

United Nations Development Programme



REQUEST FOR PROPOSAL

EU CBM: Feasibility study for the modernisation of the state enterprise facilities "Bacul Molovata" (Ferry Molovata)

RFP No.: **22/02456**

Project: **European Union-Confidence Building Measures Programme (EU- CBM V)**

Country: **Moldova, Republic of**

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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):

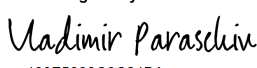
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form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

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

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

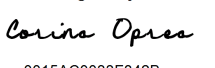
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

DocuSigned by:

460E5668C6C24BA...

Name: Vladimir Paraschiv
Title: Procurement Coordinator
Date: **May 6, 2022**

Approved by:

DocuSigned by:

0015AC0033E842B

Name: Corina OPREA
Title: Operations Manager
Date: **May 6, 2022**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a</p>

	<p>conflict of interest with one or more parties in this solicitation process, if they:</p> <ol style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ol style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ol style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.

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

	<p>comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<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>

	<ul style="list-style-type: none"> b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<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>
17. Extension of Proposal Validity Period	<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>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
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</p>

	<p>specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with

<p>eTendering submission</p>	<p>different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>

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

	<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, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP’s request for clarification and the response shall be in writing and no</p>

	<p>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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <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	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing</p>

	<p>from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
38. Right to Vary Requirements at the Time of Award	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>
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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	Romanian / Russian / 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	n/a
4.1		Site visit	Prospective Bidders who wish to visit the site, shall contact the following focal point for arrangement no later than 5 days before the deadline: Project Manager, Andrei Vasilachi, andrei.vasilachi@undp.org
5	10	Proposal Validity Period	90 days
6	14	Bid Security	N/A
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 0.25% Max. number of weeks of delay 4, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Andrei VASILACHI, Community and Infrastructure Project Manager E-mail address: andrei.vasilachi@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	27 May 2022, 16:30 (Moldova local time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org BU Code MDA10 and Event ID number 000012252
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ 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.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	June 15, 2022
19		Maximum expected duration of contract	until 15 October 2022
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for 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 Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	n/a

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with 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
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 (three) years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 (five) years.	Form D: Qualification Form
Previous Experience	Minimum of ten (10) years of experience in the area of developing feasibility studies and/or technical economic	Form D: Qualification Form

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.

	<p>analysis surveys and/or assessments for the organization/modernization of inland navigation.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	
	<p>Minimum 2 (two) projects of similar complexity undertaken within the last ten (10) years related to development of feasibility studies for the organization/modernization of inland navigation</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Form D: Qualification Form
Key Personnel	<p>The minimum key roles for the implementation of the contract:</p> <ul style="list-style-type: none"> • 1 (one) Task Manager • 1 (one) Inland Navigation Specialist • 1 (one) Specialist in construction and coastal infrastructure for inland navigation • 1 (one) Cost Estimation Specialist <p>The above listed roles cannot be cumulated.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Attach required documents to Form E: Format of Technical Proposal
	<p><i>For 1 (one) Task Manager – minimum requirements:</i></p> <p>Experience in inland navigation, experience in developing feasibility studies for the organization/modernization of inland navigation.</p>	
	<p><i>For 1 (one) Inland Navigation Specialist – minimum requirements:</i></p> <p>Experience in inland navigation, experience in developing feasibility studies for the organization/modernization of inland navigation.</p>	
	<p><i>For 1 (one) Specialist in construction and coastal infrastructure for inland navigation – minimum requirements:</i></p> <p>Experience in inland, coast and/or maritime infrastructure, experience in developing feasibility studies for the organization/modernization of inland infrastructure.</p>	
	<p><i>For 1 (one) Cost Estimation Specialist – minimum requirements:</i></p> <p>Experience in elaboration of feasibility studies for the organization/modernization of inland navigation/infrastructure.</p>	
Financial Standing	<p>Minimum average annual turnover of USD 200,000 for the last 3 years. Higher turnover for the last 3 years is an asset.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Attach required documents to Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	500
TOTAL		1000

