



## **RfP25/03193: Provision of Non-Cash Support to MSMEs**

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 MSMEs** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

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



If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00877**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

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

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto: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](mailto: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](mailto:sc.md@undp.org). Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

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

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



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

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

We look forward to receiving your proposal.

UNDP Moldova



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1 Overview

1.1 General Information

Title	RfP25/03193: CBM/ Provision of Non-Cash Support to MSMEs
E-Mail	sc.md@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0160729/RfP25/03193
Beneficiary Country	MDA
Introduction	<b>RfP25/03193: Provision of Non-Cash Support to MSMEs</b>

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 MSMEs** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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- Section 7: Proposal Forms

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We look forward to receiving your proposal.



UNDP Moldova

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date 24/12/25 08:31 AM  
Close Date 20/01/26 14:30 PM  
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

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

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

1.4 Attachments

File Name or URL	Type	Description
Proposal Forms	File	
General Terms and Conditions	File	
Guides for Suppliers	File	
Request for Proposals	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



## 2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

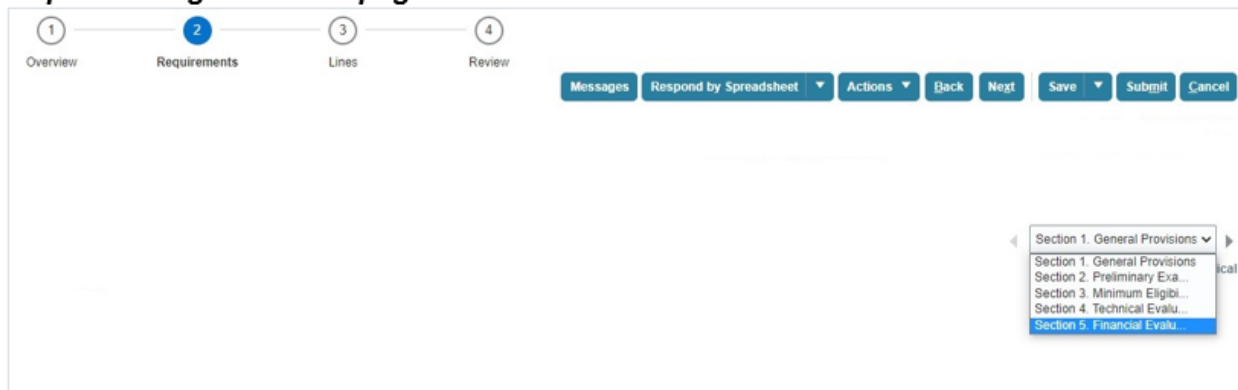
**Dear supplier,**

**Please carefully review the requirements and questions in this section.**

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

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

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



### 2.1 Section 1. General Provisions

#### \*1. General Instructions to Proposers

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

*Target: Confirm acceptance of instructions and provisions of this tender*

#### \*2. Bid Data Sheet

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

*Target: Have read and understood provisions in BDS*

#### 3. Criteria for Evaluation and Contract Award

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

#### Technical Proposal (70%)

- Bidder's Qualification, Capacity and Experience



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

### **Financial Proposal (30%)**

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

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

## **2.2 Section 2. Evaluation Criteria - Preliminary Examination**

### **\*1. General Conditions of Contract**

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

*Target: Accept General Conditions of Contract.*

### **\*2. Proposal Validity**

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

*Target: Accept Proposal Validity Conditions.*

### **\*3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Non-compliance with this instruction may result in rejection of the proposal received.**

*Target: Proposal Forms Submitted*

### **\*4. Company profile**

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

*Target: Company profile provided*

### **\*5. Legal documents**

Please provide legal documents including company registration certificate, legal representation, etc.

*Target: Legal documents provided*

### **6. Official Letter of Appointment or Power of Attorney**

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

*Response attachments are optional.*

### **7. List of Shareholders and Other Entities Financially Interested in the Firm**

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

*Response attachments are optional.*



**\*8. Tax Registration/Payment Certificate**

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

**9. Quality Certificates**

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

*Response attachments are optional.*

**\*10. Financial Statements**

Please provide the latest Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024)

*Target: Financial Statements provided*

**\*11. Statement of Satisfactory Performance**

Please provide the Statements of Satisfactory Performance (references) from the Top three (3) Clients in terms of Contract Value in the past three years

