |
| A2.1.10 | Electronic signature? (Yes/No) |  |

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| PART B - DATA ABOUT THE FARM |
| B.1 FARM |
| B1.1 | Location of the farm: |
| B1.1.1 | Municipality/district/city |   |
| B1.1.2 | Village/Community |   |
| B1.1.3 | Address |   |
| B1.1.4 | Holding code (to be filled automatically) |   |
| B1.1.5 | The cadastral code of the building |   |
| B1.1.6 | X-Y coordinate |   |
| B1.2 | Economic activities of the farm/ NACE | Yes/No |
| B1.2.1 | 01.1 Growing of non-perennial crops  |  |
| 01.2 Growing of perennial crops  |  |
| 01.3 Plant propagation  |  |
| 01.4 Animal production  |  |
| 01.5 Mixed farming  |  |
| 01.6 Support activities to agriculture and postharvest crop activities  |  |

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| B.2 - FARM MEMBERS |
| B2.1 | IDNP | Name/Surname | Gender | Relation | Level of education 1: level of education, vocational trainings | work on the farm: 1 full time , 2 partial time | Signature confirming the authorization of holder of the farm |
| B2.3.1 |   |   |   | Farm holder |   |   |   |
| B2.3.2 |   |   |   |   |   |   |   |
| B2.3.3 |   |   |   |   |   |   |   |
| B2.3.4 |   |   |   |   |   |   |   |
| B2.3.5 |   |   |   |   |   |   |   |
| B2.3.6 |   |   |   |   |   |   |   |
| B2.3.7 |   |   |   |   |   |   |   |
| B2.3.8 |   |   |   |   |   |   |   |
| B2.3.9 |   |   |   |   |   |   |   |

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| B2.2  | **WORKERS ON THE FARM** | work on the farm: 1 full time, 2 partial time | Full time working days on the farm |
| B2.2.1 | Workers on the farm - not members of the family - males |   |   |
| B2.2.2 | Workers on the farm - not members of the family - females  |   |   |
| B2.2.3 | Contracted services  |   |   |

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| **3 ANIMALS ON THE FARM\*** |
|  | **Type**  | **Number** |
| 1 | Bovine animals (not registered)\* |  |
| 2 | Pigs (not registered)\* |  |
| 3 | Sheep and goats (not registered)\* |  |
| 4 | Poultry |  |
| 5 | Bee-hives |  |

\*Data entry for the animals the have not been registered in the Animal Identification and Registration system

|  |
| --- |
| **3 ANIMALS ON THE FARM - registered**  |
|  | **Type of animals** | Ear tag No | **Exploitation code**  | Owner (IDNO/IDNP) | Gender | Organic | Y/NO |
|  | (drop down) Bovine/Pigs/Sheep Goat in case of electronic data capturing |  |  |  | M/F | y/n |  |
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\*If the data is pre-filled from the register – shall be conformed by Yes/No. Additional animals to be entered

Note: In the event that, at the beginning of data collection, access to the ANSA database is not permitted, meaning that information regarding Eartags is not available to be automatically filled in the questionnaire, then the data collector will only complete Table 3 ANIMALS ON THE FARM\* (number of animals).

However, the data collector will record the ANSA farm code, if it exists.

|  |
| --- |
| **3 ANIMALS ON THE FARM - registered (additional spare form) Page\_\_\_of\_\_\_\_Pages** |
|  | **Type of animals** | Ear tag No | Exploitation code | Owner (IDNO/IDNP) | Gender | Organic | Y/NO\* |
|  |  |  |  |  | M/F | y/n |  |
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\*If the data is pre-filled from the register – shall be conformed by Yes/No. Additional animals to be entered

