

RFP25/02994: Sociological Research Company to Conduct a Thematic Opinion Poll and sociological study "Public Opinion Barometer in the Field of Green Transition"

United Nations Development Programme, through its "Enabling an Inclusive Green Transition in the Republic of Moldova" Project hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- · Section 5: Terms of Reference
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Proposal Forms
- Form A: Proposal Confirmation
- · Form B: Checklist
- · Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with



the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00661**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org/ using the profile you may have in the portal (please log in using your username and password).

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova





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1 Overview

1.1 General Information

Title RFP25/02994:GT/Thematic Opinion Poll and Sociological Study

Contact Point Procurement Unit

Outcome

Two Stage Evaluation Yes

E-Mail sc.md@undp.org

Reference Number RFP25/02994

Beneficiary Country MDA

Introduction

RFP25/02994: Sociological Research Company to Conduct a Thematic Opinion Poll and sociological study "Public Opinion Barometer in the Field of Green Transition"

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We look forward to receiving your proposal.

UNDP Moldova

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

1.2 Tender Timeline

Preview Date

Open Date 03/02/25 15:22 PM **Close Date** 24/02/25 14:30 PM

Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

Rule

1.4 Terms

Negotiation Currency USD

Eligible Response Currencies

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

Response Description Price Precis



	Currency		
100	USD	US Dollar	2
100	MDL	Moldovan Leu	2



2 Requirements

*Response is required

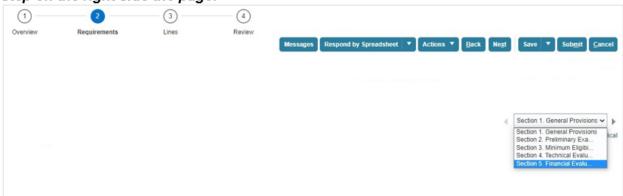
Dear supplier,

Please carefully review the requirements and questions in this section.

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

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

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



2.1 Section 1. General Provisions

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

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

Target: Have read and understood provisions in BDS

3. Criteria for Evaluation and Contract Award

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

Technical Proposal (70%)

- Bidder's Qualification, Capacity and Experience



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

Financial Proposal (30%)

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

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

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

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

Target: Accept General Conditions of Contract.

*2. Proposal Validity

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

Target: Accept Proposal Validity Conditions.

*3. Proposal Forms

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Noncompliance with this instruction may result in rejection of the proposal received.

Target: Proposal Forms Submitted

*4. Company profile

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

Target: Company profile provided

*5. Legal documents

Please provide Certificate of Incorporation/ Business Registration.

Target: Legal documents provided

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

Please provide the List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register

Response attachments are optional.

7. Official Letter of Appointment or Power of Attorney

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



Response attachments are optional.

*8. TaxRegistration/Payment Certificate

Please provide Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

*9. Financial Statement

Please provide the Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2020-2023)

Target: Financial Statements provided

*10. Statement of Satisfactory Performance

Please provide the Statements of Satisfactory Performance (references) from the Top three (3) Clients in terms of Contract Value per each JV partner/Subcontractor (if the case)

Target: Statement of Satisfactory Performance provided

11. Copy of preliminary Agreement

Please upload a Copy of preliminary Agreement in case of Consortium

Response attachments are optional.

*12. Methodology, Approach and Implementation Plan

Please provide a detailed description of the Methodology, Approach, and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel

Target: Methodology, Approach and Implementation Plan provided

*13. Copies of contracts

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

*14. CVs and Statements of Exclusivity and Availability

Please provide list of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), including experience relevant to the required skills

Target: CVs and Statements of Exclusivity and Availability provided

15. Quality Certificates

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

Response attachments are optional.

16. Environmental Compliance Certificates

Please provide Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer's practices which contributes to the ecological sustainability of reduction of environment impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.)