*Target: Statement of Satisfactory Performance provided*

**12. Consortium or Subcontracting Agreement**

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

**\*13. Methodology, Approach and Implementation Plan**

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

*Target: Methodology, Approach and Implementation Plan provided*

**\*14. Copies of contracts**

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

**\*15. CVs and Statements of Exclusivity and Availability**

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

*Target: CVs and Statements of Exclusivity and Availability provided*

**2.3 Section 3. Evaluation Criteria - Minimum Eligibility**



1. **Evaluation Criteria - Minimum Eligibility**

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

**Eligibility Criteria**

Eligibility Criteria	Documents to establish compliance
<b>Legal Status:</b> Proposer is a legally registered entity	Form D: Proposer Information
<b>Diversity, Inclusion and Belonging:</b> 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
<b>Eligibility:</b> 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
<b>Conflict of Interest:</b> No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Bankruptcy:</b> The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

\*2. **Compliance with Minimum Eligibility Criteria**

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

2.4 **Section 4. Evaluation Criteria - Qualification**

1. **Evaluation Criteria - Qualification**

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

**Qualifications Criteria**

Qualification Criteria	Documents to establish
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	compliance
<b>History of non-performing contracts[1]:</b> Non-performance of a contract did not occur as a result of contractor's default within the last 3 years <sup>1</sup> .	Form F: Eligibility and Qualification
<b>Litigation History:</b> 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, <b>Lead Partner</b> 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, <b>all Parties cumulatively</b> 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"> <li>• 1 (one) Project Coordinator/ Team Leader</li> <li>• 1 (one) Project-Procurement Officer</li> <li>• 1 (one) Procurement Assistant (from the left bank)</li> <li>• 1 (one) Financial Officer/Accountant</li> <li>• 2 (two) Technical Experts</li> </ul> <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</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal

<p>reasoning for such approach and distribution of tasks and timeline.</p> <p><b>Project Coordinator/Team Leader minimal requirements:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of working experience in public administration (economic sector) and/or private sector support organizations.</li> </ul> <p>(For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement).</p>	
Financial Standing:	Documents to establish compliance
<p><b>Turnover:</b> Proposers should have average annual sales turnover of minimum 200,000 USD for the last 3 (three) years (2022 – 2024). (For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement).</p>	<p>Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification</p>
<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. UNDP will check the financial accounts to compute the current ratio (CR). If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems. 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, it's value, implementation period, percentage</p>	<p>Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification</p>



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

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

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

**2.5 Section 5. Technical Evaluation Criteria**

**1. Technical Evaluation Criteria**

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set.  
Evaluation team will score each criteria based on the information provided in the proposal.  
To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

**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"> <li>• <b>Excellent (30 pts):</b> 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.</li> <li>• <b>Good (27 pts):</b> 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.</li> <li>• <b>Satisfactory (21 pts):</b> 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.</li> <li>• <b>Poor (12 pts):</b> 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.</li> <li>• <b>Very Poor (3 pts):</b> 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.</li> </ul> <p><b>No Submission (0 pts):</b> Information has not been submitted or is unacceptable.</p>	30
1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> <li>• Age of the lead legal entity (business association, business support organization, NGO with economic/start-up/local development profile, trade chambers, employers' association) <i>(5 years – 10 pts, &gt;5 years – 5 pts for each additional year). Up to maximum 40 pts.</i></li> <li>• Project management controls (organigram) and approved internal HR procedures <i>(5 pts).</i></li> </ul>	45



1.3	<p>Relevance of specialized knowledge and experience on similar engagements (<b><i>applicable cumulatively for all consortium members</i></b>):</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Experience in the promotion of business-related education for youth, contributing to the development of the entrepreneurial ecosystem (i.e. hackathons, incubation or 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;</li> <li>• 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;</li> <li>• 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);</li> <li>• Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no – 0 pts).</li> </ul>	165
1.4	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> <li>• Organization is compliant with ISO 14001 or ISO 14064 or equivalent (no – 0 pts, yes – 2.5 pts);</li> <li>• Organization is a member of the UN Global Compact (no – 0 pts, yes – 2.5 pts);</li> <li>• 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).</li> </ul>	10



Total Section 1	250
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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"><li>• <b>Excellent (90 pts):</b> Demonstrates a full and thorough 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.</li><li>• <b>Good (81 pts):</b> 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.</li><li>• <b>Satisfactory (63 pts):</b> 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.</li><li>• <b>Poor (36 pts):</b> 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.</li><li>• <b>Very Poor (9 pts):</b> 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.</li><li>• <b>No submission (0 pts):</b> Information has not been</li></ul>	90

