



RfP24/02833: Human Security Project/ The implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism

United Nations Development Programme, hereinafter referred to as UNDP, through **Multidimensional response to emerging human security challenges Project**, hereby invites prospective proposers to submit a proposal for **the implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) no. RfP24/02833.

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
- Form L: Proposal Security

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.

A Pre-bidding conference will take place, as follows:

Time and time zone: 11.00, GMT+2

Date: 28.03.2024

Venue: On-line/Zoom



Meeting URL: <https://undp.zoom.us/j/81464605899?pwd=UzA3V2QrZUpTeXZsZGJmcjdDRzh1dz09>

Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.

The **focal point** for the arrangement is: Serghei Dulghieri, Human Security Project Procurement Associate

e-mail address: serghei.dulghieri@undp.org

Please, confirm your participation by COB one day before the pre-bid meeting to the following email: serghei.dulghieri@undp.org

-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-00434**. 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](#).

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.

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

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



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

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

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

We look forward to receiving your proposal.

UNDP Moldova





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1 Overview

1.1 General Information

Title	RfP24/02833: Non-cash support for capacity building of private sector
Contact Point	Procurement Unit
Outcome	
Two Stage Evaluation	Yes
E-Mail	sc.md@undp.org
Reference Number	RfP24/02833
Beneficiary Country	MDA

Introduction

RfP24/02833: Human Security Project/ The implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism

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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 21/03/24 16:14 PM
Close Date 11/04/24 14:30 PM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
--	-------------

1.4 Terms

Negotiation Currency USD

2 Requirements

**Response is required*

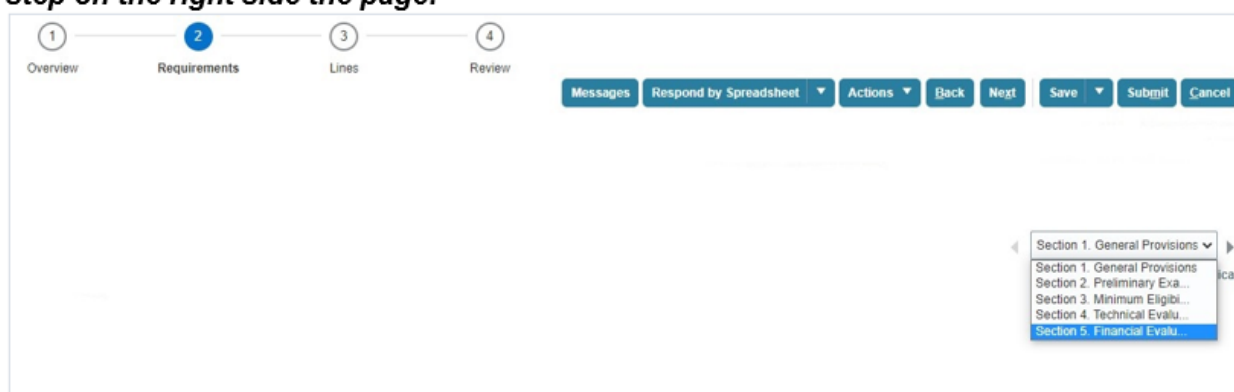
Dear supplier,

Please carefully review 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 "Requirements" (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 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

Technical Proposal (70%)

- Bidder's Qualification, Capacity and Experience



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

Financial Proposal (30%)

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. Form L: Proposal Security**

Please provide the Form L: Proposal Security

***5. 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

***6. Legal documents**

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

Target: Legal documents provided

7. 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.

8. 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.

9. 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.

***10. Statement of Satisfactory Performance**

Please provide the statement of satisfactory performance from the Top two (2) Clients in terms of Contract Value

Target: Statement of Satisfactory Performance provided

***11. Copies of contracts**

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

12. Consortium or Subcontracting Agreement

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

***13. Financial Statement**

Please provide the Financial Statements (Income Statements and Balance Sheets) for the past 2 years (2021, 2022).

Target: Financial Statements provided

***14. 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 and submission of necessary supporting information and documents as per ToR.

