



RfP23/02649: Promotion activities aiming to strengthen capacities of investment profiles beneficiaries

United Nations Development Programme, hereinafter referred to as UNDP, through "**EU4Moldova Focal Regions Programme**" Project, hereby invites prospective proposers to submit a proposal for **Mentoring and promotion activities aiming to strengthen capacities of investment profiles beneficiaries of "Portfolio of Investment Opportunities"** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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 Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00130**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password)..

In case you have never registered before, follow the [Supplier Portal Registration Link \(https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715245\)](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715245) 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.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Proposal, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.



We look forward to receiving your proposal.

UNDP Moldova





Table of Contents

1 Overview.....	6
1.1 General Information.....	6
1.2 Tender Timeline.....	8
1.3 Response Rules.....	8
1.4 Terms.....	9
2 Requirements.....	10
2.1 Section 1. General Provisions.....	10
2.2 Section 2. Preliminary Examination Criteria.....	11
2.3 Section 3. Minimum Eligibility and Qualification Criteria.....	12
2.4 Section 4. Technical Evaluation Criteria	16
2.5 Section 5. Financial Evaluation.....	23
2.6 Section I-1.	23
2.7 Section I-2.	24
3 Lines.....	25
3.1 Line Information.....	25



1 Overview

1.1 General Information

Title	RfP23/02649: EU4MD / Promotion activities for investment profiles
Contact Point	Victoria Josan
Outcome	
Two Stage Evaluation	Yes
E-Mail	victoria.josan@undp.org
Reference Number	RfP23/02649
Beneficiary Country	MDA
Introduction	

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UNDP Moldova

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

1.2 Tender Timeline

Preview Date	
Open Date	14/04/23 07:53 AM
Close Date	04/05/23 13:30 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2



2 Requirements

**Response is required*

Please note that the below sections correspond to the Preliminary Examination, Eligibility, Qualifications and Technical Evaluation Criteria of the Supplier's proposal.

Please pay special attention to where documents and attachments need to be uploaded. **Asterisk mark *** is used for mandatory attachments. The response (your bid) will not be submitted until all the mandatory attachments are uploaded accordingly.

Kindly also note that your Financial Proposal should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below), and prices should also be included in the Price Schedule on the platform under "Lines".

2.1 Section 1. General Provisions

*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.

*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.

3. Criteria for Evaluation and Contract Award

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%)

- Bidder's Qualification, Capacity and Experience
- Methodology, Approach and Implementation Plan
- 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)

Non-acceptance of the GTC may be grounds for the rejection of the Proposal.



2.2 Section 2. Preliminary Examination Criteria

***1. General Conditions of Contract**

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

***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?

***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.

Proposal Security (as per Form L) shall be uploaded under this requirement and additionally submitted in original not later than 10 (ten) days after the submission deadline at the address indicated in Section 3.

***4. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, topic and year of cooperation relevant to the services being procured.

***5. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration
- Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

***6. Quality Certificates**

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

7. JV/Consortium/Association agreement or Subcontracting Agreement

Please provide a copy of preliminary JV/Consortium/Association agreement or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable.

***8. Statement of Satisfactory Performance**

Please provide 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 3 (three) years, by each intended participant.

***9. Financial Statements**

Please provide the latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2020-2022).



***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.

***11. Copies of contracts to prove that Offeror meets the similar experience requirement**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria).

***12. 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 4: Evaluation Criteria). Please provide Statements of Exclusivity and Availability (signed by the envisaged personnel) for the Key personnel proposed.