2.3 Section 3. Evaluation Criteria - Minimum Eligibility



1. Evaluation Criteria - Minimum Eligibility

Eligibility will be evaluated on "Pass"/"Fail" basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Eligibility Criteria

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form D: Proposer Information
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form C: Technical Proposal Submission
Conflict of Interest	No conflicts of interest.	Form C: Technical Proposal Submission
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission

*2. Compliance with Minimum Eligibility Criteria

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

2.4 Section 4. Evaluation Criteria - Qualification



1. Evaluation Criteria - Qualification

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

Qualifications Criteria

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience	
At least 5 (five) years of relevant experience in conducting qualitative and quantitative surveys (e.g. market research / general population and business-to-business, social polling, political surveys, and other related opinion surveys)	Form F: Eligibility and Qualification
(For JV/Consortium/Association, the Team Lead company should meet requirement).	
Have implemented at least 5 (five) public opinion surveys conducted at the national level (with at least 1,000 respondents) in the last 5 (five) years	Form F: Eligibility and Qualification
(For JV/Consortium/Association, the Team Lead company should meet requirement).	



Minimum Key Personnel	
The minimum personnel mandatory for the implementation of the contract:	Attach required documents to Form H: Format for CV of proposed Key Personnel
•Project/Task Manager	
•Lead Expert	
Please note: The above listed roles cannot be cumulated.	
(For JV/Consortium/Association, the Team Lead company should meet requirement).	
Financial Standing	
Liquidity : The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1.	Copy of audited financial statements for the last 3 (three) years.
If QR is less than 1: UNDP shall verify financial capacity of the bidder and has 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 he is not financially capable and/or had serious financial problems.	FormF:Eligibilityand Qualification
(For JV/Consortium/Association, all Parties should meet requirement cumulatively).	



Turnover: Proposers should have average sales turnover of minimum USD 45,000.00 for the last 3 (three) years.

(For JV/Consortium/Association, all Parties should meet requirement cumulatively).

Copy of audited financial statements for the last 3 (three) years.

FormF:Eligibilityand Qualification

*2. Compliance with Minimum Qualification Criteria

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

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria

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

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

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

Summary of Technical Proposal Evaluation Forms

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's qualification, capacity, and experience	250
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	350
	Total	1000



Section 1. Proposer experience	's qualification, capacity and	Points	
		obtainable	
	Reputation of organisation and staff credibility / industry standing		
	Organization / Company profile - 25 points:	25	
	●∈∈∈∈€the∈ company is a well- known market player with a good standing – 25 pts		
	eeee dhæ ecompany is well-known but lacks a good standing in the field – 10 pts		
	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.		
	●€€€€♣æ of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (5 years – 15 pts, 2,5 pts for each additional year, up to 20 pts)		



	•∈∈∈ Projact management support mechanism (no – 0 pts, yes -10 pts.) •∈∈∈ Projac t management controls (up to 15 pts.)	
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country	
	• €€€€ Have at least 5 (five) years of relevant experience in conducting qualitative and quantitative surveys (e.g. market research / general population and business-to-business, social polling, political surveys, and other related opinion surveys) (5 years - 35 pts, 5 pts for each additional year, up to 45 pts);	
	•€€€€Наме implemented at least 5 (five) public opinion surveys conducted at the national level (with at least 1,000 respondents) in the last 5 (five) years. (5 surveys – 30 pts, 5 pts for each additional survey, up to 40 pts);	
	● € € € € € € € € € € € € € € € € € € €	



	additional contract 5 pts but no more than 25);	
	• ∈∈∈€Rewious proven experience of working with UNDP and other international development partners and capacity to properly manage a contract under a donor funded effort (No - 0 pts, Yes - 20 pts)	
1.4	Quality assurance procedures and risk mitigation measures	
	• €€€€ Quality assurance framework and policies in place, supported by recognized certifications or accreditations (Comprehensive quality assurance framework and policies in place – 15 pts, Limited or no evidence of quality assurance procedures or certifications – 0 pts)	
	• ∈∈∈ Risk∈management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools – 15 pts, Limited or no evidence of risk management strategies or tools – 0 pts).	
1.5	Organizational Commitment to Sustainability:	20



Section 2. Proposed methodology approach and	Point	S
implementation plan	obtaina	ble



2.1	To what degree does the Proposer understand the task? (up to max 50 pts.): • eeeethee Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 pts. to 50 pts; • eeethee Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 pts. to 40 pts; • eeethee Proposer has no and/or limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts. to 20 pts.	50
2.2	Have the important aspects of the task been addressed in sufficient detail? (up to max 60 pts):	
	●eeedbeeimportant aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed	



methodology – 46 pts. to 60 pts;	
•eeedbeeimportant aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 21 pts. to 45 pts;	
● ∈∈∈ de important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts. to 20 pts.	
Are the different components of the project adequately weighted relative to one another? (up to max 40 pts.):	
●eeedbeedifferent components of the assignment have been fully weighted relative to one another – 26 pts. to 40 pts;	
●∈∈∈dbe∈different components of the assignment have been partially weighted relative to one another – 11 pts. to 25 pts;	
●∈∈∈dbe∈different components of the assignment have not been weighted relative to one another – 0 pts. to 10 pts.	



