



INVITATION TO BID (ITB)

ItB24/02940: Supply of IT Equipment and ICT services for the Ministry of Justice

Project: “Strengthening the capacities of the Ministry of Justice of Moldova to deliver on the justice reform mandate” (SMJ)

Country: Moldova, Republic of

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **UNDP “Strengthening the capacities of the Ministry of Justice of Moldova to deliver on the justice reform mandate” (SMJ) Project** hereby invites prospective bidders to submit a bid for **ItB24/02940 “Supply of IT Equipment and ICT services for the Ministry of Justice”** in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

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

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule

When preparing your bid, please be guided by the ITB Instructions and Data Sheet. Please note that bids must be submitted directly in the system responding to the questions and uploading required documents by the deadline for submission of bids (date and time), indicated in the online system. System will not accept submission of any bid after that date and time. It is your responsibility to ensure that your bid is submitted before the deadline. Bids received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Bids must be submitted directly in 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).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00596** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

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 bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Invitation to Bid, Schedule of Requirements 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 bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid 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.

Thank you and we look forward to receiving your bid.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL PROVISIONS	
<p>1. Scope</p>	<p>Bidders are invited to submit a bid for the UNDP Project specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (ITB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this ITB, including any amendment made in writing by UNDP. This ITB is conducted in accordance with Policies and Procedures of UNDP which can be accessed at https://popp.undp.org/SitePages/POPPRoot.aspx .</p>
<p>2. Interpretation of the ITB</p>	<p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by UNDP. UNDP is under no obligation to award a contract to any bidder as a result of this ITB.</p>
<p>3. Supplier Code of Conduct</p>	<p>All bidders 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>The bidder must acknowledge that UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices.</p> <p>UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p> <p>In pursuance of this policy, UNDP:</p> <ul style="list-style-type: none"> (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<p>4. Eligible bidders/Conflict of Interest</p>	<p>Bidders shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder it is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process 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 conflict exists.</p> <p>Similarly, the Bidders must disclose in their Bid 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 who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and

	<p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids 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 ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> <p>Bidders shall not be eligible to submit a bid if at the time of bid 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. Eligible goods, works and services	<p>All goods, works and/or services to be supplied under the contract shall have their origin in any country with the exception of the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services.</p> <p>For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>The origin of goods, works and services is distinct from the nationality of the bidder.</p>
6. Proprietary information	<p>The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by UNDP are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to bidders shall remain the property of UNDP. All documents which may form part of the bid will become the property of UNDP, who will not be required to return them to your firm.</p>
7. Publicity	<p>During the ITB process, a bidder is not permitted to create any publicity in connection with the ITB.</p>
SOLICITATION DOCUMENTS	
8. Clarification of solicitation documents	<p>Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the bids, unless UNDP deems that such an extension is justified and necessary.</p>
9. Amendment of solicitation documents	<p>At any time prior to the deadline of bid submission, UNDP may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, UNDP may extend the Deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>

PREPARATION OF BIDS	
10. Cost of preparation of bid	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
11. Language	The bid, as well as any and all related correspondence exchanged by the bidder and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
12. Documents comprising the bid	The bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet: a) Documents establishing the eligibility and qualifications of the bidder; b) Technical bid c) Price Schedule d) Bid Security (if required) e) Advance Payment Guarantee (if required) f) Performance Security (if required) g) Any attachments and/or appendices to the bid.
13. Documents establishing eligibility and qualifications of the bidder	The bidder 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 bidder, its qualifications must be documented to UNDP's satisfaction.
14. Technical bid	The bidder is required to submit a technical bid using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
15. Price Schedule	The Price Schedule shall be prepared using the Form provided in Section 7 and taking into consideration the requirements in the ITB. The prices and discounts quoted by the bidder shall conform to the requirements specified below. <ul style="list-style-type: none"> • All items and lots (if applicable) must be listed and priced separately. • The price to be quoted shall be the total price of the bid, excluding any discounts offered. • The bidder shall quote any unconditional discounts and indicate the method for their application. • The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination is specified in Section 5: Schedule of Requirements. • Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero. • If indicated in Section 3: Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.
16. Bid currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids: <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the bid into the UNDP preferred currency, in accordance with the prevailing UN Operational Rate of Exchange on UNDP; and • In the event that UNDP selects a bid 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.

<p>17. Duties and taxes</p>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All bids shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.</p>
<p>18. Bid validity period</p>	<p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid 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 bid validity period, UNDP may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing, and shall be considered integral to the bid.</p> <p>If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid, but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 19 (Bid security) in all respects.</p> <p>The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.</p>
<p>19. Bid Security</p>	<p>A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.</p> <p>The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer shall be rejected.</p> <p>If the bid security amount or its validity period is found to be less than is required by UNDP, UNDP shall reject the bid.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNDP pursuant to Article 18 (Bid Validity Period).</p> <p>The bid security may be forfeited by UNDP, and the bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> • If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or; • In the event the successful bidder 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 bidder.
<p>20. Joint Venture, Consortium or Association</p>	<p>If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:</p> <ul style="list-style-type: none"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; 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 bid, 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 bid is the bid 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 21 (Only one Bid) herein in respect of submitting only one bid.</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 ITB, both in the bid 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>
<p>21. Only one bid</p>	<p>The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders 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 ITB; 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 bid of another bidder regarding this ITB process; • they are subcontractors to each other’s bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
<p>22. Alternative bids</p>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the ITB 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 bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”. If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>
<p>23. Pre-bid conference</p>	<p>When appropriate, a pre-bid 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-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB.</p>

	<p>If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder.</p> <p>UNDP will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 41 (Clarification of Bids).</p> <p>The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility) bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-bid 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 ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.</p>
<p>24. Site inspection</p>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB.</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 bidder.</p> <p>Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.</p> <p>Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. <p>will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 8 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 26 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<p>25. Errors or omissions</p>	<p>Bidders shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<p>26. Bidders responsibility to inform themselves</p>	<p>Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they:</p> <ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB; • review the ITB 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;

	<ul style="list-style-type: none"> • verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any Pre-bid conference or site inspection if it is mandatory under this ITB; • 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 goods, works and/or services; and • form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid. <p>Bidders 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 ITB or any other information provided to the bidders.</p>
27. No material change(s) in circumstances	<p>The bidder shall inform UNDP of any change(s) of circumstances arising during the ITB process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors; • a change to any information on which UNDP may rely in assessing bids.
SUBMISSION AND OPENING OF BIDS	
28. Instruction for bid submission	<p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the UNDP General Conditions of Contract.</p> <p>Electronic submission through the portal, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.
29. Deadline for bid submission	<p>Complete bids 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 Bid should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. UNDP shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognise the actual date and time that the bid was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 Amendment of solicitation documents. In this case, all rights and obligations of UNDP and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
30. Withdrawal, substitution and modification of bids	<p>A bidder may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to UNDP, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective</p>

	<p>written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as “WITHDRAWAL”, “SUBSTITUTION” OR “MODIFICATION”.</p> <p>However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by UNDP for the entire bid validity period, as may be extended.</p> <p>Quantum: A Bidder may modify its Bid by revising the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly revise and submit a modification of the Bid as needed. Detailed instructions on how to revise a Bid directly in the system are provided in the Bidder User Guide.</p>
31. Storage of bids	Bidders are encouraged to submit their bid in good time to avoid last minute challenges. Bids submitted in the supplier portal are kept confidential and secure by the system and no one in the organization has access to such information until deadline has passed and bids have been opened.
32. Bid opening	Once deadline has passed, bids will be opened for evaluation as per the UNDP evaluation procedures. If Public Bid Opening is provisioned, a Public Bid Opening report will be sent automatically by the system to all bidders who have posted a successful bid indicating names of the companies and their total bid price.
33. Late bids	<p>In exceptional circumstances, bid received outside portal within or after deadline may be accepted if it is determined that it was due to factors not reasonably foreseen by the bidder or was due to force majeure.</p> <p>Such bids received by UNDP will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned bidding documents.</p>
EVALUATION OF BIDS	
34. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a bidder or anyone on behalf of the bidder to influence UNDP in the examination, evaluation and comparison of the bids or contract award decisions may, at UNDP’s decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures.</p>
35. Evaluation of bids	<p>UNDP shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the bids received according to the evaluation criteria in Section 4.</p> <p>Evaluation of bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination b) Evaluation of eligibility and qualification c) Evaluation of technical bids d) Evaluation of prices of bids found to be substantially compliant <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p> <p>After completion of the evaluation, but prior to award, UNDP shall conduct a Post-qualification assessment of the bidder recommended for award (if pre-qualification was not done) as per Article 40 (Post-qualification).</p>
36. Preliminary examination	UNDP shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any bid at this stage.
37. Evaluation of eligibility and qualification	Eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible Bidders).

