

*United Nations Development Programme*



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## REQUEST FOR PROPOSAL

Digitization of historical political parties' financial reports services for Central Electoral Commission

RFP No.: RfP19-01907

Project: Enhancing democracy in Moldova through inclusive and transparent elections

Country: Moldova

Issued on: 25 April 2019

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## Section 1. Letter of Invitation

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

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

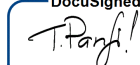
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form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

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

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

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

Issued by:

DocuSigned by:  
  
CAFAA534E633426...

Name: Tatiana Panfil  
Title: Procurement Associate  
Date: **April 25, 2019**

Approved by:

DocuSigned by:  
  
9FFFA9554751483...

Name: Denis Suschevici  
Title: Procurement Analyst  
Date: **April 25, 2019**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents</b>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

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

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p><b>Email Submission</b></p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p><b>eTendering submission</b></p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial</li> </ol>

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

	<ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;</li> </ul>

	<p>and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a>



	<a href="#">DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



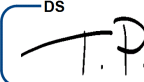
## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% per each deliverable  Max. number of days of delay: 20 per deliverable and 30 in total, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Eva Bounegru, UNDP EDMITE Project Manager E-mail address: <a href="mailto:eva.bounegru@undp.org">eva.bounegru@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<b>16 May 2019; hour 16:00 Moldova Local Time</b> For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b>BU Code MDA10 and Event ID number: 0000003667</b>
16	22	Electronic submission eTendering requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>)</li> <li>Password for financial proposal must not be provided to UNDP until requested by UNDP.</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	June 13, 2019
19		Maximum expected duration of contract	The entire assignment should be accomplished by 15 November 2019.
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	

A blue DocuSign signature box containing a stylized signature and the letters "DS" in the top right corner.

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

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

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

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

<b>Previous Experience</b>	Minimum 3 years of experience in providing digitization services	Form D: Qualification Form
	Minimum 1 contract in providing digitization services, of similar contract size and velocity implemented over the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD100,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Mandatory technical requirements</b>	<b><u>IMPORTANT:</u></b> <i>All Suppliers' electronic equipment must meet the standards applicable in the Republic of Moldova;</i> <i>All electronic equipment that emits electromagnetic energy must be certified as meeting US FCC class B or EN 55022 and EN 50082-1, or equivalent.</i>	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing (based on submitted positive reference letters)	30
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> <li>- Age/size of the firm (3 years – 10 points, each additional year – 3 points, up to max additional 15 points)</li> <li>- Strength of project management support (max 15 points)</li> <li>- Project financing capacity – 10 pts.;</li> <li>- Project management controls – 10 pts.</li> </ul>	60
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	25
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Relevance of expertise: <ul style="list-style-type: none"> <li>- At least 3 years of experience in providing digitization services (3 years – 25 pts, each additional year – 5 pts, up to max additional 35 pts)</li> <li>- At least 1 contract in providing digitization services, of similar contract size and velocity implemented over the last 2 years (1 contract – 15 pts, each additional contract – 10 pts, up to max additional 40 pts)</li> <li>- Previous experience in using and/or implementing digital archiving software (each assignment – 10 pts, up to max 30 pts)</li> <li>- Experience in undertaking digitization of accounting documents and financial reports (each assignment – 5 pts, up to max 30 pts)</li> <li>- Previous work with UNDP and or other development partners will be an asset (each assignment – 5 pts, up to max 10 pts)</li> <li>- Experience of working with Moldovan public institutions will be an advantage (each project – 5 pts, up to max 10 pts)</li> </ul>	180
1.6	Organizational Commitment to Sustainability (mandatory weight) <ul style="list-style-type: none"> <li>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 2.5 points</li> <li>-Organization is a member of the UN Global Compact -2.5 points</li> <li>-Organization demonstrates significant commitment to sustainability through some other means- 10 points, for example internal company policy documents on women</li> </ul>	15

	<i>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)</i>	
<b>Total Section 1</b>		<b>350</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
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?	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	40
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	60
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>350</b>