	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"> <li>• <b>Excellent (90 pts):</b> 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.</li> <li>• <b>Good (81 pts):</b> 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.</li> <li>• <b>Satisfactory (63 pts):</b> 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.</li> <li>• <b>Poor (36 pts):</b> 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.</li> <li>• <b>Very Poor (9 pts):</b> 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.</li> <li>• <b>No submission (0 pts):</b> Information has not been submitted or is unacceptable. No evidence is provided regarding understanding of the left bank or security zone environment.</li> </ul>	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"> <li>• <b>Excellent (90 pts):</b> Demonstrates a clear, well-structured, and realistic implementation plan. The sequence of activities is logically organized, adequately detailed, and strongly supports efficient</li> </ul>	90

	<p>and effective execution of the assignment.</p> <ul style="list-style-type: none"> <li>• <b>Good (81 pts):</b> 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.</li> <li>• <b>Satisfactory (63 pts):</b> 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.</li> <li>• <b>Poor (36 pts):</b> 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.</li> <li>• <b>Very Poor (9 pts):</b> 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.</li> <li>• <b>No submission (0 pts):</b> Information has not been submitted or is unacceptable. No implementation plan or sequence of activities is provided.</li> </ul>	
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"> <li>• <b>Excellent (80 pts):</b>The proposed M&amp;E methodology and tools fully respond to the task.</li> <li>• <b>Good (72 pts):</b>The proposed M&amp;E methodology is well-structured and defined but requires some clarifications from bidder.</li> <li>• <b>Satisfactory (56 pts):</b>The proposed M&amp;E methodology requires few adjustments to address the tasks.</li> <li>• <b>Poor (32 pts):</b>The proposed M&amp;E methodology requires several adjustments to address the tasks.</li> <li>• <b>Very Poor (8 pts):</b>The proposed M&amp;E methodology requires major adjustments to address the tasks.</li> <li>• <b>NoSubmission (0 pts):</b> Information has not been submitted or is unacceptable.</li> </ul>	80
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (40 pts):</b> Requirements submitted and</li> </ul>	40



	<p>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.</p> <ul style="list-style-type: none"><li>• <b>Good (36 pts):</b> Requirements submitted and supported by good evidence of ability to support and exceed contract requirements.</li><li>• <b>Satisfactory (28 pts):</b> 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.</li><li>• <b>Poor (16 pts):</b> Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirements.</li><li>• <b>Very Poor (4 pts):</b> Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements.</li><li>• <b>No Submission (0 pts):</b> Information has not been submitted or is unacceptable.</li></ul>	
Total Section 2		390

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Project Coordinator/ Team Leader		
	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	100
	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 ( <i>proficiency in Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts</i> )	15	
3.2	<b>Project-Procurement Officer</b>		
	At least 2 documented events/trainings demonstrating experience in providing support and inorganizing trainings and events for businesses( <i>2 events/trainings – 7 pts, each additional event/training – 3 pts</i> ). 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.( <i>2 years – 7 pts, each additional year – 3 pts</i> ). Up to maximum 25 pts .	25	
	At least 1 year of experience in working with MSMEs ( <i>1 year – 3 pts, each additional year – 2 pts</i> ). Up to maximum 15 pts.	15	
	Language Qualifications ( <i>proficiency in Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts</i> )	15	
3.3	<b>Procurement Assistant (<i>from the left bank</i>)</b>		
	At least 3 years of practical experience in purchase/acquisitions of goods and services for 3 <sup>rd</sup> parties ( <i>3 years – 9 pts, each additional year – 3 pts</i> ). Up to maximum 30 pts.	30	45
	Language Qualifications ( <i>proficiency in</i>	15	

	<i>Russian language – 5 pts, Romanian language – 5 pts, English language – 5 pts)</i>		
3.4	<b>Financial Officer/Accountant</b>		
	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	<b>Technical experts</b> (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 ( <i>proficiency in Romanian language–5 pts, Russian language–5 pts</i> )	10	
Total Section 3			360

2.6 Section 6. Financial Evaluation

\*1. Financial Proposal

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

*Target: Cost breakdown provided*

2.7 Section I-1.

2.8 Section I-2.

2.9 Section I-3.





3 PART: Schedule of Requirement and Price Schedule

Instructions

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

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

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

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

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Inception report containing deliverables from Task 1	Development assistance						
2-Deliverable 2: First progress report containing deliverables from Task 2	Development assistance						
3-Deliverable 3: Second progress report containing deliverables from Task 3	Development assistance						
4-Deliverable 4: Third progress report containing deliverables from Task 4	Development assistance						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
5-Deliverable 5: Fourth progress report containing deliverables from Task 5	Development assistance						
6-Deliverable 6: Final report of all activities	Development assistance						

\*For Additional Attributes of lines, please review the negotiation lines from supplier portal.