



REQUEST FOR PROPOSAL (RFP)

RfP24/02838: Company to provide services for elaboration of 7 Cyber Security Audits

RFP Reference No.: RfP24/02838

Project: Just Energy Transition/Greening the future

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **Just Energy Transition Project/Greening the future**, hereby invites prospective proposers to submit a proposal for **provision of services for elaboration of 7 Cyber Security Audits** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) no. **RfP24/02838**.

To enable you to submit a proposal, please read the following attached documents carefully.

SECTION 1: LETTER OF INVITATION3

SECTION 2: INSTRUCTIONS TO PROPOSERS

SECTION 3: DATA SHEET (DS)

SECTION 4: EVALUATION CRITERIA

SECTION 5: TERMS OF REFERENCE

SECTION 6: PROPOSAL FORMS

- FORM A: PROPOSAL CONFIRMATION
- FORM B: CHECKLIST
- FORM C: TECHNICAL PROPOSAL SUBMISSION
- FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION
- FORM F: ELIGIBILITY AND QUALIFICATION
- FORM G: FORMAT FOR TECHNICAL PROPOSAL
- 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-00481**. 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

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:</p> <p>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> <ol style="list-style-type: none"> 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; 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,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting 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> <ul 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.
5. Proprietary information	<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>
6. Publicity	<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</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor 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"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ 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.

	<ul style="list-style-type: none"> 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	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.
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>
17. Proposal security	<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.

18. Joint Venture, Consortium or Association	<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 notarized 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>
19. Only one proposal	<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;

	<ul style="list-style-type: none"> • 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.
20. Alternative proposals	<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>
21. Pre-proposal conference	<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>
22. Site inspection	<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 who 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;

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <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>
23. Errors or omissions	<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>
24. Proposers' responsibility to inform themselves	<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-organizational 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. 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>

	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.
26a. Online submission	<p>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. • 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>
27. Deadline for Submission of 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/.</p> <p>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 recognize 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>
28. 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>
29. 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.
30. 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.
31. 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	
32. 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>
33. 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"> Preliminary examination; Evaluation of minimum eligibility and qualification (if pre-qualification is not done); Evaluation of technical proposals; Evaluation of financial proposals.
34. Preliminary examination	<p>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>
35. Evaluation of eligibility and qualification	<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> <ol style="list-style-type: none"> 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; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; 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; They are able to comply fully with the UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and	<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</p>

financial proposals	<p>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> <p><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 60% or 70%) + (FP Rating) x (Weight of FP, e.g., 40% or 30%)</p> </div>
37. Post-qualification/ Due Diligence	<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.
38. Clarification of proposals	<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>
39. Responsiveness of proposal	<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>
40. Nonconformities, reparable errors and omission	<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>
41. Right to accept any proposal and to reject any or all proposals	<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	
42. Award criteria	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.
43. Right to vary requirement at time of award	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.
44. Notification of award	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.
45. Debriefing	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.
46. Publication of contract award	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.
47. 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.
48. 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
49. 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>
50. 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.</p> <p>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>

51. 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.
52. Proposal protest	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. 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
53. 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)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP24/02838: Company to provide services for elaboration of 7 Cyber Security Audits . The services include elaboration of 7 Cyber Security Audits 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 . Deadline for submitting requests for clarifications / questions: 5 (five) working 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 and/or Romanian and/or Russian
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted in 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 exclusive 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
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	Proposals must be submitted directly in Quantum . Allowable manner of submitting proposals: ▪ File Format: PDF files only

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> 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	Deadline for proposal submission is indicated in the portal . In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. It is the responsibility of the bidder to be informed on the tender deadline.
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 70%-30% 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>
20.	Expected date for commencement of contract	22 July 2024
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	Not Required

Ref. Article in Section 2	Data	Specific Instructions / Requirements
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5 % up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Proposal:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile - Detailed description of the enterprise (experience, human resources, managerial and technical capacities in the field, etc.) <input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration <input checked="" type="checkbox"/> Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country <input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2021-2023) <input checked="" type="checkbox"/> At least 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 3 (three) years, by each intended participant <input checked="" type="checkbox"/> A copy of preliminary Agreement in case of Consortium <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) <input checked="" type="checkbox"/> CVs (signed by the envisaged personnel), together with attestation certificates (if applicable) and training attendance certificates (if applicable/ e.g. diplomas, certifications) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Annex 1: Schedule of Requirements / Terms of Reference). Description of the non-key staff involved in the project should be attached, if applicable (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference) <input checked="" type="checkbox"/> Quality Certificates (ISO 27001 and ISO 9001 certifications) valid for at least 6 (six) months from the date of submission of offers)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>☑ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).</p> <p>Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements</p> <p>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</p>