<b>Section 3. Management Structure and Key Personnel</b>		
3.1	Qualifications of key personnel proposed	
3.1 a	Project Manager	
	University degree in Engineering, ITC, Business Management or other relevant fields (BA – 10 pts, Master - 15 pts)	15
	At least 2 years of progressive experience in ITC project management (2 years of experience – 15 pts, each additional year – 5 pts, up to max additional 35 pts)	50
	At least 2 years of experience in managing digitization of records (2 years – 20 pts; each additional assignment – 5 pts, up to max additional 30 pts)	50
	Language Qualifications (Fluency in Romanian, English – 5 pts each language)	10
3.1 b	Digitization Specialist	
	University degree in Engineering, ITC or another related field (BA – 10 pts, Master - 15 pts)	15
	At least 2 projects in digitization of information implemented (2 projects – 10 pts, each additional year – 5 pts, up to max additional 30 pts)	40
	At least 2 years of experience in the field of digitization processes (2 years of experience – 15 pts, each additional year – 5 pts, up to max additional 15 pts)	30

	Language Qualifications ( <i>Fluency in Romanian – 5 pts</i> )	5
3.1 c	Scanner Operator	
	University degree in Engineering, ITC or another related field ( <i>BA – 10 pts, Master - 15 pts</i> )	15
	At least 1 project in digitization of information implemented ( <i>each year of experience – 10 pts, up to max 30 pts</i> )	35
	At least 1 year of experience in operating scanners ( <i>each year of experience – 10 pts, up to max 30 pts</i> )	30
	Language Qualifications ( <i>Fluency in Romanian – 5 pts</i> )	5
<b>Total Section 3</b>		<b>300</b>



## Section 5. Terms of Reference

### Support to the Central Electoral Commission for the digitization of historical political parties' financial reports

#### F. Project Title “Enhancing democracy in Moldova through inclusive and transparent elections”

#### G. Project Description

“Enhancing democracy in Moldova through inclusive and transparent elections” (EDMITE Project) is a Project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The long-standing partnership between the Central Electoral Commission (CEC) and UNDP resulted in the establishment of a strong professional institution, able to provide transparent and inclusive democratic elections. With UNDP support, the CEC managed to enhance the electoral process in the Republic of Moldova through the development of the modern and innovative State Automated Information System “Elections” (SAISE). During 2012-2017, UNDP also supported the CEC in ensuring the gender equality and human rights considerations are imbedded in the electoral processes, systems and regulations, institutional capacity development, political party finance legislation implementation and the strategic development of the Center for Continuous Electoral Training (CCET).

To achieve its overall goal, during 2017 – 2019, the current Project (EDMITE) is partnering with the Central Electoral Commission, the Center for Continuous Electoral Training, the Public Services Agency (PSA) and the e-Governance Agency (EGA). These are different state actors that own important population registration data sets necessary for fair and credible elections. Specific Project’s interventions aim at improving the systems and processes in the partner institutions to ensure a qualitative and timely data supply to the State Register of Voters, enhancement of the SAISE functionalities and reliability, as well as the modernization of the process for reporting and disclosure of political party finance.

In 2018, with the Project support, the Central Electoral Commission has developed the “Financial Control” Module of the SAISE, designed to automate data collection and analysis, as well as to ensure public access to reports submitted to CEC by the political parties/candidates. Moreover, the Module represents an IT solution comprised of universal and standard reporting procedures aimed at reducing the complexity, cost and duration of data processing. It is able to run automatized verification procedures of reports submitted to CEC based on mathematic rules and logical constraints.

Following its commitments of ensuring the integrity of the electoral process, as well as modernizing and upscaling the IT solutions/infrastructure of the CEC, the Project intends to provide support for the digitization of historical reports submitted to the CEC by political parties/candidates - for their subsequent migration, in electronic format, in the “Financial Control” Module. This effort shall ensure a full traceability and consistency of data, increasing the efficiency and accuracy of the electoral management process.

