



SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through EDMITE project, hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

Negotiation ID: UNDP-MDA-00018

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

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- **Form A:** Proposal Confirmation
- **Form B:** Checklist
- **Form C:** Technical Proposal Submission
- **Form D:** Proposer Information
- **Form E:** Joint Venture/Consortium/Association Information
- **Form F:** Eligibility and Qualification
- **Form G:** Format for Technical Proposal
- **Form H:** Format for CV of Proposed Key Personnel
- **Form I:** Statement of Exclusivity and Availability
- **Form J:** Financial Proposal Submission
- **Form K:** Format for Financial Proposal
- Proposal Conformance Matrix

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the online portal and subscribe to this tender following the instructions in the system user guide. Should you require further clarifications, kindly communicate through the system as indicated in Section 3: Data Sheet.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your proposal.





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1 Overview

1.1 General Information

Title	RfP22/02505: Development of eDay software system (EDMITE II)
Contact Point	Petru Puscas
Outcome	Purchase Order
Two Stage	Yes
Evaluation	
E-Mail	petru.puscas@undp.org
Reference Number	RfP22/02505
Beneficiary Country	Republic of Moldova
Introduction	<p>Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. if you have an account, log in in this link: http://supplier.quantum.partneragencies.org using your username and password. User the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271.</p> <p>Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.</p>

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	10-Aug-2022 04.54.13
Close Date	24-Aug-2022 09.00.00
Time Zone	Eastern Standard Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response



1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
Section 1_Cover page	File	
Section 2_Instructions to Proposers	File	
Section 3 _Bid Datasheet	File	
Section 4_Evaluation Criteria	File	
Section 5_Terms of Reference	File	
Section 6_Contract terms	File	
Section 7_Proposal Forms	File	
UNDP General Terms and Conditions	File	
UNDP Quantum_User Guide For Suppliers	File	

2 Requirements

**Response is required*

Kindly also note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines".

2.1 Section 1. General Provisions (Technical)

1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

3. Highest Combined Score (based on the 60% technical offer and 40% price weight distribution)

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Technical Proposal (60%)

1. Proposer's qualification, capacity and experience
2. Methodology, Approach and Implementation Plan
3. Management Structure and Key Personnel

Financial Proposal (40%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted (Technical)

*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6?

Weight: 0.00

Target: Accept General Conditions of Contract



Select one of the following:-

- ☐ a. Accept General Conditions of Contract

***2. Proposal Validity**

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections (90 days)?

Weight: 0.00

Target: Accept Proposal Validity Conditions

Select one of the following:-

- ☐ a. Accept Proposal Validity Conditions

***3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per the form provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. Please be informed that the offerors who will submit the J-K Forms at this section will be automatically disqualified.**

Weight: 0.00

Target: Proposal Forms (A-I) Submitted

Select one of the following:-

- ☐ a. Proposal Forms (A-I) Submitted (*Response attachments are required*)

***4. Proposal Conformance Matrix**

Please provide Proposal Conformance Matrix

Weight: 0.00

Target: Proposal Conformance Matrix Submitted

Select one of the following:-

- ☐ a. Proposal Conformance Matrix Submitted (*Response attachments are required*)

***5. Company profile**

Please provide company which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.

Weight: 0.00

Target: Company profile provided

Select one of the following:-

- ☐ a. Company profile provided (*Response attachments are required*)

***6. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration.
- Trade name registration papers, if applicable.
- Local Government permit to locate and operate in assignment location, if applicable.
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country, if applicable.

Weight: 0.00

Target: Legal documents provided

Select one of the following:-

☐ a. Legal documents provided(*Response attachments are required*)

7. Quality Certificates/ Specialized Certificates

Please provide specialized certificates (ISO 27001), accreditations, awards and citations received by the Proposer (if any).

Response attachments are optional.

***8. Statement of Satisfactory Performance**

Please provide the statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years.

Weight: 0.00

Target: Statement of Satisfactory Performance provided

Select one of the following:-

☐ a. Statement of Satisfactory Performance provided(*Response attachments are required*)

***9. Financial Statement**

Please provide the Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2019, 2020, 2021).