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: Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests (whether through a local branch or office, through a local consortium partner or a local subcontracted consultant or company or other – all relationships to be documented through official documents and valid contracts submitted with the Proposal).	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:	
At least four (4) years of experience in providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management) <i>(For JV/Consortium/Association, Lead company should meet fully the requirement, while the Consortium partners should meet at least 50% of the requirement (have minimum proved experience of two (2) years))</i>	Form F: Eligibility and Qualification
At least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or information management standards and/or frameworks <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
Certification related to quality and security management (ISO 9001 and/or ISO 27001) <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form D: Proposer Information
Minimum Key Personnel:	
The Key personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • Project/Task Manager, mandatorily employed by Lead company (1 expert) • Lead Cybersecurity Expert (1 expert) • Lead ICT Advisor (1 expert) • Infrastructure Expert (1 expert) <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>	Attach required documents to Form H: Format for CV of proposed Key Personnel

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.

Any additional staff should be included in the financial proposal under <u>Other staff</u> but will not be evaluated technically. (For JV/Consortium/Association, all Parties cumulatively should meet requirement.)	
Financial Standing:	
Turnover: Proposers should have average annual sales turnover of minimum USD 210,000 for the last 3 (three) years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	360
3.	Management structure and key personnel	390
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.	Reputation of organisation and staff credibility / reliability / industry standing Organization / Company profile – 25 points: <ul style="list-style-type: none"> The company is a reputable market player with a good standing – 20 pts The company is reputable but lacks a good standing in the field – 10 pts 	20
2.	General organisational 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. <ul style="list-style-type: none"> Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (4 years – 20 pts, 2.5 pts for each additional year, up to 30 pts) Project management support mechanism (no – 0 pts, yes - 10 pts) Project management controls (up to 10 pts) 	50
3.	Relevance of specialised knowledge and experience on similar engagements done in the region / country: <ul style="list-style-type: none"> Have at least four (4) years of experience providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management); (4 years – 20 pts, 10 pts for each additional year, up to 40 pts) At least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or 	160

	<p>information management standards and/or frameworks (3 assignments – 30 pts, 5 pts for each additional assignment, up to 40 pts)</p> <ul style="list-style-type: none"> • Proven experience in implementation of similar projects for state entities is a strong advantage (one project – 15 pts, 5 pts for each additional project up to 30pts) • Proven previous experience in the Republic of Moldova or in the region of Central and Eastern Europe is an advantage (no experience – 0 pts, one project – 10 pts, 5 pts for each additional project up to 25 pts) • Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an asset (no experience – 0 pts, 1 project – 10 pts, 5 pts for each additional project up to 25 pts) 	
4.	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> • Organization is a member of the UN Global Compact -10 pts • Organization demonstrates significant commitment to sustainability through some other means- 10 pts, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) 	20
Total Section 1		250

Section 2. Proposed methodology approach and implementation plan		Points obtainable
1.	<p>To what degree does the Proposer understand the task?</p> <ul style="list-style-type: none"> • the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 61 pts. to 80 pts or, • 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 – 31 pts to 60 pts or, • the 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 30 pts 	80
2.	<p>Have the important aspects of the task been addressed in sufficient detail?</p> <ul style="list-style-type: none"> • the important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed methodology – 61 pts to 90 pts or, • the important aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 31 pts to 60 pts or, • the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts to 30 pts. 	90
3.	<p>Is the adopted conceptual framework appropriate for the task?</p> <ul style="list-style-type: none"> • the presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 66 pts to 100 pts or, • the presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts to 65 pts or, • the presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts to 30 pts, 	100
4.	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?</p>	70

	<ul style="list-style-type: none"> the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 51 pts to 70 pts or, the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 26 pts to 50 pts or, the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 25 pts. 	
5.	<p>Were any quality assurance, risk mitigation measures procedures and warranty proposed?</p> <ul style="list-style-type: none"> no – 0 pts or, up to some extent description – up to 10 pts or, clearly described mechanism/existing proven certification – up to 20 pts. 	20
Total Section 2		360

