



RFP25/03007: Procurement of ICT Consultancy Services to Audit and develop draft bylaws for the State Automated Information System - Elections

United Nations Development Programme, through its "**Strengthening Democratic Resilience in Moldova**" (EDMITE III) 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-00690**. 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	RFP25/03007:EDMITE/Procurement of ICT Consultancy services
Contact Point	Procurement Unit
Outcome	
Two Stage Evaluation	Yes
E-Mail	sc.md@undp.org
Reference Number	RFP25/03007
Beneficiary Country	MDA
Introduction	

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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 04/03/25 11:37 AM
Close Date 25/03/25 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 Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

2 Requirements

**Response is required*

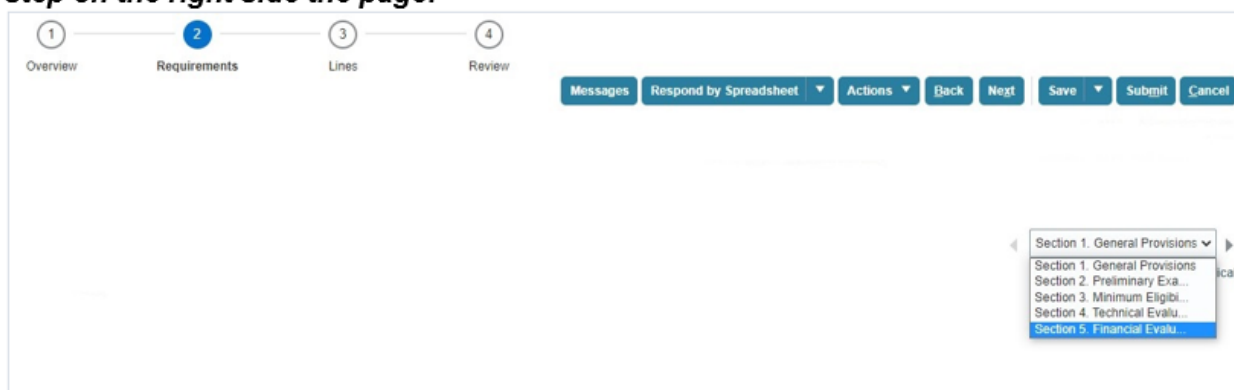
Dear supplier,

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 "Requirements" (2) step on the right side the page:



2.1 Section 1. General Provisions

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

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

Target: Have read and understood provisions in BDS

3. Criteria for Evaluation and Contract Award

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

Technical Proposal (70%)

- Bidder's Qualification, Capacity and Experience



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

Financial Proposal (30%)

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

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

2.2 Section 2. Evaluation Criteria - Preliminary Examination

***1. General Conditions of Contract**

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

Target: Accept General Conditions of Contract.

***2. Proposal Validity**

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

Target: Accept Proposal Validity Conditions.

***3. Proposal Forms**

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

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

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.



Response attachments are optional.

***8. Tax Registration/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 (2021-2023)

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 or sub-contracting

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. In case of subcontracting part of Services

When subcontracting the activities for producing certain deliverables required in the ToR, the Bidder shall submit the Work Packages related to the subcontracting activities. The Work Package structure shall contain: the date, responsible person, overall description, description of deliverables that are part of the Work Package concerned, methods employed to check the quality, the level of resources to be allocated, the beginning and the ending dates, constraints, the reporting manner. The Work Packages to be subcontracted shall be signed and submitted by both the Offeror and the proposed Subcontractor as part of their Proposal.

***15. 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

16. 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.



2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1. Evaluation Criteria - Minimum Eligibility

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

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

Eligibility Criteria

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

*2. Compliance with Minimum Eligibility Criteria

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



2.4 Section 4. Evaluation Criteria - Qualification

1. Evaluation Criteria - Qualification

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

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

Qualifications Criteria

Qualification Criteria	Documents to establish compliance
History of non-performing contracts ^[1] : Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience	
Minimum 5 (five) years of experience in auditing IT systems. <i>(For JV/Consortium/Association, TEAM Lead company should meet requirement, while the Consortium partners should have at least 2 years of experience in the requested field).</i>	Form F: Eligibility and Qualification
Minimum 3 (three) finalized contracts in IT systems audit over the last 5 (five) years. <i>(For JV/Consortium/Association, TEAM Lead company should meet requirement, while the Consortium partners should have at least 1 contract finalized in the requested field).</i>	Form F: Eligibility and Qualification