Section 1. Bidder's qualification, capacity and experience		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: Age of the firm (< 10 years – 0 pts, 10 years – 20 pts, each additional year – 5 pts up to max. additional 30 pts)	50
1.3	Availability of Quality Management certificates (ISO or similar)	20
1.4	Financial stability (<i>minimum annual turnover of USD 200,000 – USD 300,000 for the last 3 years –30 points above USD 300,000 or higher for the last 3 years –40 points If less than required – 0 pts</i>)	40
1.5	Relevance of: <ul style="list-style-type: none"> Experience in undertaking and/or developing similar projects in the last 10 years (developing feasibility studies for the organization/modernization of inland navigation) (<i>minimum of 2 projects – 50 pts, each additional project – 10 pts up to max. additional 20 pts</i>) Experience working with UNDP, or other UN Agencies, or other International Organizations (<i>1 project – 10 pts, each additional project 5 pts up to max. additional 10 pts</i>) 	90
1.6	Adherence to UN core values – engagement of women and persons with physical impairs within organization (<i>no. of women staff: min. 1 person – 10 pts, no. of persons with physical impairs as staff: min. 1 person – 10 pts</i>)	20
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does the Methodology and Approach meet the ToR requirements? <ul style="list-style-type: none"> <i>The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 pts to 60 pts</i> <i>The Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 pts to 40 pts</i> 	60

	<ul style="list-style-type: none"> The Proposer has limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts to 20 pts 	
2.2	Are the different components of the offer adequately weighted relative to one another? (components are poorly developed – 0 to 10 pts, the components are partially developed and lack interconnectedness and structure – 11 to 20 pts, the components show substantial information and express the purpose –21 to 30 pts)	30
2.3	Is the offer clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the assignment? <ul style="list-style-type: none"> The offer is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 11 to 20 pts; The offer is clear, well-structured with a defined but lowly realistic sequence of activities – 6 to 10 pts; The offer is not well structured and doesn't present a clear sequence of activities – 0 to 5 pts) 	20
2.4	Was any familiarization field visit undertaken and were the findings properly used in the preparation of the proposal? (No field visit – 0 pts, field visit undertaken, limited use of findings – 10 to 20 pts, field visit and proper use of findings in the proposal – 21 to 30 pts)	30
2.5	Is the timeframe appropriate for the task and TOR? (no timeframe – 0 pts, a rudimentary timeframe – 10 pts, a well described and appropriate timeframe - 21-30 pts)	30
2.6	Shorter implementation timeframe proposed (if the proposed timeframe is as required by the ToR – 0 pts, up to 15 days shorter – 25 pts, up to 30 days shorter – 40 pts)	40
2.7	Staff time allocation includes sufficient hours for key staff? (No staff allocation info provided – 0 pts, limited staff time allocation information provided – 5 to 10 pts, staff time allocation reflects well the purpose of activities and tasks - 11-20 pts)	20
2.8	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures? <ul style="list-style-type: none"> The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts; The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts; The risk assessment and proposed mitigation measures is weak – 0 to 5 pts 	20
Total Section 2		250

Section 3. Management Structure and Key Personnel			Points obtainable
	Task Manager	Sub-Score	
3.1	Experience in managing similar assignments (No – 0 pts, 5 years - 20 pts, each additional year – 5 pts, up to additional 30 pts)	50	80
	Experience working with UN Agencies/EU funded projects (No – 0 pts, Yes - 15 pts)	15	