Weight: 0.00

Target: Financial Statement provided

Select one of the following:-

☐ a. Financial Statement provided(*Response attachments are required*)

***10. Methodology, Approach and Implementation Plan**

Please provide a 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. The methodology shall also include the proposed detailed technical offer, including description of functional and non-functional requirements, hardware operating restrictions, estimated activities and their duration as well as methodology for providing warranty, maintenance and support services (including owned facilities).

Weight: 0.00

Target: Methodology, Approach and Implementation Plan provided

Select one of the following:-

☐ a. Methodology, Approach and Implementation Plan provided(*Response attachments are required*)

***11. CVs**

Please provide detailed CVs of Key Personnel clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Section 5: Terms of Reference).

Weight: 0.00

Target: CVs provided

Select one of the following:-

☐ a. CVs provided(*Response attachments are required*)



2.3 Section 3. Minimum Eligibility and Qualification Criteria (Technical)

*1. Legal Registration

Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests, including maintenance and warranty period *(whenever through local branch or office, through a local consortium partner – all business relations to be documented through official documents/contracts submitted with the proposal)*.

Weight: 0.00

Target: Legal registration

Select one of the following:-

☐ a. Legal registration *(Response attachments are optional)*

*2. Sanctions List

Do you confirm that you are not suspended, nor otherwise identified as ineligible by any UN organization, The World Bank Group or any other International Organization in accordance with section 2 Article 4.

Weight: 0.00

Target: Not suspended or ineligible

Select one of the following:-

☐ a. Not suspended or ineligible

*3. Conflict of interest

Do you confirm that you have no conflicts of interest?

Weight: 0.00

Target: No conflicts of interest

Select one of the following:-

☐ a. No conflicts of interest

☐ b. Existing conflicts of interest

*4. Bankruptcy

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

Weight: 0.00

Target: Not involved in bankruptcy or similar proceedings

Select one of the following:-

☐ a. Not involved in bankruptcy or similar proceedings

☐ b. Involved in bankruptcy or other similar proceedings

2.4 Section 4. Evaluation Criteria - Qualifications (Technical)

*1. History of non-performing contracts

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-

performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully

Weight: 0.00

Target: No history of non-performing contracts

Select one of the following:-

- ☐ a. No history of non-performing contracts
- ☐ b. Information provided

***2. Litigations**

No Consistent history of court/arbitral award decisions against the proposer for the last 3 years

Target: No Litigations

Select one of the following:-

- ☐ a. No Litigations
- ☐ b. Litigation history provided

***3. Relevant Experience**

Minimum 5 (five) years of relevant experience in developing IT systems.

*(For JV/Consortium/Association, **TEAM LEAD company** should meet requirement).*

Weight: 0.00

Target: Minimum 5 (five) years

Select one of the following:-

- ☐ a. Minimum 5 (five) years
- ☐ b. Less than 5 (five) years

***4. Recent Experience**

Minimum 2 (two) finalized contracts / projects of similar size and complexity in IT systems development or upgrade area implemented over the last 5 (five) years, in ECIS and European countries and their brief description, providing the relevant evidence (shall it be requested). For ongoing projects, copies of acceptance documents of the entire software solution shall be provided.

*(For JV/Consortium/Association, the **TEAM LEAD company** should meet requirement).*

Weight: 0.00

Target: Minimum 2 (two) finalized contracts

Select one of the following:-

- ☐ a. Minimum 2 (two) finalized contracts
- ☐ b. Less than 2 (two) finalized contracts

***5. Minimum key personnel**

The contractor must provide at least 3 (three) key experts, with professional experience as per Terms of Reference. Failure to do so will be considered ground for disqualification:

- 1 Project Manager
- 1 Senior Software Developer / Technical Lead
- 1 Software Analyst

Please note: The above listed roles cannot be cumulated by certain team members.

Weight: 0.00

Target: Minimum 3 (three) key experts provided



Select one of the following:-

- ☐ a. Minimum 3 (three) key experts provided
- ☐ b. Less than 3 (three) key experts provided

***6. Specific Experience**

Specific experience in building ICT infrastructure, proven through the design of at least 2 (two) information systems (information systems in the designing of which the Bidder was involved).

