

United Nations Development Programme



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REQUEST FOR PROPOSAL

“State e-Register for Mobilization Resources” for the Support to Security Sector Reform in the Republic of Moldova

RFP No.: 19/01909

Project: Support to Security Sector Reform in the Republic of Moldova

Country: Republic of Moldova

Issued on: 8 May 2019

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Section 1. Letter of Invitation

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

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

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

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

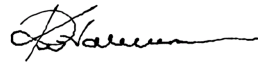
Please acknowledge receipt of this RFP by sending an email to sc.md@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. 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:

Volcovschi

Approved by:



Name: Natalia Volcovschi
Title: Project Administrative Assistant
Date: **May 8, 2019**

Name: Dorin Rotaru
Title: Assistant Resident Representative/ Head of Operations
Date: **May 8, 2019**

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Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<p>1. Introduction</p>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p>2. Fraud & Corruption, Gifts and Hospitality</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<p>3. Eligibility</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>

<p>4. Conflict of Interests</p>	<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"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<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>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. Language	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.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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.
11. Financial Proposals	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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	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. 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. 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>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"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<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> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<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>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) they have the same legal representative for purposes of this RFP; or</p> <p>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;</p> <p>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</p> <p>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than</p>

Proposal	<p>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>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS

	<p>the format and requirements indicated in BDS;</p> <ul style="list-style-type: none"> b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. c) 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. d) 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. e) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility 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>
<p>25. Proposal Opening</p>	<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>

D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<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>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<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</p>

	<p>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: 5px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

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<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material 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>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<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"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Debriefing	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.
38. Right to Vary Requirements at the Time of Award	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.
39. Contract Signature	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.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default

43. Liquidated Damages	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.
44. Payment Provisions	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.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 10:00, (GMT+2, Moldova Local time) Date : May 29, 2019 10:00 AM Venue : Conference Room (1st floor), UN House, 131, 31 august 1989 street, Chisinau</p> <p>The UNDP focal point for the arrangement is: Natalia Volcovschi Telephone: (+373) 698 54 980 E-mail: natalia.volcovschi@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:

			Percentage of contract price per day of delay: 0.1% Max. number of days of delay 30, 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	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Veaceslav Bugai/ Project Manager Address: 84, Hincesti Hgw., Chisinau, Republic of Moldova E-mail address: veaceslav.bugai@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website: sc.undp.md
14	23	Deadline for Submission	Date and Time: 5 June 2019, 16:00 (GMT+2, Moldova Local time) IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering

			<p>https://etendering.partneragencies.org</p> <p>Username: event.guest Password: why2change</p> <p><u>Please note:</u></p> <ol style="list-style-type: none"> 1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above. 2. You can participate in the proposal event only if you have registered in the system.
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>BU code: MDA10 and Event ID 0000003716</u></p>
16	22	Electronic submission eTendering requirements	<ul style="list-style-type: none"> ▪ Format (pdf, zip, docx.): financial offer password protected; ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard; ▪ All files must be free of viruses and not corrupted; ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP; ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; ▪ Specialized certificates (ISO 27001), accreditations, awards and citations received by the Bidder (if any); ▪ SIS approval/certification (if available); ▪ Security certification (F19 Form); ▪ Company profile including portfolio of clients and products catalogues; ▪ Confirmation letter (statement) that Agile project management approach will be applied for the entire period of the project; ▪ Statement confirming that 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; ▪ Statement confirming that there are no conflicts of interest; ▪ Statement confirming of 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; ▪ Statement of satisfactory performance from at least two (2) clients in terms of Contract Value the past three (5) years; ▪ Statement of information regarding any past and current litigation during the last five 3 years (if any); ▪ Latest audited financial statement (Income statement and Balance sheet); ▪ Detailed CVs of Key Personnel.