Section 3. Management Structure and Key Personnel			Points obtainable
1.	Project/Task Manager		130
	University degree or higher in the field of Computer Science and/or Information Technologies, or another relevant technical sciences field (5 pts)	5	
	At least 7 years of professional experience in the field of evaluation, assessment, design and/or implementation of complex infrastructure, IT and cyber security solutions (less than 7 years – 0 pts, 7 years – 25 pts, each additional year – 2.5 pts, up to 30 pts)	30	
	Proven professional experience dealing with cyber security governance, evaluation of ICT infrastructure and IT processes within the public sector in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 15 pts, each additional project – 5 pts, up to 30 pts)	30	
	Experience as Project Manager in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 15 pts, each additional project – 5 pts, up to 25 pts)	25	
	Proven experience in working with Moldovan state/governmental institutions and international development organisations, in at least 2 (two) similar projects (less than 2 projects – 0 pts, 2 projects – 15 pts, each additional project – 5 pts, up to 25 pts)	25	
	Certifications in IT Audit, ICT Governance, IT Service Management and other relevant fields will be a strong advantage (no certification – 0 pts, 1 certificate – 3 pts, 2 certificates – 6, each additional certificate 2 pts, up to 10 pts)	10	
	Proficiency in Romanian and English languages (Each language 2.5 pts, up to max of 5 pts).	5	
2.	Lead Cybersecurity Expert		110
	University degree in areas such as computer sciences, engineering, telecommunications or related fields (5 pts)	5	
	At least 10 years of experience in information technology and/or information security management (less than 10 years – 0 pts, 10 years – 20 pts, each additional year – 2.5 pts, up to 25 pts)	25	
	Proven experience in implementation and/or provision consultancy/advisory services related to assessment of ICT and cyber security processes and tools (at least 3 projects) (less than 3 projects – 0 pts, 3 projects – 20 pts, each additional project – 5 pts, up to 30 pts)	30	
	Good understanding of national cybersecurity ecosystem and legislative framework (at least 3 projects related to review of institutional frameworks and provision of recommendations related to alignments to cybersecurity	20	

	ecosystem and legislative framework) (less than 3 projects – 0 pts, 3 projects – 15pts, each additional project – 2.5 pts, up to 20 pts)		
	Proven experience within the public sector in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 2.5 pts, up to 15pts)	15	
	Certifications CISSP and CISM or similar (no certification – 0 pts, 1 certificate – 3 pts, 2 certificates – 6, each additional certificate 2 pts, up to 10 pts)	10	
	Proficiency in Romanian and English languages (Each language 2.5 pts, up to max of 5 pts).	5	
3.	Lead ICT advisor		75
	Master's Degree (or 5 years university degree) in IT management, Computer Sciences, computer engineering or other relevant discipline (5 pts)	5	
	At least 7 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems (less than 7 years – 0 pts, 7 years – 15 pts, each additional year – 2.5 pts, up to 20 pts)	20	
	Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructure (less than 3 track records – 0 pts, 3 track records – 10 pts, each additional track record – 5 pts, up to 20 pts)	20	
	Previous proven experience (at least 2 track records) in carrying out and/or managing projects related to development of strategic documents connected to the ITC area (less than 2 projects – 0 pts, 2 projects – 10 pts, each additional project – 2.5 pts, up to 15 pts)	15	
	Working experience with government institutions is a strong advantage (yes – 5 pts, no - 0 pts)	5	
	Previous working experience with international organizations, including UN Agencies, USAID, World Bank, E Governance Agency will be an advantage (yes – 5 pts, no - 0 pts)	5	
	Proficiency in Romanian and English languages (Each language 2.5 pts, up to max of 5 pts).	5	
4.	Infrastructure expert		75
	University degree in areas such as computer sciences, engineering, telecommunications or related (5 pts)	5	
	At least 10 years of progressive experience in ICT sector (less than 10 years – 0 pts, 10 years – 15 pts, each additional year – 2.5 pts, up to 20 pts)	20	
	At least 5 years of work experience as managing/leading expert for complex ICT and infrastructure solution audit and/or implementation projects (less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 2.5 pts, up to 15 pts)	15	
	Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructures (less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 5 pts, up to 30 pts)	30	
	Proficiency in Romanian and English languages (Each language 2.5 pts, up to max of 5 pts).	5	
Total Section 3			390

SECTION 5. TERMS OF REFERENCE

I. BACKGROUND

The “Accelerating a Just Energy Transition in Republic of Moldova” Programme/Greening the future aims to drive a comprehensive and systemic just energy transition in the Republic of Moldova, effectively addressing the root causes of the energy crisis. It strives to promote sustainable development and ensure equitable access to affordable, reliable, and sustainable energy for all individuals and communities in the country.

