



SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through its "Improving the quality of education in the Republic of Moldova" 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-00029

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

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.

UNDP Moldova



Table of Contents

1 Overview.....4

 1.1 General Information.....4

 1.2 Tender Timeline.....4

 1.3 Response Rules.....4

 1.4 Terms.....5

 1.5 Attachments.....5

2 Requirements.....6

 2.1 Section 1. General Provisions.....6

 2.2 Section 2. Evaluation Criteria - Preliminary Examination.....7

 2.3 Section 3. Evaluation Criteria - Minimum Eligibility.....9

 2.4 Section 4. Evaluation Criteria - Qualification9

 2.5 Section 5. Technical Evaluation Criteria11

 2.6 Section 6. Financial Evaluation.....14

3 Lines.....15

 3.1 Line Information.....15



1 Overview

1.1 General Information

Title	RfP22/02541: E-learning/ development of digital educational resources
Amendment Date	18-Oct-2022 12.11.51
Amendment Description	Amendment no. 2 as of 17/10/2022 is published hereto (Text adjustment in Section 4: Evaluation criteria and Section 6: Financial Evaluation).
Contact Point	Liliana Samburschi
Outcome	Purchase Order
Two Stage Evaluation	Yes
E-Mail	liliana.samburschi@undp.org
Reference Number	RfP22/02541
Beneficiary Country	Republic of Moldova
Introduction	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 . 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.

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

1.2 Tender Timeline

Preview Date	
Open Date	18-Oct-2022 12.11.51
Close Date	28-Oct-2022 23.16.00
Time Zone	Eastern European Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<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 2-6.pdf	File	
Section 7_Proposal forms.docx	File	
Quantum Procurement User Guide	File	
UNDP General Terms and Condi	File	
Section 5_Terms of Reference_R	File	

2 Requirements

**Response is required*

Dear supplier,

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"

Asterisk mark * is used for mandatory attachments. The response (your bid) will not be submitted until all the mandatory attachments are uploaded accordingly.

2.1 Section 1. General Provisions (Technical)

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

Select one of the following:-

- ☐ a. Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Target: Have read and understood provisions in BDS

Select one of the following:-

- ☐ a. Have read and understood provisions in BDS

3. Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

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.

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.

2.2 Section 2. Evaluation Criteria - Preliminary Examination (Technical)

*1. General Conditions of Contract

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

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 for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

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 forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Non-compliance with this instruction may result in rejection of the proposal received.**

Weight: 0.00

Target: Proposal Forms Submitted

Select one of the following:-

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

*4. Company profile

Please provide a Company Profile, which should not exceed fifteen (15) pages, including including experience and assignments/ projects undertaken in the field

Weight: 0.00

Target: Company profile provided

Select one of the following:-

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

*5. 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;
- Local Government permit to locate and operate in assignment location, if applicable.

Weight: 0.00

Target: Legal documents provided



Select one of the following:-

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

6. Quality Certificates

Please provide (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

Response attachments are optional.

7. Consortium or Subcontracting Agreement

Please provide Consortium or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable

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 Statements (Income Statements and Balance Sheets) for the past 3 years (2019, 2020, 2021).

Weight: 0.00

Target: Financial Statements provided

Select one of the following:-

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

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

Please provide a 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

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 and Statements of Exclusivity and Availability**

Please provide CVs (signed by the envisaged personnel), clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Section 5: Terms of Reference). Please provide Statements of Exclusivity and Availability (signed by the envisaged personnel) for the Key personnel proposed.

Weight: 0.00

Target: CVs and Statements of Exclusivity and Availability provided



Select one of the following:-

- ☐ a. CVs and Statements of Exclusivity and Availability provided (*Response attachments are required*)

2.3 Section 3. Evaluation Criteria - Minimum Eligibility (Technical)

*1. Legal Registration

Vendor is a legally registered entity.

Please upload scanned copies of legal registration documents according to options listed below and any other relevant document.

