



REQUEST FOR PROPOSAL (RFP)

EU4MD/ Elaboration of the Sustainable Urban Mobility Plan of Ungheni municipality

RFP Reference No.:	RfP23/02673
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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **EU4Moldova: Focal regions Programme**, hereby invites prospective proposers to submit a proposal for **Elaboration of the Sustainable Urban Mobility Plan of Ungheni municipality** 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-00150**. 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 \(https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247\)](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247) 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.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
1. Scope	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>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. Interpretation of the RFP	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>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>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>In pursuance of this policy, UNDP:</p> <ul style="list-style-type: none"> (a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, 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.
4. Eligible proposers	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting</p>

	<p>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 services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>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>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>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> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
<p>5. Proprietary information</p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p>6. Publicity</p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>

SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>UNDP shall endeavour 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>
8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>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>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>

14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
15. Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet</p>
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, 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>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers 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>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>

<p>17. Proposal security</p>	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> • If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; • In the event the successful Proposer fails: <ul style="list-style-type: none"> ○ to sign the contract after UNDP has issued an award; or ○ 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 proposer.
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<p>18. Joint Venture, Consortium or Association</p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> • 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, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>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>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities 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>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>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>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>
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<p>19. Only one proposal</p>	<p>The proposer (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>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • 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 proposer regarding this RFP process; • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer 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.
<p>20. Alternative proposals</p>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. 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>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response...</p>
<p>21. Pre-proposal conference</p>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.</p>

<p>22. Site inspection</p>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer which does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<p>23. Errors or omissions</p>	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<p>24. Proposers responsibility to inform themselves</p>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>

25. No material change(s) in circumstances	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p> <p>Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.</p>
27. Online submission	<p>1.1 Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided. • 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 DS. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
28. Deadline for Submission of Proposals and Late Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognise the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
29. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>

30. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
31. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
32. Late proposals	<p>Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.</p>
EVALUATION OF PROPOSALS	
33. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer 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 subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
34. Evaluation of proposals	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) c) Evaluation of technical proposals d) Evaluation of financial proposals.
35. Preliminary examination	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.

<p>36. Evaluation of eligibility and qualification</p>	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul 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, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the 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.
<p>37. Evaluation of technical and financial proposals</p>	<p>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 specified in 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 Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, 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>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, 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 Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet 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: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p><u>Rating the Financial Proposal (FP):</u></p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p><u>Total Combined Score:</u></p> $\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$ </div>

<p>38. Post-qualification/Due Diligence</p>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; 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 proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>39. Clarification of proposals</p>	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p> <p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer 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>
<p>40. Responsiveness of proposal</p>	<p>UNDP's determination of a proposal's responsiveness is to 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. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>

<p>41. Nonconformities, repairable errors and omission</p>	<p>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. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, 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 proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have 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>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
<p>42. Right to accept any proposal and to reject any or all proposals</p>	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
AWARD OF CONTRACT	
<p>43. Award criteria</p>	<p>Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.</p>
<p>44. Right to vary requirement at time of award</p>	<p>At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document.</p>
<p>45. Notification of award</p>	<p>Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.</p>
<p>46. Debriefing</p>	<p>In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.</p>
<p>47. Publication of contract award</p>	<p>UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notice.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace, with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.</p>

48. Contract Signature	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 Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
49. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
50. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
51. Bank guarantee for advance payment	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee 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. Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>
52. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
53. Proposal protest	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.</p> <p>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</p>

54. Other Provisions

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 goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.

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.

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

SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP23/02673 . The services refer to the elaboration of the Sustainable Urban Mobility Plan of Ungheni municipality as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality . ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER. Deadline for submitting requests for clarifications / questions: 5 (five) days before the submission deadline Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: USD Dollars In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: Be inclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	Not required
10.	Alternative proposals	Shall not be considered.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 60%-40% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
20.	Expected date for commencement of contract	20 July 2023
21.	Conditions of contract to apply	UNDP General Terms and Conditions for contracts (goods and/or services) See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Not Required
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Proposal:</p> <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> 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. ▪ Certificate of Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ 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 3 years (2022, 2021, 2020) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value ▪ A copy of preliminary Agreement in case of Consortium ▪ 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 ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills ▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements. ▪ Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

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 medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
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 contracts¹: Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum 7 (seven) years of relevant experience in the development of urban mobility plans and/ or policy documents and/ or urban plans, zoning plans, GIS implementation. <i>(For JV/Consortium/Association, the TEAM Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum 3 (three) contracts of similar value, nature and complexity in the development of urban mobility plans, policy documents, general urban plans or similar plans (zoning plans, detailed urban plans), urban planning, GIS implemented over the last 5 (five) years. <i>(For JV/Consortium/Association, the TEAM Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) TEAM Leader • 1 (one) Urban transport specialist • 1 (one) Traffic engineer • 1 (one) Economist / finance specialist • 1 (one) Environmental expert • 1 (one) GIS / ITS expert • 1 (one) Local Governance/ Sociology/ public participatory specialist. <i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i> <i>((For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form G: Format for Technical Proposal
Financial Standing:	

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 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>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, the TEAM Lead company 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 (2020 – 2022).</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>

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	200
2.	Proposed methodology, approach and implementation plan	300
3.	Management structure and key personnel	500
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing	10
1.2	<p>General organisational capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> • Age of the firm - 7 years – 10 pts, >7 years – 5 pts for each additional year up to maximum 30 pts • project management controls (organigram) - up to 10 pts 	40
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</p> <ul style="list-style-type: none"> • Minimum five (7) years of professional experience in elaboration of Urban Mobility Plans, Spatial Development or General Urban Plans, or similar plans (Zonal, Detailed Urban Plans), urban planning, GIS 7 years - 20 pts, >7 years – 5 pts for each additional year up to maximum 40 pts) • At least 3 (three) Urban Mobility Plans, or similar urban planning plans, GIS developed 3 Plans - 20 pts, >3 Plans– 10 pts for each additional Plan up to maximum 50 pts) • Experience in conceptualizing, organizing and conducting public consultations of Urban Mobility Plans, or Spatial Development /General Urban Plans or other similar urban planning plans (if no- 0 pts, each project – 5 pts up to maximum 20 pts). Detailed description of previously conducted public consultations must be described in the Company Profile indicating project, year, other details as may be relevant. • Proved capacity in terms of technical-material endowments (hardware and software) to provide traffic monitoring activity, to estimate the 	140