#### H. Scope of Services and Expected Outputs

UNDP is seeking to contract a qualified Company to support the CEC with digitization of historical financial reports of political parties for the period of 2005-2018, as well as of the reports submitted for the previous 4 (four) national electoral campaigns. The selected Company shall provide digitization services that comprise the following:

- Scanning of paper based financial reports related to political party financing for the period of 2005-2018;
- Scanning of paper based financial political parties' reports related to the last 4 national electoral campaigns;
- Performance of full data entry for all scanned financial documents;
- Performance of internal quality assurance;

- Provision of adequate support and training to the Central Electoral Commission employees in carrying out external quality assurance;
- Upload of digitized financial statements with accompanying metadata into the “Financial Control” Module;
- Provision of warranty services for digitized financial reports and performed data entry.

Before starting the main digitization process, the Company shall conduct a demo for the digitization of 1,000 pages (A4 format). The demo shall include, but is not limited to, the implementation of the following activities:

- workflow for pre-scanning activities;
- workflow for scanning and post-processing;
- workflow for metadata entry;
- workflow for quality assurance (internal and external);
- workflow for ingestion into “Financial Control” Module.

*The Company shall be responsible for all administrative costs related to the organization of the demo.*

**Format of financial documents.** The financial documents/reports to be digitized are printed on A4 format. The papers are bonded under a single report. The quality of paper is average to high. Some of the older reports were printed on lower density paper. The information can be handwritten or typed. Each financial report has two levels of metadata: 1) *Report metadata* that describes information about the report, and the 2) *Content metadata* that contains the details of the report.

The description of the financial reports to be digitized, per each category is included below.

### **Financial documents related to the financing of political parties**

The financing of political parties is regulated by the Decision No. 4401 of the Central Electoral Commission approved on 23.12.2015. The historical reports that shall be digitized cover 14 years of activity of the political parties (2005 - 2018). This category of financial documents includes:

Registry of party membership fees<sup>2</sup> - is presented on an annual basis to the Central Electoral Commission and

contains the following metadata:

*Report metadata:* Name of Political Party, Tax code/IDNO, Year of the report, Name of the Manager, Name of the Accountant, Registration number, Registration date.

*Content metadata:* ID code, Name of political party member, Surname of political party member, Person's ID (IDNP), Year of birth, Home address, Place of work/Occupation, Source of revenue, Date, Amount (in MDL).

The size of the registry varies from 2 to 10 pages of A4 format, depending on the number of party members.

The total estimated number of pages is around 12,600, including up to 441,000 of content metadata records.

Registry of donations from legal entities<sup>3</sup> - is presented to the Central Electoral Commission on an annual basis and contains the following metadata:

*Report metadata:* Name of Political Party, Tax code/IDNO, Year of the report, Name of the Manager, Name of the Accountant, Registration number, Registration date.

*Content metadata:* ID code, Name of the legal entity, Organizational-Legal form, Tax/Company code (IDNO), Legal address, Main activity type, Legal address, Date of donation, ID Number of the payment order, Amount (in MDL).

The size of the registry varies from 30 to 300 pages of A4 format, depending on the number of donations from legal entities to a particular political party.

<sup>2</sup> [Annex No.1 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

<sup>3</sup> [Annex No.2 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

The total estimated number of pages is around 28,000, including up to 980,000 of content metadata records.

[Registry of donations from individuals<sup>4</sup>](#) - is presented to the Central Electoral Commission on an annual basis and contains the following metadata:

*Report metadata:* Name of Political Party, Tax code/IDNO, Year of the report, Name of the Manager, Name of the Accountant, Registration number, Registration date.

*Content metadata:* ID code, Name of the donor, Surname of the donor, Person's ID (IDNP), Year of birth, Home address, Place of work/Occupation, Date of donation, Amount (in MDL) from political party members, Amount (in MDL) from other individuals, Amount in cash, Amount by wire transfer.

The size of the registry varies from 2 to 50 pages of A4 format, depending on the number of donations from individuals to a particular political party.

The total estimated number of pages is around 5,000, including up to 175,000 of content metadata records.

