

REQUEST FOR PROPOSAL NO. RFP23/02686

Developing and strengthening pilot cross-Nistru river business clusters

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "Advanced Cross-river Capacities for Trade (AdTrade)" Project, hereby invites prospective proposers to submit a proposal for Developing and strengthening 4 (four) pilot cross-Nistru river business clusters 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-00167.** 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: <u>http://supplier.quantum.</u> <u>partneragencies.org/</u> 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 <u>Supplier Portal Registration Link</u> (<u>https://estm.fa.em2.oraclecloud.</u> <u>com/fscmUl/faces/PrcPosRegisterSupplier?prcBuld=300000127715297& adf.ctrl-</u> <u>state=azywmctp 1& afrLoop=6329722925931702& afrWindowMode=0& afrWindowId=null& afrFS=16& afrMT=scree</u> <u>n& afrMFW=1042& afrMFH=575& afrMFDW=1280& afrMFDH=720& afrMFC=8& afrMFCI=0& afrMFM=0& afrMFR=</u> <u>144& afrMFG=0& afrMFS=0& afrMFO=0</u>) to register a profile in the system.

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: <u>sc.md@undp.org</u>. 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: <u>sc.md@undp.org</u>.

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. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at <u>sc.md@undp.org</u>. 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.

We look forward to receiving your proposal.

UNDP Moldova

Request for Proposal UNDP-MDA-00167



Request for Proposal UNDP-MDA-00167





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1 Overview

1.1 General Information

Title	RFP23/02686: AdTrade/ Develop pilot cross-Nistru river business clusters	
Contact Point	Roman Turcan	
Outcome		
Two Stage Evaluation	Yes	
E-Mail	roman.turcan@undp.org	
Reference Number	RFP23/02686	
Beneficiary Country	MDA	
Introduction		
	REQUEST FOR PROPOSAL NO. RFP23/02686	

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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
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system.

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: <u>sc.md@undp.org</u>. 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: <u>sc.md@undp.org</u>.

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We look forward to receiving your proposal.

UNDP Moldova

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

1.2 Tender Timeline

Preview Date	
Open Date	26/05/23 06:13 AM
Close Date	19/06/23 13:30 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

Rule
Suppliers are allowed to revise their submitted response

1.4 Terms



Negotiation Currency USD

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

Response	Description	Price Precision
Currency		
USD	US Dollar	2
MDL	Moldovan Leu	2



2 Requirements

*Response is required

Dear supplier,

Please review carefully the requirements and questions in this section.

Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).

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

Please note that there are several Sections to be filled in, under the <u>"Requirements"</u> (2) step on the right side the page:



2.1 Section 1. General Provisions

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

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

Target: Have read and understood provisions in BDS

3. Criteria for Evaluation and Contract Award

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

Technical Proposal (60%)

- Bidder's Qualification, Capacity and Experience



- Methodology, Approach and Implementation Plan
- Management Structure and Key Personnel

Financial Proposal (40%)

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

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

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

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

Target: Accept General Conditions of Contract.

*2. Proposal Validity

Do you accept that your proposal is valid for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

Target: Accept Proposal Validity Conditions.

*3. Proposal Forms

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

Target: Proposal Forms Submitted

*4. Company profile

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

Target: Company profile provided

*5. Legal documents

Please provide legal documents including company registration certificate, legal representation, etc.

Target: Legal documents provided

6. Official Letter of Appointment or Power of Attorney

Please provide an Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country or the Power of Attorney.

Response attachments are optional.

7. List of Shareholders and Other Entities Financially Interested in the Firm

Please provide the 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

Response attachments are optional.



8. Quality Certificates

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

Response attachments are optional.

9. Consortium or Subcontracting Agreement

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

*10. Statement of Satisfactory Performance

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

Target: Statement of Satisfactory Performance provided

*11. Financial Statement

Please provide the Financial Statements (Income Statements and Balance Sheets) for the past 3 years (2020, 2021, 2022).

Target: Financial Statements provided

*12. Methodology, Approach and Implementation Plan

Please provide a detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel. The methodology shall also include the proposed detailed technical offer, including description of functional and non-functional requirements, hardware operating restrictions, estimated activities and their duration as well as methodology for providing warranty, maintenance and support services (including owned facilities).