	<p>transport categories used, the modal distribution and to develop the transport model (<i>no capacity – 0 pts, limited – 0 to 7 pts, to some extent – 8 to 14 pts, extensive – 15 to 20 pts</i>). Detailed description of the technical capabilities available for this task must be described in the Company Profile.</p> <ul style="list-style-type: none"> • Work for UNDP/UN Agencies/donor funded/EU projects will be considered a strong advantage (<i>no experience - 0 pts, yes – 10 pts</i>). 	
1.4	Quality assurance procedures – up to 10 pts	10
Total Section 1		200

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>Understanding of the requirement. Does Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> • <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 to 60 pts</i> • <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 40 pts</i> • <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> 	60
2.2	<p>Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Does the Methodology describe all the actions and their consequence into sufficient details, are they logical?</p> <ul style="list-style-type: none"> • <i>detailed and logical description - 51 to 70 pts</i> • <i>limited description which requires improvements – 25 to 50 pts</i> • <i>no description or somehow touched upon – 0 to 24 pts</i> 	70
2.3	<p>Does the proposed Methodology demonstrate knowledge and understanding of the Ungheni city' specific environment and its challenges?</p> <ul style="list-style-type: none"> • <i>full understanding and deep knowledge of the city. The Ungheni environment and challenges are well described and addressed into sufficient details – 41 to 60 pts</i> • <i>the understanding and knowledge of Ungheni city is satisfactorily addressed. The Ungheni environment and challenges are somehow addressed without providing many details – 21 to 40 pts</i> • <i>the understanding and knowledge of Ungheni city is not addressed at all or only touched upon. The Ungheni environment and challenges not addressed at all or only touched upon – 0 to 20 pts</i> 	60
2.4	<p>Does the proposal contain performance monitoring and evaluation mechanisms and tools?</p> <ul style="list-style-type: none"> • <i>the performance monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 24 to 30 pts</i> • <i>the performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 16 to 23 pts</i> • <i>the performance monitoring and evaluation mechanisms are weak – 0 to 15 pts</i> 	30
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p>	20

	<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 	
2.6	<p>Does the Methodology and Approach include participatory and multi-stakeholder approach, including description of steps for public consultations?</p> <ul style="list-style-type: none"> participatory and multi-stakeholder approach is aligned to the ToR requirements; description of steps for public consultations are well detailed and aligned to the national legislation requirements – 24 to 30 pts participatory and multi-stakeholder approach is satisfactorily addressed, providing some details; description of steps for public consultations are described without providing many details and may be improved – 16 to 23 pts participatory and multi-stakeholder approach is not addressed at all or somehow touched upon; description of steps for public consultations are not described or a simple reference to the national legislation requirements is made – 0 to 15 pts 	30
2.7	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> extensive and logical distribution - 16 to 30 pts to some extent - 5 to 15 pts limited or lack of any such details - 0 to 4 pts. 	30
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
1.	Team Leader		100
	Master's degree (or equivalent) in management, architecture, urbanism economics, engineering (<i>whichever 15 pts</i>). PhD is a strong advantage (<i>20 pts</i>).	20	
	Minimum of 7 years of experience in managing projects/contracts for elaboration of urban planning plans (<i>7 years - 20 pts, >7 years – 5 pts each additional year up to max. 30 pts</i>)	30	
	Experience in managing projects/contracts for elaboration of at least 3 (three) urban mobility plans, or spatial development plans or general urban development plans conducted over the last 5 years (<i>3 projects/contracts - 20 pts, >3 projects/contracts– 5 pts each additional projects/contract up to max. 30 pts</i>)	30	
	Experience working with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and English required (<i>4 pts each language</i>); command of Russian will be an asset (<i>2 pts</i>)	10	
	2.	Urban transport specialist	
University degree or equivalent in engineering, construction, transport and other connected fields; (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).		15	
At least 7 years of extensive experience in transport services and transport infrastructure or other connected fields (<i>7 years - 20 pts, >7 years – 5 pts each additional year up to max. 30 pts</i>)		30	
At least 3 confirmed examples of expertise and involvement in elaboration of similar to this assignment studies/works, urban mobility plans or other		25	

	urban planning / development plans. List of projects shall be included in the CV (3 projects - 15 pts, >3 projects– 5 pts each additional project, up to max. 25 pts)		
	Working experience with local public authorities and state deconcentrated services (no experience – 0 pts, Yes - 10 pts)	10	
	Language Qualifications: proficiency in Romanian and Russian required (5 pts each language)	10	
3.	Traffic engineer		80
	University degree or equivalent in engineering, construction, transport and other connected fields; (whichever 10 pts). Master’s degree is an advantage (15 pts).	15	
	At least 7 years of extensive experience in engineering and transport infrastructure or other connected fields (7 years - 15 pts, >7 years – 5 pts each additional year up to max. 25 pts)	25	
	At least 3 confirmed examples of expertise and involvement in elaboration of similar to this assignment studies/works, urban mobility plans or other urban planning plans. List of projects shall be included in the CV (3 projects - 10 pts, >3 projects– 5 pts each additional project, up to max. 20 pts)	20	
	Working experience with local public authorities and state relevant institutions / services (no experience – 0 pts, Yes - 10 pts)	10	
	Language Qualifications: proficiency in Romanian and Russian required (5 pts each language)	10	
4.	Economist / finance specialist		60
	University degree or equivalent in economics, finance, accounting or other related field (whichever 10 pts). Master’s degree is an advantage (15 pts).	15	
	At least 5 years of experience in local social-economic development or public services development projects, elaboration of studies and economic and financial forecasts (5 years - 10 pts, >5 years – 5 pts each additional year up to max. 20 pts)	20	
	At least 3 confirmed examples of expertise and involvement in implementing projects related to local economic development, elaboration of similar to this assignment studies/works. List of projects shall be included in the CV (3 projects - 10 pts, >3 projects– 5 pts each additional project, up to max. 15 pts)	15	
	Language Qualifications: proficiency in Romanian and Russian required (5 pts each language)	10	
5.	Environmental expert		60
	University degree or equivalent in ecology, engineering, technical sciences or other related field; (whichever 10 pts). Master’s degree is an advantage (15 pts).	15	
	At least 5 years of experience in environment protection, elaboration of Local Environmental Plans or urban planning / development plans (5 years - 10 pts, >5 years – 5 pts each additional year up to max. 20 pts)	20	
	At least 3 confirmed implemented projects related to elaboration of similar to this assignment studies/works, elaboration of urban mobility plans or studies and the calculation of ecological indicators; identifying, analysis and mitigation measures of the harmful effects of the production process on the environment; planning actions to reduce emissions of harmful substances into the atmosphere. List of projects shall be included in the CV (3 projects– 10 pts, >3 projects – 5 pts each additional project up to max. 15 pts)	15	
	Evidenced knowledge (certificates) of national legislation and European environmental directives and of the requirements of the international standard ISO 14001: 2015 Environmental management systems. (No certificate – 0 pts, Yes - 10 pts)	10	
6.	GIS / ITS expert		60