The Programme aims to achieve five key ambitions/components, co-designed with energy stakeholders:

1. Accelerate Energy Diversification and Efficiency
2. Decarbonize Industries and Economic Sectors
3. Foster Sustainable Consumption Patterns
4. Strengthen Inclusive Energy Governance
5. Address Energy Vulnerability and Promoting Resilience

Specifically, one of the Programme’s actions relates to the implementation of short-to-medium-term energy efficiency measures in the residential sector aimed at achieving energy savings and flattening the national consumption curve. This will be accomplished through the deployment of a Smart Meters Pilot initiative, which aims to support up to 35,000 consumers whose consumption is above the median and who fall into very high or high vulnerability groups. The initiative involves installing smart meters to pilot a program designed to reduce peak hour electricity consumption.

By the end of 2023 the Republic of Moldova is obliged to transpose the legal provisions on the designation of the electricity market operator, which implies the creation of the day ahead and intraday market. As a result, the price of electricity will become more dynamic, depending on the hours of consumption. These changes dictate the need to measure hourly consumption and implement differentiated hourly tariffs using digitalized solutions for energy metering.

Efforts to flatten the consumption curve require a range of detailed data on the structure of consumption and the creation of consumer profiles. To promote a consumer culture, informing the consumer is a primary objective, impossible to achieve without a robust digital infrastructure capable of facing the challenges.

The permanent analysis of the impact of balancing, transport and distribution costs on electricity tariffs becomes a mandatory condition, which can only be fulfilled with the implementation of a data-level interoperation mechanism of all market actors.

In this context, Cybersecurity has become a vital element in the digital infrastructure of stakeholders within the energy sector, necessary for sustainability, security, and growth, whether they are private or public entities.

This is an area of concern, particularly for critical national infrastructure such as the energy sector in the Republic of Moldova. The rise in digital data generation heightens the risk of cyberattacks, further exacerbated by the regional geopolitical climate and the conflict in Ukraine, underscoring the energy infrastructure’s vulnerability to attacks aiming to disrupt energy supply chains for government, civilian, and industrial sectors, potentially on a national scale.

The United Nations Development Programme (UNDP) is assisting the Ministry of Energy and other stakeholders to enhance cyber threat resilience and promote awareness and engagement among sector entities. This includes conducting cybersecurity audits for energy sector entities of critical importance.

The importance of the reliability and redundancy of existing ICT, and OT/SCADA infrastructures within energy sector institutions is of concern and there is a pressing need for modernization and the implementation of advanced security measures to ensure information and cyber security. These measures should adhere to the latest and most stringent international and EU NIS standards in information and communication technology. The focus extends beyond digital safeguards to include the physical security of critical energy infrastructure, necessitating sustained investment over a medium to long-term horizon.

The anticipated outcomes of the cybersecurity audit are as follows:

1. Increased institutional capacity to mitigate severe cyberattacks through the adoption of best practices for protecting networks and critical resources (ICT and OT/SCADA) against unauthorized access, damage, or data loss.
2. Enhanced accountability and focus on cybersecurity within top management, integrating it into annual operational plans and allocating necessary financial resources for implementing audit findings and recommendations.
3. Heightened awareness among department heads of dependencies on ICT/OT security risks, ensuring the continuity of operations through comprehensive activities and measures specific to the energy sector, which currently relies on the robust functioning of ICT/OT solutions.
4. Cybersecurity is required for functional operation of IT departments, with the management and effective sharing of information resources crucial for maintaining legal and regulatory compliance, entity reputation, staff online safety, and supporting the strategy to deliver high-quality and reliable energy services.
5. Cybersecurity training and certification for ICT staff should establish a uniform approach to information security management, preserving the confidentiality, integrity, and availability of information assets in line with policies and legal/regulatory requirements.

The execution of cybersecurity audits within energy sector entities aligns with national legal frameworks:

- Law no. 48/2023 on Cybersecurity explicitly mandates that service providers in critical sectors or sub-sectors managing critical infrastructure apply and verify security measures, including through security audits, and document those verifications.
- Government Decision no. 650/2023 on the Digital Transformation Strategy of the Republic of Moldova for 2023-2030 aims to enhance digital technology capabilities and promote their application in public interest areas and the private sector. This includes the energy sector, with a specific focus on transforming the national electricity network into a smart grid and implementing smart meters to improve energy efficiency and inform policy and regulatory decisions in the energy field.

II. SCOPE OF WORK

The UNDP in support to the **Beneficiary** of the Programme (Government of the Republic of Moldova represented by the Central Administrative Authority "Public Property Agency (PPA)" jointly with the "Ministry of Energy (MEn)" which is the central body responsible for the energy policy of the State) is looking for a company (**Contractor**) in the field of Cyber Security, to provide Cyber Security Audit Services within the **entities** (with the participation of the State as founder) in the energy sector of the Republic of Moldova.

