



REQUEST FOR PROPOSAL

RfP25/03193: EU-CBM/ Provision of Non-Cash Support to Micro, Small and Medium Enterprises

Project: European Union-Confidence Building Measures Programme (EU-CBM VI)

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "**European Union-Confidence Building Measures Programme (EU- CBM VI)**" Project, hereby invites prospective proposers to submit a proposal for **Provision of Non-Cash Support to Micro, Small and Medium Enterprises (MSMEs)** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) no. RfP25/03193.

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-000877**. 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 <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>.

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

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

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

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
1. Scope	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Interpretation of the RFP	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
4. Eligible proposers	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ol style="list-style-type: none"> If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission</p> <ul style="list-style-type: none"> is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
6. Publicity	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.

	<ul style="list-style-type: none"> In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
15. Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
17. Proposal security	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; In the event the successful Proposer fails: <ul style="list-style-type: none"> to sign the contract after UNDP has issued an award; or to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.

18. Joint Venture, Consortium or Association	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>If a JV, Consortium or Association's proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
19. Only one proposal	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process;

	<ul style="list-style-type: none"> • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to • the personnel, does not apply to subcontractors being included in more than one proposal.
20. Alternative proposals	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
21. Pre-proposal conference	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers' responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.</p>
22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person;

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
23. Errors or omissions	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
24. Proposers' responsibility to inform themselves	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
25. No material change(s) in circumstances	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>

	Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.
26a. Online submission	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	<p>Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.</p>

EVALUATION OF PROPOSALS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
33. Evaluation of proposals	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary examination; Evaluation of minimum eligibility and qualification (if pre-qualification is not done); Evaluation of technical proposals; Evaluation of financial proposals.
34. Preliminary examination	<p>UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.</p>
35. Evaluation of eligibility and qualification	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; They are able to comply fully with the UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

financial proposals	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 60% or 70%) + (FP Rating) x (Weight of FP, e.g., 40% or 30%)</p> </div>
37. Post-qualification/ Due Diligence	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
38. Clarification of proposals	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

	<p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.</p>
39. Responsiveness of proposal	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions and the solicitation document.
44. Notification of award	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notice.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
48. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
49. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
50. Bank guarantee for advance payment	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>

51. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
52. Proposal protest	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

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

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP25/03193 : The services include Provision of Non-Cash Support to MSMEs as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality . Deadline for submitting requests for clarifications / questions: 5 (five) working days before the submission deadline Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents, and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English and/or Romanian
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted in Moldovan Leu (MDL) for local bidders or US Dollars (USD) for international bidders . For the comparison of the financial offer, at the stage of evaluation, all bids will be transferred to US Dollars based on UN Operational Rate of Exchange on the day of deadline of the competition: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> File Format: PDF files only File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. All files must be free of viruses and not corrupted. It is recommended that the entire Proposal be consolidated into as few attachments as possible. The proposer should receive an email acknowledging receipt of the proposal by the system. The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. It is the responsibility of the bidder to be informed on the tender deadline.</p>
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	16 February 2026
21.	Conditions of contract to apply	UNDP General Terms and Conditions for contracts (goods and/or services)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5 % up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Bid:</p> <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> 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 ▪ 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) ▪ 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 ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ 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) ▪ At least 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 3 (three) years, by each intended participant ▪ A copy of preliminary Agreement in case of Consortium ▪ 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. The methodology shall include item-by-item commentary on Components requirements, demonstrating the substantial responsiveness of the proposal to the requirements. ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference) and envisaged non-key personnel/expert pool (additional staff) required for the implementation of the assignment, clearly stipulating the relevant experience which meets the listed requirements. <p>▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements.</p> <ul style="list-style-type: none"> Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

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

Eligibility Criteria	Documents to establish compliance
Legal Status: 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.	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

Qualification Criteria	Documents to establish compliance
History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor's 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 5 years.	Form F: Eligibility and Qualification
Previous Experience	Documents to establish compliance
Minimum of five (5) years of relevant experience with business support services. <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form F: Eligibility and Qualification
Up to 4 (four) contracts, with a cumulative value of 200,000 US\$, in business support (funds/grant administration of at least 10,000 EUR per beneficiary) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (start-ups, MSMEs) in the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel	Documents to establish compliance
The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) Project Coordinator/ Team Leader • 1 (one) Project-Procurement Officer • 1 (one) Procurement Assistant <i>(from the left bank)</i> • 1 (one) Financial Officer/Accountant • 2 (two) Technical Experts <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 and timeline.</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal

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.

<p>Project Coordinator/Team Leader minimal requirements:</p> <ul style="list-style-type: none"> • <i>At least 5 years of working experience in public administration (economic sector) and/or private sector support organizations.</i> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
Financial Standing:	Documents to establish compliance
<p>Turnover: Proposers should have average annual sales turnover of minimum 200,000 USD for the last 3 (three) years (2022 – 2024).</p> <p><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.</p> <p>Form F: Eligibility and Qualification</p>
<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>UNDP will check the financial accounts to compute the current ratio (CR).</p> <p>If CR 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's financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems.</p> <p>Status of current commitments will also be requested from bidders in order to analyse their current administrative and financial capacity to duly implement the contract to be signed after this procurement and associated risk considering those commitments. In this regard, information such as subject matter of the contract, its value, implementation period, percentage of the works completed, and full-time key technical personnel dedicated to the work may be requested.</p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's Qualification, Capacity, and Experience	250
2.	Proposed Methodology, Approach, and Implementation Plan	390
3.	Management Structure and Key Personnel	360
Total		1000