	<p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
38. Evaluation of technical bids	<p>Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.</p> <p>When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
39. Evaluation of prices	<p>The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNDP.</p>
40. 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 bidder. 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 bidder; b) Validation of extent of compliance to the ITB 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 bidder, or with previous clients, or any other entity that may have done business with the bidder; 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 bidder's offices, branches or other places where business transpires, with or without notice to the bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
41. Clarification of bids	<p>UNDP may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the bids, in accordance with Instructions to Bidders Article 25 (Errors or omissions).</p> <p>UNDP may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
42. Responsiveness of bid	<p>UNDP's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p>

	<p>a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or</p> <p>b) limits in any substantial way, inconsistent with the bidding documents, UNDP's rights or the bidder's obligations under the contract; or</p> <p>c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.</p> <p>If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>
43. Nonconformities, reparable errors and omission	<p>Provided that a bid is substantially responsive, UNDP may waive any non-conformities or omissions in the bid 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 bidders.</p> <p>Provided that a bid is substantially responsive UNDP may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.</p> <p>For bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>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> <p>If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.</p>
44. Right to accept any bid and to reject any or all bids	<p>UNDP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
45. Samples	<p>Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by UNDP or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to UNDP are non-returnable, unless otherwise stated. Samples should be marked with the ITB number.</p> <p>If a bidder fails to provide samples or documents requested by UNDP in a timely manner, UNDP may declare the bid unsuccessful.</p>
AWARD OF CONTRACT	
46. Award criteria	<p>In the event of a Contract award, UNDP shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. UNDP reserves the right to conduct negotiations with the bidder recommended for award on the content of their bid.</p>
47. Right to vary requirement at time of award	<p>At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of goods, works and/or services, 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</p>

48. Notification of award	Prior to the expiration of the period of bid validity, UNDP will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, 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.
49. Debriefing	In the event that a bidder is unsuccessful, the bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for UNDP procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed.
50. Publication of Contract Award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view_awards.cfm with the ITB reference number, the information of the awarded bidder company name, contract amount or LTA and the date of the contract.
51. 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.
52. 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 BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
53. Performance security	<p>The successful bidder, if so specified in Section 3: Data Sheet shall furnish a performance security in the amount and form specified therein, 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. UNDP shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 19 (Bid Security). The Performance Security form is available here</p> <p>Failure of the successful bidder 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 bid security. In that event UNDP may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by UNDP to be qualified to perform the contract satisfactorily.</p>
54. Bank guarantee for advance payment	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 bidder shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form . 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.
55. 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.
56. Bid protest	Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid 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
57. Other Provisions	<p>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.</p> <p>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.</p>

	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
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SECTION 3: DATA SHEET

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

Ref. Article in Section 2		Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Invitation to Bid (ITB) is ItB24/02940: “Supply of IT Equipment and ICT services for the Ministry of Justice”</p> <p>UNDP Moldova aims to enhance the Ministry of Justice's (MoJ) cybersecurity resilience and ICT management capabilities by delivering, installing, and configuring the necessary hardware, software, and infrastructure components.</p> <p>The assignment will consist in provision, installation and configuration of specified computer hardware, IT equipment, and office software as further described in Section 5 of this ITB.</p> <p>The main objective is to provide MoJ with a fully operational, integrated and documented solution that is ready for immediate use.</p>
2.	Eligible bidders	Bidders from all countries are eligible to bid.
3.	Eligible goods, works and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
4.	Clarification of solicitation documents	<p>Bidders must send their questions in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:</p> <p>E-mail address: sc.md@undp.org</p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Data Sheet Article 13).</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>Date: 5 five) days before the submission deadline Time:18:00 Time zone: Moldova time/GMT+3</p> <p>UNDP will post the clarifications directly to the system.</p>
5.	Language	All bids, information, documents and correspondence exchanged between UNDP Moldova and the bidders in relation to this bid process shall be in English and Romanian or Russian (acceptable) .
6.	Price adjustment	The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
7.	Partial bids (lots)	Partial bids shall not be allowed. Bidders must quote prices for the total requirement requested under Section 5. Schedule of Requirements. Evaluation will be done for the total requirement.
8.	Bid currencies	<p>Prices shall be quoted in US Dollars (USD).</p> <p>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</p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any</p>

		loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
9.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
10.	Bid Security	Not required
11.	Bid validity period	90 days
12.	Alternative bids	Shall not be considered.
13.	Pre-bid conference	Will not be conducted
14.	Site inspection	Will not be conducted
15.	Instruction for bid submission	<p>Bidders must submit their bid directly in the online system.</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Documents which are required in original (e.g. bid security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit ▪ It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review. ▪ The bidder should receive an email acknowledging email receipt from the system.
16.	Deadline for bid submission	<p>Deadline is indicated in the supplier portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
17.	Bid opening	<input checked="" type="checkbox"/> A Public bid opening report will be sent automatically from the system to all bidders who have submitted a bid for this tender.
18.	Evaluation Method for the Award of Contract	Lowest priced out of technically responsive, eligible and qualified bids.
19.	Expected date for commencement of contract	29 November 2024
20.	Maximum expected duration of contract	3 months
21.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased or decreased is 25%
22.	Contract award to one or more bidder	UNDP Moldova will award a contract to: One Bidder Only
23.	Type of contract to be awarded	Contract for Goods and/or Services to UNDP

		See Section 6: for sample contract. http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24.	Conditions of contract to apply	UNDP General Terms and Conditions for Contracts See Section 6 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
25.	Performance Security	Not required
26.	Advance payment	Not Allowed
27.	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.
28.	Please attach the following documents with your Bid:	<ul style="list-style-type: none"> • Bid Submission (as per Form C) • Bidder Information (as per Form D) • Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/works being procured • Certificate of Incorporation/ Business Registration • Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) • Certified Letter of Appointment and power of attorney authorizing the representative of the Bidder to sign bids committing the Bidder and his joint venture partners (if any) to engagement for the Contract • Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country • Joint Venture / Consortium / Association Information (as per Form E), if applicable • Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4 • Eligibility and Qualification (as per Form F) • The latest Audited Financial Statement (Income Statement and Balance Sheet) 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) • Details of Previous Relevant Experience within the last five (5) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution. • Copies of 2 (two) signed contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) • Statement of satisfactory Performance (references) by the Bidder, each JV partner/Subcontractor (if the case), from at least three (3) clients on similar assignments implementation • Technical Bid (as per Form G), including relevant catalogues and brochures to support the technical specifications of the goods offered • Brief methodology, approach and implementation plan (schedule of activities/work indicating duration and key dates for each stage)

		<ul style="list-style-type: none"> • List of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation) indicating professional qualifications and relevant experience (as required in Section 5: Schedule of Requirements) • Certificates of quality for the offered goods • Statement of Warranty of minimum 24, 36 and 60 months for the offered goods in accordance with Section 5: Schedule of Requirements • Statement of availability of authorised local representative/dealer to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services; details such as name and address of the local representative/dealer shall be listed • Duly filled-in Consolidated Price Schedule (as per Form H), including detailed cost breakdown • Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any • Environmental Compliance Certificates, Accreditations, if any • Export/Import Licenses, if applicable
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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 bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 12 have been provided and are complete
Bidder accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Bid Submission has been provided.
Bid Validity	Duly signed and stamped Form C: Bid Submission has been provided.
Appropriate signatures	Bid 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.