Target: Methodology, Approach and Implementation Plan provided

*13. CVs and Statements of Exclusivity and Availability

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

Target: CVs and Statements of Exclusivity and Availability provided

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1. Evaluation Criteria - Minimum Eligibility

Eligibility will be evaluated on "Pass"/"Fail" basis. If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Eligibility Criteria	Documents to establish compliance	
Legal Status: Proposer is a legally registered entity.	Form D: Proposer Information	
Diversity, Inclusion and Belonging: Proposer	Form D: Proposer Information	



belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission

*2. Compliance with Minimum Eligibility Criteria

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

2.4 Section 4. Evaluation Criteria - Qualification

1. Evaluation Criteria - Qualification

Qualification will be evaluated on "Pass"/"Fail" basis. If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Qualification Criteria	Documents to establish compliance
History of non-performing contracts[1]: Non- performance of a contract did not occur as a result of contractor default within the last 3 years1.	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	



At least 5 years of practical experience in the fields related to local economic development in Moldova. (for consortiums all Parties cumulatively should meet requirement). Experience in implementing at least 3 interventions related to clusters creation and value chains development implemented over the last 5years.	Form F: Eligibility and Qualification Form F: Eligibility and Qualification
(for consortiums all Parties cumulatively should meet requirement).	
Minimum Key Personnel	
 The minimum personnel mandatory for the implementation of the contract: ●€♣ (one) Team Leader ●€♣ (four) Cluster Development Consultants ●€♣ (one) Private Sector Engagement Expert for Transnistrian region The Proposer could consider other personnel if it is required for the successful implementation of the present assignment, however, only the above listed will be evaluated against evaluation criteria in Section 4. 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. 	Attach required documents toForm H: Format for CV of proposed Key Personnel
Financial Standing	
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.	Copy of audited financial statements for the last 3 (three) years – 2020, 2021, 2022 Form F: Eligibility
(For JV/Consortium/Association, all Parties company cumulatively should meet requirement).	and Qualification
Turnover: Proposers should have a minimum	Copy of audited



For JV/Consortium/Association, all Parties company umulatively should meet requirement).	 2020, 2021, 2022. Form F: Eligibility and Qualification
average annual turnover of 130,000 US\$ for the last 3 years.	the last 3 (three) years

*2. Compliance with Minimum Qualification Criteria

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

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set.

Evaluation team will score each criteria based on the information provided in the proposal.

To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

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

|--|

^[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.



	Proposer's qualification, capacity and experience	
1.		300
	Proposed methodology, approach and	
2.	implementation plan	400
	Management structure and key personnel	
3.		300
	Total	1000

Section 1. Proposer's qualification, capacity and experience	Points obtainable
Reputation of Organization and Staff / Credibility / Reliability / Industry Standing (up to max 30 pts.)	30
Extent to which any work would be subcontracted / Certain development processes will be outsourced (no - 30 pts., yes - 0 pts.)	30
At least 2 projects/assignments related to cluster initiation/development/capacity building or value chain development of entrepreneur associations/patronage associations and/or other business agglomerations (2 projects – 50 pts., each additional project – 5 pts., up to max 70 pts.)	70
At least 3 years of experience cooperating with Public Authorities (Central, Local), Public Institutions and Public Agencies in Moldova. <i>Evidence: list of relevant</i> <i>institutions the Company has been cooperating with,</i> <i>including the topic and year must be presented</i> <i>together with the application package</i> (3 years – 50 pts., each additional year – 5 pts., up to max 70 pts.)	70
At least 5 years of experience cooperating with private sector and business associations. <i>Evidence: list of relevant organizations/companies the Company has been cooperating with, including the topic and year must be presented together with the application package</i> (5 years – 40 pts., each additional year – 5 pts., up to max 60 pts.)	60



Working experience with UN Agencies and/or other international organizations (no – 0 pts., yes – 20 pts.)	20
 Organisation Commitment to Sustainability: €€€€€ Grganisation is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points €€€€€€ Grganisation is a member of the UN Global Compact – 5 points €€€€€€€ Grganisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points 	20
Total Section 1	300

Section 2. Proposed methodology approach and implementation plan	Points obtainable
 To what degree does the Proposer understand the task? (up to max 50 pts.): ●∈∈∈the∈ Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 pts. to 50 pts; ●∈∈∈the∈Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 pts. to 40 pts; ●∈∈∈the∈ Proposer has no and/or limited understanding of the assignment. The proposed approach to the TOR but require some adjustments to properly address to the top proposer has no and/or limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts. to 20 pts. 	50
Have the important aspects of the task been addressed in sufficient detail? (up to max 60 pts):	60