	Language Qualifications (<i>proficiency in Romanian, Russian and English – each language 5 pts</i>)	15	
3.2	Inland Navigation Specialist	Sub-Score	180
	University degree in inland and/or maritime navigation, and/or certificate of competency in area of specialization (inland and/or maritime navigation)* (<i>No – 0 pts, Yes - 25 pts</i>)	25	
	Possession of attestation certificate in the area of specialization (inland and/or maritime navigation) (<i>No – 0 pts, Yes - 20 pts</i>)	20	
	Professional Experience in inland navigation as captain of vessel (<i>No – 0 pts, 5 years - 30 pts, each additional year – 5 pts, up to max. additional 30 pts</i>)	60	
	Professional Experience in developing feasibility studies for the organization/modernization of inland navigation (<i>No – 0 pts, 1 project - 30 pts, each additional project – 10 pts, up to max. additional 30 pts</i>)	60	
	Language Qualifications (<i>proficiency in Romanian, Russian and English – each language 5 pts</i>)	15	
3.3	Specialist in construction and coastal infrastructure for inland navigation	Sub-Score	150
	University degree in inland and/or maritime infrastructure or similar (<i>No – 0 pts, Yes - 15 pts</i>)	15	
	Possession of attestation certificate in the area of specialization (inland and/or maritime infrastructure) (<i>No – 0 pts, Yes - 20 pts</i>)	20	
	Professional Experience in inland, coast and/or maritime infrastructure (<i>No – 0 pts, 5 years - 30 pts, each additional year – 5 pts, up to max. additional 30 pts</i>)	60	
	Professional Experience in developing feasibility studies for the organization/modernization of inland and/or maritime infrastructure (<i>No – 0 pts, 1 project - 20 pts, each additional project – 5 pts, up to max. additional 20 pts</i>)	40	
	Language Qualifications (<i>proficiency in Romanian, Russian and English – each language 5 pts</i>)	15	
3.4	Cost Estimation Specialist	Sub-Score	90
	Possession of attestation certificate in the area of specialization (<i>No – 0 pts, Yes - 25 pts</i>)	25	
	Professional experience in elaboration of feasibility studies for the organization/modernization of inland navigation/infrastructure (<i>No – 0 pts, 2 similar projects - 30 pts, each additional project – 10 pts, up to max. additional 20 pts</i>)	50	
	Language Qualifications (<i>proficiency in Romanian, Russian and English – each language 5 pts</i>)	15	
Total Form 3			500

*The university degree of the navigation specialist will be equivalent to the certificate of competency in area of specialization (inland and/or maritime navigation) if the person demonstrates the following experience:

- at least (five (5) years' of work experience in inland and/or maritime navigation as Master, Chief Engineer or Naval Architect or at least ten (10) years' of work experience as Mechanical Engineer at shipyard with supervisory position and/or within shipbuilding ship repair activities and/or within all types of survey of hull structures and machinery conditions.

Section 5. Terms of Reference

A. Background

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova. The overall goal of the Program is to increase the confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders. The EU CBM Programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

Under the social infrastructure component, special attention is paid to the problem of free movement of people between the settlements on both banks of the Nistru River. After the armed conflict of 1992, a special situation was created between the Molovata settlement located on the right bank of the river, and Molovata Noua located on the left bank, thus the settlements located on the Cocieri plateau (Molovata Noua, Cocieri, Corjova, Roghi) were left without access, being forced to transit the secessionist territory for supplies and access to services.

In order to solve this problem, in 2000, the Ministry of Transport of the Republic of Moldova founded the state enterprise "Bacul Molovata", aiming to transport passengers and goods on this segment. Due to lack of funds, the company received the naval transportation means from the river port of Ungheni, of Soviet production dating back to the 70s and having a high degree of wear and tear.

Thus, the enterprise "Bacul Molovata" makes about 2500 routes annually, transporting 125-135 thousand tons of goods and around 120-130 thousand passengers, by the barge powered by the tug/pusher it is possible to transport the cars from one bank to the other.

Due to the poor technical condition of the naval transportation means and to visual navigation instead of by radar, the company is compelled to cease its activity during the cold season when the river freezes or in case of unfavourable weather conditions, fog, wind, etc., Navigation at night is not allowed and in winter, when days are short, the number of routes decreases.

During the Covid-19 pandemic, because the de facto authorities of TN region decided to self-isolate by closing the traffic on the road bridge between the towns of Dubasari and Criuleni, (in the immediate proximity of the Cocieri plateau), the flow of goods and passengers increased essentially and the "Bacul Molovata" had to repair the previously dismissed barges and tugboats to cope with the newly created situation.

This situation brought back the intention to upgrade the equipment and facilities of the state enterprise "Bacul Molovata" on the agenda of central authorities.