Target: Methodology, Approach and Implementation Plan provided

***15. 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



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

***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.

Qualifications Criteria

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's 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 5 years.	Form F: Eligibility and Qualification
Previous Experience	
Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova. <i>(For JV/Consortium/Association, all parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification



<p>At least 2 (two) contracts, with a minimum value each of 350,000 US\$, in local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, MSMEs, social entrepreneurship, other relevant areas) during the last 10 years.</p> <p>List of contracts managed, and their value shall be included in the Proposal.</p> <p>(For JV/Consortium/Association, all parties cumulatively should meet all requirements).</p>	<p>Form F: Eligibility and Qualification</p>
<p>Minimum Key Personnel</p>	
<p>The minimum personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none">• one(one) Team Leader (from leading organization)• one(one) Project Officer• one(one) Trainer• one(one) Financial Officer/Accountant• one(one) Procurement Officer• one(one) Engineer <p>Team Leader should be employed by the Lead Partner.</p> <p>(For JV/Consortium/Association, all</p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal</p>



Parties cumulatively should meet all requirements).	
Financial Standing	
Liquidity: The Ratio Average current assets / Current liabilities over the last 2 (two) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 2 (two) years 2021-2022. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last 2 (two) years. Form F: Eligibility and Qualification
Turnover: Proposers should have annual sales turnover of minimum 400,000 USD for the last 2 (two) years (2021 - 2022). (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last 2 (two) years. Form F: Eligibility and Qualification

[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.



***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.

Summary of Technical Proposal Evaluation Forms

Summary of Technical Proposal Evaluation Forms				Points Obtainable
1.	Proposer's Experience	Qualification, Capacity, and		250
2.	Proposed Implementation Plan	Concept, Methodology, and		390
3.	Management Structure and Key Personnel			360
Total				1000

Section 1. Proposer's Qualification, Capacity and Experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	20

1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> - Age of the lead legal entity (business association, business support organization, NGO with economic/start-up/local development profile, trade chambers, employers' association.) (years – 0 points, 5 years – 10 pts, >5 years – 5 pts for each additional year). <i>Up to maximum 35 pts.</i> - Project management controls (organigram) and approved internal HR procedures (5 pts) 	40
1.3	<p>Relevance of:</p> <ul style="list-style-type: none"> - Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova (5 years – 15 points, 5 pts for each additional year). <i>Up to maximum 50 pts;</i> - Experience in the promotion of business-related education for MSMEs, contributing to the development of the entrepreneurial ecosystem (i.e. hackathons, incubation or acceleration programmes in entrepreneurship or provide financial and expert support to beneficiaries, to assist entrepreneurs into reaching a new growth level of their products/companies) (if no experience – 0 points, 1 project – 20 points, 10 pts for each additional project). <i>Up to maximum 50 pts;</i> - At least three (3) years of experience in funds administration, trainings, providing business support and coaching (3 years – 20 points, 10 pts for each additional year). <i>Up to maximum 70 pts;</i> - Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no- 0 pts). 	190
Total Section 1		250

Section 2. Proposed Methodology Approach, and Implementation plan		Points obtainable
2.1	<p>Does the Methodological approach meet the ToR requirements? Does the Methodological approach include a communication strategy to ensure the visibility of activities?</p> <ul style="list-style-type: none"> - Full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 71 to 90 pts - Satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 36 to 70 pts - 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 35 pts 	90
2.2	<p>Does the Methodological approach demonstrate knowledge and understanding of local business environment and its challenges in, entrepreneurial community development?</p> <ul style="list-style-type: none"> - Full understanding and deep knowledge of the region and challenges in the area of biomass production are well described and addressed into sufficient details – 71 to 80 pts - The understanding and knowledge of the region and challenges in the area of biomass production are somehow addressed without providing many details – 36 to 70 pts - The understanding and knowledge of the region and challenges in the area of biomass production is not addressed at all or only touched upon – 0 pts to 35 pts 	80