Section 1. Proposer's Qualification, Capacity and Experience		Points obtainable
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing:</p> <ul style="list-style-type: none"> • Excellent (30 pts): The company is a well-known, top-tier market leader with an impeccable reputation for reliability and quality. Staff are recognized experts. Supported by strong, verifiable references and positive industry analysis. • Good (27 pts): The company is well-known and has a good standing in the field. There is positive evidence of reliability and staff credibility, but it may not be a top-tier leader. Supported by good references. • Satisfactory (21 pts): The company is known in the industry but may have a mixed or limited reputation. Staff credibility is adequate but not exceptional. References are satisfactory but may have minor issues. • Poor (12 pts): The company is not well-known, has a poor reputation, or lacks verifiable evidence of industry standing and staff credibility. References are weak or unavailable. Clarification may be required. • Very Poor (3 pts): The submission provides minimal or no credible information regarding the company's reputation or staff credibility and is not supported by evidence to demonstrate ability to comply with requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	30
1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> • Age of the lead legal entity (business association, business support organization, NGO with economic/start-up/local development profile, trade chambers, employers' association) (5 years – 10 pts, >5 years – 5 pts for each additional year). Up to maximum 40 pts. • Project management controls (organigram) and approved internal HR procedures (5 pts). 	45
1.3	<p>Relevance of specialized knowledge and experience on similar engagements (applicable cumulatively for all consortium members):</p> <ul style="list-style-type: none"> • Minimum five (5) years of experience in funds administration, trainings, and providing business support and coaching to businesses in Moldova (5 years – 20 points, 5 pts for each additional year). Up to maximum 50 pts; • Experience in the promotion of business-related education for youth, contributing to the development of the entrepreneurial ecosystem (i.e. hackathons, incubation or 	165

	<p>acceleration programmes in entrepreneurship for beginners (up to 3 years) or provide financial and expert support to beneficiaries, to assist innovative and young entrepreneurs into reaching a new growth level of their products/companies) (1 project – 20 points, 10 pts for each additional project). Up to maximum 40 pts;</p> <ul style="list-style-type: none"> • Experience providing consultative and business support services to businesses based on the left bank of Nistru River (up to 3 years – 5 points, 5 pts for each additional year). Up to maximum 30 pts; • Experience providing consultative and business support services to businesses registered on the right bank of Nistru River (if yes – 25 pts, if no – 0 pts); • Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no – 0 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 – 2.5 pts); • Organization is a member of the UN Global Compact (no – 0 pts, yes – 2.5 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 such issues, membership in Business Membership Organisations supporting SMEs sector, 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 – 5 pts). 	10
Total Section 1		250

Section 2. Proposed Methodology, Approach, and Implementation plan		Points obtainable
2.1	<p>Understanding of the task: To what extent does the Proposer understand the assignment? Are all elements of the Terms of Reference (TOR) appropriately addressed, and is the proposed approach and methodology aligned with the requirements?</p> <ul style="list-style-type: none"> • Excellent (90 pts): Demonstrates a full and through understanding of the assignment. The proposed approach and methodology are highly responsive to the TOR, addressing all tasks effectively and with strong evidence of capability to meet or exceed requirements. • Good (81 pts): Demonstrates a good understanding of the assignment. The proposed approach and methodology largely correspond to the TOR, addressing most tasks with adequate evidence of capability to meet requirements. Minor adjustments may be needed. • Satisfactory (63 pts): Demonstrates a satisfactory understanding of the assignment. The proposed approach and methodology generally align with the TOR but require some adjustments to adequately address all tasks. Evidence of capability is acceptable but may be generic or lacking in detail. • Poor (36 pts): Demonstrates a limited understanding of the assignment. The proposed approach and methodology do not fully correspond to the TOR and require significant revisions. Evidence of capability is weak or only partially convincing. • Very Poor (9 pts): Demonstrates minimal understanding. Most requirements are inadequately addressed or superficially acknowledged. The proposal raises serious doubts about the Proposer's ability to comply with the TOR. Evidence provided is insufficient. 	90

	<ul style="list-style-type: none"> • No submission (0 pts): Information has not been submitted or is unacceptable. No evidence is provided to demonstrate understanding of the assignment. 	
2.2	<p>Does the Methodological approach demonstrate knowledge and understanding of business environment on the left bank?</p> <ul style="list-style-type: none"> • Excellent (90 pts): Demonstrates a full and deep understanding of the region. The proposed approach clearly describes the specifics of the left bank of the Nistru River and the security zone, addressing the local environment and challenges in sufficient detail with strong evidence of insight and capability. • Good (81 pts): Demonstrates a good understanding of the region. The proposed approach describes most aspects of the left bank and security zone environment and challenges, with adequate detail and evidence of capability. Minor areas may require further elaboration. • Satisfactory (63 pts): Demonstrates a satisfactory understanding of the region. The proposed approach partially addresses the left bank and security zone environment and challenges, but details are limited and evidence of capability is general. • Poor (36 pts): Demonstrates a limited understanding. The proposed approach touches only superficially on the left bank and security zone context. Local environment and challenges are inadequately addressed, and evidence of capability is weak. • Very Poor (9 pts): Demonstrates minimal understanding. The local environment and challenges are acknowledged but not substantively addressed. The proposal raises serious doubts about the Proposer's ability to consider the regional context. • No submission (0 pts): Information has not been submitted or is unacceptable. No evidence is provided regarding understanding of the left bank or security zone environment. 	90
2.3	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?</p> <ul style="list-style-type: none"> • Excellent (90 pts): Demonstrates a clear, well-structured, and realistic implementation plan. The sequence of activities is logically organized, adequately detailed, and strongly supports efficient and effective execution of the assignment. • Good (81 pts): Demonstrates a generally clear and structured implementation plan. The sequence of activities is mostly logical and realistic, with minor areas requiring clarification, but the plan largely supports effective project execution. • Satisfactory (63 pts): Demonstrates an implementation plan that is generally clear but only partially realistic or structured. Some activities are logically sequenced, but adjustments are needed to ensure efficient execution. • Poor (36 pts): Demonstrates a limited or poorly structured implementation plan. The sequence of activities is unclear or unrealistic, raising concerns about the ability to execute the project efficiently. • Very Poor (9 pts): Demonstrates minimal clarity or logic in the implementation plan. Activities are inadequately sequenced or missing, creating serious doubts about the Proposer's capability to implement the project. • No submission (0 pts): Information has not been submitted or is unacceptable. No implementation plan or sequence of activities is provided. 	90
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement:</p> <ul style="list-style-type: none"> • Excellent (80 pts): The proposed M&E methodology and tools fully respond to the task. • Good (72 pts): The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder. • Satisfactory (56 pts): The proposed M&E methodology requires few adjustments to address the tasks. 	80