B. OBJECTIVE OF THE ASSIGNMENT:

The EU-CBM-V program is looking for a company or a consortium of companies that will conduct a feasibility study to modernize the facilities of the state enterprise "Bacul Molovata". Thus, an extensive study will be carried out, as well as inventory of the equipment and facilities currently owned by the "Bacul Molovata", an analysis of the flow of goods and passengers, recommendations will be made regarding the parameters of the new naval vessels, the renovation of the pier infrastructure and the possibility of building a dry dock to service the floating equipment. At the same time, the company will be responsible for examining in detail the way in which the new boats will be transported from the shipyard to the operating site and for developing solutions to ensure navigation by radar and operation of the boats in winter when the Dubasari reservoir freezes.

As a result, the EU-CBM programme will receive a feasibility study report, containing recommendations for upgrading naval parts and coastal infrastructure with economic-financial calculations and solutions for their implementation.

C. KEY TASKS AND EXPECTED OUTPUTS:

It is proposed that the feasibility study has the following sections:

I) Revision and inventory of the equipment and coastal infrastructure of the currently existing state enterprise "Bacul Molovata".

In order to compile this section of the feasibility study, the designated company will visit the state enterprise "Bacul Molovata". During the visits, the company's specialists shall examine and inventory of the existing inland waterway vessels, examining their capabilities and technical condition. Both the barges and tugs in operation and the dismissed ones or not used for transportation of goods and passengers shall be examined. A separate report with photographs and inventory materials (passports, etc.) will be drawn up for each unit.

The piers, buildings and constructions owned by the enterprise will also be examined in this section. Particular attention will be paid to the examination of the piers, given the fact that it is proposed to modernize them and to transform them from mechanically managed to hydraulically-automatically managed piers. The repairs area and the administrative building will be examined, and their compliance with the industry standards will be analyzed.

Also, the selected company will be responsible for sonar examination of the navigation path between the two existing piers in order to ascertain the height of silt and deposits, and that the navigation path complies with the river navigation standards to which the Republic of Moldova is a party.

The historical data of the weather conditions of the site will be examined in detail, stating the frequency and duration of the weather phenomena that prevent the operation at the necessary parameters, the periodicity and duration of the river freezing cycles, the hydrological situation in terms of increase and decrease of the water level in the Dubasari reservoir, defining the risk situations for ensuring continuous navigation - the frequency of fog, winds, etc.

II) Examination of the passengers and goods flows.

A comprehensive study of the flow of goods and passengers will be carried out for various seasons of the year and hours of the day. Estimated flow charts shall be drawn up for all hours of the day indicating the amount of goods and number of passengers registered during peak hours or on days of each week.

The number of passengers, both the number of cars and the weight (tonnage) of the goods that need to be transported will be analyzed, the overall size of the cars and goods transported now will be examined and these parameters will be estimated for future flows.

Maximum flow values will be established in case other communication paths are not practicable, especially traffic jams on nearby road bridges.

III) Modernisation of vessels (floating parts), new vessels transportation means.

After examining the actual situation of the river passage, the selected company will examine the needs of the enterprise in modern floating equipment and will propose their parameters. Since "Bacul Molovata" mainly focuses on the procurement of a new tug/pusher and barges, solutions will be proposed that will cover the flows estimated at the previous stage. Both the quantity of floating parts and the technical parameters of each will be proposed.

Another important parameter that will be taken into account when selecting tugs/vessels will be the possibility of exploiting them in winter in conditions of freezing water in the Dubasari reservoir.

Given that the site of operation is located upstream of the Dubasari hydroelectric dam, the way in which

the vessels will be transported from the shipyard to the operation site will be taken into account when selecting the vessels. The Dubasari hydroelectric dam does not have technical possibilities for the vessels to pass it. In this context, it is required that the company carrying out the feasibility study should propose the ways to transport the vessels, either by ship on sea or by road transport or by a combination of rail and road transport and/or other combinations.

