



# **REQUEST FOR PROPOSAL (RFP)**

**Development and implementation of export support programme**

RFP Reference No.: **RFP26/03222**

Project: **Advanced Cross-river Capacities for Trade Project (AdTrade Phase III project)**

Country: **Moldova, Republic of**

## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "**Advanced Cross-river Capacities for Trade (AdTrade) Project**" Project, hereby invites prospective proposers to submit a proposal for **Development and implementation of export support programme** 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-00917**. 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](#).

**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

## SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p>1. Scope</p>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures/Procurement</a>.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
<p>2. Interpretation of the RFP</p>	<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>
<p>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</p>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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> <p>(a) 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;</p> <p>(b) 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.</p>
<p>4. Eligible proposers</p>	<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, with</p>

	<p>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"> <li>a) 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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ol> <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"> <li>• is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>• is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989</a> list;</li> <li>• is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> </ul>
5. Proprietary information	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.
6. Publicity	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
<b>SOLICITATION DOCUMENTS</b>	
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 Section 3: Data Sheet.</p>

	UNDP shall endeavour 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.
8. Amendment of solicitation documents	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.  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.
<b>PREPARATION OF PROPOSALS</b>	
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	The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:  c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by DS; g) Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	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.  The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
13. Financial proposal	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.  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.  Prices and other financial information must not be disclosed in any other place except in the financial proposal.
14. Currencies	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:  <ul style="list-style-type: none"> <li>• UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.</li> <li>• 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.</li> </ul>

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"> <li>• If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</li> <li>• In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>○ to sign the contract after UNDP has issued an award; or</li> <li>○ 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.</li> </ul> </li> </ul>
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"> <li>• 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</li> </ul>

	<p>severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <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"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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>
<p>19. Only one proposal</p>	<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"> <li>• they have at least one controlling partner, director or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• 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;</li> <li>• 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.</li> </ul>

<p>20. Alternative proposals</p>	<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>
<p>21. Pre-proposal conference</p>	<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>
<p>22. Site inspection</p>	<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 which 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"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease or illness to, or death of, any person;</li> <li>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul>

	<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"> <li>• 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;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;</li> <li>• 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;</li> <li>• attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>• 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</li> <li>• 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.</li> </ul> <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"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• major re-organisational 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;</li> <li>• a change to any information on which UNDP may rely in assessing proposals.</li> </ul>
<b>SUBMISSION AND OPENING OF PROPOSALS</b>	
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> <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.</p>

26 a. Online submission	<p>1.1 Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> <li>• Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;</li> <li>• The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>• The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided.</li> <li>• 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.</li> </ul> <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 and Late 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 <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>. 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 recognise 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	<p>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.</p>
30. Proposal opening	<p>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.</p>
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>
<b>EVALUATION OF PROPOSALS</b>	
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>

	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.
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"> <li>a) Preliminary examination</li> <li>b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done)</li> <li>c) Evaluation of technical proposals</li> <li>d) Evaluation of financial proposals.</li> </ol>
34. Preliminary examination	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.
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"> <li>a) 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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) 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;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ol>
36. Evaluation of technical and financial proposals	<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 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 <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>37. Post-qualification/Due Diligence</p>	<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> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>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;</li> <li>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;</li> <li>d) Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>
<p>38. Clarification of proposals</p>	<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>
<p>39. Responsiveness of proposal</p>	<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>

	<p>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</p> <p>b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or</p> <p>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</p> <p><b>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.</b></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> <p>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;</p> <p>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</p> <p>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> <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>
<b>AWARD OF CONTRACT</b>	
42. Award criteria	<p>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.</p>
43. Right to vary requirement at time of award	<p>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.</p>
44. Notification of award	<p>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.</p>

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 <a href="https://procurement-notice.undp.org/view_awards.cfm">https://procurement-notice.undp.org/view_awards.cfm</a> which is linked to the <u>United Nations Global Marketplace</u> , 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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
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: <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a>, 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 <a href="#">here</a>. 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 <u>bank guarantee form</u> available at : <a href="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&amp;action=default">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&amp;action=default</a>. 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	<p>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.</p> <p>The following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>