	<ul style="list-style-type: none"> • Poor (32 pts): The proposed M&E methodology requires several adjustments to address the tasks. • Very Poor (8 pts): The proposed M&E methodology requires major adjustments to address the tasks. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> • Excellent (40 pts): Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements. The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology. • Good (36 pts): Requirements submitted and supported by good evidence of ability to support and exceed contract requirements. • Satisfactory (28 pts): Requirements submitted and supported by satisfactory evidence of ability to support contract requirements. The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks. • Poor (16 pts): Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirements. • Very Poor (4 pts): Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	40
Total Section 2		390

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Project Coordinator/ Team Leader		100
	At least 5 years of working experience in public administration and/or private sector support organizations (5 years – 16 pts, each additional year – 4 pts). Up to maximum 40 pts.	40	
	At least 5 years of professional experience in managing and implementing regionally focused business/community development projects (5 years – 14 pts, each additional year – 2 pts). Up to maximum 40 pts.	40	
	Experience working for UNDP/UN Agencies/projects/EU funded projects (yes – 5 pts; no – 0 pts)	5	
	Language Qualifications (proficiency in Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts)	15	

	Project-Procurement Officer		
3.2	At least 2 documented events/trainings demonstrating experience in providing support and in organizing trainings and events for businesses (2 events/trainings – 7 pts, each additional event/training – 3 pts). Up to maximum 25 pts.	25	80
	At least 2 years of proven experience in performing assessments and procurement-related activities under public or donor-funded projects, including data collection and analysis, market analysis, collection and evaluation of commercial offers based on the value-for-money principle, preparation of tender/procurement documentation, bid evaluation, contract management, as well as monitoring and evaluation throughout the procurement cycle. (2 years – 7 pts, each additional year – 3 pts). Up to maximum 25 pts.	25	
	At least 1 year of experience in working with MSMEs (1 year – 3 pts, each additional year – 2 pts). Up to maximum 15 pts.	15	
	Language Qualifications (proficiency in Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts)	15	
3.3	Procurement Assistant (from the left bank)		
	At least 3 years of practical experience in purchase/acquisitions of goods and services for 3 rd parties (3 years – 9 pts, each additional year – 3 pts). Up to maximum 30 pts.	30	45
	Language Qualifications (proficiency in Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts)	15	
3.4	Financial Officer/Accountant		
	At least 5 years of practical experience in accounting/financial management (5 years – 9 pts, each additional year – 3 pts). Up to maximum 30 pts.	30	65
	Experience in managing and implementing financial tasks (payments to sub-contractors and vendors on acquisition of necessary goods and services for beneficiaries) in at least 2 EU funded projects (2 projects – 9 pts, each additional project – 4 pts). Up to maximum 25 pts.	25	
	Language Qualifications (proficiency in Russian language – 5 pts, Romanian language – 5 pts)	10	
3.5	Technical experts (scoring will be calculated as the average points of the two proposed staff)		
	At least 5 years of professional experience in providing advice to MSMEs on requirements and conditions for successful launch or development plans, experience in working on specific sectors with job creation potential on two banks of the river Nistru (5 years – 15 pts, each additional year – 5 pts). Up to maximum 30 pts.	30	70
	At least 3 documented assignments demonstrating professional experience in project evaluation, including analysis and interpretation of data on business viability and profit-loss analysis, and investment payback period (3 assignments – 15 pts, each additional assignment – 5 pts). Up to maximum 30 pts.	30	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language – 5 pts)	10	
Total Section 3			360

SECTION 5. TERMS OF REFERENCE

A. BACKGROUND

UNDP has been implementing development initiatives in the security zone along the Nistru since 2007, following the delivery of a major drought-related humanitarian intervention across Moldova, that included the Transnistrian region for the first time.

With the launch of the first EU-funded Confidence Building Measures (CBM) Programme in 2009, the EU-UNDP partnership led to important achievements with more than half a million women and men benefiting directly.

The year of 2022, according to experts, was “the hardest year for Moldova in the past three decades”. Moldova achieved a major success in its independent history in 2022. The country has obtained the status of EU candidate country, with a clear roadmap for reforms and credible prospects of future accession to the European Union.

At the same time, Moldova’s economic model was exposed to considerable shocks due to the war in Ukraine, ageing population, low productivity, and low incomes. The war in Ukraine has taken a significant toll on Moldova. It increased the country’s economic and social fragility and put weak institutional capacities under increasing strain. Economically and socially, soaring prices, declining economic output, the energy crisis and the influx of refugees caused by the war led to growing fiscal spending, at the expense of investments in longer-term development priorities. Hard-won development gains have been to some extent rolled back.

Over the last decade the economy of the Transnistrian region has become closely integrated with the EU market. Exports to the EU and right-bank Moldova account for 70% of total exports and exports to Russia are only 8%. The region has benefited from EU’s autonomous trade preferences, DCFTA and the Association Agreement, without taking on the political commitments that these agreements entail. Transnistria’s products are exported to the EU as Moldovan products.

Most companies from the region are registered with the Moldovan authorities, which gives them access to free trade with the EU (DCFTA) and CIS. However, they are not fully benefiting due to obstacles, barriers, and lack of preparedness. The Transnistrian region has not largely benefited from assistance programs provided to Moldova by international donors in these fields, and is more affected by a deteriorated infrastructure, and obsolete policies, which contribute to falling quality of life.