Benefits and risks will be estimated for each proposed transportation option. Including the maritime-fluvial solutions for the passage of the hydroelectric dam, navigation on the river that does not have updated navigation maps, setting the marine route and the analysis of the manner of bringing ships into the Nistru River. For transportation by means of road and/or rail, optimal routes will be proposed taking into account the existing road/railway infrastructure and the overall dimensions of the selected vessels and the obstacles that will have to be passed on the way.

The possibility of partial assembly of vessels at their operation site and floating them out in the vicinity of the piers will also be examined, with the express indication of the coastal infrastructure (mini shipyard) necessary for this purpose, as well as the estimated additional costs to be incurred in order to build this provisional infrastructure.

Regarding the parameters of the new vessels, shipyards that can provide such type of vessels will be identified, the company will identify at least 5 boat manufacturers/suppliers that correspond to the selection parameters.

Based on this analysis, the company's specialists will draw up specifications for the procurement of the respective equipment.

IV) Upgrading the coastal infrastructure.

This section of the feasibility study will contain solutions to be proposed for upgrading the piers and adjustments needed to be done to ensure access of passengers and road transport in compliance with the new safety rules for the boarding and disembarking.

Thus, the upgraded landing piers must have connections to the technical-urban systems, be adequately illuminated and have a height adjustment system for automatic access to the vessel by hydraulic devices. Solutions will be examined and proposed for improving the access ways to the piers, widening the carriageway and adjusting the respective access ways to ensure the flow of entry and exit from boats, adjusting the turning radii for heavy duty and large size cars.

The parameters will be set for the construction of a dry dock, a repairs area that will allow the floating parts to be towed by jacks for repair and maintenance works. Locations will be proposed for placing the maintenance infrastructure, taking into account the actual situation in terms of the geography of the nearby banks and the reallocation of the repairs area from the left bank to the right bank of the Nistru River. The list of utilities to which the maintenance facility must be connected shall be drawn up.

Compartmenting schemes will be developed for the administrative and staffing buildings to be built and/or adjusted, solutions will be proposed for the location of locker rooms, cafeteria, technical and bathrooms for staff and passengers.

V) Solutions for modernizing navigation, ensuring navigation in unfavourable weather conditions.

The designated company will develop a list of training events, training courses, presentations, equipment and vessels trials required to be carried out by the company's personnel in order to safely operate modern vessels and modern coastal infrastructure. The company will present the requirements which will have to be submitted to the companies that will provide vessels, new equipment for training the personnel that will operate it.

Because now the navigation on the river crossing line is carried out only by visual method, which makes it

impossible to operate the transportation means at night or in dense fog, it is proposed to consider the necessary steps needed to be taken to pass the entire infrastructure and the floating parts to navigation by radar. A list of subjects will be developed, which will contain the necessary steps to be taken to switch to radar navigation, the list will include not only the technical solutions to be implemented but also the personnel training activities for the implementation of the proposed navigation method.

A number of recommendations on the application of the most up-to-date standards and directives for vessels and coastal infrastructure will be developed to enhance the safety of passenger transport and cars.

A vessels circulation timetable taking into account the flows both by seasons and by hours of the day shall be drafted and proposed.

The measures to be implemented to ensure the circuit of two boats simultaneously on the same navigation path in different directions, equipment, instructions, etc. will be considered.

VI) Estimated cost of modernization.

This section of the feasibility study will include the estimated costs of the implementation of solutions proposed by the company at previous stages. Thus, the estimated costs will be divided by subchapters, and namely;

a) floating equipment upgrading costs - indication of the estimated costs of tugs and barges at the identified shipyards according to the parameters set at the previous stages;

b) The costs related to the transportation of the floating equipment from the shipyard to the operation site - the estimated costs for each proposed route will be presented with the detailed cost of each type of transport involved in delivery and the estimated cost of passing the obstacles found on each selected route;

c) Cost of upgrading coastal infrastructure – preliminary estimates will be made for piers, construction of a dry dock for maintenance, the adjustment/construction of the administrative buildings for the service of the company's personnel, passengers and drivers.

d) Cost of solutions to improve the navigation safety, the estimated costs of the equipment and activities required to be carried out to enable navigation by radar and to ensure the simultaneous movement of two vessels in opposite directions.

e) Estimated cost of operation and maintenance of new floating parts and new infrastructure created and rehabilitated.