Below is the list of entities that will be the subject of the security audit:

Entity (energy sector) name	Website	Address	ICT environment	OT/SCADA environment
1. CET-Nord S.A.	https://cet-nord.md/en/	Stefan cel Mare St 168, MD-3100, Bălți	Yes	Yes
2. RED-Nord S.A.	https://rednord.md/index.php/ro/	m. Bălți, str. Ștefan cel Mare, 180 "A"	Yes	Yes
3. FEE-Nord S.A.	https://fee-nord.md/	mun. Bălți, str. Strîi, 17A	Yes	N/A
4. Termoelectrica S.A.	https://termoelectrica.md/	Tudor Vladimirescu St 6, MD-2024, Chișinău	Yes	Yes
5. Energocom S.A.	https://energocom.md/	Alexander Pushkin St 26, MD-2012, Chișinău	Yes	N/A

6. Î.S. Moldelectrica	https://moldelectrica.md/ro/	Strada Vasile Alecsandri 78, Chişinău	Yes	Yes
7. Î.S. "Nodul Hidroenergetic Costeşti"	https://nhec.md/	MD-5617, Republica Moldova, r-l Rîşcani, or. Costeşti	Yes	Yes

The UNDP will determine the priority order for conducting cybersecurity audits at specific entities during the contract signing phase. This prioritization will preliminarily consider the sequence as listed in the table provided above.

Tasks:

The Contractor's activity, according to the specifications established by UNDP in this frame of reference, will consist of the following activities:

1. Entity staff interviews: Discussions with relevant staff to assess security awareness and practices;
2. Current security assessment: Examining existing security infrastructure and identifying vulnerabilities;
3. Technical audit: Penetration testing, auditing of security configurations and evaluation of technical controls;
4. Compliance review: Checking compliance with relevant legislation and standards;
5. Processes and policies assessment: Reviewing cybersecurity policies, procedures, and management practices;
6. Reporting and recommendations: the evaluation will conclude with a detailed report that includes the findings, positive and negative points, as well as recommendations for remediation and improvement of cyber security by modernizing and implementing the components of the technological stack necessary for each entity and for the environment (layer) the technology platform on which the centralized cyber security solutions of the unique cyber security shield will run.

Minimum mandatory methodological and required audit activities:

1. Architecture audit

The team of audit experts will audit the following:

- architectural diagrams;
- business flows;
- traffic filtering rules;
- equipment configuration;
- interconnections with third-party resources and networks or the Internet;
- risk analyzes of networks and IT systems;
- technical architecture documents related to the audit target.

Specific activities for architecture audit:

- Identify and collect network architecture and equipment elements to be audited;
- Auditing the configuration of previously chosen network equipment;
- Development of tools adapted to the audit targets, if necessary;
- Conducting interviews with network administrators;
- Identification of vulnerabilities present in the architecture and configuration of the audited equipment;
- Formulation of appropriate recommendations for the remediation of risks arising from discovered vulnerabilities.

2. Configuration audit

The audit experts will check the security of the configurations respectively:

- wired and wireless network equipment,
- security equipment,
- operating systems,
- database management systems,
- infrastructure services,
- application servers,
- workstations,
- telephone equipment.

Specific activities for the configuration audit:

- Selection by survey or with the agreement of the beneficiary of some representative elements from the infrastructure for audit;
- Identification and collection of network equipment configuration items to be audited;
- Auditing the configuration of previously chosen network equipment by implementing configuration scanning tools agreed with the client;
- Conducting interviews with system and/or application administrators;
- Identification of the vulnerabilities present in the configuration of the audited elements;
- Formulation of appropriate recommendations for the remediation of risks arising from discovered vulnerabilities.

3. Organizational security audit

The team of audit experts will perform the following:

- Analyzes the security organization of networks and IT systems based on technical standards, in accordance with the minimum-security requirements applicable according to the EU NIS Directive;
- Analyzes the security governance in the organization, the internal framework formed by the Security policy, regulations and internal norms;
- Evaluates personnel security checks (HR checks, periodic security awareness courses for employees, and others);
- Integrates the analysis of the elements related to the security of the physical aspects of networks and information systems, in particular, the protection of spaces that host components of networks and information systems and audited data/information or access control to these components;
- Auditing of previously chosen processes and locations;
- Conducting interviews with process managers and security managers;
- Identification of vulnerabilities present in the processes and physical architecture of the audited sites;
- Formulation of appropriate recommendations for the remediation of risks arising from discovered vulnerabilities.