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| --- |
| 6 LAND IN USE BY FARM |
| No | Cadastral parcel ID and area | Area in use | Crop group  | Organic | GMO | Irrigated | ID of permanent crop area | Owned | Leasing contract |
| ID | (ha) | Land use type | (a) | (m2) | Crop | (a) | (m2) | Y (certnum) /N | Y/N | (a) | Method | Y/N | ID | Valid until |
|  | 6.1 | 6.2 | 6.3 | 6.4 | 6.5 | 6.6 | 6.7 | 6.8 | 6.9 |
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| **Reference** | **Field** | **Description** | **Type of data entry** |
| 6.1 | Cadastral parcel no. (owned, owned by a family member or leased)  | Cadastral parcel number | From cadastre as declared by farmer |
| Cadastral parcel area  | Cadastral parcel area in ha | Automatic from cadastre |
| 6.2 | land use type (EU Reg .2115/2021)  | * 1. Arable land,
	2. Permanent Crops
	3. Permanent Grassland
 | Farmer’s declaration |
| land use ha/a/m2 | Actual area of cultivation of in ha/a/m2 – enter the cultivated area of the parcel | On the basis of cadastral area |
| 6.3 | crop type/or crop | Enter the codes of crops (see Annex Crop classification – Crop group) | As planned for 2024 - main crop |
| crop ha/a/m2,  | Actual area of cultivation in a/m2  | Enter the cultivated area of the parcel in a and m2 |
| 6.4 | Organic farming (y/n), | For each plot - indication whether organic farming techniques are applied | Enter y/n or certificate number if yes |
| 6.5 | Genetically modified (y/n), | For each plot - indication whether genetically modified organisms are in use | Yes /No |
| 6.6 |  Irrigated | For each plot - indication whether irrigated or not | If irrigated - area, if not empty or N |
|  | Type of irrigation (see also: 2286/2021) | Surface irrigationSprinkler irrigationDrip irrigation | If irrigated: drop down |
| 6.7 | ID of permanent crop area | If applicable – ID of Vineyard/Orchard | Data entry/automatic link |
| 6.8 | Owned  | Owned by farmer or family member | Cadastre and declaration |
| 6.9 |  Type of agreement if not owned  | Owned, Contracted (oral agreement, number of contract)  |  “Oral”, Agreement number and validity  |

**ACORD**

**privind participarea la colectarea informațiilor pentru Registrul Fermierilor**

**și prelucrarea datelor cu caracter personal**

în contextul impementării proiectului privind crearea Registrului Fermierilor, subsemnatul, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, administrator/representant al GȚ/SRL/SA/Cooperativă Agricolă \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identificat prin

IDNP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Buletin de identitate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Adresa domiciliului/reședinței \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, îm exprim acordul liber, necondiționat și neviciat de a furniza informațiile referitoare la exploatația agricolă pe care o administrez: forma de organizare și date de identificare, amplasare, număr de membri, suprafața de teren și numere cadastrale, număr de animale și alte asemenea.

De asemenea, prin acest acord îmi exprim în mod expres consimțămîntul la prelucrarea, de către experții proiectului \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a datelor mele cu caracter personal, cât și a categoriilor speciale de date cu caracter personal, care sunt oferite de către mine, în legătură cu crearea Registrului Fermierilor.

|  |  |
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| *Nume, prenume* | *Semnătura* |
| *Data* |