	University degree or equivalent in ICT, engineering, technical sciences or other related field; (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15	
	At least 5 years of experience in providing assistance to central/local public authorities with innovation/digital transformation projects of public services, GIS (<i>5 years - 10 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>)	20	
	At least 3 confirmed implemented projects related to elaboration of similar to this assignment studies/works, elaboration of urban mobility plans or studies on modern technical solutions and methodologies related to ICT or GIS. List of projects shall be included in the CV (<i>3 projects– 10 pts, >3 projects – 5 pts each additional project up to max. 15 pts</i>)	15	
	Experience in open source workspace/database management projects including the ability to analyse and use research data outside of the assessed context. (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
7.	Local Governance / Sociology / public participatory specialist		
	University degree in social sciences, public administration, communication and public relations (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15	
	At least 5 years of working experience with local governance, strategic planning at local level, urban mobility or spatial or general urban development planning (<i>5 years - 10 pts, >5 years – 5 pts each additional year up to max. 15 pts</i>)	15	50
	Experience in organization of public consultation procedures related to elaboration of urban development plans, involvement of private and NGO sector representative in consultation process. List of projects shall be included in the CV (<i><3 events – 0 pts, 3 events – 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an asset (<i>2 pts</i>)	10	
Total Section 3			500

SECTION 5. TERMS OF REFERENCE

a. Background Information and Rationale, Programme Description

The EU4Moldova: Focal Regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and UNICEF.

The **overall objective** of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

b. Specific Objectives

Ungheni municipality is an important road transportation hub, as the Chisinau – Ungheni road and the railway connecting the capital Chisinau to Iași municipality in Romania pass through it. The road network crossing Ungheni district is approximately 388 km long, out of which more than 54% consists of national roads. The Ungheni river port, managed by State Enterprise ‘Ungheni River Port’, is located in Ungheni municipality.

Public transportation in Ungheni municipality consists of 6 municipal routes, unevenly distributed. All 6 routes are present in the Centru and Tineretului neighbourhoods, 4 routes are present in Dănuțeni neighbourhood, while only one or two routes are present in the other neighbourhoods.

Ungheni City Hall has shown a proactive attitude in respect to improving the public transport system in the city. The efforts have been focused on improving the system infrastructure, which includes enhancing the road surface, ensuring road traffic safety (traffic lights and video surveillance), building public transport stations (105 stations) and cycle lanes (20 km of cycle lane to be built in 2022 – 2023 in Ungheni).

Despite these efforts, there are still many areas of the public transport system that need attention:

- The bus fleet is outdated and it discourages citizens from using public transport. These buses do not provide acceptable conditions for all users and also have a negative impact on the environment.
- Public transport routes are not optimal, which has led to poor connectivity between urban and interurban transport.
- Residents do not have easy access to information regarding public transport services and are not motivated to use these services.
- Because public transport is not appropriate, citizens increasingly opt to travel by private car.

The main transfer hub from urban to external transport is the bus station, which is merged with the interurban railway station. The infrastructure of this transfer hub is outdated and doesn't provide the needed comfort for passengers. Moreover, transfers to urban transport take place outside the interchange, which significantly reduces the attractiveness of these transfers for passengers and increases walking time.

In the past 10 years, the number of vehicles registered in Ungheni municipality has increased significantly, and the number of cars transiting the city is also rising, as a result of the improvement of the socio-economic landscape in the locality, the trends of becoming a hotspot for economic growth that attracts labour force from neighbouring regions and offers healthcare, social and cultural services for residents from surrounding rural and urban areas.

On the other hand, the increase in the number of cars and their intensive use has a negative impact on the environment, reflected in rising CO₂ levels. In 2021, the Municipal Council of Ungheni adopted Decision No 7/9 of 17.12.2021 'On the approval of the Ungheni Sustainable Energy and Climate Action Plan for 2021-2030', and this year the decision 'On the accession of the Ungheni Municipality to the Covenant of Mayors for Climate and Energy 2030' was adopted, thus committing to contribute to reducing greenhouse gas emissions by at least 35% by 2030. This calls for a new approach to urban mobility planning in order to face these challenges, including those related to climate change and energy efficiency, ensuring a sustainable and integrated urban mobility system.

A well-designed and efficiently managed public transport system can contribute to **reducing traffic congestions, improving air quality and promoting economic growth in a community.**

The Sustainable Urban Mobility Plan (SUMP) is a strategic document and a tool for developing specific policies, aiming to meet mobility needs of individuals and companies in the city and surrounding areas, at the same time contributing to achieving European objectives on energy efficiency and environmental protection.