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid 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
Bidder is a legally registered entity	Form D: Bidder Information
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Bidder Information
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: Bid Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Bid Submission
The bidder 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: Bid Submission
Certificates and Licences: <ul style="list-style-type: none"> Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country. Export/Import Licenses, if applicable. 	Form D: Bidder Information

Qualification Criteria	Documents to establish compliance
History of non-performing contracts ¹ : Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification Form
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form F: Eligibility and Qualification Form
Previous Experience:	
Minimum five (5) years of relevant experience in provision of similar products and related services <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form F: Eligibility and Qualification Form
Minimum three (3) successfully completed contracts of similar or higher value, nature and complexity implemented over the last five (5) years. <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form F: Eligibility and Qualification Form
Financial Standing:	
<u>Liquidity</u> : The Ratio Average Current assets / Current liabilities over the last three (3) years must be equal or greater than 1. Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. If QR is less than 1: UNDP shall verify financial capacity of the bidder and have the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that contractor is not financially capable and/or has serious financial problems. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years (2021-2023). Form F: Eligibility and Qualification Form
<u>Turnover</u> : Bidders should have average sales turnover of minimum 200,000 USD for the last three (3) years (2021-2023). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification Form
Key Personnel:	
The minimum personnel required for the implementation of the assignment is: <ul style="list-style-type: none"> • Project Manager • Infrastructure expert • Network expert • Security expert <p>All other team members should be relevant to required activities and technologies provided. <i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per</i></p>	Form G: Technical Bid

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 Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<p><i>team member, clarifying in the Form G the reasoning for such approach and distribution of tasks. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
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Technical Evaluation Criteria

Criteria	Documents to establish compliance
Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.	Form G: Technical Bid
The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).	Form G: Technical Bid Form H: Price Schedule
The bid is substantially compliant with Warranty Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).	Form G: Technical Bid
The bid is substantially compliant with requirements related to the availability of one authorized representative located in Moldova for technical support provision as outlined in Section 5: Schedule of Requirements and do not contain any material deviation(s).	Form G: Technical Bid

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).	Form H: Price Schedule

SECTION 5: SCHEDULE OF REQUIREMENTS

A. SUMMARY OF REQUIREMENTS

The objective of these services is to enhance the Ministry of Justice's (MoJ) cybersecurity resilience and ICT management capabilities by means delivering, installing, and configuring the necessary hardware, software, and infrastructure components.

The document outlines the procurement, delivery, installation and configuration of specified computer hardware, IT, and office software as detailed in the tender documents.

B. BACKGROUND

The UNDP “Strengthening the capacities of the Ministry of Justice of Moldova to deliver on the justice reform mandate” (SMJ) Project is a short-term project designed to strengthen the institutional and operational capacities of the institution to deliver on its mandate and advance the justice sector reform in line with the best practices and relevant standards of performance. Acknowledging the critical role of the Ministry of Justice in organizing and coordinating the justice sector policy, the Project will strengthen the institutional and operational capacities of the institution to deliver on its mandate and advance the justice sector reform in line with the best practices and relevant standards of performance.

The Ministry of Justice (MoJ) is the key national stakeholder in the justice sector, exercising a large spectrum of functions from policy making and oversight, legal drafting, and review to regulating legal professions, facilitating access to justice, management of corrections, and developing and administering informational systems in the justice sector. Digitalization is one of the key enablers to support the modernization of the public sector, in general, and justice sector, in particular. The Government has made substantial efforts to deploy e-services in areas commonly demanded by citizens, such as identity-related documents, property and taxes. Further digitalization of services related to judiciary procedures are amongst the ‘most desirable e-services’² in Moldova.

Digital transformation is essential for the justice sector to stay relevant, effective and responsive in its approach to serving the public. It has the potential to touch every part of the justice process, changing the way justice institutions work, harness data, exploit available technologies, collaborate with partner organizations and organize themselves. This approach is recognized by the new justice sector strategy paying due attention to the development and implementation of justice digital solutions. At the same time, the ever-increasing volume of information made available both to the general public and to litigants by the justice system through electronic means requires the implementation of a wide range of measures to strengthen cybersecurity. “Cybersecurity failure” is believed to become a critical short- and medium-term threat to the world.³

The MoJ is in charge of developing and managing a diverse digital ecosystem in the justice sector, harnessing the potential of information technologies to advance structural changes in this field. At the same time, critical and, at some point, confidential information used by the MoJ staff in exercising their duties, raise the exposure of these operations and data to potential risks of breaches and loss. Outdated systems and technologies, in use at the MoJ headquarter, amplify these risks. Lack of digital safety could impact the public trust in digital transformation efforts in the justice sector, led by the MoJ.

Relying on outdated systems and technologies amplifies this risk. Thus, investment in cybersecurity infrastructure is a must for the MoJ (as well as for any other public or private entity) to make the organization more resilient to eventual cyberattacks.

The upgrade of cybersecurity capabilities can help the Ministry exercise its mandate in promoting the justice sector reform by managing critical operations and data through a secured IT infrastructure, as well as increase the transparency, integrity and efficiency of the organization. Considering the various difficulties the MoJ faces in strengthening its cyber resilience (including limited understanding of cyber vulnerabilities the institution is dealing with, insufficient and outdated hardware to underpin a solid response to a cyber threat, limited cybersecurity skills), targeted assistance will be provided to support the Ministry of Justice in strengthening institution’s digital health and putting in place cybersecurity solutions and tools to safeguard critical data flows and operations.

In this regard, UNDP is seeking to contract a specialised company, further on referred to as the Service Provider, to delivery, installation and configuration of specified hardware & related components, IT, and office software as detailed in the tender documentation.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective is to provide MoJ with a fully operational, integrated and documented solution that is ready for use.

As part of this assignment, the Service Provider will deliver, install, and configure the following items, the amount and technical specifications thereof being described in **section H. TECHNICAL SPECIFICATIONS FOR GOODS:**

- Enterprise Servers for virtualization
- All-Flash storage system for virtualization
- Core and aggregation switches
- Next-Generation Firewall
- Rack-mountable Uninterruptible Power Source (UPS)
- 42U Rack

All the tasks within the scope of this assignment will be carried out in close cooperation and coordination with the MoJ, ARIJ and UNDP through the Service Provider contracted to conduct the cyber security audit to assess the MoJ security program, whereas Service Provider's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the services delivered, monitored and confirmed by means of post tasks completion reports signed by UNDP and MoJ.

In order to achieve the stated objectives, the Service Provider will have the following responsibilities:

- Organise, coordinate with stakeholders and timely provide basic installation services as described at **1. Basic installation services;**
- Organise, coordinate with stakeholders and timely provide training services as described at **2. Training;**
- Organise, coordinate with stakeholders and timely provide data migration services as described at **3. Data migration services;**
- Organise, coordinate with stakeholders and timely provide services related to implementation and deployment as described at **4. Specific services implementation and deployment;**
- Organise, coordinate with stakeholders and timely provide cyber security services as described at **5. Security services implementation and deployment;**
- Organise, coordinate with stakeholders and timely provide redundant interconnection of existing network devices with new equipment in the data centre as described at **6. Organization of Vertical Optical Connections and redundant interconnexion of existing network devices with the equipment in the new data room;**
- Provide proper documentation of all necessary/required aspects and guides/instructions or methodological documents, to ensure knowledge transfer and all necessary guidelines for ARIJ, as specified at **7. Documentation requirements.**

1. Basic installation services

The Service Provider shall assemble, install and integrate with other components the infrastructure system in the server room specified by the MoJ.

The assembly will include, but is not limited to:

- **Provision of Components.** In this regard, the Service Provider, shall also ensure that all required and ordered components necessary for compliant completion of the tasks are provided, ready for use, and in accordance with specifications and target descriptions.

