

RFP25/03095: Company to conduct a national baseline survey on public perceptions, knowledge, and understanding of electoral corruption and illicit political finance in Moldova

United Nations Development Programme, through its "Resilient Democracy through Anti-Corruption"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-00771**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org/ using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the **Supplier Portal Registration Link:**https://estm.fa.em2.oraclecloud.com/fscmUl/redwood/supplier-registration/register-supplier/register-supplier-verification.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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

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

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

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final.



System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

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

We look forward to receiving your proposal.

UNDP Moldova





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1 Overview

1.1 General Information

Title RFP25/03095:Redact/ Company to conduct a national baseline survey

Contact Point Procurement Unit

Outcome

Two Stage Evaluation Yes

E-Mail sc.md@undp.org

Reference Number RFP25/03095

Beneficiary Country MDA

Introduction

RFP25/03095: Company to conduct a national baseline survey on public perceptions, knowledge, and understanding of electoral corruption and illicit political finance in Moldova

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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 24/07/25 08:08 AM **Close Date** 21/08/25 13:30 PM

Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

11110	legetiation to governed by all the railed displayed below.
	Rule
$\overline{\mathbf{v}}$	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD



2 Requirements

*Response is required

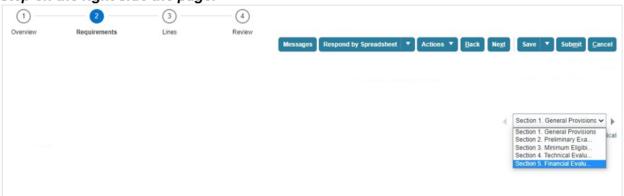
Dear supplier,

Please carefully review the requirements and questions in this section.

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

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

Please note that there are several Sections to be filled in, under the <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. 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 legal documents including company registration certificate, legal representation, etc.

Target: Legal documents provided

6. 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.

7. 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.



*8. Tax Registration/Payment Certificate

Please provide the 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. Quality Certificates

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

Response attachments are optional.

*10. Financial Statements

Please provide the latest 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 (2022-2024)

Target: Financial Statements provided

*11. Statement of Satisfactory Performance

Please provide the Statements of Satisfactory Performance (references) from the Top three (3) Clients in terms of Contract Value in the past 5 (five) years by each intended participant;

Target: Statement of Satisfactory Performance provided

12. Consortium or Subcontracting Agreement

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

*13. 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

*14. Copies of contracts

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

*15. CVs and Statements of Exclusivity and Availability

Please provide CVs (signed by the envisaged personnel), clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Section 5: Terms of Reference). Please provide Statements of Exclusivity and Availability (signed by the envisaged personnel) for the Key personnel proposed.

Target: CVs and Statements of Exclusivity and Availability provided

2.3 Section 3. Evaluation Criteria - Minimum Eligibility



1. Evaluation Criteria - Minimum Eligibility

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

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

Eligibility Criteria

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

*2. Compliance with Minimum Eligibility Criteria

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

2.4 Section 4. Evaluation Criteria - Qualification

1. Evaluation Criteria - Qualification

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



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

Qualifications Criteria

Qualification Criteria	Documents to establish compliance
History of non-performing contracts [1]: Non-performance of a contract did not occur as a result of contractor default within the last 3 years 1.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
At least seven (7) years in conducting quantitative surveys (e. g., market research / general population and business-to-business, social polling, political surveys, interviews, focus groups). (For JV/Consortium/Associati on, Lead company should meet requirement).	Form F: Eligibility and Qualification
Minimum 3 (three) finalized contracts of similar size and complexity in designing and conducting quantitative surveys at the national level (with at least 1,200	Form F: Eligibility and Qualification



respondents), including baseline/end-line research in the past 7 (seven) years. (For JV/Consortium/Associati on, Lead company cumulatively should meet requirement).	
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract: §1 (one) Team Leader - Project/Task Manager §1 (one) Senior Expert 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. Project Manager should be employed by the Lead Partner. (For JV/Consortium/Associati on, all Parties cumulatively should meet requirement).	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel
Financial Standing:	
Liquidity: The Ratio Average current assets /	Copy of audited financial statements for the last 3 (three)



Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover 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 а contractor whom investigation leads to a

(For

financially

and/or had

financial problems.