The SUMP will cover the following local needs:

- Ungheni municipality is facing **an increase in urban traffic** and road congestion in certain areas, especially during rush hour. The SUMP will ensure the development of effective transport solutions to reduce road congestion and facilitate mobility.
- **Traffic safety** is an important concern for Ungheni municipality, and a SUMP will contribute to creating safer transport solutions for all road users, including pedestrians and cyclists.
- **The environmental impact of urban transport**, as a significant source of greenhouse gas emissions and air pollution, and Ungheni municipality is no exception. Therefore, the aim of the SUMP is to identify solutions for reducing the environmental impact by promoting non-polluting, environmentally friendly and more efficient modes of transport, such as electric transport or bicycles.
- **The increase in transport cost** is quite high in Ungheni municipality (6 lei per trip). The SUMP will include provisions leading to the reduction of these costs by promoting more affordable and efficient transport solutions, such as public transport or bicycles.
- The SUMP aims to contribute to **sustainable urban development** in Ungheni municipality by promoting more efficient and sustainable types of transport that will help reduce greenhouse gas emissions and improve air quality.
- **An integrated approach to the SUMP** by extending urban mobility planning to the surrounding rural areas of Zagarancea, Florițoaia, Elizavetovca and Valea Mare (whose inhabitants commute daily to work, educational, healthcare, cultural institutions in Ungheni municipality).
- **The low level of public health and road safety in Ungheni municipality** due to the lack of adequate infrastructure adapted to people's individual mobility needs discourages the most sustainable types of transport/travel: walking, cycling and access to public transport.
- **The urgent need for a key document** - a useful tool for effective planning and management of the changes that are occurring through accessibility and diversification of sustainable urban mobility options for a better quality of people's lives.
- **The need to reduce negative mobility trends**, address the climate crisis by reducing CO₂ emissions from road transport as one of the main sources of air pollution.

c. Scope

The urban mobility plan should focus on a long-term vision for transport and mobility development in Ungheni municipality and the surrounding rural area and will cover all types and forms of transport: public and private, passenger and freight, motorised and non-motorised, moving or stationary. The plan will propose a strategic vision providing a qualitative description of the desired urban future and define specific, measurable objectives, well-thought-out targets, specific actions. The mobility plan will also include an assessment of the costs and benefits of transport, including those that cannot be easily measured or assessed, such as those related to emissions of pollutants or impact on air quality, with the proposed solutions aiming to maximise the impact of the resources used.

In particular, the Sustainable Urban Mobility Plan of Ungheni municipality will aim to achieve the urban development and urban mobility development vision by achieving a general objective and strategic and operational

objectives.

The general objective of the Ungheni SUMP will aim to create and develop a sustainable transport system, which meets the mobility and accessibility expectations and needs for citizens and goods, within an appealing, healthy and environmentally friendly urban environment.

Essentially, the SUMP will aim to create a sustainable transport system that meets the needs of the community and will target the following strategic objectives:

- **Accessibility** - Providing all citizens with transport options that allow them to choose the most appropriate means of travel to key destinations and services. This objective will include both connectivity, which refers to the ability to travel between specific locations, and access, which ensures that, as far as possible, people are not deprived of travel opportunities because of impairments (e.g. a physical condition) or social factors (including income category, age, gender and ethnicity);
- **Safety and security** Enhancing safety and security for travellers and the community as a whole;
- **Environment** – Reducing air and noise pollution, greenhouse gas emissions and energy consumption. Specific consideration should be given to national and European Community climate change mitigation targets;
- **Economic efficiency** – Enhancing the efficiency and cost-effectiveness of passenger and freight transport;
- **Urban environment quality** – Contributing to increasing the attractiveness and quality of the urban environment and urban planning to benefit citizens, the economy and society as a whole.

The strategic document developed will build on existing planning practices, taking into account principles such as integration, participation and assessment. The development of the Plan shall aim to achieve the following operational objectives:

- Improving road safety;
- Ensuring various transport options for all citizens, in order to allow access to key destinations and services;
- Reducing air and noise pollution, greenhouse gas emissions and energy consumption;
- Improving the efficiency and value for money of passenger and freight transport;
- Increasing the attractiveness and quality of the urban environment and urban landscape to benefit citizens, the economy and society as a whole.

During the development of the Plan, the selected Company shall take into account the EU requirements for the drafting of such documents, provided in the Guidelines for Developing and Implementing a Sustainable Urban Mobility Plan².

According to the latest approach in the field, the SUMP will be based on the following **principles**:

1. Plan for sustainable mobility in the functional urban area;
2. Cooperate across institutional boundaries;
3. Involve citizens and stakeholders;
4. Assess current and future performance;
5. Define a long-term vision and a clear implementation plan;
6. Develop all transport modes in an integrated manner;
7. Arrange for monitoring and evaluation;
8. Reduce air and noise pollution, greenhouse gas emissions and energy consumption.

The Urban Mobility Plan shall include, but not be limited to the following **components**:

- Diagnosis of the existing mobility and transport system, infrastructures and traffic flows;
- Assessment of the level of dysfunction of urban traffic;
- Functional, socio-economic and urban development of urban areas;
- Infrastructures, urban zoning, transport networks, connections within the region;
- Mobility, accessibility and connectivity needs;
- Planning and designing transport infrastructures
- Traffic and mobility management.

² [sump_guidelines_2019_interactive_document_1.pdf\(eltis.org\)](#)

The policies and measures provided for in the Ungheni SUMP shall cover all modes and forms of transport throughout the urban agglomeration, including public and private, passenger and freight, motorised and non-motorised, moving or stationary.

Measures contributing to reducing pollution, greenhouse gas emissions and energy consumption, the economic, environmental and social sustainability of the transport system, enhancing safety and fluidity of the transport system in the Ungheni municipality and the surrounding rural area, respectively to involving all stakeholders (users/non-users of the transport system) should be clear and easily identifiable in the content of the Urban Mobility Plan.

The Company selected to develop the Mobility Plan shall include in the document the models for managing mobility, the general transport infrastructure, as well as the existing and future public transport networks (depending on the tested alternatives). After being adapted to the current situation, the selected transport and mobility management model shall be used and improved to determine demand forecasts, test scenarios and potential solutions for transport infrastructure at the municipal and regional level. The improvements that can emerge during scenario testing may include the need to build (upgrade) roads and expressways, additional investments in the existing or new road network, etc.

The Ungheni SUMP shall focus on mobility issues in Ungheni municipality and the surrounding rural area, including measures to ease cross-border traffic in the Ungheni – Iași region and to increase safety for all traffic participants in the municipality, the surrounding area and transit through this area.