4. Audit of industrial control systems

The cyber security auditor must carry out the following activities within the industrial control system (OT - operational technology) and, where applicable, its control center (SCADA):

- Understanding of the ICS(Industrial control system) / SCADA(Supervisory Control And Data Acquisition) environment: Familiarization with technical specifications, process flows and system architecture;
- Collection of relevant documentation: Operational procedures, network diagram, security policies, incident reports;
- Evaluation of network separation: Verification of effective separation between IT and OT networks;
- Architecture component analysis: Identifying and evaluating all system components, including servers, network devices and workstations;
- Evaluation of physical security measures: Inspection of physical access to critical equipment;
- Verifying security configurations: Assessing hardware and software configurations to ensure they conform to best practices;
- Analysis of patches and security updates: Checking the management of patches and security updates for all system components;

- Network security assessment: Analysis of communication protocols, data encryption and security of wireless connections;
- Network access control inspection: Verification of authentication, authorization and monitoring of network access;
- Evaluation of security policies: Analysis of cyber and physical security policies and procedures;
- Verification of physical security measures: Inspection of physical security measures, including access control, monitoring and perimeter security.

In accordance with the principles of the NIS framework (EU Directive NIS - <https://www.enisa.europa.eu/topics/cybersecurity-policy/nis-directive-new>) of conducting the cyber security audit, which will be presented in the technical offer, the Contractor will develop the Activity plan and the project vision regarding the performance of the services. To monitor progress, the Contractor will submit periodic performance reports for each stage and to ensure adequate implementation services within the proposed timeframes.

Confidentiality: All interested parties (UNDP, Beneficiary, Energy Sector Entities and Contractor) will assume responsibility for ensuring confidentiality regarding:

- any request for information;
- any problem encountered during the request operation;
- information/documents provided by entities in the energy sector that will be subject to audit and/or

Beneficiary in accordance with the provisions of these Specifications and the future Contract with the Contractor.

The information, data and documents provided by the energy sector entities that will be audited and/or the Beneficiary for the implementation of the provisions of these Specifications may be transmitted to third parties exclusively under the conditions established by the law of the Republic of Moldova.

After signing the contract for cyber security audit services within the entities (with the participation of the State as the founder) in the energy sector of the Republic of Moldova, separate confidentiality agreements (non-disclosure agreements) must be signed between each entity subject to the audit with the Contractor (legal entity), supplemented by confidentiality statements duly signed by the contractor's technical experts.

For reasons of optimization and efficiency of resources and time, the Contractor will carry out (where applicable) the interviews and audit sessions, by applying the means of online video-conferencing (such as - MS Teams, Zoom) whenever necessary, in this sense no limitations have been established as to the number and duration of progress, which must be coordinated and agreed as acceptable and reasonable by the parties (Contractor and entity subject to audit).

In order to maintain a consistency of the exchange of information and subsequent opposition, in case of discrepant opinions and statements on the content of the information exchanged between the Parties involved directly in the security audit process (the Contractor and Entities from the energy sector), the video-conference sessions are will be subject to registration. The records will be managed by the Contractor to support the results of the activity (what was identified and the resulting recommendations). However, immediately after the presentation of the deliverables and acceptance of the audit results by the Entity subject to the audit, the Contractor will hand over the recordings of the online sessions to the Entity that was audited, and will ensure the destruction of any recordings that he had during the audit activities in compliance with the clauses non-disclosure of information/records/results, etc. to third parties.

Online video-conference sessions are not applicable to physical inspections of ICT/OT(SCADA) infrastructure objectives and correspondingly neither to penetration tests, the performance of which will categorically not be allowed to be carried out remotely. Penetration tests will be carried out in physical presence at the headquarters of the audited entity and in the presence of security and ICT managers within the entity.

III. MILESTONES AND TASKS

In this activity, the Contractor will present the following deliverables:

- 1) **Cyber Security Audit Reportings:** Cyber Security audit services will conclude with a detailed, separate report for each audited energy sector entity that includes at least:

- a) **Presentation of the general framework:** Relevant information about the date on which the audit mission was carried out, the date of the report, the locations audited, the list of IT/OT systems audited, the objectives, and any relevant information regarding the technical context of the audit will be specified;
- b) **Audit executive presentation:** A summary for senior management, highlighting key issues and urgent needs for action;
- c) **Penetration testing executive presentation:** This section will present the results of penetration testing and vulnerabilities scanning along with their risk level;
- d) **Annexes to the Reports:**
 - a. **Technical annex audit:** In this section, each audited control will be presented in detail, with details on the level of compliance, the records (evidence) identified on site, the level of risk, and the recommended corrective measures.
 - b. **Technical annex penetration tests:** This annex will include the report of penetration tests performed in the audited entity's infrastructure, vulnerability scans and other practical activities to identify vulnerabilities. This appendix shall include at least a technical detail for each vulnerability identified as such:
 - i. General description of the vulnerability,
 - ii. Risk evaluation,
 - iii. Technical description,
 - iv. Remedial recommendations.
- 2) **A) Recommendations (institutional specific):** to remedy and improve cyber security by developing and implementing minimum mandatory policy documents and regulations, specific training for ICT staff and security managers;
B) Technological modernization recommendations: for the technological remediation and improvement of cyber security by modernizing and implementing the components of the technological stack (antivirus, SIEM, DLP, firewalls, etc.) required for each individual entity;
C) Compatibility recommendations for SOC integration: for the technological platform environment (layer) that will be managed in the future by a SOC (Security Operation Center) service provider, for the subsequent realization of centralized security through the unique cyber security shield;
D) Other recommendations (as appropriate) that will be appropriate following findings during the security audit and not specified as deliverables above;
- 3) **Cyber Security Enhancement Plan of Measures:** The measures plan will contain concrete and detailed recommendations to remedy the identified problems and improve cyber security. For those beneficiaries that have both IT and OT/SCADA infrastructures, the measure plan will also include a classification for each individual measure, if it is applicable to the IT infrastructure, to OT/SCADA, or to both.

All reports, recommendations and relevant documents accompanying them shall become the property of the audited entity which reserves the right to further use them.

The Contractor will provide these documents in electronic format both to the audited entity and to the beneficiary accompanied by a handover document.

All documents prepared by the Contractor will be in Romanian and English.

04. REPORTING REQUIREMENTS:

The following reports will be presented during the contractor's activity/elaboration process of the cyber security audits:

- a) For each stage according to the Activity Plan, a report will be produced containing what was planned-estimated, what was de facto achieved, as well as proposals for further improvement actions.

05. DELIVERY REQUIREMENTS:

The estimated period for carrying out the tasks provided for in the cyber security audit services contract within the entities (with the participation of the State as the founder) in the energy sector of the Republic of Moldova is a maximum of **8 calendar months** from the date of signing the Contract.

06. INSTITUTIONAL ARRANGEMENTS:

The UNDP is responsible for all administrative and procedural aspects, contractual and financial management, including acceptance and payment for deliverables/reports required by the Contract, overall project responsibilities and effective coordination with the final **Beneficiary** - PPA and MEn, other involved parties: energy sector entities subject to audit, etc.

The UNDP in cooperation with the **Beneficiaries**: PPA and MEn will designate, as appropriate, the project managers, who will coordinate and provide support on all aspects related to the technical elements of the Contract.

The Contractor will ensure adequate working conditions (working space/offices for experts, office equipment, computers, communication networks, etc.) and adequate services for its staff during the assignment implementation.

The Contractor will be responsible for the day-to-day management of the project team and the availability of all necessary resources.

The Contractor will participate at the activity launch (1 kick-off event) session in coordination and organized by the **UNDP** and Beneficiary. This event can be held either online (video conferencing via MS Teams, ZOOM or similar platforms) or offline (physical presence) as agreed upon by all involved stakeholders, considering the availability of their representatives for an in-person meeting and the number of parties involved. **The contractor will be responsible for covering travel costs associated with the project, including travel for the presentation of audit findings and recommendations.** These costs should be clearly included in the contractor's financial proposal.

Expected minimum number of visits of the Contractor to each entity for activities as described in the compartment 02. PURPOSE, OBJECTIVES AND TASKS INCLUDING METHODOLOGICAL GUIDELINES, as follows:

- 1) Entities that have only ICT environment - minimum 2 visits (with physical presence) required,
- 2) Entities that have both ICT and OT/SCADA environments - minimum 3 visits (with physical presence) required.

However, if the Contractor considers that due to proposed methodologies and standards, the number of visits must be more than the minimum required by present document, the prospect number of visits (with physical presence) to the entity's premises should be indicated and reflected accordingly in the technical and financial offer, as well in the Activity plan and project vision as consequence.

The language of communication and presentation of the deliverables will be Romanian (mandatory) and English. Costs for ensuring translation from English to Romanian or viceversa, if applicable, shall be covered by the Contractor and therefore reflected in the financial offer.

In its activity, the **Contractor** will be supervised by the UNDP's project manager and project's expert (s) on cyber security and digital infrastructure, reporting to the appointed representatives of the **UNDP** and the **Beneficiary** (PPA and MEn).