- **Installation and configuration of the equipment in rack.** In this regard, the Service Provider shall ensure that all spare materials, cables, accessories and other material necessary for compliant completion of the tasks related to the items described in **section H. TECHNICAL SPECIFICATIONS FOR GOODS**. The Service Provider shall also to ensure that the works in the scope of the services are carried out in accordance with manufacturer recommendations and applicable technical standards.
- **Cabling and interconnection of all devices.** In this regard, the Service Provider shall ensure all necessary interconnecting activities in rack and to/from the rack, including cabling and cable management accessories.
- **Testing and Approval.** The newly built infrastructure system will be tested, consolidated, and approved for productive operation.

2. Training

Training² is an integral part of the current assignment so as to ensure knowledge and relevant skills transfer to the designated personnel of MoJ and ARIJ, as well as alignment with the provided hardware and software solutions. The introduction of new hardware and software requires pre-operational training planning.

For the scope of the assignment, throughout delivery of all services listed in the present INVITATION TO BID in **section H. TECHNICAL SPECIFICATIONS FOR GOODS**, appropriate training so as to ensure that technical staff of MoJ and ARIJ have sufficient knowledge to manage the provided solutions. The overall objective of the trainings is to ensure that the technical personnel of MoJ and ARIJ are actively involved in the implementation process, have the knowledge and skills to facilitate a smooth transition to new technology and subsequent use thereof.

Specific technical training will be coordinated MoJ, ARIJ and UNDP through the Service Provider contracted to conduct the cyber security audit to assess the MoJ security program, in terms of learning needs.

The trainings will be conducted for designated personnel of MoJ and ARIJ to ensure proper administration, maintenance, and operation of the provided software and hardware described in **section H. TECHNICAL SPECIFICATIONS FOR GOODS**.

Each training session will last at least 2 hours per topic.

Training will cover at least the following topics:

Subject matter	Completion criteria
Active Directory administration and configuration, including OUs, Groups, and Group Policies.	Training on the job Specific trainings provided, according to Beneficiary's learning needs Short instruction and necessary methodological support and training to ARIJ experts provided, necessary to handle proper AD integration of Windows systems (Integration of user PCs (~140 workstations with Windows 11 Pro x64 and one server used to host accounting system ³) with AD and application of security and access policies).
Windows services configuration such as file server, print server, and DHCP.	Training on the job Specific trainings provided, according to Beneficiary's learning needs

² For the scope of services listed at " 2. Training", trainings shall foresee advice, explanations and methodological support.

³ Soft Contabil - accounting system developed in Visual Foxpro, running on Windows Server 2022. It supports 4-6 users who access the system via the local network through Remote Desktop Protocol (RDP), using usernames and passwords.

Subject matter	Completion criteria
Hardware management, maintenance, and service (servers, storage, NGFW, UPS, switches), including safety and environmental requirements, updates, patching, and configuration management.	Training on the job Specific trainings provided, according to Beneficiary's learning needs
Virtualization environment configuration and management/administration.	Training on the job Specific trainings provided, according to Beneficiary's learning needs
SIEM management, reporting, integration of new sources, alerts, etc.	Training on the job Specific trainings provided, according to Beneficiary's learning needs
Web-Proxy management and configuration.	Training on the job Specific trainings provided, according to Beneficiary's learning needs
NGFW management, including URL filtering and rules management.	Training on the job Specific trainings provided, according to Beneficiary's learning needs
Networking: VLANs, ACLs, principles, etc.	Network security principles trainings provided Training on the job Specific trainings provided, according to Beneficiary's learning needs

The premises for the training will be provided by the MoJ following prior coordination and endorsement of the timing of the trainings. The training will be provided in Romanian in person.

3. Data migration services

Specific service requirements are to support MoJ and ARIJ in migration of specific files and folders from current servers. Objective of this task is to propose the migration concept and provide support to ARIJ personnel in file migration, including revision of access rules.

4. Specific services implementation and deployment

The Service Provider shall ensure the implementation and configuration of specific servers, services, and systems provided within the assignment.

The following specific services and associated documentation where relevant, are to be provided:

Activity	Completion criteria
Installation, configuration, and deployment of high available virtualization environment based on Microsoft Hyper-V (newest build).	<ul style="list-style-type: none"> • Creation of a virtualisation cluster on provided servers and storage (2 physical Servers) • Creation and configuration of virtual switches required by HLD • Performance optimisation and external networking

Activity	Completion criteria
Creation of Windows virtual server template, with basic configurations and parameters adapted for the local environment.	<ul style="list-style-type: none"> • One Windows 2022 server template, configured with basic parameters (updates, patches, account management, etc.) and ready for deployment.
Installation, configuration, and deployment of Active Directory Services.	<ul style="list-style-type: none"> • Creation of User Groups and Organizational Units according to MJ organizational chart. • Creation of primary Group Policies in collaboration with external experts and ARIJ. • Setting the migration strategy and data migration from current AD server (users, rights, etc.), if required and applicable.
Configuration of rules and policies for file sharing and printing for all type of users.	<ul style="list-style-type: none"> • One Windows 2022 server configured as file server integrated in AD, with AD based users access (users groups). • One Windows 2022 server configured as print users services, integrated in AD, with AD based users access (users groups). • One Windows 2022 server configured as File Server services, integrated in AD, with AD based users access (users groups).
Integration of all required components wit AD.	<p>Up to 10 services integrated, including:</p> <ul style="list-style-type: none"> • File server, • Print server, • Authentication server (NPS) • DNS/NTP Services • WSUS
Basic configuration and configuration of security rules for internet access on the provided NGFW.	<ul style="list-style-type: none"> • Access to and from the outside network is delimited for all users of the MJ network. • Access is provided according to specific needs and based on AD groups. • Creation of access groups and rules for internet resources (ex: general access list, governmental, news, social media, restricted, prohibited). • Other rules and required configurations.
Configuration of remote access service on provided NGFW	<ul style="list-style-type: none"> • Access to corporate network via secured connection from windows and non-windows devices • Access is provided according to specific needs and based on AD groups and AD authentication. • Access logs are transmitted to SIEM.
Implementation of Graylog SIEM:	<ul style="list-style-type: none"> • A virtual server with Debian 12 is provisioned and configured as a template. • Graylog log management system is installed and configured. • Key nodes are connected to Graylog (syslogs level for all installed servers, AD logs, NGFW and all network equipment).

Activity	Completion criteria
Implementation and deployment of WSUS server:	<p>Based on Windows 2022 server template, created the WSUS server.</p> <ul style="list-style-type: none"> • Integrated with existing Windows Servers, PCs, and MS Office products. • Basic rules for different types of updates configured and deployed. • Rollback process is documented and explained to ARIJ experts. • Test groups of PC and Servers are used for preliminary testing of new updates. • Integrated with SIEM and specific alerts configured.

Service Provider will ensure application of all updates, service packs and patches for provided components, include firmware updates for equipment and its components.

5. Security services implementation and deployment

The Service Provider shall provide specific services related to the cybersecurity of the MoJ.

These services should include:

Activity	Completion criteria
Propose concept and create VLANs	<ul style="list-style-type: none"> • Proposed and created relevant to MJ VLANs, according to the concept (at least Management, OOB, Users, DMZ, Servers, DB, Guest, etc.) • Basic ACLs between VLANs (according to the concept) configured, tested and deployed.
AD authentication (Radius/NPS) for network equipment and non-windows servers	<ul style="list-style-type: none"> • AD authentication (Radius/NPS) for network equipment (provided within this assignment) configured • AD authentication (Radius/NPS) tested • AD authentication (Radius/NPS) deployed
Secure configuration (hardening) for network equipment (Switches and NGFW)	<ul style="list-style-type: none"> • Switches and NGFW configured according to CIS Benchmarks for specific equipment (minimum for the following areas: Identity, backups, updates, hardening Network Protocol Settings) • Switches and NGFW tested • Switches and NGFW deployed
Security configuration parameters and their implementations for Windows Servers	<ul style="list-style-type: none"> • Windows Server Security configuration rules (based on CIS and/or Microsoft security guides) proposed • Security rules tested and verified • Security rules deployed into production for domain controller, print server, file server, WSUS and AD service
Security configuration of Linux-based (Debian) template of virtual server	<ul style="list-style-type: none"> • Debian secure configuration rules (based on CIS) proposed • Security rules tested and verified • Security rules deployed into production for Graylog system

Activity	Completion criteria
Support in the implementation of backup processes for network equipment	<ul style="list-style-type: none"> • Backup process configured, based on freeware and/or open-source solutions • OS/Configurations backup process tested and verified • OS/Configurations backup process deployed into production

All documentation necessary to ensure compliance with the Completion criteria will be submitted for clearance to MoJ, ARIJ and UNDP through the Service Provider contracted to conduct the cyber security audit to assess the MoJ security program.