2.3 Section 3. Minimum Eligibility and Qualification Criteria

1.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

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

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or	Form D: Proposer Information



medium sized enterprise, women or youth owned business or other.	
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in 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 C: Technical Proposal Submission
Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification



<p>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.</p>	
<p>Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.</p>	<p>Form F: Eligibility and Qualification</p>
<p>Previous Experience:</p>	
<p>Minimum 3 (three) years of experience in local economic development, mentoring, coaching activities aiming to strengthen capacities of private sector.</p>	<p>Form F: Eligibility and Qualification</p>



<p><i>(For JV/Consortium/Association, Team Lead Company should meet requirement).</i></p>	
<p>Minimum 3 (three) contracts promoting, pitching, mentoring, coaching activities for private sector over the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, Team Lead Company should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>Minimum Key Personnel:</p>	
<p>The contractor must provide at least 4 (four) key experts, with professional experience as per Section 5: Terms of Reference. Failure to do so will be considered ground for disqualification:</p> <ul style="list-style-type: none"> • 1 (one) TEAM Leader • 1 (one) Mentor and Coacher • 1 (one) Investment Promotion Specialist • 1 (one) Export facilitator <p><i>Please note: The above listed roles cannot be cumulated.</i></p> <p><i>(For</i></p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form G: Format for Technical Proposal</p>



<i>JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing:	
<p>Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
<p>Turnover: Proposers should have annual sales turnover of minimum 60,000 USD for the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

***2. Compliance with Minimum Eligibility and Qualification Criteria**

Do you confirm that you comply with the Minimum Eligibility and Qualification Criteria?

2.4 Section 4. Technical Evaluation Criteria



1.

Technical Evaluation Criteria

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.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's Qualification, Capacity and Experience	300
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	500
Total		1000

Section 1. Proposer'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: <ul style="list-style-type: none"> - At least 3 years' experience in local economic development and working with the relevant multi-stakeholder economic environment in Moldova (3 years - 30 pts, >3 years – 5 	70



	<i>pts for each additional year up to max. 70 pts)</i>	
1.3	<p>Relevance of:</p> <p>----- Minimum 3 contracts promoting, pitching, mentoring, coaching activities for private and public sectors (<i>3 projects - 40 pts, >3 projects – 10 pts for each additional project up to max. 70 pts</i>).</p> <p>----- At least 3 years of experience cooperating with Public Authorities (Central, Local), Public Institutions and Public Agencies in Moldova. <i>Evidence: list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package (3 years - 20 pts, >3 years – 5 pts for each additional year up to max. 50 pts)</i>.</p> <p>----- At least 3 years of experience cooperating with export oriented companies and/or business associations. <i>Evidence: list of relevant organizations/companies the Company has been cooperating with, including the topic and year must be presented together with the application package (3 years – 20 pts, >3 years – 5 pts for each additional year up to max. 50 pts)</i>.</p> <p>----- Proposer demonstrates belongingness to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business, persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees or other (<i>no – 0 pts, yes – 20 pts</i>);</p> <p>----- Work for UNDP/UN Agencies/donor funded/EU projects (<i>no experience – 0 pts, yes – 10 pts</i>).</p>	200
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does the Methodology and Approach meet the ToR requirements?</p> <p>----- <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 51 to 70 pts</i></p> <p>----- <i>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 to 50 pts</i></p> <p>----- <i>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 to 20 pts</i></p>	70
2.2	<p>Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?</p> <p>----- <i>detailed and logical description - 31 to 50 pts;</i></p> <p>----- <i>limited description which requires improvements – 11 to 30 pts,</i></p> <p>----- <i>no description or somehow touched upon – 0 to 10 pts</i></p>	50
2.3	<p>Does the Methodology and Approach include participatory and multi-stakeholder approach?</p> <p>----- <i>participatory approach is aligned to the ToR requirements; description of steps is well detailed – 31 to 50 pts</i></p>	50



	<p>----- participatory approach is satisfactorily addressed, providing some details; description of steps is described without providing many details and may be improved – 11 to 30 pts</p> <p>----- participatory approach is not addressed at all or somehow touched upon; description of steps is not described – 0 to 10 pts</p>	
2.4	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <p>----- the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 21 to 30 pts</p> <p>----- the risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 11 to 20 pts</p> <p>----- the risk assessment and proposed mitigation measures is weak – 0 to 10 pts</p>	30
Total Section 2		200