**Crop classification**

|  |  |
| --- | --- |
| CLND 001 | UAA |
| CLND 002 | 1 | Arable land |
| CLND 003 | 1 | 1 | **Cereal crops** (Cereals for the production of grain (including seed)) |
| CLND 004 | 1 | 1 | 1 | Common wheat and spelt |
| CLND 005 | 1 | 1 | 2 | Durum wheat |
| CLND 006 | 1 | 1 | 3 | Rye and winter cereal mixtures (maslin) |
| CLND 007 | 1 | 1 | 4 | Barley |   |
| CLND 008 | 1 | 1 | 5 | Oats and spring cereal mixtures (mixed grain other than maslin) |
| CLND 009 | 1 | 1 | 6 | Grain maize and corn-cob-mix |
| CLND 010 | 1 | 1 | 7 | Triticale |
| CLND 011 | 1 | 1 | 8 | Sorghum |
| CLND 012 | 1 | 1 | 9 | Other cereals not elsewhere classified (buckwheat, millet, canary seed, etc.) |
| CLND 013 | 1 | 1 | 10 | Rice  |
| CLND 014 | 1 | 2 | Dry pulses and protein crops for the production of grain (including seed and mixtures of cereals and pulses) |
| CLND 015 | 1 | 2 | 1 | Field peas, beans and sweet lupins |
| CLND 016 | 1 | 3 | Root crops |
| CLND 017 | 1 | 3 | 1 | Potatoes (including seed potatoes) |
| CLND 018 | 1 | 3 | 1 | Sugar beet (excluding seed) |
| CLND 019 | 1 | 3 | 1 | Other root crops n.e.c. |
| CLND 020 |  1 |  4 | Industrial crops |
| CLND 021 | 1 | 4 | 1 | **Oilseeds**  |
| CLND 022 | 1 | 4 | 1 | 1. Rape and turnip rape seeds
 |
| CLND 023 | 1 | 4 | 1 | 1. Sunflower seed
 |
| CLND 024 | 1 | 4 | 1 | 1. Soya
 |
| CLND 025 | 1 | 4 | 1 | 1. Linseed (oilflax)
 |
| CLND 026 | 1 | 4 | 1 | 1. Other oil seed crops n.e.c.
 |
| CLND 027 | 1 | 4 | 2 | **Fibre crops** |
| CLND 028 | 1 | 4 | 2 | 1. Fibre flax
 |
| CLND 029 | 1 | 4 | 2 | 1. Hemp
 |
| CLND 030 | 1 | 4 | 2 | 1. Cotton
 |
| CLND 031 | 1 | 4 | 2 | 1. Other fibre crops n.e.c.
 |
| CLND 032 | 1 | 4 | 3 | **Tobacco**  |
| CLND 033 | 1 | 4 | 4 | **Hops**  |
| **CLND 034** | 1 | 4 | **5** | **Aromatic, medicinal and culinary plants** |
| **CLND 035** | 1 | 4 | **6** | **Energy crops n.e.c.** |
| **CLND 036** | 1 | 4 | **7** | **Other industrial crops n.e.c.** |
| **CLND 037** | **1** | **5** | **Plants harvested green from arable land** |
| CLND 038 |  1 | 5  | 1 | Temporary grasses and grazings |
| CLND 039 |  1 |  5 | 2 | Leguminous plants harvested green |
| CLND 040 |  1 |  5 | 3 | Green maize |
| CLND 041 |  1 |  5 | 4 | Other cereals harvested green (excluding green maize) |
| CLND 042 |  1 |  5 | 5 | Other plants harvested green from arable land n.e.c. |
| **CLND 043** | **1** | **6** | **Fresh vegetables (including melons) and strawberries** |
| CLND 044 |  1 |  6 | 1 | Fresh vegetables (including melons) and strawberries grown in rotation with horticultural crops (market gardening) |
| CLND 045 |  1 |  6 | 2 | Fresh vegetables (including melons) and strawberries grown in rotation with non-horticultural crops (open field) |
| CLND 046 |  1 |  7 | **Flowers and ornamental plants (excluding nurseries)** |
| CLND 047 |  1 |  8 | **Seeds and seedlings** |
| CLND 048 |  1 |  9 | **Other arable land crops, n.e.c.** |
| CLND 049 |  1 |  10 | **Fallow land** |
| CLND 050 | **2** | **Permanent grassland** |
| CLND 051 | 2 | 1 | Pasture and meadow, excluding rough grazings |
| CLND 052 | 2 | 2 | Rough grazings |
| CLND 053 | 2 | 3 | Permanent grassland no longer used for production purposes and eligible for the payment of subsidies |
| CLND 054 | **3** | **Permanent crops (including young and temporarily abandoned plantations, excluding areas producing for own consumption only)** |
| CLND 055 | 3 | 1 | Fruits, berries and nuts (excluding citrus fruits, grapes and strawberries) |
| CLND 056 | 3 | 1 | 1 | Pome fruits  |
| CLND 057 | 3 | 1 | 2 | Stone fruits  |
| CLND 058 | 3 | 1 | 3 | Fruits from subtropical and tropical climate zones  |
| CLND 059 | 3 | 1 | 4 | Berries (excluding strawberries)  |
| CLND 060 | 3 | 1 | 5 | Nuts  |
| CLND 061 | 3 | 1 | Citrus fruits |
| CLND 062 | 3 | 2 | Grapes |
| CLND 063 | 3 | 2 | 1 | Grapes for wines  |
| CLND 064 | 3 | 2 | 1 | 1 | Grapes for wines with protected designation of origin (PDO) |
| CLND 065 | 3 | 2 | 1 | 2 | Grapes for wines with protected geographical indication (PGI) |
| CLND 066 | 3 | 2 | 1 | 3 | Grapes for other wines n.e.c. (without PDO/PGI) |
| CLND 067 | 3 | 2 | 2 | Grapes for table use  |
| CLND 068 | 3 | 2 | 3 | Grapes for raisins  |
| CLND 069 | 3 | 3 | Olives |
| CLND 070 | 3 | 4 | Nurseries |
| CLND 071 | 3 | 5 | Other permanent crops including other permanent crops for human consumption |
| CLND 072 | 3 | 5 | 1 | Christmas trees |   |
| CLND 073 | **4** | **Kitchen gardens** |
| CLND 074 | Other farmland |
| CLND 075 | **5** | **Unutilised agricultural land** |
| CLND 076 | **6** | **Wooded area** |
| CLND 077 | 6 | 1 | Short rotation coppices |
| CLND 078 | **7** | **Other land (land occupied by buildings, farmyards, tracks, ponds and other non-productive areas)** |
| CLND 079 | **8** | **Cultivated mushrooms** |
| CLND 080 | UAA under glass or high accessible cover |
| CLND 081 | **9** | **Vegetables, including melons and strawberries under glass or high accessible cover** |
| CLND 082 | **10** | **Flowers and ornamental plants (excluding nurseries) under glass or high accessible cover** |
| CLND 083 | **11** | **Other arable land crops under glass or high accessible cover** |
| CLND 084 | **12** | **Permanent crops under glass or high accessible cover** |
| CLND 085 | **13** | **Other UAA under glass or high accessible cover n.e.c.** |

# SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

**6.1** The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

**6.2 Special Conditions of Contract**

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC:

N/A

#

# SECTION 7: PROPOSAL FORMS

Form A: Proposal Confirmation

Form B: Checklist

Form C: Technical Proposal Submission

Form D: Proposer Information

Form E: Joint Venture/Consortium/Association Information

Form F: Eligibility and Qualification

Form G: Format for Technical Proposal

Form H: Format for CV of Proposed Key Personnel

Form I: Statement of Exclusivity and Availability

Form J: Financial Proposal Submission *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

Form K: Format for Financial Proposal *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

Form L: Proposal Security

**FORM A: PROPOSAL CONFIRMATION**

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |
| --- | --- | --- |
| To: | Insert name of contact person | Email: Insert contact person’s email - do not enter secure proposal email address |
| From: | Insert name of proposer |  |
| Subject | RFP reference **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

|  |  |
| --- | --- |
| **Check the appropriate box** | **Description** |
|[ ]  **YES**, we intend to submit a proposal. |
|[ ]  **NO**, we are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|[ ]  The requested services are not within our range of supply |
|[ ]  We are unable to submit a competitive proposal for the requested services at the moment |
|[ ]  The requested services are not available at the moment |
|[ ]  We cannot meet the requested terms of reference |
|[ ]  The information provided for proposal purposes is insufficient |
|[ ]  Your RFP is too complicated |
|[ ]  Insufficient time is allowed to prepare a proposal |
|[ ]  We cannot meet the delivery requirements |
|[ ]  We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below. |
|[ ]  Sustainability criteria/requirements are too stringent (if applicable) |
|[ ]  We do not export |
|[ ]  We do not sell to the UN |
|[ ]  Your requirement is too small  |
|[ ]  Our capacity is currently full |
|[ ]  We are closed during the holiday season |
|[ ]  We had to give priority to other clients’ requests |
|[ ]  The person handling proposals is away from the office |
|[ ]  Other (please provide reasons below):  |
| Further information: Click or tap here to enter text. |
|[ ]  We would like to receive future RFPs for this type of services |
|[ ]  We don’t want to receive RFPs for this type of services |