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	July 6, 2019
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity in the Republic of Moldova and is not a company with foreign capital or a subsidiary of one abroad company.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RfP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RfP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, ▪ Specialized certificates (ISO 27001), accreditations, awards and citations received by the Bidder (if any); ▪ SIS approval/certification would be an advantage. In case of lack of such certification developer and its personnel involved in the project will follow SIS verification and certification procedure; ▪ Security certification (F19 Form) (According to point 150 from Regulation on the Secure Statement in Public Authorities and Other Legal Entities, approved by Government Decision nr. 1176 from 22.12.2010) (with certified IT infrastructure in accordance with national law); ▪ Confirmation letter (statement) that Agile project management approach will be applied for the entire period of the project. 	Form B: Bidder Information Form
	<ul style="list-style-type: none"> ▪ Company profile (which should not exceed fifteen (15) pages) including portfolio of clients whom services of developing IT systems those requested under this RfP have been delivered to over past five (5) years. Product catalogues relevant to the services being procured including a brief and clear description of implemented 	Form B: Bidder Information Form

	<p>projects of similar complexity (title, period of project implementation, project objective and beneficiary);</p> <ul style="list-style-type: none"> ▪ Statement of satisfactory performance from at least two (2) clients in terms of Contract Value the past three (5) years; ▪ All information regarding any past and current litigation during the last five 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; ▪ Latest audited financial statement (Income statement and Balance sheet) for the past two (3) years; ▪ Detailed CVs of Key Personnel comprising information requested in the Terms of Reference (ToR) of the RfP. 	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last three (3) years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last three (3) years.	Form D: Qualification Form
Previous Experience	Minimum four (4) years of experience in developing IT systems	Form D: Qualification Form
	Minimum two (2) contracts in developing IT systems implemented over the last five (5) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 250,000 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

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:

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

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

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.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	300
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Expertise of Firm / Organization		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> ▪ financial stability (<i>up to 15 pts.</i>); ▪ strength of project management support (<i>up to 25 pts.</i>); ▪ project management controls (<i>up to 20 pts.</i>); ▪ project financing capacity (<i>up to 15 pts.</i>). 	75
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 specialized skills.)	15
1.4	Quality assurance procedures, warranty	50
1.5	Relevance of: <ul style="list-style-type: none"> ▪ Minimum 4 years of working experience in developing IT systems (<i>4 years – 20 pts., each additional year – 5 pts., up to max 40 pts.</i>); ▪ Minimum 2 IT projects of similar task complexity implemented and their brief description (<i>2 projects – 30 pts., each additional project – 10 pts., up to max 60 pts.</i>); ▪ The experience in the development of IT applications for electoral processes would be an advantage (<i>no – 0 pts., yes – 25 pts.</i>); ▪ Company is committed to workforce diversity (<i>additional 5 pts.</i>) 	130
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Proposer understand the task?	60
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	30
2.4	Is the conceptual framework adopted appropriate for the task?	40

2.5	Is the scope of task well defined and does it correspond to the TOR?	80
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	90
Total Section 2		350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Project Manager/ Team Leader		110
	<ul style="list-style-type: none"> ▪ Licensed in ICT (Master's degree will be an advantage) (<i>University degree – 5 pts., Master's degree – 10 pts.</i>) 	10	
	<ul style="list-style-type: none"> ▪ 3 (three) years of experience in ICT Project Management (<i>less than 3 years – 0 pts., 3 years – 15 pts., every additional year – 5 pts., up to max 40 pts.</i>) 	40	
	<ul style="list-style-type: none"> ▪ Proven specific experience of ICT Project Management - min 1 project of similar task complexity in which the person was involved should be mentioned explicitly in his/her CV, with the specification of the general overview of the project(s), status, contact details of the beneficiary/ies (<i>no project implemented – 0 pts., 1 project – 10 pts., each additional project – 5 pts., up to max. 35 pts.</i>) 	35	
	<ul style="list-style-type: none"> ▪ Experience of working in IT system development methodology for the government sector of the Republic of Moldova would be an advantage (<i>No – 0 pts., Yes – 15 pts.</i>) 	15	
	<ul style="list-style-type: none"> ▪ Excellent knowledge of Romanian and English languages (<i>each language – 5 pts., max 10 pts.</i>) 	10	
3.1 b	Senior Developer/ Business Analyst		135
	<ul style="list-style-type: none"> ▪ Licensed in ICT (Master's degree will be an advantage) (<i>University degree – 5 pts., Master's degree – 10 pts.</i>) 	10	
	<ul style="list-style-type: none"> ▪ 3 (three) years of experience in ICT development /Business analysis (<i>less than 3 years – 0 pts., 3 years – 15 pts., every additional year – 5 pts., up to max 40 pts.</i>) 	40	
	<ul style="list-style-type: none"> ▪ Proven specific experience in ICT Business Analysis - min 1 project of similar task complexity in which the person was involved should be mentioned explicitly in his/her CV, with the specification of the general overview of the project(s), status, contact details of the beneficiary/ies (<i>no project implemented – 0 pts., 1 project – 10 pts., each additional project – 5 pts., up to max. 35 pts.</i>) 	35	
	<ul style="list-style-type: none"> ▪ Proved certification in MTA in Software Development certification would be an advantage (<i>No – 0 pts., Yes – 15 pts.</i>) 	15	
	<ul style="list-style-type: none"> ▪ Proved working experience in technologies: C#, Asp.Net MVC, jQuery, NHibernate, SSRS, MCSD, PHP, PYTHON, JAVA, Oracle, PostgreSQL would be an advantage (<i>No – 0 pts., Yes – 20 pts.</i>) 	20	
	<ul style="list-style-type: none"> ▪ Perfect knowledge of Romanian. English language will be an advantage (<i>Romanian – 10 pts., English – 5 pts., max 15 pts.</i>) 	15	