Assessments show that migration rates, both temporary and permanent, are even higher than on the right bank Moldova. Due to the unresolved conflict and its social and economic consequences, people continue to leave, these trends being especially pronounced in the younger generations. In addition to the intended and/or experienced outmigration, a large majority the region’s residents (72.5%) see their children’s future outside of Transnistrian region. The situation is similar related to the natural increase rate indicating tremendous pressure on public expenditures and poor prospects for improvement of social service without external support.

The culture of entrepreneurship in Transnistrian region is steadily improving due to the communities of young entrepreneurs built in the CBM 5th phase around green, tech, digital and social entrepreneurship and to the creation of the Business Hub. The economy is still concentrated within a few large enterprises, but the number of persons learning to be an individual entrepreneur and launching start-ups, is constantly increasing, thus pushing for a shift in social perceptions and abilities of local, especially young, entrepreneurs in generating employment, income and indeed wealth, as well as introducing entrepreneurial skills and mind-sets among young people.

To address the deepening energy crisis and strengthen enterprise resilience in the Transnistrian region, the Programme will, provide targeted technical assistance and non-financial support (equipment/goods/works/services of up to USD 35,000 per MSME) for energy efficiency and renewable energy solutions that promote circular economy practices and sustained improvements in energy performance on the left bank. Support will be delivered through a closed call targeting former beneficiaries of UNDP-implemented EU-CBM and AdTrade projects. The intervention aligns with the Government’s Growth Plan – Reform 1.2 (strengthening the public MSME support system) and Reform 5.1 (enhancing economic sustainability via energy security and circular economy backed by private-sector investment).

B. SCOPE OF WORK

In the 6th phase, the “Economic development and decent jobs creation” component will build on the initiatives successfully implemented in the 5th phase of the program, with a strong focus on women, green and tech entrepreneurship and investments targeting a just transition for the population on both banks of the river Nistru. It will provide the tools to MSMEs

to strengthen resilience and equip vulnerable and underprivileged groups with employment skills, so that they can remain competitive on the labour market.

The European Union-Confidence Building Measures Programme (hereinafter the EU-CBM VI) **is looking for a company/civil society organization or consortium of companies/organizations to support private sector (MSMEs)** on the left bank through a non-refundable, non-cash support mechanism focused on energy efficiency (EE), renewable energy (RE) and circular economy measures. The assignment will finance eligible equipment/goods/works/services up to USD 35,000 per MSME, coupled with targeted technical assistance (including EE diagnostics and basic M&V planning). Support will be provided via a closed call to former UNDP EU-CBM/AdTrade beneficiaries who are active enterprises based on the left bank, as per the Programme's Eligibility and Selection Criteria (Annex A). Expected results include reduced energy consumption and costs ($\geq 10\%$), improved energy performance, CO₂ reduction, job creation/retention, and strengthened women's economic participation.

C. KEY ACTIVITIES

The Contractor will take full responsibility for the provision of required services in close cooperation with UNDP project team.

Activities will specifically target support to MSMEs based and operating on the left bank (former EU-CBM/AdTrade beneficiaries), focused on energy efficiency (EE), renewable energy (RE) and circular-economy upgrades. Activities will be undertaken in close cooperation with the UNDP EU-CBM VI team and in line with UNDP principles (best value for money, transparency, equal treatment).

Soft assistance (consultancy, supporting activities, etc.) is to be included.

The Contractor shall organize verification of contribution, adjustment of procurement and business plans, organization of contracts signing and provide necessary consulting and support activities for beneficiaries of non-refundable non-cash support. The contribution and non-cash support amounts are to be directed towards acquisition of the equipment and goods necessary, as well as other relevant costs in conformity with the adjusted business plan. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries business plan and activity plan, which is to be agreed with UNDP, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

The General objectives identified, and scope of work defined shall be met through activities that include, but are not limited to the following:

1. **Methodology development:** preparation of methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:
 - a. Develop topics and methodology for EE/RE-oriented trainings and on-demand support, including basic energy diagnostics, MSMEs due diligence and a simple M&E plan;
 - b. Detailed description of procurement procedures, and monitoring of proper use of the received equipment/goods/materials/services as described in the business plan;
 - c. Set out monitoring/evaluation of energy performance (kWh, % cost reduction) and CO₂ proxy, plus gender and jobs (created/retained);
 - d. Frame opportunities for cross-river economic linkages that advance CBM objectives, without altering the left-bank targeting of the call;
 - e. Provide inception report.

*The stated deliverables must be approved by EU-CBM VI at the initial phase of the contract. An **inception report** will be submitted to the EU-CBM VI subject to first tranche payment.*

2. Information sessions, launch of the competition and selection of at least 6 beneficiaries of non-cash support:

- a. Targeted outreach, closed call and selection of left-bank beneficiaries;
- b. Organization of two 1-day intensive information sessions, in 2 localities (on the left bank) on correct fulfilment of the application documents for at least 40 candidates;
- c. SMM campaign: creating and posting content on relevant social media channels, such as informative posts, event announcements, reminders, and short videos, to raise awareness about the non-cash support competition, engage potential beneficiaries, and ensure maximum outreach and participation. Ensuring that the information reaches a minimum of 500 unique users from the target group;
- d. Provide to potential applicants the approved, by EU-CBM VI, application guide for entrepreneurs (RU), application form (business plan) and budget template and make them available directly electronically (by e-mail or on-line) **4 weeks before the deadline**;
- e. Assist potential applicants in compiling the application file and filling in the business plan;
- f. Collect applications and open them all upon expiration of deadline with EU-CBM VI representatives as observers. The Contractor will be responsible for preliminary screening of submitted applications, taking in consideration the eligibility and evaluation criteria. All the applications in original will be sent to EU-CBM VI. The evaluation and selection will be made by the representatives of UNDP, Donor, and Bureau for Reintegration Policy of the Republic of Moldova, while endorsement will be made by EU-CBM Steering Committee. If the case, the Contractor will provide additional information regarding submitted applications to any of the selecting or approving parties;
- g. The Contractor will receive an approved list of beneficiaries, selected under the non-refundable non-cash financial assistance program for entrepreneurs;
- h. Assist all beneficiaries in upgrading their business plans to achieve stated goals (e.g. new jobs creation, profitability increase, sales increase, etc), provide clear definition of goods and services to be purchased, and trainings needed;
- i. Before the agreement signing, the Contractor will visit beneficiary on-site to confirm state of the location mentioned in the application and will establish individual monitoring and evaluation targets for the selected beneficiaries, and procurement plan, technical specifications and procedures adapted for the needs of the beneficiaries. If not compliant, the beneficiary can be excluded from the awards list and the next on the reserve list can be taken;
- j. As a result, the Contractor will sign agreements with at least 6 selected beneficiaries, reserve list: up to 6 (subject to available funds) stipulating duration, the volume and scope of assistance to be provided for the successful implementation of approved business plans (up to the equivalent of 35.000 USD per project). The template of the agreement will be provided by EU-CBM team and updated by the Contractor, with EU-CBM approval.