6. Organization of Vertical Optical Connections and redundant interconnexion of existing network devices with the equipment in the new data room

The project involves organizing new LAN architecture based on new Core switches, FC vertical cabling and reusing of all old access and core switches.

All network connections are aggregated on each floor, in specialised technical cabinets with patch panels and active equipment. In the following table is presented list of reordering network access equipment:

Actual placement	Actual role	Model	New placement	New function
Floor 0 Server room	Core Switch	Juniper ex4200-48t	Floor 2 tech. cabinet	Floor switch extension
Floor 0 Server room	Core Switch	Juniper ex4200-48t	Floor 4 tech. cabinet	Floor switch extension
Floor 2 tech. cabinet	Access Switch	Juniper ex2200-24t-4g	Floor 0 Server room	Old Servers access switch
Floor 4 tech. cabinet	Access Switch	Juniper ex2200-24t-4g	Floor 0 tech. cabinet	Uses access switch

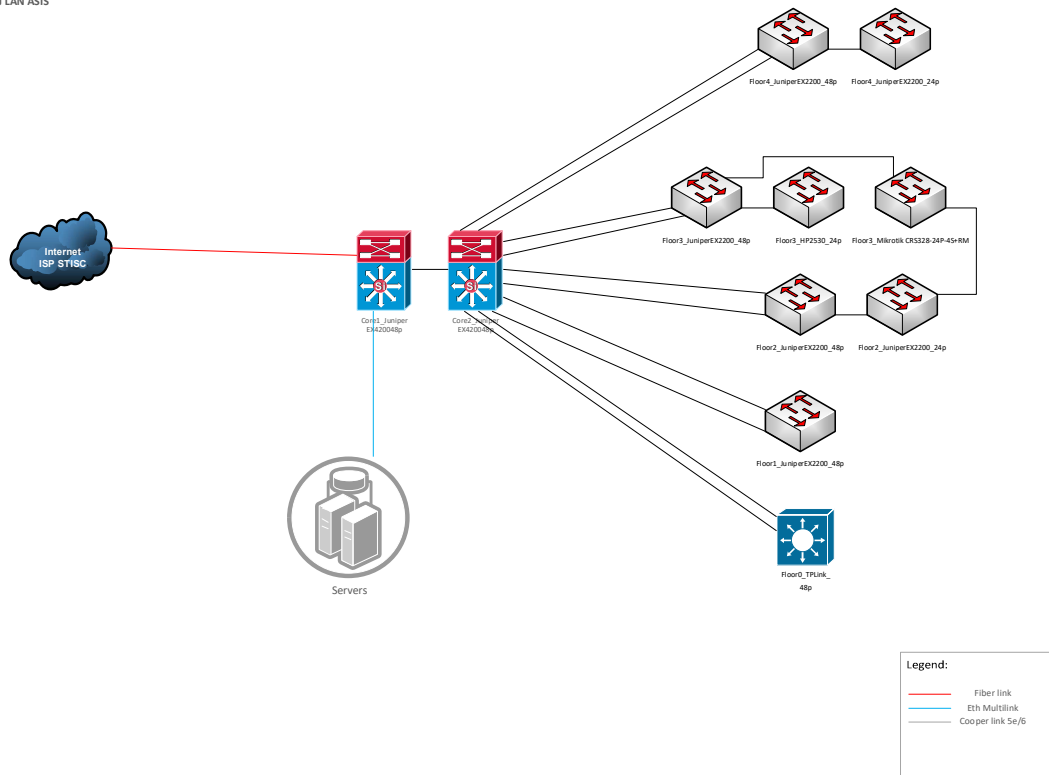
The project involves OS upgrade to last OS version for all MoJ access switches.

All actual network connections are aggregated on each floor, in specialised technical cabinets with patch panels and active equipment. In the following table is presented list of network equipment:

Function	Model	Quant.	Installed OS ver.
Core/Agregation	Juniper ex4200-48t	2	11.475
Access/Agregation	Juniper ex2200-48t-4g	4	12.3R4.6
Access/Agregation	Juniper ex2200-24t-4g	2	11.4R7.5
Access/Agregation	HP J9782A 2530-24	1	YB.15.12.0015
Access/Agregation	TPLink TLSG1024	1	-
Access/Agregation	Mikrotik CRS328-24P-4S+RM	1	-

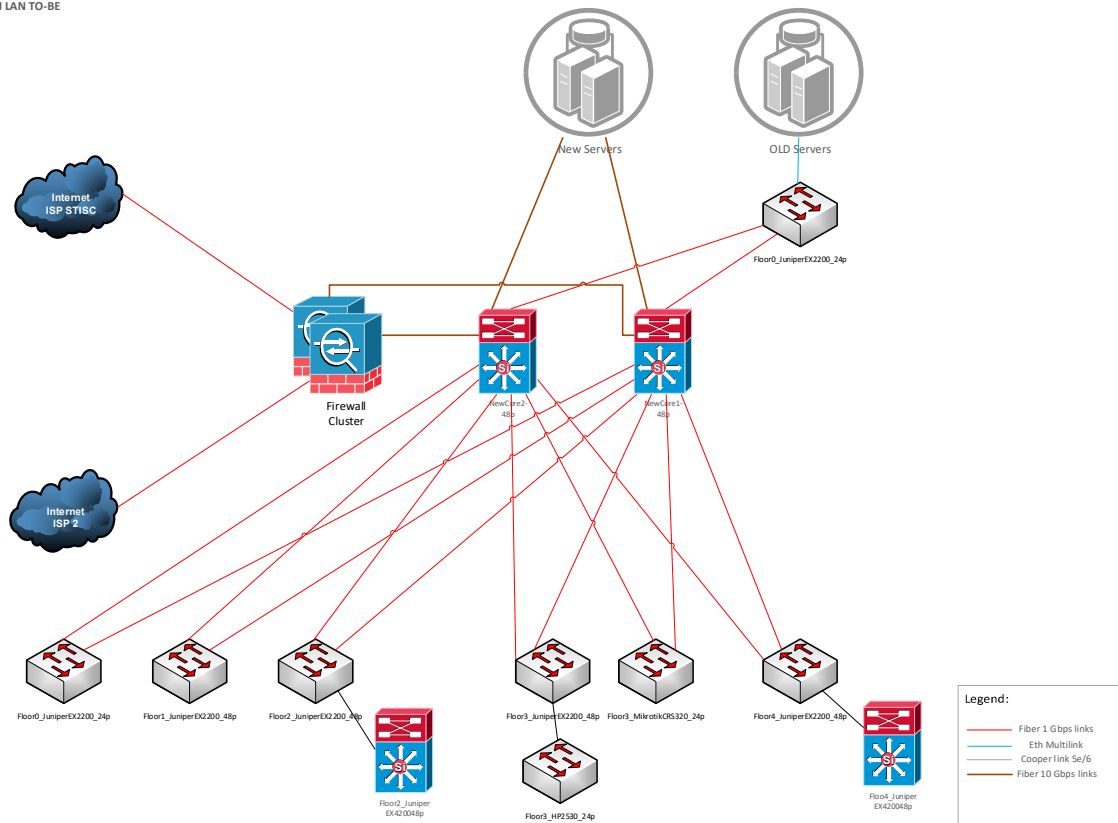
In the following scheme is presented current physical scheme of MoJ network.

Figura 1. MJ LAN ASIS



In the following scheme is presented to-be physical architecture o MoJ network.

Figura 2. MJ LAN TO-BE



At the finish of all services activities, Service provider will made testing activities to demonstrate proper working and compliance of provided solutions/services with requirements.