VII) Conclusions and recommendations. Annotation for potential investors.

After the development of the entire feasibility study, the company will make a public presentation to the beneficiary and to the stakeholders, including the optimum staffing plan and personnel training needs. This presentation will be followed by a debate and discussion session. The designated company will be responsible for drafting the minutes of this presentation and based on questions and suggestions will adjust the feasibility study report.

After entering all adjustments the company will prepare an outline of the feasibility study which can be presented to potential donors who may want to participate in the process of modernization of the state enterprise "Bacul Molovata".

D. Regulatory Framework

For the contract implementation, the selected company shall be guided by the normative acts in force internationally and in Moldova, specifically:

- a) LAW no. LP176/2013 of 12.07.2013 on internal shipping of the Republic of Moldova;
- b) LAW no. LP599/1999 of 30.09.1999 for the approval of the Commercial Maritime Navigation Code of the Republic of Moldova;
- c) DECISION No. GD706/2018 of 11.07.2018 on the creation of the Naval Agency of the Republic of

Moldova;

d) DECISION No. HP1431/1997 of 24.12.1997 for the ratification of the European Agreement on Main Inland Waterways of International Importance;

e) DECISION No. HP602/1999 of 30.09.1999 on the accession of the Republic of Moldova to the Convention on the measurement of inland waterway vessels;

f) Directive (EU) 2016/1629 of the European Parliament and of the Council of 14 September 2016 laying down technical requirements for inland waterway vessels, amending Directive 2009/100/EC and repealing Directive 2006/87/EC

g) DECISION No. HG413/2021 of 14.12.2021 for the approval of the Regulation on the establishment of the Shipping Traffic Information and Monitoring System;

h) DECISION No. GD76/2020 of 12.02.2020 on the approval of the Methodological Norms regarding the implementation of the provisions of the International Management Code for the Safety of the Operation of Ships and for the Prevention of Pollution (ISM Code);

i) DECISION No. GD546/2019 of 12.11.2019 for the approval of the Regulation on the arrangement and operation of temporary piers and related edifices on the internal waterways of the Republic of Moldova;

j) Other normative acts in force on the territory of the Republic of Moldova.

E. Deliverables

Contractor is required to deliver the expected services, in accordance with the following deliverable items and established schedules:

Stages.	Description/Specification of Services	Deliverables	Expected Delivery Date
1.	Stage of revision of existing vessels and coastal infrastructure: <ul style="list-style-type: none"> - Visit at the "Bacul Molovata" enterprise; - Revision of vessels (barges, tugs, etc.) and coastal infrastructure (piers, administrative and maintenance buildings and premises); - Examination with sonar of the level of silt deposits in the area of ships' traffic and piers; - Examination of the flow of goods and passengers; - Review of weather conditions affecting the proper exploitation of the river passage. 	Delivery of the first two sections of the feasibility study: <ul style="list-style-type: none"> (I) Revision and taking stock of the current equipment and coastal infrastructure of the state enterprise "Bacul Molovata"; (II) Examination of the passengers and cargo flows. 	1 month after signing the contract
2.	Stage of developing the vessels and coastal infrastructure upgrading solutions: <ul style="list-style-type: none"> - Establishing the quantity and parameters of the inland vessels proposed to be procured; - Identifying the producers/suppliers of vessels corresponding to the previously ascertained parameters; - Establishing solutions and ways for the transportation of boats; - Solutions for modernization of piers and refurbishment of the access roads; - Selecting the location for a new ship repairs and maintenance dock; - Administrative and staffing infrastructure of the enterprise. 	Delivery of the third and fourth sections of the feasibility study: <ul style="list-style-type: none"> III) Modernisation of vessels (floating parts), means of transportation of new vessels. IV) Upgrading the coastal infrastructure. 	2 months after signing the contract
3.	The stage of developing solutions to ensure the safety of navigation in unfavourable weather conditions.	Delivery of section five of the feasibility study:	2 months after signing the contract