*After the successful completion of beneficiaries' selection, **a first progress report** will be submitted to the EU-CBM VI, subject to second payment.*

3. Delivery of the 7-month (April through October 2026) support and mentoring programme for the 6 beneficiaries of non-cash support:

- a. Purchase the eligible equipment/goods/materials/services within the awarded support for each beneficiary in conformity with the provisions of each business plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary;
- b. Provide the required logistical, administrative and mentoring support to beneficiaries to launch or develop their business (including but not limited to company registration, legal support, identifying potential location premises, etc.);

- c. Provide CVs of 4 business development consultants/trackers (i.e. with practical experience of business management (business processes, financial analysis, access to finance/negotiation and sales channels/market research, etc.) that will be contracted to provide specific recommendations and qualified support to the 6 beneficiaries, after the contracts will be signed and through the implementation of their business plans;
- d. Organize at least 4 thematic training seminars tailored to beneficiaries' needs to improve business skills of the 6 beneficiaries and the efficiency of their business;
- e. Continuous monitoring of the business plan implementation and proper use of equipment/goods/materials/services given to the beneficiaries for temporary use, through bailment agreement;
- f. Monitoring and analysis of the results achieved by the programme and by each MSME in particular;
- g. After successfully implementing each of 6 business projects, ensure the official transfer of procured goods/equipment to the balance of the beneficiary MSMEs;
- h. Ensure visibility of the project results and description of success stories of each beneficiary for further use of the content by EU-CBM team for communication and visibility activities, in line with EU-UNDP rules.

4. Organization of public events:

- a. 1 (one) award ceremony;
- b. Networking/B2B events (1 per semester) to connect the new beneficiaries with old colleagues or bigger companies, potential suppliers or clients;
- c. Ensure free participation of beneficiaries in at least one exhibition related to their good or product, if ready to be marketed;
- d. SMM campaign related to the Networking/B2B events and exhibition: creating and posting content on relevant social media channels (event announcements, participant highlights, live updates, and follow-up summaries) to promote the event and/or selected beneficiaries, engage business community and maximize visibility. For third-party events, SMM efforts will focus only on beneficiary promotion; for events organized by the implementing entity, they will also include event promotion. The campaign must ensure reaching at least 500 unique users from the target group;
- e. Organized 4 (four) sectorial group study visits in Moldova, to peer successful companies or from same cluster;
- f. SMM campaign related to the study visits: creating and posting content on relevant social media channels, such as visit announcements, highlights of the beneficiaries selected within the programme, short video impression, and post-visit summaries – as well as preparing online visibility materials for beneficiaries to increase outreach, engage the target audience, and showcase the learning opportunities provided by the study visits;
- g. Closing event with exhibition to present the achieved tangible results, major conclusions, and recommendations.

5. Analysis of the results achieved by the project and by each of 6 beneficiaries MSMEs:

- a. Ensure compilation of data sheets of each beneficiary. The format to be coordinated to the program;
- b. Collection of indicators of the project implementation. Analysis of the results achieved by the project and each beneficiary and develop Progress Reports and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions, and recommendations;
- c. Elaboration of project implementation reports:
 - i. One Inception Report;

- ii. Three Progress Reports (simplified), including financial Report/Statements;
- iii. Final report on non-cash support implementation completion;
- iv. Other reports as described in the Deliverables section.

Note: The Budget should be submitted according to Annex Form G: Financial Proposal Form. As a result of performed evaluations during the implementation and based on the progress reports, the EU-CBM VI may develop capacity building programmes tailored on the needs of the beneficiaries and will ensure access to horizontal training programmes aiming to strengthen capacities of respective entrepreneurs (outside of the scope of work of the Contractor).

D. DELIVERABLES AND INDICATIVE TIMEFRAME (please refer to the detailed description of key activities, formulated above)

Tasks and Milestones	Indicative timeframe
Task 1. Methodology development:	
<p>Fine tuning methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:</p> <ul style="list-style-type: none"> a. Topics and methodology for the trainings and support activities including mentorship, provision of seminars, provision of logistical/administrative support to beneficiaries, networking events and suggested destinations for study visits; b. Concept of the information sessions and identification campaigns; c. Detailed description of procurement procedures, and monitoring of proper use of the received equipment/goods/materials/services as described in the business plan; d. Methodology for monitoring/evaluation of achieved results. 	February – March 2026
Deliverable 1: Inception report containing deliverables from Task 1	March 2026
Task 2. Information campaigns and call for applications	
<ul style="list-style-type: none"> a. Deliver advertising and offline information sessions about the non-cash support competition on the left bank; b. Collect and perform technical-eligibility screening of all received applications; c. Work with EU-CBM VI team to short-list the best files for technical evaluations for Selection Committee; d. Organize an offline award ceremony. 	April – May 2026
Deliverable 2: First progress report containing deliverables from Task 2	May 2026
Task 3. Support in initiation of the implementation	
<ul style="list-style-type: none"> a. Assist all beneficiaries in upgrading their business plans; b. Update and adjust the procurement plan; c. Check contributions for all beneficiaries (equivalent in MDL at the date of signing the contract); d. 1 site visit to each beneficiary before signature of contracts; 	May – June 2026