*(For JV/Consortium/Association, the **TEAM LEAD** company should meet requirement).*

Weight: 0.00

Target: At least 2 (two) information systems in ICT infrastructure

Select one of the following:-

- ☐ a. At least 2 (two) information systems in ICT infrastructure
- ☐ b. Less than 2 (two) information systems in ICT infrastructure

***7. Financial Standing**

Proposer should have annual sales turnover of minimum 75,000 USD for the last 3 years. Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.

*(For JV/Consortium/Association, the **TEAM LEAD** company should meet requirement).*

Weight: 0.00

Target: Annual turnover: minimum 75,000 USD

Select one of the following:-

- ☐ a. Annual turnover: minimum 75,000 USD
- ☐ b. Annual turnover: less than 75,000 USD

2.5 Section 5. Technical Evaluation Criteria (for evaluators) (Technical)

***1. 1.1. Reputation of the Organization and Staff Credibility / Reliability / Industry Standing:**

- *up to 20 pts.*

Weight: 0.00

Response attachments are optional.

***2. 1.2. General Organizational Capability which is likely to affect implementation:**

- Financial stability "Annual turnover over 75,000 USD" *(no – 0 pts., yes - 30 pts., each additional 2,000 USD – 1 pt., up to max. 40 pts.)*

Weight: 0.00

Response attachments are optional.

***3. 1.3. Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills):**

- Certain development processes will be outsourced *(no – 15 pts., yes – 0 pts.)*

Please indicate which processes will be outsourced, if any.

Weight: 0.00

Response attachments are optional.

***4. 1.4. Relevance of specialized knowledge and experience:**

- Minimum 5 (five) years of relevant experience in developing IT systems (*5 years – 30 pts., each additional year – 5 pts., up to max 40 pts.*)
- Experience in software development using agile software development principles would be an asset. This shall be demonstrated by presenting the project methodology describing the role of the client(*no – 0 pts., yes – 20 pts.*)
- Minimum 2 (two) finalized contracts of similar size and complexity in IT systems development or upgrade area implemented over the last 5 years(*2 contracts – 20 pts., each additional project – 10 pts., up to max 40 pts.*)
- Specific experience in building ICT infrastructure, proven through the design of at least 2 (two) information systems (*2 systems built – 10 pts., each additional assignment – 5 pts., up to max 25 pts.*)
- Demonstrated experience in the design, development and implementation of IT application for electoral processes would be a strong advantage (*no – 0 pts., yes – 20 pts.*)
- Demonstrated experience of working with Moldovan public institutions would be an advantage(*no – 0 pts., yes – 20 pts.*)
- Working experience with UN Agencies and/or other international organizations will be an advantage(*no – 0 pts., yes – 15 pts.*)

Weight: 0.00

Response attachments are optional.

***5. 1.5. Organizational Commitment to Sustainability:**

- Organization is compliant with ISO 14001 or ISO 14064 or equivalent(*no – 0, yes – 2.5 pts.*)
- Overall gender balance in the team (*no – 0 pts., yes – 5 pts.*)
- Appointment of women to managerial positions in the team(*no – 0 pts., yes – 5 pts.*)
- Diversity within the team: people from minority, vulnerable or marginalized groups are part of the team(*no – 0 pts., yes – 2.5 pts.*)

Weight: 0.00

Response attachments are optional.

***6. 2.1. To what degree does the Proposer understands the task?**

- The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – *up to 100 pts.*
- 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 – *up to 60 pts.*
- 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 – *up to 25 pts.*

Weight: 0.00

Response attachments are optional.

***7. 2.2. Is the conceptual framework adopted appropriate for the assignment?**

- The presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – *up to 50 pts.*
- The presented conceptual framework requires some adjustments to fully incorporate all aspects and

requirements of the assignment – *up to 30 pts.*

- The presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – *up to 10 pts.*

Weight: 0.00

Response attachments are optional.

***8. 2.3. The proposed implementation plan is clear, the sequence of project phases, activities, milestones and the planning are logical, realistic and the needed human and material resources promise an efficient implementation of the project:**

- The proposed plan is clear, well-structured with a defined and realistic sequence of activities, all needed human and material resources to be allocated by the bidder promise an efficient implementation of the project – *up to 70 pts.*
- The proposed plan is clear, well-structured with a defined but lowly realistic sequence of activities and the needed human and material resources to be allocated by the bidder certainly are not sufficient – *up to 45 pts.*
- The proposed plan is not well structured and doesn't present a clear sequence of activities and the needed human and material resources to be allocated by the bidder are missing – *up to 25 pts.*

Weight: 0.00

Response attachments are optional.