7. Documentation requirements

All requested technical documentation must be provided in Romanian language. For the whole project there must be system documentation (HLD):

- Graphical view and description for High availability virtualization environment
- Graphical view for the rack layout
- Cabling plan & structure
- IP-Address lists
- List and description of AD security and access policies
- AD architecture and topology
- AD organizational units and user's groups, with description

Other relevant documents to be developed and provided:

- List and description of NGFW security and access policies
- List of hardware components with product number, serial number, description
- List of software components with description, manufacturer, serial number, order number, license-key (where is applicable)
- List of accounts and passwords for each component (software and hardware)
- List for support calls: service contacts, telephone, web-address, how-to
- Instructions for (to handle):
 - Crash of a server (physical, virtual)
 - Crash of a hard disk (server, storage system)
 - Expansion of the storage array
 - Crash of a Core-Switch
 - Procedure for complete shutdown and start-up.

All documentation necessary to ensure compliance with the Completion criteria will be submitted for clearance to MoJ, ARIJ and UNDP through the Service Provider contracted to conduct the cyber security audit to assess the MoJ security program.

D. ACCEPTANCE PROCESS

At the final stage of goods and service delivery, Service Provider will perform comprehensive testing/validation process to ensure proper and correct functioning of all/any of the components, security configurations, as well as delivery of required documents.

Results should be included in acceptance documents, which are to be signed by MJ, ARIJ and UNDP Project. Acceptance documents will consist of list of tested validated items/activities, description of testing process and results of evaluation.

E. INSTITUTIONAL ARRANGEMENTS

The company will work in close collaboration with UNDP SMJ team and Service Provider contracted to conduct the cyber security audit to assess the MoJ security program for the substantive aspects of the assignment, and the UNDP Component Manager – with regards to administrative aspects.

All the deliverables should be cleared by UNDP. The above-listed deliverables will be finalised based on inputs from UNDP SMJ Project Team and will be adjusted to the needs of the end beneficiary.

All hardware related documentation must be provided in Romanian.

The latest available versions and patch levels for all system components must be installed at the time of implementation.

F. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The bidder should demonstrate capacity to implement this project at highest quality level. It is required to demonstrate organisational capacity and expertise in accordance with required activities/services.

In particular for services described in the section C. OBJECTIVES OF THE ASSIGNMENT of this Schedule of Requirements, it is required to prove availability of key personnel with the required academic and professional qualifications, proven by CVs and valid certificates, consisting of at least the following experts:

1. Project Manager
2. Infrastructure expert
3. Network expert
4. Security expert
5. Other experts (in accordance with proposed solutions/technologies and equipment, e.g. AD, SIEM, etc.)

Every of proposed expert must sign Statement of Availability for entire project period. All experts must have an advanced level of Romanian language.

Bidders agree that proposed experts will provide high quality services and expertise and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of UNDP Project team to allow substitutions, shall be submitted.

CVs of proposed team must be included in the offer. Submitted CVs should be detailed and comprehensive and prove that the experts fit to provide assigned activities and tasks. Specifically, CVs should include:

- *Anticipated role and level of participation in the project;*
- *Previous experience relevant to the assigned role in the project;*
- *Education, training and certification details, depending on the area to be involved and related technologies;*
- *Linguistic skills.*

Descriptions of subcontractor staff members, if applicable, should follow the format utilized for the Bidder organization.

Bidder must demonstrate expertise and organisational expertise to execute all necessary activities and works at higher level of quality and in agreed timelines. For the project purposes is required at least following experts, with indicated minimal qualifications.

Project Manager

- Master degree (or 5 (five) years university degree) in the field of Computer Science and/or Information Technologies
- At least 7 (seven) years of professional experience in the field, as PM or Team Leader or other leading position for projects in ICT field
- Proven experience in similar projects, with similar complexity as a Project Manager
- Proven previous experience with international organizations (UNDP, WB, GIZ, EBRD, others)
- Proven previous experience as PM, Team Leader or other leading position for projects for public authorities;
- Fluency in Romanian.

Infrastructure expert

- University degree in the field of Computer Science and/or Information Technologies or related areas
- At least 5 years of progressive experience in ICT sector
- At least 5 years of work experience as managing/leading expert for complex ICT and infrastructure solution audit and/or implementation projects
- Proven experience as infrastructure expert
- Fluency in Romanian or Russian.

Network expert

- University degree in the field of Computer Science and/or Information Technologies, engineering, telecommunications or related areas

- At least 5 years of progressive experience in ICT sector as Network expert
- Certificates in relevant areas (like CCNA, CTNS, CCIE, CCMA)
- Proven experience within the public sector
- Fluency in Romanian or Russian.

Security expert

- University degree in the field of Computer Science and/or Information Technologies, engineering, telecommunications or related areas
- At least 5 years of experience in information technology on positions involving cyber security projects and/or information security management, implementation and/or assessment
- Proven experience in implementation and/or provision consultancy/advisory services related to assessment of ICT and cyber security processes and tools
- Proven experience within the public sector
- Relevant certifications (ex: MS Cyber Architect expert, CISSP, CCSP, CISM, or similar)
- Fluency in Romanian or Russian is a must.

Other experts (in accordance with proposed solutions/technologies and equipment, e.g. AD, SIEM, etc.)

All other team members should be relevant to required activities and technologies provided.

G. TIMEFRAME AND LOCATION

The expected period of implementation of the assignment is during November 2024 – February 2025. The services will be carried out in Republic of Moldova.

All packaging materials must be removed from the client’s premises immediately and disposed of in an environmentally friendly manner.

H. SPECIFICATIONS FOR GOODS

Item no	Requirements	Minimum technical requirements	Unit	Quantity	
1	ENTERPRISE SERVERS FOR VIRTUALIZATION				
	Type	Rackmount, max. 2U Enterprise Server, with rail-kit included.		Pcs	2
	Form factor	Rack mount-Kit for Industry standard 19" RETMA standard, EIA-310D Type A cabinet per section 4.1.1, cable management arm			
	CPU Included	2 x CPU; min 16 core per CPU with hyper-threading; min. 2Ghz, min. Cache 30 MB gen 5.			
	Sockets	2			
	Memory installed	min. 512GB DDR5 (16x32GB or 8x64 GB). min. 16 total RAM slots available.			
	Storage bays	min. 8 bays 2.5, Hot-Swappable.			
	Storage bays for OS installed	2 x min. 240Gb SSD SAS, hot-swappable, configurable in RAID1			
	Network cards included	dedicated 1GE for management; min 2 x 1GE; min. 2 x 10GbE SFP+, with SFP modules included.			
	OS Supported	VMware (VMware ESXi); Microsoft Windows Server; RHEL; Microsoft Hyper-V.			
	OS Included	2 x Microsoft Windows Server St. Ed. 16 Core License			
	Interfaces	min. 2 x USB port			
Power supplies included	2 x hot-plug PSU with support for 1+1 redundancy, power cords c13-c14.				

	Power Input Requirements	100 to 240 VAC		
	Rated Input Frequency	50 to 60 Hz		
	Industry Standard Compliance	Min. ACPI 5.0		
	Fan Modules	hot-swappable with N+1 redundancy		
	Network cables	2 x Cisco Compatible 10G SFP+ DAC Twinax Cable (2-meter)		
	Management included	KVM with full functionality for manage and monitoring, at least view information about the state, inventory of the managed server; energy consumption, remote on/off server, remote FW update (BIOS, network, RAID), virtual console and media for remote OS install.		
	Warranty	min. 3y/3y/3y years hardware warranty (parts/labour/onsite), Next business day ⁴ , and min 3 years software support from vendor, access to support and customer portal		
	Service requirement	Minimum one authorised service available in Chisinau for this type of products.		
ALL FLASH STORAGE SYSTEM FOR VIRTUALIZATION				
2	Storage type	Dual controller, redundant, with automatic failover, rackmount with kit included		
	Purpose	The storage system will be utilized for infrastructure virtualization		
	RAID Type supported	10, 5, 6 or similar by performance and redundancy		
	System Cache protection	Cache saving mechanism on flash or disk drives in case of power loss		
	Storage space	Min. 30TB SSD of usable space, configured in RAID6 or another RAID type, ensuring continuous access to data in the event of a simultaneous failure of 2 disks. Disk type volume used for achieving usable space – max. 3.8TB SAS SSD. System must include spare drives for fast rebuild		
	Host ports	min. 8 x CNA ports, supporting 10Gb ethernet and 16Gb FC, with 8x included SFP+ 10Gb ethernet		
	Storage protocols included	FCP, iSCSI, NFS, CIFS, SMB		
	Efficiency and Features included	Snapshots, storage QoS, Deduplication, Compression, thin provisioning, volume migration. Licenses must cover all storage space supported by system, without restrictions on protocol used or other limitations		
	Redundancy with hot swap	Power supply and fans, controllers, disks, ports		
	OS support	Windows Server 2019-2022 Edition (21H2), Linux, Citrix XEN Server, VMware ESXi	Pcs	1
	Updates and upgrade	all update and patching processes (FW, controllers, disks or other) and system extension (adding or removing disk shelves) must not affect access to data or production environment.		
		Network cables	4 x Cisco Compatible 10G SFP+ DAC Twinax Cable (2-meter)	