53. Other Provisions	<p>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.</p> <p>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.</p> <p>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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>
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### 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 <b>RFP26/03222</b> : The services include provision of <b>Development and implementation of export support programme</b> 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 <b>Quantum message functionality</b> . <b><u>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</u></b>
		Deadline for submitting requests for clarifications / questions: <b>5 (five) working days before the submission deadline</b>
		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 <b>English and/or Romanian</b>
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: <b>Not allowed</b>
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: <b>MDL (Moldovan Leu) for local suppliers</b> <b>and</b> <b>USD (US Dollars) for international suppliers.</b>  For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange indicated in the portal: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
7.	Duties and taxes	All prices shall: <b>Be exclusive of VAT and other applicable indirect taxes.</b>
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.
13.	Instructions for proposal submission	<p>Proposals must be <b>submitted directly in Quantum</b>.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ 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.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging receipt of the proposal by the system.</li> <li>▪ <b>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.</b></li> </ul>
14.	Deadline for proposal submission	<p>Deadline for proposal submission is <b>indicated in the portal</b>. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p><b>Note that system time zone is in EST/EDT (New York) time zone.</b></p>
15.	Proposal Opening	Public proposal opening will <b>NOT</b> be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Lowest Priced substantially compliant 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><b>One Bidder Only</b></p>
19.	Type of contract to be awarded	<p><b>Contract Face Sheet</b></p> <p>More information can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>See Section 6 for link to sample contract.</p>

20.	Expected date for commencement of contract	01 April 2026
21.	Conditions of contract to apply	<b>UNDP General Terms and Conditions for contracts (goods and/or services)</b> 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	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2025, 2024, 2023)</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value</li> <li>▪ A copy of preliminary Agreement in case of Consortium</li> <li>▪ 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</li> <li>▪ Implementation Plan (sequence of actions) for the services required in the ToR</li> <li>▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)</li> <li>▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills</li> <li>▪ <b>Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements.</b></li> <li>▪ <b>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.</b></li> </ul>

## 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
<b>Legal Status:</b> Proposer is a legally registered entity	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

Qualification Criteria	Documents to establish compliance
<b>History of non-performing contracts<sup>1</sup>:</b> Non-performance of a contract did not occur as a result of contractor default within the last 3 years <sup>1</sup> .	Form F: Eligibility and Qualification

<sup>1</sup> 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

<p><b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.</p>	Form F: Eligibility and Qualification
<p><b>Previous Experience:</b></p>	
<p>Minimum 5 years of relevant experience in carrying out business support activities, export development, trade promotion, market access, or related advisory services, including demonstrated experience in the Republic of Moldova</p> <p><i>(For JV/Consortium/Association, all cumulatively should meet requirement).</i></p>	Form F: Eligibility and Qualification
<p>Minimum 1 contract of similar nature and complexity in areas related to business support implemented over the last 3 years in the Republic of Moldova</p> <p><i>(For JV/Consortium/Association, all cumulatively should meet requirement).</i></p>	Form F: Eligibility and Qualification
<p><b>Minimum Key Personnel:</b></p>	
<p>The minimum key personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Export and Market Access Expert</li> <li>• Business Development &amp; Monitoring Expert</li> </ul> <p>The Proposer could consider proposing additional personnel if it is required for the successful implementation of the assignment, however, only the above listed will be evaluated against evaluation criteria in Section 4.</p> <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, all cumulatively should meet requirement).</i></p>	Attach required documents to Form H: Format for CV of proposed Key Personnel
<p><b>Financial Standing:</b></p>	
<p><b>Liquidity:</b> The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.</p> <p><i>If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

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.

concerned parties & banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Turnover:</b> Proposers should have annual sales turnover of minimum of 50,000 USD (Fifty thousand) for the last 3 (three) years.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last 3 (three) years.  Form F: Eligibility and Qualification

### Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	300
<b>Total:</b>		<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of organisation and staff credibility / reliability / industry standing</p> <p>Organization / Company profile:</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> <li>• <b>No Submission (0 pts):</b> Information has not been submitted or is unacceptable.</li> </ul>	30