***9. 2.4. The proposed technical solution is adequate and is compliant with the System's technical requirements (functional and non-functional):**

- The proposed detailed technical offer is relevant and fully responds to functional and non-functional requirements – *up to 80 pts.*
- The proposed detailed technical offer requires clarifications to ensure its adequacy, it has some non-critical gaps and uncertainties which require clarifications – *up to 50 pts.*
- The proposed detailed technical offer is not adequate and doesn't detail on functional and non-functional requirements – *up to 20 pts.*

Weight: 0.00

Response attachments are optional.

***10. 2.5. Quality assurance procedures and risk mitigation measures:**

- Q&A and Warranty procedures proposed – *up to 30 pts.*

Weight: 0.00

Response attachments are optional.

***11. 3.1. a. Project Manager**

- University degree in Management, Engineering, ICT or another relevant field (*no degree – 0 pts. bachelor's degree – 15 pts., master's degree – 25 pts.*)
- At least 5 (five) years of experience in project management of projects on developing IT applications/systems, services, etc. (*5 years – 25 pts., each additional year – 5 pts., up to a max. of 40 pts.*)
- Experience in a similar position in at least 2 (two) similar software development projects using agile approach (*2 projects – 25 pts., each additional project – 5 pts., up to max 35 pts.*)
- Proven certification in Project Management (Prince, PMI, etc.) would be an asset (*no – 0 pts., yes – 20 pts.*)

- Experience in managing projects for public authorities would be an asset (*no – 0 pts., yes – 20 pts.*)
- Proficiency in Romanian and English languages (*English, Romanian – 5 pts. each*)

Weight: 0.00

Response attachments are optional.

***12. 3.1.b. Senior Software Developer / Technical Lead**

- University degree in Computer Science or another relevant domain (*no degree – 0 pts. bachelor's degree – 15 pts., master's degree – 25 pts.*)
- At least 5 years of experience in software development (*5 years – 20 pts., each additional year – 5 pts., up to a max. of 35 pts.*)
- Participated in at least 2 (two) software development projects using agile approach (*2 projects – 20 pts., each additional project – 5 pts., up to max 35 pts.*)
- At least 3 years of experience using C#, Entity Framework, ASP.NET MVC, SQL Server and a dependency injection framework (*3 years – 20 pts., each additional year – 5 pts., up to a max. of 30 pts.*)
- Certifications in any technology from the required technology stack mentioned above is an asset (*each certification – 5 pts., up to a max of 20 pts.*)
- Proficiency in Romanian and English languages (*English, Romanian – 2.5 pts. each*)

Weight: 0.00

Response attachments are optional.

***13. 3.1.c. Software Analyst:**

- University degree in Computer Science or another relevant domain (*no degree – 0 pts. bachelor's degree – 10 pts., master's degree – 20 pts.*)
- At least 5 years of experience in software development (*5 years – 15 pts., each additional year – 5 pts., up to a max. of 30 pts.*)
- Participated in at least 2 (two) software development projects using agile approach (*2 projects – 15 pts., each additional project – 5 pts., up to max 30 pts.*)
- Experience in managing projects for public authorities would be an asset (*no – 0 pts., yes – 10 pts.*)
- Certifications in any technology from the required technology stack (i.e. C#, Entity Framework, ASP.NET MVC, SQL Server and a dependency injection framework) is an asset (*each certification – 2 pts., up to a max of 6 pts.*)
- Proficiency in Romanian and English languages (*English, Romanian – 2 pts. each*)

Weight: 0.00

Response attachments are optional.

2.6 Section 6. Financial Evaluation (Commercial)

***1. Financial Proposals (J-K)**

Please provide Forms J and K. Please provide the cost breakdown of your financial proposal as per Form K (Format for Financial Proposal) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Weight: 0.00

Target: Cost breakdown provided

Select one of the following:-

- ☐ a. Cost breakdown provided (*Response attachments are required*)



3 Lines

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1- Develop ment of the e-Day software system	Business function specific software					