Weight: 0.00

Select all that apply:-

- ☐ a. Certificate of legal registration provided (*Response attachments are optional*)
- ☐ b. Tax registration certificate provided (*Response attachments are optional*)
- ☐ c. Power of Attorney provided (*Response attachments are optional*)
- ☐ d. Other - pls specify in comments (*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

*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

Select one of the following:-

- ☐ a. Not involved in bankruptcy or similar proceedings (*Response attachments are optional*)
- ☐ b. Involved in bankruptcy or other similar proceedings (*Response attachments are optional*)

2.4 Section 4. Evaluation Criteria - Qualification (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 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.

Detailed information must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Select one of the following:-

- ☐ a. No history of non-performing contracts *(Response attachments are optional)*
☐ b. Non-performing contracts information provided *(Response attachments are optional)*

*2. Litigations

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

Detailed information must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Select one of the following:-

- ☐ a. No Litigations *(Response attachments are optional)*
☐ b. Litigation history provided *(Response attachments are optional)*

*3. Relevant Experience

Minimum 3 years of experience in the field of education/ Vocational Education and Training (VET), or another field relevant to the assignment;

(For JV/Consortium/Association, Team leading company should meet requirement).

Please indicate the number of years, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

*4. Recent Experience

Minimum 2 assignments (projects) in the last 3 years in the field relevant to the assignment.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the number of years—assignments, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

*5. Minimum Key Personnel

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

- **1 (one) coordinating expert to plan** the distribution of content as per the curricula, for each grade;
- **At least 4 (four) consultants for grades** (VI – IX) (at least one consultant per grade), to work on the elaboration of the digital content, out of which:



- At least 2 (two) consultants must be currently employed as teachers of Physics in general education in the Republic of Moldova;
- At least 1 (one) consultant must be working in ATU Gagauzia.

Please note: The coordinator may cumulate the role of consultant. The reasoning for such approach and distribution of tasks shall be clarified in the Methodology.

Please indicate the number of key experts proposed, as per requirement, in this text entry box. Detailed information about Key Personnel must be provided in Form G: Format for Technical Proposal.

Weight: 0.00

Response attachments are optional.

***6. Financial Standing**

Minimum average annual turnover of USD 60,000 for the last 3 (three) years (2019, 2020, and 2021).

(For JV/Consortium/Association, Lead Partner should meet requirement).

Please indicate the average turnover amount for the last 3 years in USD. Detailed information to be included in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

***7. Financial Standing - Liquidity**

The Current Ratio - Current assets/Current liabilities over the last 3 years must be equal or greater than 1.

Proposers must include audited balance sheets over the last 3 years and must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the average ratio. Detailed information to be included in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

2.5 Section 5. Technical Evaluation Criteria (Technical)

1. Technical evaluation criteria of the proposal

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

Narrative and applicable documents relevant to this section must be provided under the Technical Proposal (Forms A-I) or uploaded here. Proposers shall refer to the Form and/or Section of the Technical Proposal in which the relevant information per each requirements/criteria is provided.

***2. 1.1 Reputation of Organization and Staff Credibility / Reliability / Industry Standing**

- A company is a well-known market player, based on reference letters – up to 20 pts.

Weight: 0.00

Response attachments are optional.

***3. 1.2. General Organizational Capability which is likely to affect implementation:**

- Financial standing (less than \$60,000 – 0 pts., between \$60,000 and \$100,000 – 40 pts.; above \$100,000 – 50 pts.);

- Age of the organization/company (less than 3 years – 0 pts; 3 years – 20 pts, each additional year – 5 pts., up to max. 50 pts.);
- Project management controls (up to 10 pts.).

Weight: 0.00

Response attachments are optional.