During the development of the Urban Mobility Plan, the Contractor shall ensure the correlation of the document being developed with the key strategic and programmatic documents at the national, regional and local level, that have an impact on urban mobility.

d. Approach and Methodology

In elaboration of the Mobility Plan, the Contractor shall carry out, at least, the following tasks and activities:

1. Task 1. Preparatory stage

During this stage, the contractor shall perform the following tasks:

- Finalize the work methodology, describe the activities that shall be implemented during the contract and activity timeline, submit the list of data that needs to be collected for developing the Plan;
- Define the planning area. The plan shall focus mainly on the territory of Ungheni municipality, but in addition to the main planning area, the rural area of influence of the municipality and the secondary external area, which have an impact on mobility in Ungheni municipality, will be defined;
- Creating a list of relevant authorities, institutions and organisations for developing the SUMP;
- Establishing the Working Group;
- Proposing a communication strategy, taking into consideration the use of complex communication tools, written materials, media, internet, surveys, event organisation, meetings, round tables, etc.

2. Task 2. Primary data collection for analysing the current situation

The collection of data on the current situation and characteristics of mobility for people and freight shall be carried out by using existing data from studies, projects, policy documents, recent research developed/approved at the local/regional level, but also from primary sources, including:

- Carrying out surveys on the departure/final destination of travels for at least 5 entry/exit point from Ungheni municipalities, in the following directions:
 - Zagarancea-Sculeni
 - Elizavetovca- Mănoilești
 - Florițoaia Veche
 - Buzduganii de Sus
 - Buzduganii de Jos - Valea Mare.
 - Carrying out surveys on the departure/final destination of travels within Ungheni municipality.
- Note: The minimum number of surveys shall be determined in accordance with the aforementioned requirements on the development of urban mobility plans.*

- Traffic monitoring in the most important minimum 20 traffic locations from Ungheni municipality. These locations shall be agreed upon with the Ungheni City Hall.
- Carrying out a survey among city residents on the population's mobility behaviour. The aim of this exercise shall be to estimate the transport categories used, the modal distribution and to develop the transport model.

Note: The minimum number of questionnaires shall be determined in a manner that ensures representativeness in accordance with the aforementioned requirements on the development of urban mobility plans.

3. Task 3. Analysis of the current urban mobility situation in Ungheni municipality

The analysis of the current situation shall include:

- Reviewing all existing strategic and planning documents at the regional and municipal level and identifying problems and opportunities to improve mobility;
- Reading local level studies, strategies and plans relevant for mobility planning;
- Updating the assessment of all modes of transport:
 - public and private means of transport,
 - street infrastructure and road safety systems analysis,
 - public transport and freight transport services analysis,
 - non-motorised travel infrastructure,
 - intermodal structure,
 - parking system and service,
 - traffic management (traffic lights) etc.
- Assessing the institutional and legal framework;
- Assessing available human and financial resources;
- Assessing public service contracts and the public transport financing system.

The updated existing data and the data collected shall be entered in the Urban Transport Model software - a transport modelling software in line with international standards, with 4-stage macrosimulation that should include:

- Multimodal attributes
- Intermodal attributes
- GIS interface
- Integration with microsimulation packages.

The contractor shall offer a detailed description of the proposed analysis software model and the results of the analyses, as well as the simulations that may be performed. In order to implement the abovementioned activities, the transport model shall cover the following travel modes:

- Pedestrian
- Cycling
- Auto (for cars and heavy vehicles)
- Public transport (minibus).

The Contractor shall also have to provide a 24-hour Matrix and a Matrix Model for rush hours. This model shall only be developed for Ungheni municipality, but it shall include the traffic towards Sculeni (Sculeni-Sculeni border crossing point). Mobility forecasts in the direction of the potential road border crossing point Ungheni-Iași shall also be carried out.

Note: The Contractor shall organise and deliver a specialised training of at least two days on the use of the Matrix Model for Analysing Mobility and Transport Traffic for Ungheni City Hall employees.

4. Task 4. Development of the vision and options for urban mobility planning

Based on the analyses carried out and the proposed transport model, the Contractor shall draft mobility planning options for all existing modes of transport and shall analyse the relevance of introducing new means of transport. To this end:

- Economic, social and environmental criteria providing sustainability to the Plan shall be determined;
- Prioritisation criteria reflecting the needs of the citizens shall be determined for mobility issues and opportunities;

- Actions contributing to the achievement of multiple objectives, ensure interrelation of measures and to the creation of a synergy between proposed urban mobility improvement measures shall be identified;
- 3 scenarios for organising urban mobility, agreed upon with Ungheni City Hall, shall be proposed. The 3 scenarios shall be tested in the Matrix transport model and the optimal scenario in terms of accessibility, implementation costs, road safety, etc. shall be selected;
- Projects, interventions proposed by the system, as well as those proposed by local public administration and citizens shall be updated. A multi-criteria analysis / matrix shall be designed to prioritize projects from the selected scenario;
- Clear responsibilities and estimated budget allocations shall be set.

Based on these priority lists, the Contractor shall develop the vision and urban mobility planning options. At least 3 detailed Plan versions based on different general strategies shall be summarily proposed, and the strong and weak points of each option shall be assessed. The mentioned options shall include alternatives for reorganising transport networks and general traffic management, developing public transport, pedestrian and cycle lane networks. The Contractor shall assess each of these Plan alternatives as combined intervention packages, including transport modelling, Multi-Criteria Analysis.

During the development on the vision and urban mobility planning options, emphasis will be placed on the following objectives:

- Reducing traffic congestion in the central area and on certain congested streets / areas (including proposals for traffic reorganisation);
- Increasing road safety in accordance with street categories and for all user categories (pedestrians, cyclists, cars, etc.)
- Increasing the efficiency, attractiveness and the use of public passenger transport.
- Increasing the use of bicycles and electric means of transport.

The vision, urban mobility planning options and the draft of the 3 detailed Mobility Plan versions shall be submitted to the Steering Committee. The Plan versions shall be accompanied by their impact assessment and the Contractor's recommendations.

5. Task 5. Development of the Sustainable Urban Mobility Plan

The Sustainable Urban Mobility Plan for Ungheni municipality shall provide a solution for the balanced development of all modes of transport that have a more logical structure and are more environmentally friendly and more sustainable. For this purpose, the Contractor shall develop the Plan starting with street infrastructure and shall encompass all types of transport, transit transport and transport management.