3.1 c	Developers		105
	<ul style="list-style-type: none"> ▪ Licensed in ICT (Master's degree will be an advantage) (<i>University degree – 5 pts., Master's degree – 10 pts.</i>) 	10	
	<ul style="list-style-type: none"> ▪ 2 years of experience in similar position (<i>less than 2 years – 0 pts., 2 years – 10 pts., every additional year – 5 pts., up to max 40 pts.</i>) 	40	
	<ul style="list-style-type: none"> ▪ Proved certification in MTA in Software Development, ISTQB certification would be an advantage (<i>No – 0 pts., Yes – 15 pts.</i>) 	15	
	<ul style="list-style-type: none"> ▪ Proved working experience in technologies: C#, Asp.Net MVC, jQuery, NHibernate, SSRS, MCSD, PHP, PYTHON, JAVA, Oracle, PostgreSQL would be an advantage (<i>No – 0 pts., Yes – 20 pts.</i>) 	20	
	<ul style="list-style-type: none"> ▪ Perfect knowledge of Romanian and/or Russian (<i>Romanian – 10 pts., Russian. – 10 pts., max 20 pts.</i>) 	20	
Total Section 3			350

Section 5. Terms of Reference

“Development of State Register of Mobilization Resources”

A. Project Title “Support to Security Sector in the Republic of Moldova”

B. Project Description

According to the Military Doctrine of the Republic of Moldova, the National Army is the basis of the country military potential. It consists of regular troops and militarily trained reserve contingent. The combined deployment of these two categories enables rapid mobilization and effective use of human and economic resources for containing and rebuffing any eventual military intervention, for localizing and liquidating, in conjunction with the Carabineer Troops, any armed conflicts and for eliminating other military threats.

The situation in the military sphere requires a prompt reaction to any occurring events. The time loss may result in severe consequences for the security of citizens. Therefore, nowadays, the development and implementation of the State Register of Mobilization Resources (SRMR) has become imperative, keeping its whole content up-to-date.

To implement Government Decision No. 885 of 22.08.2005 on the approval of the Concept on the State Register of Mobilization Resources, State Enterprise (SE) “CRIS Regstru” developed and implemented the first version of the State Register of Mobilization Resources in 2009. This IT System was stemming from the standards and strategies applied to develop the state IT resources appropriate for the corresponding type. However, that SRMR version failed to prove its viability, while the deficiencies detected by the Moldovan Ministry of Defense Officers have not been rebutted until now.

It is worth mentioning that by addressing the shortcomings and errors identified in the SRMR current version it would not be possible to meet all the functional needs of the Ministry of Defense as the architecture of the application concerned did not take into account the provisions of Government Decision No. 710 of 20.09.2011 on approving the Strategic Program for Technological Modernization of Governance (e-Transformation) and of Government Decision No. 656 of 05.09.2012 on approving the Interoperability Framework Program. Under such circumstances the current IT solution does not take into consideration the architectural and technological requirements of IT applications used by the Central Public Authorities (CPAs) and cannot benefit from the technological and informational advantages, which the applications developed on the basis of Government Decisions No. 710 of 20.09.2011 and No. 656 of 05.09.2012 have (being an isolated application that does not meet the current requirements of the Ministry of Defense and cannot be developed further).