[Registry of in-kind donations \(properties, goods, free services or services under more advantageous conditions than their commercial value\) and payments of goods or services used by the party<sup>5</sup>](#) - is presented to the Central Electoral Commission on an annual basis and contains the following metadata:

*Report metadata:* Name of Political Party, Tax code/IDNO, Year of the report, Name of the Manager, Name of the Accountant, Registration number, Registration date.

*Content metadata:* Description of the donation (by categories: properties, goods, services and payments), Quantities, Market value per unit, Total value, Number and date of donation contract, Name and Surname of individual or Name of legal entity, Person's or Company's ID code (IDNP/IDNO).

The registry contains 2 pages of A4 format.

The total estimated number of pages is around 1,260.

[Report on expenditures of the Political Party from the state budget subsidies<sup>6</sup>](#) - is presented to the Central Electoral Commission on a monthly basis and contains the following metadata:

*Report metadata:* Name of Political Party, Tax code/IDNO, Month of the report, Year of the report, Bank account, Name of commercial bank, Name of the Manager, Name of the Accountant, Registration number, Registration date.

*Content metadata:* Amount (in MDL).

This report is standardized and includes 1 column for amounts detailed in 15 rows, all on 1 page of A4 format.

[Financial management report<sup>7</sup>](#) - is presented to the Central Electoral Commission on an annual basis and contains the following metadata:

*Report metadata:* Full name of political party, Short name of political party, Legal address, Tax code/IDNO, Contact phone, Contact e-mail address, Name and Surname of the Leader of the party, Name and Surname of the Accountant, Reporting year, Number of party members, Number of employees, Number of branches, Number of international organizations the party is member of, Number of proprietary locations, Number of rented locations.

*Content metadata:* Total expenses, including from State budget or Other sources, by 13 categories of indicators.

This report is standardized and includes 3 columns for content metadata detailed in 38 rows, all on 2 pages of A4 format.

The total estimated number of pages is 1,260.

<sup>4</sup> [Annex No.3 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

<sup>5</sup> [Annex No.6 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

<sup>6</sup> [Annex No.7 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

<sup>7</sup> [Annex No.8 of the Central Electoral Commission Decision No. 4401 of 23.12.2015 on the approval of the Regulation on political parties financing](#)

The table below summarizes the financial documents related to the financing of political parties, required to be digitized under the current assignment:

No	Name of the Report	Note	Frequency	No. of pages (A4)	No. of years	Total pages per period	Total pages (all parties)
1.	Registry of party membership fees	List format with 8 columns. Up to 441,000 rows	annually	2 - 10	14	280	12,600
2.	Registry of donations from legal entities	List format with 7 columns. Up to 980,000 rows	annually	30-300	14	4,200	28,000
3.	Registry of donations from individuals	List format with 9 columns. Up to 175,000 rows	annually	2 - 50	14	700	5,000
4.	Registry of in-kind donations and payments of goods or services used by the party	List format with 6 columns.	annually	2	14	28	1,260
5.	Monthly report on expenditures of the Political Party from the state budget subsidies	Standardized table format, 1 column, 15 rows. Amounts include float numbers with 2 decimals	monthly	12	14	168	7,560
6.	Financial management report	Around 630 reports. Standardized table format, 3 columns, 38 rows. Amounts include float numbers with 2 decimals	annually	2	14	28	1,260
TOTAL							55,680

### Financial documents related to electoral campaigns

The financing of electoral campaigns is regulated by the Decision No. 3352 of the Central Electoral Commission approved on 04.05.2015. The historical reports required to be digitized cover the last 4 national electoral campaigns. This category of financial documents includes:

Generalized Report on revenues and expenses in electoral campaign<sup>7</sup> - is presented to the Central Electoral Commission for each electoral campaign by the electoral candidates (political parties, independent candidates) and contains the following metadata:

*Report metadata:* Name of electoral candidate, Date of registration as electoral candidate, Date of the report, Name of the commercial bank, Code of the commercial bank, Date of banking account registration, Number of the banking account, Currency, Name of the Leader, Name of the Accountant.

*Content metadata:* Expenses per week, Date, Total expenses, by categories of expenses and revenues.