JV/Consortium/Associati on, all Parties company cumulatively should meet requirement).

result that he is not

years.

Form F: Eligibility and Qualification

Turnover: Proposers should have annual sales turnover of minimum USD 50,000 for the last 3 (three) years (2022-2024)

Copy of statements for years (2022-2024)

Form F: Qualification

capable

serious

(For

JV/Consortium/Associati on, all Parties company cumulatively should meet requirement). Copy of audited financial statements for the last 3 (three) years (2022-2024).

Form F: Eligibility and Qualification



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

*2. Compliance with Minimum Qualification Criteria

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

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria

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

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

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

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	275
2.	Proposed methodology, approach and implementation plan	425
3.	Management structure and key personnel	300
	Total	1000

Section 1. Proposer's experience	s qualification, capacity and	Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing	60



	Organization / Company profile – 30 points: • The company is a well-known market player with a good standing – 30 pts.; • The company is not known on the market and lacks a good standing in the field - 0 pts.; Financial statement (average annual turnover for last three years) – 30 pts.: • between \$50,000 and \$100,000 – 15 pts.; • more than \$100,000 – 30 pts. General organisational capability which is likely to affect implementation: management	
1.2	structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. - Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (7 years – 15 pts., 5 pts. for each additional year, up to 35 pts.) - Project management controls (organigram) (up	40
1.3	to 5 pts.) Relevance of specialised knowledge and experience on similar engagements done in the region / country:	140



- Minimum seven (7) years in conducting quantitative surveys (e.g., market research / general population and business-to-business, social polling, political surveys, interviews, focus groups) (7 years 10 pts., 5 pts. for each additional year, up to 35 pts.);
- Minimum three (3) finalized contracts of similar size and complexity in designing and conducting quantitative surveys at the national level (with at least respondents), 1,200 including baseline/end-line research in the past 7 (seven) years (3 contracts - 10 pts., 5 pts. for each additional contract, up to 45 pts.);
- Previous experience in conducting specialized field surveys and sociological research related to relevant issues (e.g. good governance, anti-corruption, rule of law, civil society, civic engagement) (No 0 pts., Yes 35 pts.);
- · Proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under



1	1	
	a donor funded effort is an advantage (No - 0 pts., Yes - 25 pts.).	
	Quality assurance procedures and risk mitigation measures: Quality assurance framework and policies in place, supported by	
1.4	recognized certifications or accreditations (Comprehensive quality assurance framework and policies in place up to – 10 pts., Limited or no evidence of quality assurance procedures or certifications – 0 pts.);	20
	Risk management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools up to – 10 pts., Limited or no evidence of risk management strategies or tools – 0 pts.).	
	Organisation Commitment to Sustainability:	
1.5	Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – (No – 0 pts., Yes – 5 pts.);	15
	Organization is a member of the UN Global Compact - (No - 0 pts., Yes - 5 pts.);	



Total Section 1 275

Section 2. Proposed implementation plan	l methodology approach and า	Points obtainable
2.1	To what degree does the Proposer understand the task? Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the ToR. • The Proposer has full understanding of the assignment. The proposed	90



	approach and methodology fully demonstrate responsiveness to the ToR and/or exceed the requirements – up to 90 pts.;	
	The Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – up to 55 pts.;	
	The proposal demonstrates a minimal understanding of the task. The proposed approach and methodology require substantial revisions to correspond to the TOR- up to 20 pts.	
2.2.	Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? The important aspects of the task have been addressed in sufficient detail, and the	100