On the basis of the aforementioned findings, the need of re-engineering, development and implementation of a new IT solution becomes evident. It is intended to manage and keep records on mobilization resources and will automate all processes related to these activities, meeting all constraints imposed by the legal and regulatory acts in force, and being approximated with the Strategic Program for Technological Modernization of Governance (e-Transformation).

The re-engineering and implementation of the State Register of Mobilization Resources will enable the enhancement of activity efficiency carried out by the actors assigned with the role of mobilization resources management and registration and deliver a series of benefits/advantages mentioned below.

Benefits for citizens and economic operators:

- eliminate the need to submit copies of documents, which data are contained in the Official Registers of the Republic of Moldova, to Military Centers or Military Units;
- ensure rapid response of state institutions when natural disasters, technogenic accidents, military conflicts occur to ensure safety of citizens and of their assets.

Benefits for the Ministry of Defense of the Republic of Moldova:

- automate the management and registration processes of mobilization resources;
- increase the accuracy and reliability of data on mobilization resources of the Republic of Moldova held by the Ministry of Defence;
- optimize the work processes and reduce the operational costs;
- trace quickly the data and documents relevant for the management and registration processes of mobilization resources;
- consolidate the digital archive of Moldovan mobilization resources electronic files/dossiers/records;
- implement joint work mechanisms for all the actors involved in the management and registration process of mobilization resources;
- implement the infrastructure for digital signature and mobile identity within the Ministry of Defence of the Republic of Moldova;
- mitigate corruption factors and enhance transparency of Ministry of Defence activities.

Benefits for the Central Election Commission:

- provide a mechanism supporting automatic synchronization with SAISE of data on conscripted soldiers or professional soldiers who shall vote within the Military Unit radius.
- ensure the right to vote on main lists for the citizens enlisted in the Army.

Benefits for the Republic of Moldova:

- provide informational resources capable to quickly deliver data on mobilization resources when extraordinary situations or war occurred;
- enhance the country defense capacity when extraordinary situations or war occurred.

This document, intended for the development of a new version of the State Register of Mobilization Resources, defines the IT solution goals, tasks and functions, the organizational structure and regulatory and legal constraints, the functional and non-functional requirements needed to develop and operate the IT System.

The prepared Scope of Work is stemming from the information technologies and national policy in the area of IT solution development to be used by Moldovan public authorities in their activity.

C. Scope of Services, Expected Outputs and Deliverables

The State Register of Mobilization Resources represents an IT solution identified to have immediate benefits and impact on the Ministry of Defense activity. It is focused on covering the IT and information needs of all

actors involved in the SRMR management and registration processes. SRMR is a key component of the Ministry of Defense integrated IT system. It will display data access interfaces for all relevant IT subsystems of the Ministry of Defense, as well as for certain specific IT systems of the Moldovan CPAs with the aim to receive or deliver data in compliance with the legislation in force.

The SRMR main purpose is to provide high-performance IT solutions for MoD intended to collect, store, preserve, update and process the data on mobilization resources. The SRMR establishment and implementation shall enable the MoD to attain the following objectives:

- consolidate an exhaustive collection of data to ensure quick records on and efficient management of recruits and mobilization resources (reservists and vehicles);
- ensure the MoD decision-makers and those of relevant public authorities with reliable and quick information on mobilization resources for the purpose of planning, decision making and job duty performance;
- ensure fullness and quality of the Armed Forces supplementing process in peacetime and when mobilization is announced – based on the supplementing plan;
- ensure registration on the reservists mobilized at the place of work during the mobilization period and in wartime;
- provide assistance to CPAs and LPAs to increase the efficiency of their activity related to implementation of public policy on mobilization resources records.
- create an interoperability framework among the MoD IT applications, external IT Systems that provide and use SRMR data;
- deliver relevant SAISE data to automate the process of allocating the conscripted soldiers to polling stations;
- reduce the required time and the industriousness of the process of collecting and managing the data on mobilization resources available in the Republic of Moldova;
- reduce the time related to the implementation of conscription or mobilization decisions;
- implement an efficient collaboration mechanism among all actors involved in registration and management procedures of mobilization resources;
- ensure data access control and maximum security and confidentiality to data collections and users;
- provide informational support to filed-related analysis, forecast and research activities.