This report is standardized and includes 9 columns for content metadata printed on two A4 pages.

The total estimated number of pages is 360.

List of reimbursed donations<sup>7</sup> - is presented to the Central Electoral Commission for each electoral campaign by the electoral candidates (political parties, independent candidates). The list is part of the Report on revenues and expenses described above.

*Content metadata:* ID, Name and Surname of the person who made the deposit, Tax code (IDNP), Amount (in MDL).

The total estimated number of pages is 360.

[List of revenues of the political party<sup>7</sup>](#) - is presented to the Central Electoral Commission for each electoral campaign by the electoral candidates (political parties, independent candidate). The list is part of the Report on revenues and expenses described above.

*Content metadata* includes the following columns:

- *For individuals:* ID, Date, Name and Surname of the person who made the deposit, Tax code (IDNP), Year of birth, Home address, Place of work, Occupation, Source of financing, Amount (in MDL).
- *For legal entities:* ID, Date, Name of the legal entity, Legal address, Name and Surname of Administrator, Source of financing, Amount (in MDL).
- *Other revenues:* ID, Date, Name of contributor, Tax code, Account number, Legal address, Name and Surname of Administrator, Source of finances, Amount (in MDL).

The total estimated number of pages is 200.

[List of donations in cash<sup>7</sup>](#) - is presented to the Central Electoral Commission for each electoral campaign by the electoral candidates (political parties, independent candidates). The list is part of the Report on revenues and expenses described above.

*Content metadata:* ID, Name and Surname of the donor, Person's identification code (IDNP), Data of receivable, Amount (in MDL), Date of deposit.

The total estimated number of pages is 200.

[Report on expenses of the political party<sup>7</sup>](#) - is presented to the Central Electoral Commission per each electoral campaign by the electoral candidates (political parties). The list is part of the Report on revenues and expenses described above.

*Content metadata:* Expense category ID, Category of expenses, Date, Beneficiary, Tax code (IDNO), Number and date of the Payment order, Number and date of Invoice, Amount (in MDL).

The total estimated number of pages is 360.

[Report on expenses by each candidate of the political party during the electoral campaign<sup>7</sup>](#) - is presented to the Central Electoral Commission for each electoral campaign by the electoral candidates (political parties). The list is part of the Report on revenues and expenses described above.

*Content metadata* includes the amounts spent per category and subcategory of expenses (41 rows) per each candidate. The party can have up to 103 candidates during the Parliamentary Elections' campaigns or thousands during General Local Elections campaigns.

The total estimated number of pages is 360.

[Report on cash flow in the "Electoral Fund" account<sup>8</sup>](#) - is presented to the Central Electoral Commission by each political party participating in the electoral campaign. The report contains the following metadata:

*Report metadata:* Name of electoral candidate, Starting date of the report, Ending date of the report, Name of the commercial bank, Legal address of the commercial bank, Code of the commercial bank, Date of banking account registration, Number of the banking account, Currency.

*Content metadata:* Date of transaction, Hour of transaction, Source of incoming revenues/Payment destination, Name of Payer or Beneficiary, Inflow, Outflow, Total balance.

This report is standardized and includes 6 columns for content metadata on average printed on 1 A4 page.

The total estimated number of pages is 200.

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<sup>8</sup> [Annex No.4 of the Central Electoral Commission Decision No. 3352 of 04.05.2015 on the approval of the Regulation on financing election campaigns](#)

The table below summarizes the financial documents related to electoral campaigns, required to be digitized under the current assignment:

No.	Name of the report	Note	Frequency	No. of pages (A4)	No. of campaigns	Total pages per period	Total pages (all electoral candidates)
1	Generalized Report on revenues and expenses in electoral campaign	Around 180 reports. Standardized table format, 9 columns, 47 rows. Amounts include float numbers.	Electoral campaign	2	4	8	360
2	List of reimbursed donations	Around 180 reports. List with 3 columns	Electoral campaign	2	4	8	360
3	List of revenues of the political party	Around 200 reports. Table format with 9 columns	Electoral campaign	1	4	4	200
4	List of donations in cash	Around 200 reports. List with 5 columns	Electoral campaign	1	4	4	200
5	Report on expenses of the political party	Around 180 reports. Table format, 7 columns, by subcategories of expenses	Electoral campaign	2	4	8	360
6	Report on expenses by each candidate of the political party during the electoral campaign	Around 180 reports. Table format, 41 rows (sub-categories of expenses), separate column for each candidate	Electoral campaign	2	4	8	360
7	Report on cash flow in the "Electoral Fund" account	Around 200 reports. List with 6 columns	Electoral campaign	1	4	4	200
TOTAL							2,040

**Digitization workflow.** The Company shall follow the generic pattern used for similar assignments, consisting of 6 steps:

Step 1 - Folder preparation

Step 2 - Scanning

Step 3 - Data entry

Step 4 - Verification and validation of data (internal Quality Assurance)

Step 5 - External quality assurance

Step 6 - Data import to “Financial Control” Module

**Scanning process.** The process shall consist of electronically capturing an image from paper-based documents. Every digital financial document may have one or several images that will form one single file. The Company shall respect the following technical requirements:

a) Image resolution - At least 300 dpi

b) Image format – PDF/A

**Quality Assurance.** The Company shall perform the quality assurance by analyzing the images and observing the defects (if certain areas are unclear, if the entire document is blurred or unclear, the presence of foreign lines over images, image skew, etc.). All defects shall be corrected without rescanning the documents, either by image parameter adjustment or virtual rescanning. If all the above-mentioned methods are unsuccessful, the pages will be re-scanned using the properly configured parameters.

**Data entry process.** The Company shall describe in its Technical Proposal its own approach for this process.

#### I. Deliverables and Indicative Timeframe

No.	Key deliverables	Tentative deadline*
1.	Inception Report (including workplan, implementation approach and timeframe) – developed and approved by the CEC and Project.	by 13 June 2019
2.	Report on Demo Project resulting in digitizing 1,000 pages ( <i>including approved guidelines and workflows for scanning, data entry of financial documents, data validation and migration to “Financial Control” Module</i> ) – developed, presented and approved by the CEC and the Project.	by 27 June 2019
3.	Digitization stage – completed. All Financial Reports – scanned and delivered in a scanned format ( <i>as separate PDF documents</i> ).	by 15 July 2019
4.	Weekly Reports on progress submitted and related, but not limited, to: - Data entry of all financial documents; - Validation on metadata for financial documents ( <i>Quality Assurance</i> ); - Training of the CEC staff to carry out external quality assurance; - Data import of scanned PDF documents and related report data in “Financial Control” Module.	by 26 August 2019
5.	Final Activity Report – developed and approved by the CEC and Project.	By 30 September 2019
6.	Additional digitization services of up to 5% out of total assignment – provided based on the request of the CEC.	By 15 November 2019

\* The period of implementation is tentative. The timeline of the events may be adjusted and shall be coordinated and approved by the CEC and the Project.

#### Confidentiality statement

All data and information received for this assignment from the CEC and Project is to be treated confidentially and to be used only for the execution of these Terms of Reference.

All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the UNDP Project.

#### J. Institutional Arrangement

The Company will work under the supervision of the UNDP Project Manager in close cooperation with CEC Financial and Economic Department.



The Company will provide all the necessary equipment, including scanners and workstations. The scanning process will take place in the premises of the Central Electoral Commission. To this end, the Company will sign a non-disclosure agreement with the CEC. Considering the sensitivity of personal data information contained in the financial reports, all files to be digitized shall not be taken out of the archive. Data entry shall be performed at the premises of the Company, providing that all required safety requirements and personal data protection procedures are ensured. During the final/ handover phase, the Company shall be responsible for erasing all copies of digitized financial reports from its production environment.

All reports produced during the implementation of the contract shall be provided in Romanian and English, in hard copy and electronic version. The payment of the contract will be made in several instalments after production, delivery and approval of the products. The unit prices shall be **exclusive of VAT**.

