



## Request for Proposal Amendment no. 1

Date: 01 April 2021

Ref. no. **RfP21/02230**

**Subject: RFP for Company to conduct a Functional Analysis of the National System of Forensic Institutions in the Republic of Moldova**

Dear Sir/Madam,

1. UNDP Moldova is hereby amending the solicitation document;
2. The RfP Section 3. Bid Data Sheet, BDS No. 14, Ref. to Section 2, is amended to read as follows:

14	23	Deadline for Submission	<p><b>14 April 2021, 16:30 (Moldova Local Time)</b></p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
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3. The RfP Section 4. Evaluation Criteria, Required Documents is amended to read as follows:

### Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years;
- Supporting documentation to evidence the successfully completed similar projects;
- Description of the functional analysis process organization and conduct; how objectives mentioned in ToR will be achieved, proposed working plan, with suggested timeline;
- Should part of the work under this ToR be sub-contracted, the Bidder shall provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal;
- CVs and documentation supporting the experience and qualifications of the proposed implementation team and their functions: Team Leader/Task Manager, **Forensic experts**;

Legal expert, Institutional development expert, up to two senior non-key experts; up to two junior non-key experts, as per Form E, Section 3;

- CVs and documentation supporting the experience and qualifications of the proposed Non key experts and responsibilities in relation to project deliverable, as per Form E, Section 3;
  - Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
  - Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years.
4. The amended Section 3. Bid Data Sheet and Section 4. Evaluation Criteria are hereby attached.
  5. All other terms and conditions of the solicitation documents, except as amended herein, shall remain unchanged and shall continue in full force and effect.