More specifically, the Plan shall include, but not be limited to the following aspects:

- The Plan shall include a hierarchy of roads, one-way roads, heavy traffic routes, dedicated routes for public transport, pedestrians and cyclists, street upgrades, reorganisation of certain intersections, new or modified traffic signal equipment, implementation of traffic control or public transport prioritization at traffic lights, regulation of on-street parking, recommendations for Traffic Management Systems and Intelligent Transport Systems, etc.
- The Plan shall include a set of measures necessary for creating an integrated public passenger system in Ungheni municipality and the surrounding rural area (including the number of minibuses, buses, type, frequency, etc.). A Prefeasibility Study on the creation of the Ungheni municipality public transport system shall be carried out as part of this SUMP. This Study shall be an annex to the SUMP.
- The Plan shall include a set of specific measures to increase the efficiency, attractiveness and use of public passenger transport, including:
 - existing routes shall be analysed and, if needed, changes shall be proposed (following public consultations). This shall be done simultaneously with the measures for ensuring road priority for public transport;
 - the public transport route plan shall be updated to add an exact timetable and to place the stations in the most appropriate locations. Recommendations for extending the stations and of stations adapted to the number of passengers shall also be proposed;
 - priority for upgrading shall be given to streets on the public transport routes (including the financial component - estimation of necessary investments)
 - a new public service contract model with public transport operators shall be proposed or the existing one shall be improved.

- The plan shall aim to develop a detailed cycle path (track) network connecting all neighbourhoods in Ungheni municipality, but also the surrounding rural localities (where possible). An integrated cycling network shall be designed by determining actual routes, taking into consideration the capacities of the streets on which they shall be located. Presentation sections (sketches) accompanied by explanations illustrating the suggested solutions shall be designed for the main network (first 5 routes) and some secondary routes (for showcasing). The drafting of the technical specifications for feasibility studies and technical projects shall build on these solutions.
- The Plan shall suggest solutions for the parking problem, especially in the central area, the most congested areas of the city and around apartment buildings. Solutions for parking for interurban freight and passenger transport shall be proposed, as these vehicles are often parked randomly in different areas of the city. Within the framework of this Plan, a paid parking policy shall be developed and suggestions shall be offered for a paid parking tariff policy adapted to the realities of Ungheni municipality;
- The Plan shall propose optimal locations for the creation of taxi stands;
- The Plan shall propose solutions for the creation pedestrian streets, areas and corridors;
- The Plan shall propose solutions for vehicle and pedestrian access to landmarks with touristic potential (e.g. the Eiffel Bridge) and to lake Delia.
- The Plan shall thoroughly detail the measures for ensuring urban mobility in certain areas considered complex (e.g. central square area, Națională street, bus station) and integrated solutions shall be provided for them (for all modes of transport). Also, more details shall be offered for streets with cycle paths and/or lanes. The measures for traffic decongestion in several pilot areas (which shall serve as a model), agreed upon with Ungheni City Hall, shall be presented in detail.
- The Plan shall include a monitoring system for the implementation of the mobility plan based on a clear and coherent indicator system. A transparent system for informing citizens and stakeholders on the progress in the development and implementation of the SUMP shall be established.
- Proposals for reviewing local studies, strategies and plans relevant to mobility planning shall also be included in the Plan;
- All objectives, measures, actions and projects included in the Plan should address energy savings as part of the energy efficiency policy, quantified in monetary terms.

The Sustainable Urban Mobility Plan shall have, but not be limited to the following structure:

Part 1

1. Introduction
 - 1.1. Purpose and role of the document
 - 1.2. Compliance with the provisions of spatial planning documents
 - 1.3. Compliance with the provisions of sectoral strategic documents at cross-border, national and regional level
 - 1.4. Compliance of the SUMP with the provisions on economic, social and environmental development of the strategic planning documents of Ungheni municipality.
2. Analysis of the current situation
 - 2.1. Socio-economic context in the municipality, including the identification of population density levels and economic activities and their distribution on the territory of the municipality, but also of the surrounding rural area
 - 2.2. Transport route network
 - 2.3. Public transport
 - 2.4. Freight transport
 - 2.5. Alternative means of mobility (cycling, walking and persons with reduced mobility)
 - 2.6. Traffic management (parking, road safety, intelligent transport systems, traffic lights)
 - 2.7. Identification of high complexity areas (protected central areas, logistics zones, occasional hotspots which attract/generate traffic, intermodal areas – bus stations, etc.).
3. Assessment of current urban mobility impacts
 - 3.1. Environmental impact
 - 3.2. Road safety and the impact on the social environment
 - 3.3. Accessibility level and development trends
 - 3.4. Transport capacity.
4. Development and calibration of the multimodal urban transport model
 - 4.1 Factors generating and attracting trips

- 4.2 Distribution by area
- 4.3 Distribution by means of transport
- 4.4 Network impact.

Part 2

- 5. Vision, objectives and areas of action
 - 5.1. Strategic vision
 - 5.2. Urban and peri-urban / metropolitan (catchment area) level objectives
 - 5.3. Locality level
 - 5.4. Neighbourhood / high complexity area level.
- 6. Mobility scenarios based on the traffic model
 - 6.1. Urban and peri-urban / metropolitan (catchment area) level mobility scenarios
 - 6.2. Cross-border level mobility scenarios
 - 6.3. Mobility scenarios at the level of neighbourhood / high complexity area of the city.

Part 3

- 7. Action plan
 - 7.1. Major interventions on traffic infrastructure at the level of:
 - Public transport
 - Freight transport
 - Alternative means of mobility (cycling, walking and persons with reduced mobility)
 - 7.2. Traffic management (parking, road safety, intelligent transport systems, traffic lights)
 - 7.3. High complexity areas (protected central areas, logistics zones, occasional hotspots which attract/generate traffic, intermodal areas, railway and bus stations, etc.)
 - 7.4. Intermodal structure and necessary urban planning actions.
- 8. Monitoring and assessment of the implementation of the Sustainable Urban Mobility Plan.

6. Task 6. Development of the Financing Plan for the SUMP

The Contractor shall prepare an updated and detailed cost estimate for the implementation of the SUMP, accompanied by a multi-annual budget planning of the SUMP, together with the expected sources of funding by stages, chapters and activities, taking into account local, national and non-reimbursable financial resources, as well as Public-Private Partnerships. To this end, the Contractor shall have to analyse the solvency of the Ungheni municipality and the rural localities in the surrounding area in order to test the capacity to co-finance capital expenditures or to obtain grants, external financing, loans.