<p>Minimum two (2) technical specifications documents developed for IT systems over the last 5 (five) years. <i>(For JV/Consortium/Association, TEAM Lead company should meet requirement, while the Consortium partners should prove at least 1 similar document developed).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>Minimum Key Personnel</p>	
<p>The minimum personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> · 1 (one) Project Manager · 1 (one) Expert in IT System Architecture · 1 (one) Expert in Analysing Business Processes · 1 (one) Expert in Technological Architecture · 1 (one) Information Security Expert <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form G: Format for Technical Proposal.</p>
<p>Financial Standing</p>	
<p>Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned</p>	<p>Copy of audited financial statements for the last 3 (three) years.</p>



<p>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. <i>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>Turnover: Proposers should have minimum average sales turnover of USD 150,000 for the last 3 (three) years. <i>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification</p>

[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

***2. Compliance with Minimum Qualification Criteria**

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

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria

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

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

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



Summary of Technical Proposal Evaluation Forms

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	350
2.	Proposed methodology, approach and implementation plan	350
3.	Management structure and key personnel	300
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing (up to 60 pts.) Organization / Company profile – 30 pts: <ul style="list-style-type: none"> • The company is a well-known market player with a good standing – 30 pts • The company is well-known but lacks a good standing in the field – 15 pts 	60



	<p>Financial statement – 30 pts:</p> <ul style="list-style-type: none"> • Over \$200,000 of average annual turnover for last three years – 30 pts • Between \$150,000 and \$200,000 of average annual turnover for last three years – 25 pts 	
1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> • Age of the legal entity (service provider, etc.) (5 years – 10 pts, 5 pts for each additional year, up to 40 pts) • Project management controls (organigram) (up to 10 pts) 	50
1.3	<p>Relevance of specialized knowledge and experience:</p> <ul style="list-style-type: none"> • Minimum 5 (five) years of relevant experience in auditing IT systems (5 years – 30 pts., each additional year – 5 pts., up to max 60 pts.); • Minimum 3 (three) <u>finalized contracts in IT systems audit</u> implemented over the last 5 years (3 contracts – 20 pts., each additional contract – 5 pts., up to max 40 pts.); • Minimum two (2) technical specifications documents developed for IT systems over the last 5 (five) years (2 	220



	<p>documents – 20 pts., each additional document – 5 pts., up to max 30 pts.);</p> <ul style="list-style-type: none"> • Demonstrated experience of working with Moldovan public institutions (3 assignments – 30 pts., each additional assignment – 5 pts., up to 40 pts.); • Demonstrated experience in the audit of IT applications / infrastructure / network for electoral processes would be an advantage (no – 0 pts., yes – 30 pts.); • Working experience with UN Agencies and/or other international organizations will be an advantage (no – 0 pts., yes – 20 pts.). 	
1.4	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> • Organization is compliant with ISO 14001 or ISO 14064 or equivalent – (no – 0 pts., yes – 5 pts.); • Organization is a member of the UN Global Compact - (no – 0 pts., yes – 5 pts.); • Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting 	20



	<p>such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) - (no – 0 pts., yes – 10 pts.).</p>	
Total Section 1		350

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>To what degree does the Proposer understand the assignment?</p> <ul style="list-style-type: none"> • The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – up to 100 pts.; • The Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR, but require some adjustments to 	100



	<p>properly address all the tasks – up to 70 pts.;</p> <ul style="list-style-type: none"> • The Proposer has 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 – up to 35 pts. 	
2.2	<p>Is the conceptual framework adopted appropriate for the assignment?</p> <ul style="list-style-type: none"> • The presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – up to 90 pts.; • The presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – up to 60 pts.; • The presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – up to 30 pts. 	90
2.3	<p>The preliminary implementation plan is clear, the sequence of project phases, activities, milestones and the planning are logical, realistic and the needed human and material resources promise</p>	100

	<p>an efficient implementation of the project:</p> <ul style="list-style-type: none"> • The proposed plan is clear, well-structured with a defined and realistic sequence of activities, all needed human and material resources to be allocated by the bidder promise an efficient implementation of the project – up to 100 pts.; • The proposed plan is clear, well-structured with a defined but lowly realistic sequence of activities and the needed human and material resources to be allocated by the bidder certainly are not sufficient – up to 70 pts.; • The proposed plan is not well structured and doesn't present a clear sequence of activities and the needed human and material resources to be allocated by the bidder are missing – up to 35 pts. 	
2.4	<p>To what extent have quality assurance procedures and risk mitigation measures been established?</p> <ul style="list-style-type: none"> • Quality assurance procedures and risk mitigation measures establish a clearly described mechanism that incorporates all aspects and requirements of the assignment – up to 60 pts.; • Quality assurance procedures and risk mitigation measures 	60



	<p>requires some adjustments to fully incorporate all aspects and requirements of the assignment – up to 40 pts.;</p> <ul style="list-style-type: none"> Quality assurance procedures and risk mitigation measures requires major adjustments to address all the aspects and requirements of the assignment – up to 20 pts. 	
Total Section 2		350