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

**FORM B: CHECKLIST**

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

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

**Technical Proposal:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Proposal Forms?**  |  |
| * Form C: Technical Proposal Submission
 | [ ]  |
| * Form D: Proposer information
 | [ ]  |
| * Form E: Joint Venture/Consortium/Association Information
 | [ ]  |
| * Form F: Eligibility and Qualification
 | [ ]  |
| * Form G: Technical Proposal
 | [ ]  |
| * Form H: CVs of proposed key personnel
 | [ ]  |
| * Form I: Statements of exclusivity and availability for key personnel
 | [ ]  |
| * Form L: Proposal Security
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |
| **Have you provided the required documents in support of Form D: Proposer Information?** | [ ]  |

**Financial Proposal:**

|  |  |
| --- | --- |
| * Form J: Financial Proposal Submission
 | [ ]  |
| * Form K: Financial Proposal
 | [ ]  |

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

**FORM C: TECHNICAL PROPOSAL SUBMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries, and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period. |
|[ ] [ ]  **Ethics**: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions and Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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. |
|[ ] [ ]  I/We 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); |
|[ ] [ ]  **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future. |
|[ ] [ ]  **Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any proposal you receive.  |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Proposer*]

**FORM D: PROPOSER INFORMATION**

|  |  |
| --- | --- |
| **RFP Reference** | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |
| **Legal name of Proposer** | Click or tap here to enter text. |
| **Legal Address, City, Country** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **Year of registration** | Click or tap here to enter text. |
| **Proposer’s Authorized Representative information** | Name and Title: Click or tap here to enter text.Telephone numbers: Click or tap here to enter text.Email: Click or tap here to enter text. |
| **Legal structure** | Choose an item. |
| **No. of full-time employees** | Click or tap here to enter number. |
| **No. of staff involved in similar contracts** | Click or tap here to enter number. |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| **Years of supplying to UN organisations** | Click or tap here to enter text. |
| **Are you a** Click or tap here to enter text.**vendor?** | [ ]  Yes [ ]  No If yes, insert Vendor Number  |
| **Countries of operation** | Click or tap here to enter text. |
| **Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)** | Click or tap here to enter text. |
| **Commercial Representatives in the country: Name/Address/Phone (for international companies only)** | Click or tap here to enter text. |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | Click or tap here to enter text. |
| **Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent?** *(If yes, provide a Copy of the valid Certificate):* | Tick all that apply and **provide supporting documentation**:[ ]  Corporate Environmental Policy[ ]  ISO 14001[ ]  ISO 14064[ ]  Other, specify Click or tap here to enter text. |
| **Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?*** **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.**
* **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.**
* **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.**
 | Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:Tick all that are attached:[ ]  Formal statement[ ]  Sustainability report[ ]  UN Global Compact Communication on Progress[ ]  Other, specify Click or tap here to enter text. |
| **Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?***(If yes, please provide details and documentation]* | Click or tap here to enter text. |
| **Is your company a member of the UN Global Compact?**  | Choose an item.If yes, please provide link to Global Compact profile:Click or tap here to enter text. |
| **Bank Information** | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Contact person that** Click or tap here to enter text. **may contact for requests for clarifications during Proposal evaluation**  | Name and Title: Click or tap here to enter text.Telephone numbers: Click or tap here to enter text.Email: Click or tap here to enter text. |

**FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

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** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed**  |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **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) | Click or tap here to enter text. |

We have attached a copy of the below referenced 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 Click or tap here to enter text for the fulfilment 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 F: ELIGIBILITY AND QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