07. PAYMENT ARRANGEMENTS AND PAYMENT SCHEDULE:

The payments will be performed in tranches, upon approval of the provided deliverables by the Project Manager and acceptance by the Beneficiaries (PPA and MEn), entities subject to the auditing and endorsed by UNDP EECC Programme Specialist.

Deliverables	Maximum Deadlines	In installments, separately for each audited entity
a. Cyber Security Audit Reportings – for each entity *: a) Presentation of the general framework, b) Audit executive presentation, c) Penetration testing executive presentation, d) Annexes to the Reports.	<u>5 months*</u>	50%
b. Recommendations – for each entity *: a) institutional specific, b) technological modernization,	<u>7 months*</u>	40%

c) compatibility for SOC integration, d) other (if applicable).		
c. Cyber Security Enhancement Plan of Measures – for each entity*	<u>8 months*</u>	10%

* in accordance with detailed description of Deliverables compartment.

SECTION 6: 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 A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference **RfP24/02838**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO , we are unable to submit a competitive proposal for the requested services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at the moment
<input type="checkbox"/>	The requested services are not available at the moment
<input type="checkbox"/>	We cannot meet the requested terms of reference
<input type="checkbox"/>	The information provided for proposal purposes is insufficient
<input type="checkbox"/>	Your RFP is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your requirement is too small
<input type="checkbox"/>	Our capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)

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:	RfP24/02838		

We, the undersigned, offer to supply the services required for elaboration of 7 Cyber Security Audits. 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 Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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 or any other international Organization.
<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.



Yes	No	
<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 authorized by the Organization to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM D: PROPOSER INFORMATION

RFP Reference	RfP24/02838
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.
Certification related to quality and security management (ISO 9001 and/or ISO 27001) (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):	Tick all that apply and provide supporting documentation: <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.
<p>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have 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>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> <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:	RfP24/02838		

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 (<i>address, telephone numbers, fax numbers, e-mail address</i>)	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.

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)	Click or tap here to enter text.
--	----------------------------------

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:	RfP24/02838		

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 3 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 four (4) 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 (please insert currency)	Period of activity and status (month, year)	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 2 (two) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year 2023	Currency: USD	Amount
	Year 2022	Currency: USD	Amount
	Year 2021	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 2 years		
	2021	2022	2023
	<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:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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:	RfP24/02838		

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.

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:	RfP24/02838		

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:	RfP24/02838		

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: _____

[Official stamp of the Bidder]



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:	RfP24/02838		

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).

Name: _____
Title: _____
Date: _____
Signature: _____

[Official stamp of the Bidder]

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:	RfP24/02838		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.**

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

Currency of the proposal: US Dollars

Table 1: Cost Breakdown per Deliverables*

**Basis for payment of instalments*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (USD) (Lump Sum, All Inclusive, VAT 0%)
1	Cyber Security Audit Reportings – for each entity: <ul style="list-style-type: none"> Presentation of the general framework, Audit executive presentation, Penetration testing executive presentation, Annexes to the Reports. 	50%	
2	Recommendations – for each entity: <ul style="list-style-type: none"> institutional specific, technological modernization, compatibility for SOC integration, other (if applicable). 	40%	
3	Cyber Security Enhancement Plan of Measures – for each entity	10%	
Total		100%	USD

Table 2: Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services and amend the Contract.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in USD\$ (VAT 0%)	Total Price in USD\$ per budget line (VAT 0%)
I. Personnel Services				
1. Key personnel**				
a) Project/Task Manager (minimum 1 person)	Working days			
b) Lead Cybersecurity Expert (minimum 1 person)	Working days			

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in USD\$ VAT 0%)	Total Price in USD\$ per budget line VAT 0%)
c) Lead ICT Advisor (minimum 1 person)	Working days			
d) Infrastructure Expert (minimum 1 person)	Working days			
Subtotal I.1				
Non-key personnel**				
<i>Other staff needed for specific activities proposed in methodology, if any (e.g. Administrative/Logistics Assistant)</i>	Working days			
Subtotal I.2				
Sub-total – Personnel Services (1)				
II. Administrative Costs				
International flights (if applicable)	Return trip			
Subsistence allowance (if applicable)	Day			
Local transportation costs	Lump sum			
Translation / Interpretation costs				
Other costs (specify)				
<i>Other, if relevant</i>				
Subtotal II.1				
Sub-total – Administrative costs (2)				
TOTAL BUDGET (1+2)				

* Please adjust the table as per your technical proposal. You may add/delete any budget sub-categories which are relevant to your technical proposal.