In order to develop the Financing Plan, the Contractor shall develop a financial model including at least the following chapters:

- Budget revenue for the last 3 years and the forecast until 2030;
- Budgetary expenditures for the last 3 years and their forecast until 2030;
- Capital expenditures for the last 3 years and their forecast until 2030;
- Debt service over the last 3 years, absorption and forecast of debt service until 2030.

The financing plan shall be conventionally divided into 3 stages: short term (until 2026), medium term (until 2028) and long term (until 2030). For each action the following will be specified in the Gantt chart:

- Objectives
- Actions
- Short description of the Action;
- Monitoring indicators and sources for verifying the degree of achievement of these indicators.
- Final targets (e.g. the number of people cycling shall reach 20% of the population by 2030);
- Estimated cost per action (in EURO);
- Sources of funding;
- Persons responsible for the implementation of the actions.

The document shall be provided in 2 (two) hard copies and one electronic copy (editable PDF). The results of the simulations using the urban transport model shall be submitted to the Ungheni City Hall in GIS format. The drawings shall be submitted in raster format (pdf, minimum resolution 300 dpi) and printed at the reference scale.

7. Task 7. Public consultations and approval of the SUMP

The Contractor shall organise public information and consultation activities on the SUMP in accordance with the provisions of the legislation in force on public consultations in the process of drafting and approving policy documents (at least one public hearing and a minimum of 2 information events).

The Ungheni City Hall shall provide the necessary rooms for public events and other facilities necessary for holding public consultation events.

At the end of this phase, the Contractor shall submit to the Ungheni City Hall a Report on the information activities carried out and the public consultation events held.

The Contractor shall make all changes requested by the beneficiary and those submitted following the public consultations. The Contractor shall also respond to clarifications requested by the beneficiary and/or other relevant entities, as appropriate.

8. Task 8. Final Report

Based on the feedback from beneficiary LPA, public consultations and the Programme, the Contractor will generate the Final Report. The Final Report will serve as the final deliverable of the contract and will be submitted after the implementation of all the planned activities. The Final report will describe the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.

The Contractor is required to obtain the Programme’s approval at the completion of each phase listed above before progressing to the next phase.

e. Deliverables and Schedules/Expected Outputs

The Contractor shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

Deliverables	Expected Period
<p>Deliverable 1: Submission of Inception Report (Task 1)</p> <p>The Inception Report will include:</p> <ul style="list-style-type: none"> a) Approach to Implementation and the working Methodology b) Detailed Work Plan for the implementation of activities c) Defined planning area d) The Mayor’ Disposal on Established Steering Committee/Working Group e) The communication strategy. 	<p>3 weeks since contract signature</p>
<p>Deliverable 2: Submission of draft Analysis of the current urban mobility situation in Ungheni municipality. (Task 2 and Tsk 3)</p> <p>The Contractor shall submit the Progress Report 2 and the draft Analysis of the current urban mobility situation in Ungheni municipality including:</p> <ul style="list-style-type: none"> • Narrative part – Analysis of current situation - describing the current situation and the most critical problems related to assessment of all modes of transport, the institutional and legal framework, the public transport services providers and financing of public transport system. • The Urban Transport Model software - a transport modelling software in line with international standards, with 4-stage macrosimulation • The 24-hour Matrix and a Matrix Model for rush hours. • Results of the survey among city residents on the population’s mobility behaviour • Agendas, lists of participants at the specialised trainings on the use of the Matrix Model for Analysing Mobility and Transport Traffic organized and delivered for Ungheni City Hall employees. <p>The draft documents will be completed in Romanian, presented in electronic version and endorsed by the Programme prior to submission to the beneficiary LPA.</p>	<p>3 months since contract signature</p>

Deliverables	Expected Period
<p>Deliverable 3: Submission of draft Sustainable Urban Mobility Plan of Ungheni municipality (Task 4, Task 5 and Task 6).</p> <p>The Contractor shall submit the Progress Report 3 and the draft Sustainable Urban Mobility Plan of Ungheni municipality inclusive:</p> <ul style="list-style-type: none"> • The Vision and urban mobility planning Options. At least 3 detailed Plan versions based on different general strategies shall be summarily proposed accompanied by their impact assessment. • Draft Sustainable Urban Mobility Plan for Ungheni municipality, according to the structure recommended by ToR. • The Prefeasibility Study on the creation of the Ungheni municipality public transport system. • The Financing Plan for the SUMP Ungheni. <p>The draft documents will be completed in Romanian, presented in 2 (two) hard copies and one electronic copy (editable PDF). The results of the simulations using the urban transport model shall be submitted to the Ungheni City Hall in GIS format. The drawings shall be submitted in raster format (pdf, minimum resolution 300 dpi) and printed at the reference scale. All documents shall be endorsed by the Programme prior to submission to the Ungheni City Hall.</p>	<p>2 months since submission of Deliverable 3</p>
<p>Deliverable 4: Public consultation of elaborated SUMP Ungheni (Task 7)</p> <p>The Contractor shall present the Progress Report on conducted public consultation activities (at least 1 public hearings) for representatives of LPA, local non-governmental organizations, private sector, citizens.</p> <p>The Contractor shall submit the agendas of public hearing and public consultations events, ppt presentations, photo, audio, video records, and other informational materials to the EU4Moldova: Focal Regions Programme for review and approval prior the events.</p> <p>The Company shall submit also Notice of acceptance of the Deliverables from the Ungheni City Hall.</p>	<p>3 weeks since submission of Deliverable 4</p>
<p>Deliverable 5: Final Report (Task 8)</p> <p>The Contractor shall submit a Final Report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.</p> <p>The Final Report will include the revised documents and annexes with other deliverables produces under this assignment.</p>	<p>2 weeks since submission of Deliverable 5</p>

f. Key Performance Indicators and Service Level

All planned activities shall be implemented within the established terms, with the active involvement of local stakeholders in a participatory manner. All the results set by the ToR have to be achieved. The indicators that will attest the performance of the services are:

- Clear Approach to Implementation and the working Methodology and a detailed Work Plan for the implementation of activities.
- A functional and operational Steering Committee/Working Group.
- A well developed and clear communication strategy.
- Analysis of the current urban mobility situation in Ungheni municipality approved by Ungheni Municipal Council.
- An Urban Transport Model software - a transport modelling software in line with international standards, with 4-stage macrosimulation.
- A 24-hour Matrix and a Matrix Model for rush hours.
- At least 10 participants at the specialised trainings on the use of the Matrix Model for Analysing Mobility and Transport Traffic.
- At least 100 participants at the public consultant events.