#### **K. Timeline**

The entire assignment should be accomplished by **15 November 2019**.

#### **L. Qualifications of the Successful Service Provider at Various Levels**

Bidders should describe, in detail, previous experience of the organization and its staff in successful implementation of similar engagements, relevant to the scope and size to the current assignment.

***Eligibility:*** Successful bidder must meet the following qualification requirements:

- Be a legally registered entity or consortia of firms;
- Have at least 3 (three) years of experience in providing digitization services;
- Have at least 1 (one) contract of similar nature, size and velocity (monthly productivity) in the past 2 years;
- Comply with the mandatory technical requirements (listed below).

#### ***Technical requirements***

- All Suppliers' electronic equipment must meet the standards applicable in the Republic of Moldova;
- All electronic equipment that emits electromagnetic energy must be certified as meeting US FCC class B or EN 55022 and EN 50082-1, or equivalent.

#### ***Criteria for the evaluation of the corporate competencies:***

- Experience of working with Moldovan public institutions will be an advantage;
- Previous experience in using and/or implementing digital archiving software will be an advantage;
- Experience in undertaking digitization of accounting documents and financial reports will be a strong advantage;
- Working experience with UN Agencies and/or other international organizations will be an asset.

***Human resources:*** The Bidders should propose a core team comprised of at least 1 (one) **Project Manager**, 1 (one) **Digitization Specialist** and 1 (one) **Scanner Operator**.

CVs of key project personnel must be included in the offer. CVs for other personnel may be included as deemed applicable by the Bidder. The CVs submitted for project personnel should be detailed and comprehensive.

Specifically, CVs should include:

- Anticipated role and level of participation in the assignment;
- Previous experience relevant to the assigned role in the assignment;
- Education, training and certification details;
- Linguistic skills.

#### **Criteria for the evaluation of the **Project Manager**:**

- University degree in Engineering, ITC, Business Management or another related field;
- At least 2 years of progressive experience in ITC project management;



- At least 2 (two) years of experience in the area of managing digitization of records;
- Proficiency in Romanian and English.

Criteria for evaluation of the **Digitization Specialist**:

- University degree in Engineering, ITC or another related field;
- At least 2 projects in the area of digitization of information implemented;
- At least 2 (two) years of experience in the field of digitization processes;
- Proficiency in Romanian.

Criteria for the evaluation of the **Scanner Operator**:

- University degree in Engineering, ITC or another related field;
- At least 1 project in digitization of information implemented;
- At least 1 (one) year of experience in operating scanners;
- Proficiency in Romanian.

## Section 6: Returnable Bidding Forms / Checklist

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

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

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

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

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

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

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

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

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

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

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

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

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

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

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

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

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Power of Attorney <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

- ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (quick ratio formula could be applied)
- ☒ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years
- ☒ CVs, together with attestation certificates (if applicable) of the proposed team of consultants (mentioned in Section 5: Terms of Reference)
- ☒ Draft methodology, as described in Section 5: Terms of Reference
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

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	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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

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

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

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

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

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

Historical Contract Non-Performance

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

☐ Contract(s) not performed for the last 3 years

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

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

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

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

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

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			



Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

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

### SECTION 1: Bidder's qualification, capacity and expertise

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

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

## SECTION 3: Management Structure and Key Personnel

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

### Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

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

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

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

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP19-01907		

The Bidder 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 Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

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

Currency of the proposal: USD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Inception Report (including workplan, implementation approach and timeframe)				
Report on Demo Project resulting in digitizing 1,000 pages (including approved guidelines and workflows for scanning, data entry of financial documents, data validation and migration to "Financial Control" Module)				
Digitization stage – completed. All Financial Reports – scanned and delivered in a scanned format (as separate PDF documents)				
Weekly Reports on progress submitted and related, but not limited, to: - Data entry of all financial documents; - Validation on metadata for financial documents (Quality Assurance); - Training of the CEC staff to carry out external quality assurance; - Data import of scanned PDF documents and related report data in "Financial Control" Module.				
Final Activity Report				
Warranty services				