⁴ A vendor authorized representative will arrive at the customer's site during the coverage window to begin hardware maintenance service the next business day after the call has been received and acknowledged by vendor.

	Management	Dedicated port for management, easy software for storage administration hosted on controllers, secured Web based GUI and CLI. Integration with 3rd party management and monitoring solutions using SMI-S, SNMP		
	Monitoring	Dedicated software for storage system monitoring and events, at least performance IOPS, latency, throughput for controllers, data volumes, ports, disks. Performance data must be stored at least for 12 months, allowing to correlate events or analyse performance and events.		
	Warranty	min. 3y/3y/3y years hardware warranty (parts/labour/onsite), Next business day, and min 3 years software support from vendor, access to support and customer portal		
	Service requirement	Authorised service available in Chisinau for this type of products.		
CORE AND AGGREGATION SWITCH				
3	Form factor	19", 1U metal rack mount network equipment chassis, with rack mounting kit included	Pcs	2
	Network Ports	min. 48x 1/10 Gigabit SFP+ ports		
	Power Supplies and fans	2x hot-swappable power supplies, redundant hot-swappable fans		
	Stacking	Switch stacking protocol or technology redundancy must be offered		
	Performance Indicators	min. 900Gbps switching capacity and min. forwarding rate 700 Mpps; min. 4000 VLANs; min. Jumbo Frame size 9000; min. 60k MAC addresses		
	Management ports	min. 1x USB; 1x serial console port, 1x 1Gbps RJ-45		
	Functional Requirements	IEEE 802.1Q VLAN; LACP; IEEE 802.3ad; Radius; TACACS+; Secure Shell; OSPFv2; FHRP; BGP; VRF; Multiple Spanning Tree Protocol (MSTP); Rapid Spanning Tree Protocol (RSTP); Virtual Interface; ACL, BPDU Guard; Remote Switch Port Analyzer (RSPAN); Uni-Directional Link Detection (UDLD)		
	Network cables	2 x Cisco Compatible 10G SFP+ DAC Twinax Cable (2-meter)		
	Network connectors	30 x SFP 1/10 Gbps Optic Module Juniper&Cisco Compatible for LAN aggregation connections (2 m FC LC/LC cables included)		
	Management	CLI; SNMP v2c and v3		
	Warranty	min. 3y/3y/3y years hardware warranty (parts/labour/onsite), Next business day, and min 3 years software support from vendor, access to support and customer portal		
	Service requirement	Authorised service available in Chisinau for this type of products.		
NEXT GENERATION FIREWALL				
4	Form factor	19", max. 1U metal rack mount network equipment chassis, with rack mounting kit included		
	Network Ports	min. 8x 1GbE Base-T; min. 8x10GbE SFP+ ports, extension ports for future upgrade min. 8x10GbE SFP+.		
	Performance	<ul style="list-style-type: none"> - min. 10GbE IPS throughput - min. 1.4 M concurrent sessions - min. 85k new connections per second - min. 3Gbps TLS decryption - min. 5.4 Gbps IPSec VPN 		

	Security features included	application control; URL filtering; malware protection; per user security policy.	Pcs	2
	Routing protocols	BGPv4; OSPFv2		
	High availability	Active-Active, Active-Passive, Clustering		
	Management and monitoring	Centralized management that includes at least security configuration rules and policy, events logging, advanced monitoring, reporting tool		
	Hardware redundancy	2x hot-swappable power supplies, redundant hot-swappable fans		
	Network cables	2 x Cisco Compatible 10G SFP+ DAC Twinax Cable (2-meter)		
	Warranty	min. 3y/3y/3y years hardware warranty (parts/labour/onsite), Next business day, and min 3 years of vendor official hardware and software support, including features subscription		
	Service requirement	Authorised service available in Chisinau for this type of products.		
	RACK-MOUNTABLE UNINTERRUPTIBLE POWER SOURCE (UPS)			
5	Form factor	19-inch rackmount UPS with integrated battery pack	Pcs	1
	Topology and power	On-line double conversion with PFC with rated Power of min. 5kVA.		
	Management ports	USB, supports Network Management Module, LCD display with button interface for status and diagnostics		
	Input Specifications	Three-phase input with voltage range from 305V to 480V.		
	Nominal Voltage	380/400/415V Auto-selection for 50/60 Hz frequency with a frequency range of 40-70 Hz, with frequency converter as standard.		
	Short Circuit Current	120 A		
	Output Specifications	Single-phase output with voltages of min. 208/220/230/240/250V (+/- 1%).		
	Efficiency	Up to 98%		
	Typical recharge time	Not more than 1,5h		
	Expected Battery Life (years)	Min 3 years		
	Output Connections	- Using PDU (must be included, rack mount) - Minimum 24 x C-13 outlets		
	Battery Specifications and extended runtime	Maintenance-free, rechargeable, valve-regulated lead-acid batteries; support of a minimum of 2 extended runtime modules per UPS.		
	Environmental and Safety	Operating Temperature: 10° to 40° C Humidity (Operation): 20% to 80% (non-condensing)		
	Warranty	min. 3y/3y/3y hardware warranty, Next business day (parts/labour/onsite) (2 years for battery)		
Service requirement	Minimum one authorised service available in Chisinau for this type of products.			

6	42U UNIVERSAL SERVER RACK		
	Width	EIA Standard 19" Rack Rails	Pcs
	Rack Units:	42U	
	External Width	~ 23.6" (600 mm)	
	Height	~ 78.74" (2000 mm)	
	External Depth	~ 47.24" (1200 mm)	
	Accessories	Adjustable mounting depth Casters, levelling feet included Cable pass-through in top & bottom of rack Vertical cable management bar One stationary shelves One sliding shelves	
Warranty	min. 5 years	1	
7.	SERVICES		
	<ul style="list-style-type: none"> • Basic installation services • Training services • Data migration services • Services related to implementation and deployment Security services implementation and deployment • Cyber security services • Redundant interconnection of existing network devices with new equipment in the data centre • Proper documentation of all necessary/required aspects and guides/instructions or methodological documents, to ensure knowledge transfer and all necessary guidelines for ARIJ <p>The expected tasks are detailed in this section at C. OBJECTIVES OF THE ASIGNMENT</p>		

I. DELIVERY AND OTHER RELATED REQUIREMENTS

Delivery date	The entire assignment must not exceed 90 days after the contract is signed. Bidder shall deliver the goods within 60 days after contract signature and complete the services no later than 90 days after the contract is signed.
Delivery place / terms (INCOTERMS 2020)	DDP, 31 August 1989 St 82, MD-2012, Chisinau, Moldova
Customs clearance (must be linked to INCOTERM)	Shall be done by: <input checked="" type="checkbox"/> Supplier/Bidder UNDP shall provide a Tax Exemption letter for Customs clearance.
Installation Requirements	As per SECTION 5: SCHEDULE OF REQUIREMENTS
Testing Requirements	As per SECTION 5: SCHEDULE OF REQUIREMENTS
Scope of Training on Operation and Maintenance	As per SECTION 5: SCHEDULE OF REQUIREMENTS
Warranty Period	36 MONTHS FOR ALL GOODS, EXCEPT RACK (60 MONTHS) AND UPS'S BATTERY (24 MONTHS) – WARRANTY DETAIL ARE SPECIFIED FOR EACH ITEM
Local Service Support	Availability of authorised by manufacturer local representative/partner to handle warranty/hardware repair issues ensuring the comprehensiveness after-sales services in Chisinau, Moldova Bidder should indicate Service Centre name, address and contact details. The relationship between the Manufacturer, Service provider and the local representative/partner shall be duly documented:

	<ul style="list-style-type: none"> - Contract/Agreement/Letter signed by both parties confirming the relationship; - Official documentation stating that the Partner is a registered business; - A detailed profile of the local representative/partner
Technical Support Requirements	<p>The Selected Bidder shall provide technical support through both online and on-site methods as needed. The support will be categorized into three urgency classes, each with specific response and resolution times.</p> <p>Class 2 covers consulting inquiries where the client requires clarifications to implement or improve equipment and/or services. Examples include applying updates or configuring new features. For this class, the bidder is required to respond within 8 hours and provide a solution within 48 hours.</p> <p>Class 1 addresses errors that do not currently affect functionality or service accessibility but could potentially lead to future incidents. For such errors, the bidder must respond within 4 hours and resolve the issue within 24 hours.</p> <p>Class 0 involves incidents where the client encounters a technical or software-related issue that impacts the partial or complete functioning of equipment and/or services. In these cases, the bidder is required to respond within 1 hour and provide a solution by the next business day (NBD).</p>
After-sale services Requirements	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Availability of written and signed statement of full warranty of 36 months for all goods, except rack (60 months) and UPS's battery (24 months); <input checked="" type="checkbox"/> Availability of an authorized service center in Moldova <input checked="" type="checkbox"/> Technical Support
Payment Terms	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Installation <input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English; <input checked="" type="checkbox"/> Others: Russian, Romanian

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 General Conditions of Contract

In the event of a Contract, the following General Conditions of Contract (GCC) will apply:

UNDP General Terms and Conditions for Contracts

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Contract Form

In the event of an award, the following sample Contract will be used: **Contract for Goods and/or Services to UNDP**

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

SECTION 7: BIDDING FORMS

Form A: Bid Confirmation

Form B: Checklist

Form C: Bid Submission

Form D: Bidder Information

Form E: Joint Venture / Consortium / Association Information

Form F: Eligibility and Qualification

Form G: Technical Bid

Form H: Price Schedule

FORM B: CHECKLIST

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

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

Technical bid:

Have you duly completed all the returnable bidding forms?	
▪ Form C: Bid Submission	<input type="checkbox"/>
▪ Form D: Bidder 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 Bid	<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: Bidder Information?	<input type="checkbox"/>

Price Schedule:

▪ Form H: Price Schedule	<input type="checkbox"/>
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FORM C: BID SUBMISSION

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the goods and related services required for Click or tap here to enter text.in accordance with your Invitation to Bid No. Click or tap here to enter text.. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below as per the total amount indicated directly in our response in the system.

The discounts offered and the methodology of their application are:

- **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
- **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

Bidder 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 ITB, including the ITB Information and Data Sheet, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the bidder 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 bid I/we warrant that the bidder: 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 ITB; 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 bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation’s Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

Yes	No	
<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 them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Bid Validity Period: I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any bid you receive and we certify that the goods offered in our bid are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the bidder]

FORM D: BIDDER INFORMATION

ITB Reference	Click or tap here to enter text.
Legal name of bidder	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.
Bidder'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.
Organisational type	Choose an item.
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	Click or tap here to enter text.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar supply 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 UNDP 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 bid)	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.
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	Click or tap here to enter text.

<p>Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?</p>	<p>Tick all that apply and provide supporting documentation.</p> <p><input type="checkbox"/> Corporate Environmental Policy</p> <p><input type="checkbox"/> ISO 14001</p> <p><input type="checkbox"/> ISO 14064</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<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 a link to your 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 bid 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 bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION FORM

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

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

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 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 five (5) years.

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

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

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

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

Financial Standing

Annual Turnover for the last 3 years	2021	USD	Amount
	2022	USD	Amount
	2023	USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 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:

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

FORM G: TECHNICAL BID

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder’s qualification, capacity and expertise

- 1.1 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).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization’s commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A brief methodology, approach and implementation plan (schedule of activities/work indicating duration and key dates for each stage)
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
- 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 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods, works and/or services to be Supplied and Technical Specifications	Bidder’s response				
	Compliance with technical specifications		Delivery Date	Quality Certificate/ Export Licenses, etc.	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	<i>(confirm that you comply or indicate your delivery date)</i>	<i>(indicate all that apply and attach)</i>	

Basic installation services					
Training services					
Data migration services					
Security services implementation and deployment					
Cyber security services					
Redundant interconnection of existing network devices with new equipment in the data centre					
Proper documentation of all necessary/required aspects and guides/instructions or methodological documents, to ensure knowledge transfer and all necessary guidelines for ARIJ					

Other Related services and requirements (based on the information provided in Section 5)	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Delivery Term			
Warranty			
Technical Support Requirements			
Local Service Support			
Payment Terms			

Additionally, the **Bidder shall fill in the detailed Technical Responsiveness Table** as per below Table below and supplement it with relevant catalogues and brochures to prove the technical specifications.

Technical Responsiveness Table

Quantity	Description / Specifications of Goods	Technical compliance (yes/no)	Offered specifications (Please provide detailed description/ specifications for each of the items listed below) Please insert brand name details, Provide leaflet, catalogue links
			Manufacturer: Model:
2	Enterprise Servers for virtualization		
1	All Flash storage system for virtualization		
2	Core and aggregation SWITCH		

2	Next Generation Firewall		
1	Rack-mountable Uninterruptible Power Source (UPS)		
1	42U Universal Server Rack		

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization 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 Provide CVs for key personnel that will be provided to support the implementation of this project and the statement of exclusivity and availability using the formats below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

STATEMENT OF EXCLUSIVITY AND AVAILABILITY

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

FORM H: PRICE SCHEDULE

Name of bidder:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
ITB reference:	Click or tap here to enter text.		

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: US Dollar

Price Schedule

Item/ lot	Description	Qty, units	Currency: USD	
			Unit price, excl. VAT	Total price, excl. VAT
A.	IT Equipment (equipment price including transportation, insurance, warranty etc.)			
1.	Enterprise Servers for virtualization	2		
2.	All Flash storage system for virtualization	1		
3.	Core and aggregation SWITCH	2		
4.	Next Generation Firewall	2		
5.	Rack-mountable Uninterruptible Power Source (UPS)	1		
6.	42U Universal Server Rack	1		
			Total A. IT Equipment	
B.	Related ICT Services			
1.	Basic installation services	1		
2.	Training services	1		
3.	Data migration services	1		
4.	Security services implementation and deployment	1		
5.	Cyber security services	1		
6.	Redundant interconnection of existing network devices with new equipment in the data centre	1		
7.	Proper documentation of all necessary/required aspects and guides/instructions or methodological documents, to ensure knowledge transfer and all necessary guidelines for ARIJ	1		
			Total B. Related ICT Services	
			Total Price A. IT Equipment and B. Related ICT Services	

Breakdown of Costs related to provision of ICT Services

Related ICT Services: Breakdown of Professional Fees

Name	Position	Fee Rate, USD, excl. VAT	No. of days / months / hours	Total Amoun, USD, excl. VAT t
		A	B	C=A*B
	Project Manager			
	Infrastructure expert			
	Network expert			
	Security expert			

	Other personnel (please specify if applicable)			
Subtotal Professional Fees:				

Related ICT Services: Breakdown of Other Costs

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

I, the undersigned, certify that I am duly authorized by [Click or tap here to enter text.](#) to sign this bid and bind [Click or tap here to enter text.](#) should [Click or tap here to enter text.](#) accept this bid:

Name : _____

Title : _____

Date : _____

Signature : _____