2.4	Is the adopted conceptual framework appropriate for the task? (up to max 90 pts): • eeeethee presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 61 pts. to 90 pts; • eeeethee presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts. to 60 pts; • eeeethee presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts. to 30 pts.	90
2.5	Is the scope of the task well defined and does it correspond to the TOR? (up to max 90 pts.) • eeetheescope of the task is well defined and fully corresponds to the ToR – 71 pts. to 90 pts; • eeetheescope of the task is well defined yet does not fully correspond to the ToR – 35 pts to 70 pts	90



	•∈∈∈€theesscope of the task is not well defined and does not correspond to the ToR – 0 pts to 34 pts.	
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? (up to max 50 pts.)	
	●∈∈∈thee paresentation is clear, well- structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment - 41 pts. to 50 pts;	
	•∈∈∈the presentation is clear, well- structured with a defined yet rather unrealistic sequence of activities – 21 pts. to 40 pts;	
	●∈∈∈∉the∈⊕resentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 20 pts.	
2.7	Were any quality assurance, risk mitigation measures procedures and warranty proposed?	
	•∈∈∈ฅ ө∈∈θ pts.;	



●∈∈∈€⊌p∈tœ some extent description - 10 pts.;	
● € € € € € € € € € € € € € € € € € € €	
Total Section 2	400

Section	Points obtainable	
1	Project/Task Manager	
	University degree in 20 sociology, statistics, mathematics, economics, psychology, information technology or another related field (20 pts)	
	At least 7 years of 55 progressive experience in planning, organizing and supervising/leading comprehensive sociological surveys and other related quantitative research (7 years – 45 pts, each additional year – 5 pts, up to 55 pts)	200



	Experience as Project/Task Manager in at least 4 (four) similar projects (4 projects – 30 pts, each additional project – 10 pts, up to 60	
	pts) Proven experience in working with Moldovan state/governmental institutions and/or international development organisations, in at least 4 (four) similar projects; (4 projects – 45 pts, each additional project – 5 pts, up to 50 pts)	
	Proficiency in Romanian and English languages, Russian as advantage (Each language 5 pts, up to max of 15 pts.)	
2	Lead Expert	
	University degree in sociology, statistics, mathematics, economics, psychology, information technology or another related field (20 pts)	150
	At least 5 (five) years of experience in conducting analytical research, sociological surveys, quantitative surveys design and implementation (5 years – 40 pts, each additional year – 5 pts, up to 55 pts)	



Proven exper Expert in at le similar projects (25 pts, each project - 5 pts, up	east 2(two) 2 projects – additional	
Proven exper working with state/governmen institutions in at I similar projects (10 pts, each project – 5 pts, up	Moldovan cal east 2 (two) 2 projects - additional	
Proficiency in Ro English language as advantage language 5 pts, u 15 pts.)	es, Russian e (Each	
	Total Sectio	n 3 350

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

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

Target: Cost breakdown provided

- 2.7 Section I-1.
- 2.8 Section I-2.
- 2.9 Section I-3.



3 Lines

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers.

The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to <u>disqualification</u> of the Proposer.

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

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

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-D1:Activity Plan and Methodology for the assignment submitted and coordinated	80141500						
2-D2: Design of the sample to be interviewed	80141500						
3-D3: Formatting and piloting the questionnaire	80141500						
4-D4: Data collection: conducting the survey and conducting focus groups	80141500						
5-D5: Research report and presentation of preliminary data of the public survey	80141500						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
6-D6: Public presentation of the survey results at a press conference / round table with the GT team and representatives of State Institutions	80141500						