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

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] No non-performing contracts during the last 3 years  |
| [ ]  Contract(s) not performed in 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 5 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|   |  | 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 10 years**.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value*****(please indicate the currency)*** | **Period of activity and status *(month, year)*** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Proposers 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.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | **Year 2022** | Currency: USD | Amount |
| **Year 2021** | Currency: USD | Amount |
| **Year 2020** | Currency: USD | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  |

|  |  |
| --- | --- |
| **Financial information**(state currency) | **Historic information for the last 3 years** |
|  | **2020** | **2021** | **2022** |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

[ ]  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:

* 1. Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**FORM G: FORMAT FOR TECHNICAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

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

**Section 1: Proposer’s qualification, capacity and expertise**

**1.1** Brief description of the organisation, 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 specialised 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 proposer’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, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

**2.2** A detailed description of the Bidder’s internal technical and quality assurance mechanisms and risks identified, if any.

**2.3** Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.4** Any other comments or information regarding the project approach and methodology that will be adopted.

**Section 3: Management Structure and Key Personnel**

**3.1** Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation 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** For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

|  |  |
| --- | --- |
| **Position (as per ToR)** |  |
| **Personnel Information** | Name:  |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel Date (Day/Month/Year)

**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABLITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer Click or tap here to enter text.in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other Click or tap here to enter text. solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name:

Title:

Date:

Signature:

**FORM J: FINANCIAL PROPOSAL SUBMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

**Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.** Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

**FORM K: FORMAT FOR FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova** |

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer.** The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Currency of the proposal: US Dollars**

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
| **Costs** | **Amount (USD)** |
| **Professional Fees**  |  |
| **Other Costs**  |  |
| **Total Amount of Financial Proposal** |  |

**Cost Breakdown per Deliverables\***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price****(Lump Sum, All Inclusive)** |
| 1 | Data collection plan for each village submitted. Training of all data collectors/validators on using the questionnaire (on paper and in digital format) completed. | 10 |  |
| 2 | Signed questionnaires and Statements of consent according to the methodology applied, for a total of 10,000 holdings/households | 70 |  |
| 3 | Compiled data in pre-defined format (Excel/ Csv) submitted to UNDP to allow integration into the dNFR. Final report submitted and approved by UNDP.  | 20 |  |
|  | **Total** | **100%** | **USD** |

*\*Basis for payment tranches*

**Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**m**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses\*** | **Unit of measure (working day,****unit, piece, k etc.)** | **Quantity** | **Unit Price in US$** | **Total Price in US$ per budget line** |
| **I. Personnel Services** |
| **Key-personnel** |
| 1. Team Leader
 | Working days |  |  |  |
| 1. Data modelling specialist
 | Working days |  |  |  |
| 1. Supervisors (minimum of 3 persons)
 | Working days |  |  |  |
| **Non-key personnel** |
| Data collectors/validators (minimum 20 persons) | Working days |  |  |  |
| Other staff *(please specify, if any)* | Working days |  |  |  |
| **Sub-total – Personnel Services** |  |  |  |  |
| **II. Other costs**  |  |  |  |  |
| *(Please specify, if any)* |  |  |  |  |
|  |  |  |  |  |
| **Grand Total** |  |

***\* Please adjust the table as per your technical proposal. You may add/delete any budget sub- categories which seam relevant to your technical proposal.***

***\*\* Please include the respective amounts in the Total Budget of the Proposal. Applicable taxes and social benefits should be included in the unite price proposed.***

**FORM L: PROPOSAL SECURITY**

**Proposal Security must be issued using the official letterhead of the Issuing Bank.**

Except for indicated fields, no changes may be made on this template.

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP24/02846: Provision of data collection services on farmers activity for implementation of the digital National Farmers Registry in the Republic of Moldova**

WHEREAS (hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated Click or tap to enter a date. to execute services Click or tap here to enter text. (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Proposer:

* 1. Fails to sign the Contract after UNDP has awarded it;
	2. Withdraws its Proposal after the date of the opening of the Proposals;
	3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
	4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_

Name:

 Title: \_

Date: \_

Name of Bank \_ \_ Address \_ \_

*[Stamp with official stamp of the Bank]*

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 Employer’s 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.*  [↑](#footnote-ref-2)