Deliverables:

SN	Deliverable	Due dates
1	<ul style="list-style-type: none"> ▪ Technical design (SRS+SDD); 	27 July 2019
2	<ul style="list-style-type: none"> ▪ Technical specifications for the published and used interfaces in Romanian language; ▪ Document on system configuration and deployment (guidelines for deployment) in Romanian language; 	27 July 2019
3	<ul style="list-style-type: none"> ▪ User's Manual, Administrator's Manual in Romanian language (including a contingency plan); ▪ Training documentation (designed to trainers who would train the Ministry of Defense staff in operating the IT solution) in Romanian language; 	6 November 2019

4	<ul style="list-style-type: none"> ▪ Test plan and the results of internal (functional, performance, security) testing; ▪ Totality of artefacts copied on electronic medium (CD or DVD+-R); 	6 December 2019
5	<ul style="list-style-type: none"> ▪ Complete source code of modules and components necessary to compile the delivered software; ▪ Special libraries and tools necessary for the compilation of system components in Romanian language. (Developer will demonstrate the possibility of compiling the source code on the platform offered by the Ministry of Defence of the Republic of Moldova); ▪ Final product packed for easy installation in the proposed technological environment. 	By the end of tests

NOTE: See the detailed Technical Requirements of the software to be developed attached as Annex 1

D. Institutional Arrangement

The contractor will work under the guidance of the Ministry of Defense of the RM and in close cooperation with UNDP "Support to Security Sector Reform in the Republic of Moldova" (SSSR) Project for both substantive and administrative aspects of the assignment and under the direct supervision of the SSSR Project Manager and representatives of the Ministry of Defence.

Language requirements

All discussions with the beneficiaries of the project will be conducted in Romanian. All the relevant documentation, training and technical support will be conducted in Romanian. All staff involved in the project that will interact directly with the beneficiary must perfectly speak Romanian.

Timeframe and Location

It is envisaged that for the successful provision of services and the production of deliverables required according to these terms of reference the expected period of implementation is during July 2019-July 2020. Subsequently, the contractor shall include information on the volume of allocated resources.

The duty location for the assignment will be Republic of Moldova. Project shall be not responsible for logistics and organisational arrangements.

The payment for services provided will be made on a lump-sum basis upon the service delivery and acceptance by the beneficiary and UNDP SSSR Project according to the timeframes indicated in Technical Requirements.

NOTE: Communication between the Beneficiary and Project Manager/Team Leader, as well as, Senior Developer should be in Romanian. Also, during the assignment period, the above-mentioned staff should be present (located) near the beneficiary, in the Republic of Moldova.

E. Eligibility

Successful bidder must meet the following minimum qualification requirements:

For the company:

- Minimum 4 years of working experience in developing IT systems;
- Minimum 2 IT projects of similar task complexity implemented and their brief description;

Failure to comply with the above-mentioned minimum requirements may constitute a reason for disqualification.

The bidder shall submit the technical bid with clear CVs (based on the template indicated in the present RfP) of the project staff and the qualifications of each staff proposed. Explicitly persons holding the following key positions shall be presented:

- 1 Project Manager/ Team Leader;
- 1 Senior Developer/ Business Analyst;
- 2 Developers.

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:

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

Financial Proposal:

(Must be submitted in a password protected format)

▪ 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:	[Insert RFP Reference Number]		

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP; ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; ▪ Specialized certificates (ISO 27001), accreditations, awards and citations received by the Bidder (if any); ▪ SIS approval/certification (if available); ▪ Security certification (F19 Form); ▪ Company profile including portfolio of clients and products catalogues; ▪ Confirmation letter (statement) that Agile project management approach will be applied for the entire period of the project; ▪ Statement confirming that vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN

	<p>Organization or the World Bank Group or any other international Organization in accordance with RfP clause 3;</p> <ul style="list-style-type: none"> ▪ Statement confirming that there are no conflicts of interest in accordance with RfP clause 4; ▪ Statement confirming of 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; ▪ Statement of satisfactory performance from at least two (2) clients in terms of Contract Value the past three (5) years; ▪ Statement of information regarding any past and current litigation during the last five 3 years (if any); ▪ Latest audited financial statement (Income statement and Balance sheet); ▪ Detailed CVs of Key Personnel.
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Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

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

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

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

Historical Contract Non-Performance

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

Contract(s) not performed for the last 3 years

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

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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:	[Insert RFP Reference Number]		

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: Expertise of Firm / Organization

Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

- 1.1 Reputation of Organization and Staff Credibility / Reliability / Industry Standing
- 1.2 General Organizational Capability which is likely to affect implementation:
 - financial stability;
 - strength of project management support;
 - project management controls;
 - project financing capacity.
- 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 specialized skills)
- 1.4 Quality assurance procedures, warranty
- 1.5 Relevance of:
 - Minimum 4 years of working experience in developing IT systems;
 - Minimum 2 IT projects of similar task complexity implemented and their brief description;
 - The experience in the development of IT applications for electoral processes would be an advantage;
 - Company is committed to workforce diversity.