Tasks and Milestones	Indicative timeframe
e. Elaborate and sign at least 6 non-cash support Agreements and other standardized relevant documents.	
<i>Deliverable 3: Second progress report containing deliverables from Task 3</i>	<i>June 2026</i>
Task 4. Implementation of hard support of the business plans	
a. Start procurement procedures for the eligible equipment/goods/materials/services within the awarded support for each beneficiary; b. Perform 1 out of 2 monitoring site visits to all 6 beneficiaries to confirm proper locations for equipment/goods/materials/services to be ordered for the beneficiaries; c. Ensure timely shipment of ordered equipment and its correct installation as well as signature of all documentation of reception and bailment contracts, by beneficiaries; d. Provide the monthly logistical, administrative and mentoring support to beneficiaries by business development trackers, to accelerate their launch to market or growth phase.	July – September 2026
<i>Deliverable 4: Third progress report containing deliverables from Task 4</i>	<i>September 2026</i>
Task 5. Delivery of soft support and business tracking of beneficiaries	
a. Perform second out of 2 monitoring site visits per beneficiary during project implementation for monitoring of shipping and proper use of equipment/goods/materials/services given to the beneficiaries for temporary use, based on a bailment agreement; b. Provide the monthly logistical, administrative and mentoring support to beneficiaries by business development trackers, to accelerate their launch to market or growth phase; c. Organize at least 4 thematic training seminars tailored to beneficiaries' needs to improve business skills of the 6 beneficiaries and the efficiency of their business; d. Support the activities of the network of entrepreneurs aiming to promote best practice sharing, exchanges of experiences and establishment of lucrative business contacts (exhibitions, local fairs, study visits, networking/B2B, participation in business communities and mini cross-river thematic fairs); e. Ensure visibility of the project results and presentation of each entrepreneur.	September – November 2026
<i>Deliverable 5: Fourth progress report containing deliverables from Task 5</i>	<i>November 2026</i>
Task 6. Summing-up:	
a. Ensure the official transfer of procured goods/equipment to the balance of the beneficiary MSMEs, including providing support (guidance) for obtaining all required permits and commissioning the procured equipment; b. Organize one closing event bringing beneficiaries and other stakeholders involved during project; c. Semestrial fact sheets for each beneficiary, major conclusions and recommendations submitted for approval to UNDP; d. Collecting key findings, results, number of jobs created, value of income raised, value of total investments attracted, total value of profits generated with the assistance of the EU-	September – December 2026

Tasks and Milestones	Indicative timeframe
CBM VI Programme MSMEs Non-cash support Intervention, lessons learned and recommendations for further calls.	
Deliverable 6: Final report of all activities	December 2026

All the above will be implemented in close coordination with EU-CBM VI Programme Team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy. All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal. Agendas and other materials pertinent to target audience shall be developed and submitted in Russian.

E. SCHEDULE OF PAYMENTS

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by EU-CBM VI Programme Manager.

Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with EU-CBM VI upon the signing of the Agreement.

Deliverables	Instalment value (as share of proposed amount for services)	Tentative payment date	Payment due upon successful completion of Tasks
1 – Inception report containing deliverables from Task 1	20%	March 2026	Task 1
2 – First progress report containing deliverables from Task 2	10%	June 2026	Task 2
3 – Second progress report containing deliverables from Task 3	20%		Task 3
4 – Third progress report containing deliverables from Task 4	35%	September 2026	Task 4
5 – Fourth progress report containing deliverables from Task 5	10%	November 2026	Task 5
6 – Final Report of all activities	5%	December 2026	Task 6

F. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of EU-CBM VI (Project Senior Officer and Programme Manager). The Contractor/Consortium partners should sign a partnership Agreement with its partner from opposite bank prior to submission of proposal, based on Terms of Reference, stating clear division of tasks and organizational expertise, and proposed budget.

Agendas and other materials pertinent to target audience shall be developed and submitted in Russian for left bank participants.

The Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions, and establishing and maintaining of good working relationships with all involved parties. Please,

ensure that all kind of translation costs (written and oral) shall be arranged by the Contractor (in Transnistrian region the predominant population is Russian-speaking, and the documentation is kept in Russian language).

Role of UNDP project team:

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project;
- Lead the communication and visibility process of the Project by involving the EU-CBM communications consultant;
- Support the Contractor to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes;
- Coach the Contractor in developing application, implementation procedures and development of required templates;
- Lead the selection process of the beneficiaries, develop eligibility criteria and templates for the evaluation. Approve the final list of beneficiaries with the Steering Committee;
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money;
- Regularly organize monitoring visits to the selected companies, identify issues, propose solutions;
- In partnership with the selected organization, meet the Project beneficiaries to assess the bottlenecks in implementation and additional capacity development needs. Adapt the initially agreed implementation plan according to the identified needs and offer additional, tailored expertise;
- Lead the process of organizing events related to the Project. Organize the final event with the involvement of entrepreneurs from the left bank, including Project's beneficiaries and other stakeholders;
- Train and coach the Contractor on gender mainstreaming. Check and clear all Project's implementation stages towards main principles of gender balanced approach;
- Make a thorough assessment of achieved results, documented best cases, lessons learned and recommendations for similar programmes.