Stages.	Description/Specification of Services	Deliverables	Expected Delivery Date
		V) Solutions for modernizing navigation, ensuring navigation in unfavourable weather conditions.	
4.	The stage of financial analysis of the proposed solutions: <ul style="list-style-type: none"> - Costs of upgrading the floating equipment; - Costs of the floating equipment transportation from the shipyard to the operation site; - Cost of coastal infrastructure upgrades: <ul style="list-style-type: none"> - a) the piers; - b) dry dock for maintenance; - c) The cost of adjustment/ construction of the administrative facilities for the enterprise personnel, passengers and drivers. - d) The cost of solutions to improve navigation safety. - e) Operational costs of new vessels and upgraded infrastructure. 	Delivery of section six of the feasibility study: VI) Estimated cost of modernization.	3 months after signing the contract
5.	The stage of drafting conclusions and recommendations, annotation for potential investors: <ul style="list-style-type: none"> - Drawing up conclusions and recommendations, including optimum staffing plan and training needs; - Developing annotation for potential investors; - Presentation of the entire feasibility study to the beneficiary; - Introducing the changes requested by the beneficiary; - Transmission of the feasibility study to the beneficiary. 	Delivery of section seven of the feasibility study: VII) Conclusions and recommendations. Annotation for potential investors. Brief Summary	4 months after signing the contract

NOTE: All the deliverables shall be presented in English and Romanian language.

REQUIREMENTS TOWARDS PRESENTATION OF DELIVERABLES

All the reports, minutes of the meetings, will be presented in hardcopies in 4 copies and in electronic format – scanned from the printed-out copies with signatures and endorsements on email and/or a flash-drive.

The photo material, drawings, schemes, routes will be presented in shortened report, featuring the essential materials only, while the full version shall be provided as a separate file stored on the same memory stick with the report.

Reports and minutes of the meetings must be submitted word and pdf/jpg format.

In case of drafting the feasibility study report in English, the company shall be responsible for its translation into Romanian, in case of drafting it in Romanian, it shall be translated into English. Translation shall be made by qualified personnel, who fully master the terminology of the study.

F. Institutional Arrangements

The Contractor will be awarded a contract with UNDP for the delivery of services applied for, and will work under the guidance of the EU-CBM V Project Officers/Engineers and supervised by EU-CBM V Community Infrastructure Project Manager. The Contractor will be responsible for establishing and maintaining good working relationships with relevant authorities, as well as for arranging all necessary transport, interpretation (translation) and logistics arrangements.

Selected company will be responsible for safety measures (for people, structures and special elements) before initiating and implementing any studies.

G. Financial Arrangements

Payments will be made based on lump sum provided in the financial proposal for services required and accepted by UNDP. The contract will be signed in US\$ currency; the payment currency shall be selected depending on country of registration of selected Vendor (USD for international companies or MDL for companies registered in Republic of Moldova (to be paid at UNORE on the day of payment)). When developing their Financial Proposal, the Bidders are required to consider any currency fluctuations, given that currency fluctuation is not subject to any changes in the unit rates and total contract price and also, the bidder is encouraged to visit the site to draft their proposal based on the outcomes of the visit.

The bidder must take into account all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives. The Contractor will bear the responsibility for its own logistics and shall arrange their travel to and from the site, interpretation cost from the meetings/presentations. **All the logistical arrangements and costs associated with the presentation of deliverables will be supported by selected company.**

H. Duration of Work

The estimated duration of the contract is 4 months. The deliverables of each stage shall be correlated with the delivery term in the table above. In their offer for preparation of the feasibility study, the companies shall present a Gantt form execution schedule, the overall duration of which shall not exceed four 4 calendar months.

Companies may propose a shorter execution schedule if they have the capacity to implement this contract faster.

I. Qualifications of the Successful Service Provider

Companies or consortium of companies eligible for execution of this contract, shall be officially registered and have:

- a) Minimum of ten (10) years of experience in the area of developing feasibility studies and/or technical economic analysis surveys and/or assessments for the organization/modernization of inland navigation
- b) Minimum 2 (two) projects of similar complexity undertaken within the last ten (10) years related to development of feasibility studies for the organization/modernization of inland navigation.