 ●eedbeeimportant aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed methodology – 46 pts. to 60 pts; ●eedbeeimportant aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 21 pts. to 45 pts; ●eedbee important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts. to 20 pts. 	
 Are the different components of the project adequately weighted relative to one another? (up to max 40 pts.): ●€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€€	40
 Is the adopted conceptual framework appropriate for the task? (up to max 90 pts): ●€€€€₫₽₽ presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 61 pts. to 90 pts; ●€€₫₽₽ presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts. to 60 pts; ●€€₫₽₽ presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts. to 30 pts. 	90
Is the scope of the task well defined and does it correspond to the TOR? (up to max 90 pts.) ●€€€theescope of the task is well defined and fully corresponds to the ToR – 71 pts. to 90 pts; ●€€theescope of the task is well defined, yet does not fully correspond to the ToR – 31 pts. to 70	90



 pts; ●€€₫beescope of the task is not well defined and does not correspond to the ToR – 0 pts. to 30 pts. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? (up to max 50 pts.) ●€€₫beepresentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 41 pts. to 50 pts; ●€€₫beepresentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 21 pts. to 40 pts; ●€€₫bee presentation is not well structured and doesn't present a clear sequence of activities – 0 pts. to 20 pts. 	50
Were any quality assurance, risk mitigation measures procedures and warranty proposed? (no $-$ 0 pts., yes $-$ 20 pts.).	20
Total Section 2	400

Section 3. Management Structure and Key Personnel					
Team Leader					
University degree in Economics, Management and Business Administration background (University degree – 5 pts.; Master's degree – 10 pts.)	10				
Minimum of 10 years of experience in managing projects related to local and regional economic development, private sector engagement, including similar contracts in terms of services and scope (10	45	115			



		1
years – 20 pts., each additional year – 5 pts,		
up to max 45 pts.)		
Proven experience in the field of cluster		
development (2 projects - 15 pts., each	35	
additional project – 5 pts., up to max 35 pts.)		
Working experience with UN Agencies and/or		
other international organizations (no - 0 pts,	10	
yes – 10 pts.)		
Excellent written and spoken Romanian,		
Russian and English (5 pts. each)	15	
4 (four) Cluster Development Consultants –	(max 30 points for each)	
University degree in Economics, Management		
and Business Administration background or	4	
other relevant field (University degree – 2 pts.;		
Master's degree – 4 pts.)		
Minimum 6 years of experience in consultancy		
services in the field of local and regional	10	120
economic development (6 years – 8 pts., each		
additional year – 1 pt., up to max 10 pts.)		
Working experience in the field of cluster or		
value chain development (1 project - 8 pts.,	10	
each additional project – 1 pt., up to max 10		
pts.)		
Excellent written and spoken Romanian,		
Russian; Knowledge of English language (2	6	
pts. each)		
Private Sector Engagement Expert for Trans	snistrian region	
University degree in Economics, Management		
and Business Administration background	10	
(University degree – 5 pts.; Master's degree –		
10 pts.) Minimum of 5 years of experience in		
Minimum of 5 years of experience in consultancy services in the field of local and	15	
regional economic development (5 years – 8	15	
pts., each additional year – 1 pt., up to max 15 pts.)		65
Working experience with private sector in		
Transnistrian region (3 years – 8 pts., each	18	
additional year -2 pts, up to max 18 pts.)	18	
Working experience with local communities in		
Transnistrian region (3 years – 8 pts., each	16	
	10	
additional year – 2 pts, up to max 16 pts.)		



Fluent in Russian and English; Knowledge of Romanian language (2 pts. each)	6	
	Total Section 3	300

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

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

Target: Cost breakdown provided

2.7 Section I-2.

2.8 Section I-3.



3 Lines

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers. The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to <u>disgualification</u> of the Proposer. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal. Kindly note that bidders are expected to complete both Form J and K and upload these forms under the Commercial Section 6 in "Requirements" as well as complete the item line pricing below including the total proposal amount.

MDL (Moldovan Leu) for local suppliers (Republic of Moldova) and

USD (US Dollars) for international suppliers.

For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange indicated in the portal: <u>https://treasury.un.</u> org/operationalrates/OperationalRates.php

3.1 Line Information

Line	Category Name	ltem	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Task 1: Deliverable 1: 1st Intermediate Progress Report	80101500						



Line	Category Name	ltem	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-Task 2: Deliverable 2: 2nd Intermediate Progress Report	80101500						
3-Task 3: Deliverable 3: 3rd Intermediate Progress Report	80101500						
4-Task 4: Deliverable 4.1: Intermediate Progress Report: Diagnostic Reports of six targeted cross- river clusters, endorsed by the Initiative Groups.	80101500						
5-Task 4: Deliverable 4.2: Intermediate Progress Report: Feasibility study for high potential cluster (including economic and technical feasibility).	80101500						
6-Task 5: Deliverable 5: 5th Intermediate Progress Report	80101500						
7-Task 6: Deliverable 6: 6th Intermediate Progress Report	80101500						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
8-Task 7: Deliverable 7: 7th Intermediate Progress Report	80101500						
9-Task 8: Deliverable 8a: 8th Intermediate Progress Report	80101500						
10-Task 8: Deliverable 8b: 9th Intermediate Progress Report	80101500						
11-Task 8: Deliverable 8c: 10th Intermediate Progress Report	80101500						
12-Task 9: Deliverable 9: 11th Intermediate Progress Report	80101500						