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.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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:	[Insert RFP Reference Number]		

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: [Insert Currency]

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	Project Manager/ Team leader (1)			
	Senior Developer/ Business Analyst (1)			
	Developer (1)			
	Developer (1)			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Local transportation costs	Lump Sum			
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
<ul style="list-style-type: none"> ▪ Technical design (SRS+SDD) 	e.g. <ul style="list-style-type: none"> ▪ PM/ TL – 1 ▪ Senior Developer – 1 ▪ Developer – 2 Total: 4 staff			
<ul style="list-style-type: none"> ▪ Technical specifications for the published and used interfaces in Romanian language ▪ Document on system configuration and deployment (guidelines for deployment) in Romanian language 				
<ul style="list-style-type: none"> ▪ User's Manual, Administrator's Manual in Romanian language (including a contingency plan) ▪ Training documentation (designed to trainers who would train the Ministry of Defense staff in operating the IT solution) in Romanian language 				
<ul style="list-style-type: none"> ▪ Test plan and the results of internal (functional, performance, security) testing ▪ Totality of artefacts copied on electronic medium (CD or DVD+- R) 				
<ul style="list-style-type: none"> ▪ Complete source code of modules and components necessary to compile the delivered software ▪ Special libraries and tools necessary for the compilation of system components in Romanian language. (Developer will demonstrate the possibility of compiling the source code on the platform offered by the Ministry of Defence of the Republic of Moldova) 				

▪ Final product packed for easy installation in the proposed technological environment				
Total				USD

Certificate Of Completion

Envelope Id: 47773A1F251A4B6C83B3426E27202BD0	Status: Completed
Subject: Please DocuSign: Request for Proposal.pdf	
Source Envelope:	
Document Pages: 47	Signatures: 2
Certificate Pages: 5	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Iurie Tarcenco
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	iurie.tarcenco@undp.org
	IP Address: 87.255.68.247

Record Tracking

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5/8/2019 5:44:42 AM	iurie.tarcenco@undp.org	

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Signer Events	Signature	Timestamp
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iurie.tarcenco@undp.org		Viewed: 5/8/2019 5:49:00 AM
United Nations Development Program		Signed: 5/8/2019 5:49:23 AM
Security Level: Email, Account Authentication (None)		Signature Adoption: Pre-selected Style Using IP Address: 87.255.68.247

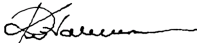
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Volcovschi	<i>Volcovschi</i>	Sent: 5/8/2019 5:49:24 AM
natalia.volcovschi@undp.org		Viewed: 5/8/2019 5:50:21 AM
Security Level: Email, Account Authentication (None)		Signed: 5/8/2019 5:51:49 AM
		Signature Adoption: Pre-selected Style Using IP Address: 89.32.231.226

Electronic Record and Signature Disclosure:

Accepted: 5/8/2019 5:50:21 AM
ID: bdb806fa-8c20-43af-a06a-33b145f18709

Dorin Rotaru		Sent: 5/8/2019 5:51:51 AM
dorin.rotaru@undp.org		Viewed: 5/8/2019 5:52:20 AM
Assistant Resident Representative, Head of Operations		Signed: 5/8/2019 5:54:07 AM
United Nations Development Program		Signature Adoption: Uploaded Signature Image Using IP Address: 87.255.68.247

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In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	5/8/2019 5:52:20 AM
Signing Complete	Security Checked	5/8/2019 5:54:07 AM
Completed	Security Checked	5/8/2019 5:54:07 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, United Nations Development Program (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact United Nations Development Program:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: pavol.mates@undp.org

To advise United Nations Development Program of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at pavol.mates@undp.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from United Nations Development Program

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to pavol.mates@undp.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with United Nations Development Program

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to pavol.mates@undp.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

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