Roles and duties of the Contractor managing the non-cash support scheme:

- Allocate the proper and needed skilled personnel to carry out the Project's outputs;
- Be responsible of management of the current assignment including remuneration of staff, experts, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.;
- Ensure proper reach out of beneficiaries and disseminate the call for proposals on the left bank;
- Maintain permanent contact with beneficiaries of assistance from the left bank;
- Ensure the visibility of the Project and the EU-CBM VI Programme by distributing the developed communications and visibility materials according to UNDP rules;
- Procure required equipment/goods/materials/services according to the approved business plans and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans;
- Implement and regularly monitor activities performed by beneficiaries (benefiting companies) in regard to the implementation of their business plan;
- Organize field visits to the beneficiaries of assistance from the left bank, monitor their progress and assess additional needs for capacity development;

- Ensure beneficiaries' information about annual planned exhibitions going on in Chisinau or abroad, the visibility or marketing opportunities provided by other organizations like Investment Agency, ODA, among others, including providing support for their registration and logistical preparation;
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the Project activities if requested by the Programme team;
- Implement the Project in accordance with gender mainstreaming and transparency principles.

G. DURATION OF SERVICES

- a) The estimated duration of contract is maximum 12 months from signing of contract. The expected time of commencement of contract is **February 2026**;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The technical proposal must include, inter alia, the methodological approach with activities included in this Terms of Reference as baseline, as well as a clearly defined modality of comprehensive business support services to be provided, corresponding to the objective and scope of work described above.

The application should identify the potential non-cash support management partner organization on the opposite bank of the river Nistru or the exact specialists that will be involved in the activities, with clear description of their experience in start-up and entrepreneurship development, funds management (**see Section 4: Technical Evaluation/ Section 3. Management Structure and Key Personnel**).

The Contractor's project implementing team (key personnel) must consist of:

1. *Project Coordinator/team leader – 1 person* (Responsibilities: Planning of project activities, ensure qualitative information and dissemination campaign for non-cash support competition, implementation of project activities, drafting, endorsing of reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. *Project-Procurement Officer – 1 person* (Responsibilities: gather the grant the applications, compile the summary table of all application, provide logistical support to the evaluation team, implementation of project activities, data collection, event management, coordination of stakeholders, monitoring of beneficiaries' business plans implementation, during procurement phase – analyze the market, collect commercial offers for goods/services, select the best option based on value-for-money principle, monitoring and evaluation tasks along the procurement);
3. *Procurement Assistant (from the left bank) – 1 person* (Responsibilities: support procurement and shipping activities for beneficiaries on the opposite bank, data collection about technical criteria and services required by beneficiaries, monitoring due diligent use of equipment by beneficiaries, provide advice/training to new entrepreneurs on local acquisition rules for companies);
4. *Financial Officer/Accountant – 1 person* (Responsibilities: reception and bookkeeping of financial and budgetary documents for non-cash support resources, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries, compilation of financial reports);

Staff involved for direct project activities during certain stages of the project activities:

5. *Technical experts – 2 persons* (Responsibilities: in first stage guide applicants to prepare project proposals during the competition, estimate financial profitability of the business plan and business viability, perform eligibility screening of applications, and go with project officer in the field to check availability and readiness of business facilities and technical endowment (if as described in the business plan).

The implementation team and contracted additional experts (if applicable) should prove advanced knowledge of Romanian, Russian and intermediate English languages.

The qualifications of the company/organization, or consortium of companies/organizations, including those of the proposed key personnel, are presented in Section 4 of this document.

The Proposers shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services. The Proposers shall include information on the volume of allocated resources to carry out the assignment.

A breakdown per working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Proposers shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key Personnel. Any changes in the experts' team on behalf of the Contractor(s) shall occur only with UNDP's prior written approval. In such cases, the Contractor shall ensure that the replacement experts proposed have equivalent qualifications and experience to those in the original proposal. The bidders are free to propose Non-key personnel/ other (if relevant) staff needed for specific activities.

Proposers should enclose a CV for each person anticipated to be assigned to the project and should include specific information on the experience and roles.

During the assignment, the Key personnel should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Special Conditions of Contract

Not applicable.

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 J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM A: PROPOSAL CONFIRMATION

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

To: Insert name of contact person

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

From: Insert name of proposer

Subject RFP reference **RfP25/03193**

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

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

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

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

FORM B: CHECKLIST

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

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

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

We, the undersigned, offer to supply the services required for provision of business advisory and support services to up to 6 small and medium enterprises from Moldova (based on the left bank) in accordance with your Request for Proposals No. RfP25/03193. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

Proposer Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

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 us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorized by the Organization to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM D: PROPOSER INFORMATION

RFP Reference	RfP25/03193
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	<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>
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	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>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>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</p>

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner:

 Signature: _____

 Date: _____

Name of partner:

 Signature: _____

 Date: _____

Name of partner:

 Signature: _____

 Date: _____

Name of partner:

 Signature: _____

 Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

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 5 years**.

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

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

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

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

Financial Standing

Annual Turnover for the last 3 years	Year 2024	Currency:	Amount
	Year 2023	Currency:	Amount
	Year 2022	Currency:	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information <i>(specify currency)</i>	Historic information for the last 3 years		
	2022	2023	2024
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

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

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

Section 2: Proposed Methodology, Approach, and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used during the assignment.

2.4 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project. **Portfolio of relevant projects implemented must be presented together with candidate's CV as evidence.***

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel

Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]

FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03193		

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

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

All payments from EU and UNDP funds are made strictly for their intended purpose in accordance with the Agreement with UNDP and the budget items of this Project. The Contractor will open a separate bank account to be used solely for transactions under this service contract.