***4. 1.3. Relevance of specialized knowledge and experience on similar engagements done in the region/ country:**

- Minimum 3 years of experience in the field of education/ Vocational Education and Training (VET), or other field relevant to the assignment (less than 3 years – 0 pts., 3 years – 30 pts., each additional year – 10 pts., up to max. 60 pts.)
- Minimum 2 assignments (projects) in the last 3 years in the field relevant to the assignment (2 projects – 30 pts., each additional project – 10 pts., up to max 60 pts.);
- Experience of working with government, public, civil society organizations and development partners (4 projects – 40 pts., each additional project – 10 pts., up to max 50 pts.);
- Experience in the area of digital education will be an asset (No – 0 pts., Yes – 30 pts.).

Weight: 0.00

Response attachments are optional.

***5. 1.4. Organizational Commitment to Sustainability (mandatory weight)**

- Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 pts.
- Organization demonstrates significant commitment to sustainability through some other means – 10 pts., for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)

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 85 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 55 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 20 pts.

Weight: 0.00

Response attachments are optional.

***7. 2.2. Is the Offeror's approach and proposed methodology appropriate for the assignment?**

- The presented methodology is appropriate for the assignment, all important aspects being fully described, and requirements addressed – up to 85 pts.;
- The presented methodology requires some adjustments to fully incorporate all aspects and requirements of the assignment – up to 55 pts.;

- The presented methodology requires major adjustments to address all the aspects and requirements of the assignment – up to 20 pts.

Weight: 0.00

Response attachments are optional.

***8. 2.3. Is the proposed implementation plan clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to 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 proposer promise an efficient implementation of the project – up to 85 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 proposer certainly are not sufficient – up to 55 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 proposer is missing – up to 20 pts.

Weight: 0.00

Response attachments are optional.

***9. 2.4. Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?**

- The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – up to 45 pts.;
- The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – up to 15 pts.;
- The risk assessment and proposed mitigation measures is weak – 0 pts.

Weight: 0.00

Response attachments are optional.

***10. 3.1. a. Qualifications of key personnel - Coordinating expert**

- University/master's degree in Pedagogy, Education Studies, Social Science, or related areas (University degree – 5 pts., Master's degree – 10 pts.)
- Proven record in elaborating education programmes in general education (no record – 0 pts., 2 records – 10 pts., each additional record – 5 pts., up to max. 30 pts.)
- Experience in authoring or co-authoring curricula, textbooks, or other educational materials (no material produced – 0 pts., 2 types of material produced – 20 pts., each additional project – 10 pts., up to max. 60 pts.)
- Experience in developing digital educational resources will be considered an asset (no digital educational resource developed – 0 pts., 2 resources – 20 pts., each additional project – 10 pts., up to max. 50 pts.)
- Fluency in Romanian and Russian. Fluency in English will be an advantage (Romanian – 10 pts., Russian – 10 pts., English – 5 pts.)

Please note: The coordinator may cumulate the role of consultant. The reasoning for such approach and distribution of tasks shall be clarified in the Methodology.

Weight: 0.00

Response attachments are optional.

***11. 3.1.b. Qualifications of Team of experts - Consultant (at least 4 consultants - the total number of**

points shall be calculated as an average between the totals received by each consultant proposed):

- *University/master's degree in Pedagogy, Education Studies, Social Science, or related areas (University degree – 20 pts., Master's degree – 30 pts.)*
- *At least 3 (three) years of practical experience in teaching Physics to the grade for which the consultant is proposed (less than 3 years – 0 pts., 3 years – 30 pts., each additional year – 5 pts., up to max. 50 pts.)*
- *Experience in developing digital educational resources will be considered an asset (no digital educational resource developed – 0 pts., 2 resources – 20 pts., each additional project – 10 pts., up to max. 70 pts.)*
- *Fluency in Romanian and Russian. (Romanian – 10 pts., Russian – 10 pts)*

Weight: 0.00

Response attachments are optional.

2.6 Section 6. Financial Evaluation (Commercial)

***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per **Form J (Financial Proposal Submission)** and 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 digital education al resources for general education	Educational guidance services					