- i) The Sustainable Urban Mobility Plan of Ungheni municipality approved by Ungheni Municipal Council
- j) The Prefeasibility Study on the creation of the Ungheni municipality public transport system.

g. Governance and Accountability

The Company will be awarded a contract with UNDP EU4Moldova: Focal Region Programme for the delivery of services applied for and will work in cooperation with Project Officers (Public Services Development, SMART Development / Digital Transformation) and Local Coordinator in Ungheni focal region, under the guidance and supervision of the Project Manager / Local Development and the Programme Manager.

The Contractor will work also, along with Steering Committee / Local Working Group created by Ungheni City Hall based on agreed methodology determined at the inception of activities.

The EU4Moldova: Focal Regions Programme will provide all available relevant documentation, facilitate first contacts, access to the site and communication with stakeholders while **the Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties.**

All kind of translation costs (written and oral) shall be arranged by the Contractor.

The payment for services will be made in tranches upon submission of deliverables stated in point E.

Key deliverables and indicative timeframe above and certification by the Programme Manager that the services were satisfactorily performed. All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

The Company shall submit Progress Reports every two months (max 1 page length) which highlights the current status of performed activities and main findings, key issues, and preliminary conclusions.

All the Inception and Progress Reports and all Deliverables should be endorsed by the EU4Moldova: Focal Regions Programme and be provided in Romanian, in electronic and hard versions. The Final Report will be provided in Romanian and in English.

h. Expected duration of the contract/assignment

The estimated duration of works is up to maximum 7 months.

The expected time of commencement of contract is July 2023.

UNDP will require maximum of 7 (seven) days (depending on the implementation stage) to review the deliverables, provide comments, approve/deny or certify acceptance of deliverables.

j. Professional Qualifications of the Successful Contractor and its key personnel

The technical offers will be evaluated based on their compliance with the general requirements specified bellow. The applicant Company (Leader of Consortium) should:

- Be a legally registered entity.
- Have at least 7 years of experience in in elaboration of Urban Mobility Plans, Spatial Development Plans or General Urban Plans, or similar plans (Zonal, Detailed Urban Plans), urban planning, GIS.
- Have in its portfolio at least 3 (three) Urban Mobility Plans developed, or similar urban planning plans, GIS.
- Experience in conceptualizing, organizing and conducting public consultations of Urban Mobility Plans, Spatial Development / General Urban Plans or other similar urban planning plans (*evidence must be provided in the Technical Proposal*) and others as per Section 4. Evaluation criteria

The proposal shall include the following minimum key-personnel aimed at implementing said contract:

1. TEAM Leader:
2. Urban transport specialist
3. Traffic engineer
4. Economist / finance specialist
5. Environmental expert
6. GIS / ITS expert
7. Local Governance / Sociology / public participatory specialist.

The listed specialists must be qualified and have at least 5 years of experience in the field of transport and have participated in the development of at least 2 such documents. The competencies and skills of the above-listed key-personnel will be evaluated as per Section 4. Technical Evaluation Criteria Form.

The Contractor could consider other non-key personnel that could be required for the successful implementation of the present assignment; however their competencies will not be evaluated.

In consideration of time limitations, the geographic extent of the assignment and the peculiarities of each required work package, the Contractor should demonstrate substantial human resource capacity, proportionate to the workload so as to mitigate negative effects on the pace of implementation. In addition, the key-personnel should provide full-time availability for this contract, if awarded.

The Company shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Company expense.

k. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Prices shall be quoted in USD Dollars.

The milestone activities for which payments will be made as follows:

MILESTONE/DELIVERABLE	Instalment value as share of proposed amount for services
Milestone 1 (related to successful completion of Deliverable 1)	10%
Milestone 2 (related to successful completion of Deliverable 2)	40%
Milestone 3 (related to successful completion of Deliverables 3 and 4)	30%
Milestone 4 (related to successful completion of Deliverable 5)	20%

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Special Conditions of Contract

Not applicable.

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 J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

Proposer Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	I/We 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);
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	Click or tap here to enter text.
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	<p>Tick all that apply and provide supporting documentation:</p> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:

<p>been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</p>

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

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 (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>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)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below referenced 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 Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____
Date: _____

Name of partner:

Signature: _____
Date: _____

Name of partner:

Signature: _____
Date: _____

Name of partner:

Signature: _____
Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

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

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in 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 (state currency)	Contract Identification	Total Contract Amount (state currency)
		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 7 (seven) years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year 2022	Currency: USD	Amount
	Year 2021	Currency: USD	Amount
	Year 2020	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	2020	2021	2022
	<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 (current assets/current liabilities)			

Attached are copies of the audited 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 Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

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

Section 1: Proposer’s qualification, capacity and expertise

1.1 Brief description of the organisation, 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 specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization’s commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer’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, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 A detailed description of the Bidder’s internal technical and quality assurance mechanisms and risks identified, if any.

2.3 A detailed description of the System’s technical functional and non-functional requirements.

2.4 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation 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 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel

Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) Solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal 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.

Currency of the proposal: US Dollars

Table 1: Summary of Overall Prices

Costs	Amount
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
	1 (one) TEAM Leader			
	1 (one) Urban transport specialist			
	1 (one) Traffic engineer			
	1 (one) Economist / finance specialist			
	1 (one) Environmental expert			
	1 (one) GIS / ITS expert			
	1 (one) Local Governance/ Sociology/ public participatory specialist.			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of Measure	Quantity	Unit Price	Total Amount
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				

Subtotal Other Costs:	
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Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Milestone as per Terms of Reference	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1: Submission of Inception Report				
Deliverable 2: Submission of draft Analysis of the current urban mobility situation in Ungheni municipality.				
Deliverable 3: Submission of draft Sustainable Urban Mobility Plan of Ungheni municipality				
Deliverable 4: Public consultation of elaborated SUMP Ungheni				
Deliverable 5: Final Report				
Total Amount of Financial Proposal				