Currency of the proposal: Moldovan Leu (MDL) for local bidders or US Dollars (USD) for foreign bidders

Table 1: Cost Breakdown per Deliverables*

Deliverables	Instalment value (weight of proposed amount)	Price (Lump Sum, All Inclusive, VAT 0%) <i>[Please specify currency]</i>
Deliverable 1: Inception report containing deliverables from Task 1	20%	
Deliverable 2: First progress report containing deliverables from Task 2	10%	
Deliverable 3: Second progress report containing deliverables from Task 3	20%	
Deliverable 4: Third progress report containing deliverables from Task 4	35%	
Deliverable 5: Fourth progress report containing deliverables from Task 5	10%	
Deliverable 6: Final report of all activities	5%	

Table 2: Cost Breakdown by Cost Component

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

Deliverable	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
		A	B	C=A*B		D	E	F=D*E	
Task 1. Methodology development; Deliverable 1: Inception report containing deliverables from Task 1	1 (one) Project Coordinator				Administrative costs (if any)				
	1 (one) Project-Procurement Officer				Utilities				
	1 (one) Procurement Assistant				Communication costs				
	1 (one) Financial Officer/ Accountant				Office supplies/ stationaries				
	1 (one) Technical Expert 1				Other costs (if any)				
	1 (one) Technical Expert 2								
	Other staff (if any) [Please list]								
	Subtotal 1					Subtotal 2			
Task 2. Information campaigns and call for applications; Deliverable 2: First progress report containing deliverables from Task 2	1 (one) Project Coordinator				Information campaign and 2 induction sessions in 2 localities on the left bank for the non-cash support competition				
					Printed materials				
	1 (one) Project-Procurement Officer				SMM campaign				
	1 (one) Procurement Assistant				Transportation costs				
	1 (one) Financial Officer/ Accountant				Rent of equipment				
	1 (one) Technical Expert 1				Rent of the venue				
	1 (one) Technical Expert 2				Catering services (up to 40 participants each)				
	Other staff (if any) [Please list]				Handouts				
					Other, if relevant				
					Awards Ceremony (offline)				
					Transportation costs				
					Rent of equipment				

Deliverable	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
		A	B	C=A*B		D	E	F=D*E	
					Catering services (up to 40 participants each)				
					Rent of the venue				
					Printed materials (if any)				
					Other, if relevant				
					Administrative costs (if any)				
					Utilities				
					Communication costs				
					Office supplies/ stationaries				
					Other costs (if any)				
		Subtotal 1				Subtotal 2			
Task 3. Support in initiation of the implementation; Deliverable 3: Second progress report containing deliverables from Task 3	1 (one) Project Coordinator				Transportation costs (site visits)				
	1 (one) Project-Procurement Officer				Administrative costs (if any)				
	1 (one) Procurement Assistant				Utilities				
	1 (one) Financial Officer/ Accountant				Communication costs				
	1 (one) Technical Expert 1				Office supplies/ stationaries				
	1 (one) Technical Expert 2				Other costs (if any)				
	Other staff (if any) [Please list]								
	Subtotal 1				Subtotal 2				
Task 4. Implementation of hard support of the business plans; Deliverable 4: Third progress report containing deliverables from Task 4	1 (one) Project Coordinator				Transportation costs (first out of two visits)				
	1 (one) Project-Procurement Officer				Other, if relevant				
	1 (one) Procurement Assistant				Administrative costs (if any)				
	1 (one) Financial				Utilities				

Deliverable	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
		A	B	C=A*B		D	E	F=D*E	
	Officer/ Accountant								
	1 (one) Technical Expert 1				Communication costs				
	1 (one) Technical Expert 2				Office supplies/ stationaries				
	Other staff (if any) [Please list]				Other costs (if any)				
	Subtotal 1				Subtotal 2				
Task 5. Delivery of soft support and business tracking of beneficiaries; Deliverable 5: Fourth progress report containing deliverables from Task 5	1 (one) Project Coordinator				4 thematic training seminars on topics agreed by the beneficiaries of non-cash support (min. 30 participants)				
	1 (one) Project-Procurement Officer				Transportation costs				
	1 (one) Procurement Assistant				Rent of equipment				
	1 (one) Financial Officer/ Accountant				Catering services (up to 40 participants each)				
	1 (one) Technical Expert 1				Handouts				
	1 (one) Technical Expert 2				Other, if relevant				
	Other staff (if any) [Please list]				Transportation costs (second out of two visits)				
					4 study visits on both banks				
					Transportation costs				
					Catering services (up to 40 participants each)				
					SMM campaign				
					Other, if relevant				
					2 Networking/B2B events and exhibition participation in Chisinau				
					SMM campaign				
					Transportation costs				
					Rent of equipment				
					Rent of the venue				
					Catering services (up to 40				

Deliverable	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
		A	B	C=A*B		D	E	F=D*E	
					participants each)				
					Participation fee (min 6 participants)				
					Boot renting and design (approx. 50 m2)				
					Other, if relevant				
					Administrative costs (if any)				
					Utilities				
					Communication costs				
					Office supplies/ stationaries				
					Other costs (if any)				
		Subtotal 1				Subtotal 2			
Task 6. Summing-up; Deliverable 6: Final report of all activities	1 (one) Project Coordinator				Closing Event				
	1 (one) Project-Procurement Officer				Transportation costs				
	1 (one) Procurement Assistant				Visibility materials (design, copywriting, printing of catalogue or filming success stories) budget for ads on social media, etc.)				
	1 (one) Financial Officer/ Accountant				Rent of equipment				
	1 (one) Technical Expert 1				Rent of the venue				
	1 (one) Technical Expert 2				Catering services (up to 40 participants each)				
	Other staff (if any) [Please list]				Other, if relevant				
					Administrative costs (if any)				
					Utilities				
					Communication costs				
				Office supplies/ stationaries					

Deliverable	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
		A	B	C=A*B		D	E	F=D*E	
					Other costs (if any)				
	Subtotal 1				Subtotal 2				
TOTAL Deliverables									
Value of support to be provided to selected beneficiaries			Unit of measure		Quantity	Unit Price in USD		Total Price in USD	
Non-cash support for 6 beneficiaries from the left bank			Agreements		at least 6	Up to 35,000		210,000	
GRAND TOTAL			Grand Total						

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

*** Please include the respective amounts in the Total Budget of the Proposal. Applicable taxes and social benefits should be included in the unite price proposed.*