2.3	<p>Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations or even improved TOR requirements with updated private sector engagement tools/activities?</p> <ul style="list-style-type: none"> - Contains innovative tools/activities for entrepreneurship skills development – 71-100 pts - Detailed and logical description – 36 to 70 pts - Limited description which requires improvements – 11 to 35 pts - No description or somehow touched upon – 0 to 10 pts 	100
2.4	<p>Does the Methodology and Implementation Plan include a monitoring and evaluation methodology? Is the proposed monitoring and evaluation methodology appropriate to the tasks?</p> <ul style="list-style-type: none"> - The monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 51 to 80 pts - The performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 21 to 50 pts - The performance monitoring and evaluation mechanisms are weak – 0 to 20 pts 	80
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <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 – 26 to 40 pts 	40



	<ul style="list-style-type: none">- The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 16 to 25 pts- The risk assessment and proposed mitigation measures is weak – 0 to 15 pts	
Total Section 2		390

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	Team leader (from lead organization) Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries		
	University degree in Business Administration or other related fields of study (<i>bachelor's degree – 10 pts, MS degree – 15</i>)	15	75
	At least 5 years of professional experience in managing and implementing business development projects/ private sector development/consultancy (<i>5 years – 25 pts, each additional year – 5 pts, up to 35 pts</i>)	35	
	Experience of working with UNDP/UN Agencies/donor's funded projects (<i>yes – 10 pts, no – 0 pts.</i>)	10	
	Proficiency in Romanian and English (<i>Romanian language – 10 pts, English language – 5 pts</i>)	15	

3.2	Project Officer (Responsibilities: implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation)		
	University degree in Business Administration, Economy or other related fields of study (<i>bachelor's degree – 10 pts, MS degree – 15</i>)	15	55
	At least 3 years of professional experience in managing and implementing of project activities in energy, business development, or other related fields (<i>3 years – 20 pts, each additional year – 5 pts, up to 30 pts</i>)	30	
	Proficiency in Romanian language – 10 pts	10	
3.3	Trainer (Responsibilities: capacity building related activities implementation)		
	University degree in energy, energy efficiency, renewable energy sources or other related areas (<i>bachelor's degree – 10 pts, MS degree – 15</i>)	15	60
	Minimum 5 years of relevant professional experience in organizing and leading trainings / workshops in energy efficiency measures and RES and/or business development with a broad range of stakeholders, including representatives of the private sector(<i>5 years –25 pts, each additional year – 5 pts, up to 35 pt</i>)	35	
	Proficiency in Romanian language – 10 pts.	10	
3.4	Financial Officer/Accountant (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries)		
	University degree in finance,	15	55

	economical or a related field of study (<i>bachelor's degree – 10 pts, MS degree – 15</i>)		
	Experience in managing and implementing financial tasks (payments to subcontractors and vendors) in at least 2 donor funded projects (2 projects – 20 pts, each additional project – 5 pts, up to 30 pts)	30	
	Proficiency in Romanian language – 10 pts	10	
3.5	Procurement Officer (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan)		
	University degree in Business Administration, in law, economy or other related fields of study (<i>bachelor's degree – 10 pts, MS degree – 15</i>)	15	
	At least 3 years of practical experience in purchase/acquisitions of goods and services (3 years –20 pts, each additional year – 5 pts, up to 30 pts)	30	55
	Proficiency in Romanian/language – 10 pts	10	
3.6.	Engineer (Responsibilities: Development of technical specifications for equipment, technical evaluation of submitted offers)		
	University degree in energy, electronic, construction engineering field or other related areas (<i>bachelor's degree – 10 pts, MS degree – 15</i>)	15	60
	Minimum 5 years of relevant professional experience in implementation of energy efficiency measures and/or promotion of renewable energy sources projects (5	35	



	<i>years – 25 pts, each additional year – 5 pts, up to 35 pts)</i>		
	Proficiency in Romanian <i>language</i> – 10 pts	10	
Total Section 3			360

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-1.

2.8 Section I-2.

2.9 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 disqualification of the Proposer.

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

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

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Inception Report	80101500						
2-First progress report	80101500						
3-Second progress report	80101500						
4-Third progress report	80101500						
5-Final report	80101500						