Proven technical and human resources for successful implementation of the assignment. Minimal presence of the implementation team consisting of:

- For 1 (one) Task Manager – minimum requirements - Experience in managing similar assignments, experience working with UN Agencies/EU funded projects. English is mandatory, knowledge of Romanian and Russian is an asset
- For 1 (one) Inland Navigation Specialist – minimum requirements - University degree in inland and/or maritime navigation, and/or certificate of competency in area of specialization (inland and/or maritime navigation) (the certificate shall be equivalent to the university degree if the specialist demonstrates experience in inland and/or maritime navigation as Master, Chief Engineer or Naval Architect with at least five (5) years' work experience or Mechanical Engineer with at least ten (10) years' of work experience at shipyard with supervisory position and/or within shipbuilding ship repair activities and/or

within all types of survey of hull structures and machinery conditions), experience in inland navigation as captain of vessel, experience in developing feasibility studies for the organization/modernization of inland navigation. English is mandatory, knowledge of Romanian and Russian is an asset.

- For 1 (one) Specialist in construction and coastal infrastructure for inland navigation – minimum requirements - University degree in inland and/or maritime infrastructure, attestation certificate in area of specialization (inland and/or maritime infrastructure), experience in inland, coast and/or maritime infrastructure, experience in developing feasibility studies for the organization/modernization of inland infrastructure. English is mandatory, knowledge of Romanian and Russian is an asset.
- For 1 (one) Cost Estimation Specialist – minimum requirements - Possession of attestation certificate in area of specialization, professional experience in elaboration of feasibility studies for the organization/modernization of inland navigation/ infrastructure. English is mandatory, knowledge of Romanian and Russian is an asset.

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 (if the case)	<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

(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)

▪ 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:	22/02456		

We, the undersigned, offer services for **EU CBM: Feasibility study for the modernisation of the state enterprise facilities "Bacul Molovata" (Ferry Molovata)**. in accordance with your **Request for Proposal No. 22/02456** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNGM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, covering the company experience, human resources, management and technical capacities, portfolio, demonstrating experience in implementation of projects with similar content and similar complexity ▪ Certificate of Business Registration ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value issued within the past three (5) years

- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person) of the all personnel (mentioned under Section 5: ToR). For the Key personnel, apart from CVs clearly stipulating the relevant experience which meets the requirements;
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Dully filled in Forms A-G. Forms F and G should be password protected. Please, ensure that no other documents are disclosing your real financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$!!!

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	22/02456		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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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:	22/02456		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> 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 10 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 Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

Financial Standing

Annual Turnover for the last 3 years	Year 2021	USD
	Year 2020	USD
	Year 2019	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2021	2020	or 2019
	<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 financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	22/02456		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

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.

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. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

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 person 1: [Insert] Reference person 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:	22/02456		

We, the undersigned, offer services for the **EU CBM: Feasibility study for the modernisation of the state enterprise facilities "Bacul Molovata" (Ferry Molovata)**. in accordance with your **Request for Proposal No. 22/02456** 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:	22/02456		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to its Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

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

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

Currency of the proposal: US\$

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

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

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights				
Subsistence allowance				
Miscellaneous travel expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Costs per deliverables

SN	Deliverables/reports of the feasibility study	Percentage of Total Price (Weight for payment)	Estimated delivery time for the stage, days	Price (Lump Sum, All Inclusive, VAT 0%)
1	Revision and taking stock of the current equipment and coastal infrastructure of the state enterprise "Bacul Molovata".			
2	Examination of the passengers and cargo flows			
3	Modernisation of vessels (floating parts), means of transportation of new vessels.			
4	Upgrading the coastal infrastructure.			
5	Solutions for modernizing navigation, ensuring navigation in unfavourable weather conditions.			
6	Estimated cost of modernization.			
7	Conclusions and recommendations. Annotation for potential investors.			
8	Brief Summary			
	Subtotal	100%	Days...	USD...