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	1(one)TEAMLeader	130

	Advanced University degree (Masters) in Economics/Management and Business Administration (<i>whichever 5 pts</i>). PhD is an asset (<i>10 pts</i> .)	10	
	At least 5 years of experience in managing projects related to economic analyses, business administration, investment attraction or similar to this assignment contracts in terms of works and scope. (<i>5years-30pts, eachadditionalyear-2pts,upto 60 pts</i>)	60	
	Minimum 5 years of experience in the fields related to local economic development (working with public and/or private actors) (<i>5years-30 pts,eachadditionalyear-2pts,upto 40pts</i>) <i>Evidence: portfolio of relevant projects implemented must be presented together with candidate's CV.</i>	40	
	ExperienceworkingwithUNDP/UN Agencies/donorfunded/EUprojects (<i>noexperience-0pts, 1project -10 pts</i>)	10	
	LanguageQualifications(<i>proficiency inRomanian- 6ptseach language</i>). English and/ or Russian is an asset (<i>2 pts per each language</i>).	10	
3.2	1(one)Mentor and Coacher		130
	University Degree in Economics, Management, Business Administration or Public Administration (<i>whichever 5 pts</i>). Master's Degree is an asset (<i>10 pts</i> .)	10	
	At least 5 years of working experience in managing projects related to economic analyses,	50	

	business administration and mentoring (5years-30pts,each additionalyear-2pts,upto 50pts)		
	At least 3 years of practical experience in business support, consulting or training of business entities (3 years - 20 pts, each additional year – 5 pts, up to 60 pts)	60	
	LanguageQualifications(proficiency inRomanian- 6ptseach language). English and/ or Russian is an asset (2 pts per each language)	10	
3.3	1(one)Investment Promotion Specialist		120
	University Degree in Economics, Management, Business Administration (whichever 5 pts). Master's Degree is an asset (10 pts .)	10	
	Minimum of 5 years of consultancy experience in business development, investment management in agro-industrial and tourism sectors. (5years-30pts, eachadditionalyear-5pts,upto 60 pts)	60	
	Proven expertise and experience in green technology projects. (no experience – 0pts,yes-30pts) <i>Evidence: portfolio of relevant projects must be presented together with candidate's CV.</i>	30	
	ExperienceworkingwithEU funds for competitiveness (noexperience -0pts,1project -10pts)	10	
	LanguageQualifications(proficiency inRomanian- 6ptseach language). English and/ or Russian is an asset (2 pts per each language).	10	
3.4	1 (one) Export facilitator		120



University Degree in Economics, Management, Business Administration (<i>whichever 5 pts</i>). Master's Degree is an asset (<i>10 pts</i> .)	10	
At least 5 years of working experience managing projects related to economic development and export promotion. (<i>5years-30 pts, each additional year-2pts, upto 60pts</i>)	60	
At least 5 years of practical experience in developing/design of various export strategies (business cases, publications, development plans, contracts signed) (<i>5years-30 pts, each additional year-2pts, upto 40pts</i>) <i>Evidence: portfolio of relevant strategies/cases must be presented together with candidate's CV.</i>	40	
Language Qualifications (<i>proficiency in Romanian- 6pts each language</i>). English and/ or Russian is an asset (<i>2 pts per each language</i>).	10	
Total Section 3		500

2.5 Section 5. Financial Evaluation

*1. Financial Proposal

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.

2.6 Section I-1.



2.7 Section I-2.



3 Lines

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers.

The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to disqualification of the Proposer.

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

Kindly note that bidders are expected to complete both Form J and K and upload these forms under the Commercial Section 6 in "Requirements" as well as complete the item line pricing below including the total proposal amount.

Prices shall be quoted only in the currency indicated in the system: **MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.**

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Inception Report containing the above-mentioned deliverables from T1 and T2	84101500						
2-Progress Report containing completed task T3	84101500						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Final Report	84101500						