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	Project Manager	80	
	Bachelor's or Master's Degree in Engineering, ITC, Business Management, International Relations, Public Administration, or another relevant field to the proposed assignment (bachelor's degree – 5 pts., master's degree – 10 pts.)		10
	At least five years of work experience as Manager of ICT Audit and Consultancy Projects (5 years – 15 pts., each additional year – 5 pts., up to a max. of 35 pts.)		35
	Proven experience as Project Manager in the ICT field with Moldovan state/governmental institutions and international development organisations in at least 2 (two) similar projects; (2		25

	projects – 10 pts., each additional project – 5 pts., up to 25 pts.)		
	Professional recognition certifications (PRINCE2/PMP, CISA, TOGAF, etc.) is an advantage (no – 0 pts., yes – 5 pts.)	5	
	Excellent command of Romanian and English languages (English, Romanian – 2.5 pts. each)	5	
3.2	Expert in IT System Architecture		60
	Bachelor's or Master's Degree in Engineering, ITC, Business Management, Economy, or another relevant field to the proposed assignment (bachelor's degree – 5 pts., master's degree – 10 pts.)	10	
	At least two consultancy projects, involving the development of IT System Architecture, where he/she held a key role (2 projects – 10 pts., each additional project – 2,5 pts., up to max 25 pts.)	25	
	Previous proven experience of technologies promoted by the e-Government Agency (3 projects – 5 pts., each additional project – 2,5 pts., up to max 15 pts.)	15	
	Professional recognition certifications TOGAF, CISA will be an advantage (each certification – 2,5 pts., up to a max of 5 pts.)	5	
	Excellent command of Romanian and English languages (English, Romanian – 2,5 pts. each)	5	
3.3	Expert in Analysing Business Processes		60
	Bachelor's or Master's Degree in Engineering, ITC, Business Management, International Relations, Public Administration, or another relevant field to the proposed assignment (bachelor's degree – 5 pts., master's degree – 10 pts.)	10	
	At least four years of work	15	

	<p>experience in the field of designing IT Systems and drafting the IT System design or procurement documentation (4 years – 5 pts., each additional year – 5 pts., up to a max. of 15 pts.)</p>	
	<p>Knowledge of the methodology and rules for drafting technical documentation specific for the Republic of Moldova (2 documents – 5 pts., each additional document – 2,5 pts., up to max 15 pts.)</p>	15
	<p>Previous experience in analysing business processes (3 years – 5 pts., each additional year – 2,5 pts., up to a max. of 10 pts.)</p>	10
	<p>Certifications in any technology from the required technology stack mentioned above is an asset (each certification – 2,5 pts., up to a max of 5 pts.)</p>	5
	<p>Excellent command of Romanian and English languages (English, Romanian – 2,5 pts. each)</p>	5
	Expert in Technological Architecture	
3.4	<p>Bachelor's or Master's degree in Engineering, ITC, Business Management, International Relations, Public Administration, or another relevant field to the proposed assignment (bachelor's degree – 5 pts., master's degree – 10 pts.)</p>	10
	<p>At least five years of work experience in the field of designing, implementing and operating complex technological platforms (5 years – 10 pts., each additional year – 5 pts., up to a max. of 25 pts.)</p>	25
	<p>At least two consultancy projects dealing with the development of technological architecture, where he/she held a key role (2 projects –</p>	20
		60



	10 pts., each additional project – 2.5 pts., up to max 20 pts.)		
	Excellent command of Romanian and English languages (English, Romanian – 2,5 pts. each)	5	
3.5	Information Security Expert		
	Bachelor's or Master's degree in Engineering, ITC, Business Management, International Relations, Public Administration, or another relevant field to the proposed assignment (bachelor's degree – 2,5 pts., master's degree or equivalent – 5 pts.)	5	
	At least five years of work experience in the field of security audit and consultancy in the field of information security and information technology (5 years – 5 pts., each additional year – 2,5 pts., up to a max. of 10 pts.)	10	40
	At least one project where he/she held a key role dealing with information security (1 project – 10 pts., every additional project – 2,5 pts., up to max 15 pts.)	15	
	Mandatory professional recognition certifications: CISM/CISSP (no – 0 pts, yes – 5 pts.)	5	
	Excellent command of Romanian and English languages (English, Romanian – 2,5 pts. each)	5	
Total Section 3			300

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

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



Target: Cost breakdown provided

2.7 Section I-1.

2.8 Section I-2.

2.9 Section I-3.



3 Lines

Instructions

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

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

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

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

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Initiation Report	81111700						
2-Updated Audit Report	81111700						
3-EU Compliance Report	81111700						
4-SAISE Bylaws	81111700						
5-SAISE Development plan	81111700						
6- ToR for SRV	81111700						