components are well-balanced, in a manner which does not require any further clarifications— up to 100 pts. The important aspects of the task have been addressed in a manner which requires some clarifications. The components are somewhat balanced, but certain adjustments are needed— up to 65 pts.; The important aspects of the task have	
not been addressed in sufficient detail and require major clarifications. The components are somewhat balanced, yet needing substantial revisions – up to 30 pts.	
Description of the Proposer's internal technical and quality-assurance mechanisms, risks, service organisation and control: • The internal technical and quality-assurance mechanisms, risks, service organisation and control are outlined and tailored to the requirement- up to 85 pts.; • The internal technical and	85



	quality-assurance mechanisms, risks, service organisation and control are outlined and tailored to the requirement but needs several adjustments to properly address all mentioned criteria – up to 50 pts.;	
	The internal technical and quality-assurance mechanisms, risks, service organisation and control are outlined superficially, are not tailored to the requirement and need substantial adjustments to address the tasks – up to 15 pts.	
	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for this assignment: The proposed M&E methodology and tools	
2.4	fully respond to the task – up to 50 pts.; The proposed M&E methodology is well- structured and defined but requires some clarifications– up to 35 pts.;	50



The proposed M&E methodology requires major adjustments to address the tasks – up 20 pts.; No M&E methodology was provided – 0 pts.	
Assessment of the Implementation Plan proposed including whether the activities are properly sequenced and if these are logical and realistic, and promise efficient implementation of the project: • The Implementation Plan is clear, well-structured with well-defined and realistic sequence of activities, which promises efficient implementation of the assignment in a manner which does not require further clarifications— up to 100 pts.; • The Implementation Plan is clear, well-structured with a defined yet rather less realistic sequence of activities, and some clarifications are needed— up to 65 pts.; • The Implementation Plan is not well	100



	structured and doesn't present a clear sequence of activities, requiring major clarifications-up to 30 pts.	
Total Section 2		425

Section 3. Managemo	ent Structure and Key Personnel		Point s obtai nable
	Team Leader - Project/Task Manager		
	- University degree in sociology, statistics, mathematics, economics, information technology, psychology or another related field (Bachelor's degree – 10 pts., Master's degree – 20 pts., PhD – 30 pts.)	30	
3.1	- At least 10 years of experience in planning, organizing and supervising/leading comprehensive sociological surveys and other related quantitative and qualitative research (10 years – 30 pts., each additional year – 2 pts., up to max 40 pts.)	40	150
	- Experience in a similar position in at least 5 (five) similar projects in the same role (5 projects – 40 pts., each additional project – 5 pts., up to max 50 pts.)	50	100
	- Professional certifications in Project Management would constitute an advantage (No - 0 pts., 1 certificate - 5 pts., > 1 certificate - 10 pts.)	10	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage (No - 0 pts., 1 assignment - 5 pts., > 1 assignment - 10	10	



3.2	pts.) - Verbal and written fluency in Romanian, Russian and English (Ro and Ru - 3 pts. each, Eng - 4 pts.) Senior Expert - University degree in in sociology, statistics, mathematics, economics, information technology, psychology or another related field (Bachelor's degree – 10 pts., Master's degree – 20 pts., PhD – 30 pts.) - At least 7 (seven) years of experience in designing and implementing sociological surveys and other related quantitative and qualitative research (7 years – 30 pts., each additional year – 5 pts., up to max	30	
	50 pts.) - Experience in a similar position in at least 5 (five) similar projects in the same role (5 projects – 40 pts., each additional project – 5 pts., up to max 50 pts.)	50	150
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage (No - 0 pts., 1 assignment - 5 pts., > 1 assignment - 10 pts.)	10	
	- Verbal and written fluency in Romanian, Russian and English (Ro and Ru - 3 pts. each, Eng - 4 pts.)	10	
		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 <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- Deliverable 1. B aseline Survey Inception Report	81131500						
2- Deliverable 2. B aseline Survey data collection and field work	81131500						
3- Deliverable 3. Dr aft Baseline Report (English)	81131500						
4- Deliverable 4. P owerPoint Presentation of the Baseline Survey	81131500						
5- Deliverable 5. Fi nal Baseline Report (English)	81131500						