1.2	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</p> <p>At least 5 (five) years of progressive experience in carrying out business support activities, export development, trade promotion, market access, or related advisory services in the Republic of Moldova 5 years = 50 pts; each additional year = 10 pts. up to max. 100 pts</p> <p>Minimum one (1) contract of similar nature and complexity in areas related to business support implemented over the last three (3) years in the Republic of Moldova 1 contract = 40 pts.; 5 pts. for each additional contract, up to max. 50 pts</p> <p>Previous experience in organizing international missions, study visits, or business events: one assignment = 10 pts, up to max 50 pts, no assignments = 0 pts.</p> <p>Previous working experience with development partners: one assignment = 30 pts., each additional assignment =10 pts. up to 50 pts., no assignments = 0 pts.</p>	250
1.3	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> <li>• The organisation is compliant with ISO 14001 or ISO 14064 or equivalent = 10 pts.</li> <li>• The organisation is a member of the UN Global Compact = 5 pts.</li> <li>• The organisation demonstrates a significant commitment to sustainability through alternative mechanisms (e.g., internal policies on environmental management or social responsibility, gender equality frameworks, renewable energy use, or active membership in professional or trade organizations promoting sustainable practices) = 5 pts.</li> </ul>	20
<b>Total Section 1:</b>		<b>300</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
2.1	<p>To what degree does the Proposer understand the objectives, scope, and requirements of the assignment?</p> <ul style="list-style-type: none"> <li>• <b>Excellent Understanding:</b> The proposer demonstrates a comprehensive and in-depth understanding of the assignment, objectives, and expected results; proposal fully reflects ToR requirements and provides strong evidence of the ability to meet and exceed them 100 pts. (100 %)</li> <li>• <b>Good Understanding:</b> The proposer demonstrates a good understanding of the assignment; proposal addresses ToR requirements well and provides adequate evidence of capacity to deliver. 90 pts. (90%)</li> <li>• <b>Satisfactory Understanding:</b> The proposer demonstrates a general understanding of the assignment; proposal addresses most ToR requirements but with some gaps or limited supporting evidence. 70 pts. (70%)</li> <li>• <b>Poor Understanding:</b> The proposer shows limited understanding of the assignment; proposal addresses ToR requirements superficially and provides weak supporting evidence. 40 pts. (40%)</li> <li>• <b>Very poor Understanding:</b> The proposer shows very little understanding of the assignment; proposal largely fails to address ToR requirements 10 pts. (10%)</li> </ul>	100

	<ul style="list-style-type: none"> <li>• <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</li> </ul>	
2.2	<p>Is the proposal clear, and is the sequencing of activities logical, realistic, and conducive to efficient implementation?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> The proposal is clear, well structured, and presents a logical, realistic, and well-sequenced implementation plan. Human and material resources are appropriately allocated and support efficient delivery.</li> <li>• <b>Good (90 pts):</b> The proposal is clear and structured, with a generally realistic sequence of activities and adequate resource allocation. Minor adjustments could enhance efficiency.</li> <li>• <b>Satisfactory (70 pts):</b> The proposal presents an acceptable structure and activity sequence but includes gaps or assumptions that may affect efficient implementation.</li> <li>• <b>Poor (40 pts):</b> The proposal lacks clarity and coherence in activity sequencing and resource allocation, raising concerns about feasibility.</li> <li>• <b>Very Poor (10 pts):</b> The proposal is poorly structured, with unrealistic sequencing and insufficient resources.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> No implementation plan provided or submission is unacceptable.</li> </ul>	100
2.3	<p>To what extent are quality assurance procedures and risk mitigation measures adequately defined?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> Quality assurance and risk mitigation mechanisms are clearly defined, comprehensive, and fully integrated into the implementation approach, addressing all relevant technical, operational, and fiduciary risks.</li> <li>• <b>Good (90 pts):</b> Quality assurance and risk mitigation measures are well defined and cover most relevant risks, with minor gaps that do not significantly affect robustness.</li> <li>• <b>Satisfactory (70 pts):</b> Quality assurance and risk mitigation measures are outlined but lack sufficient detail or coverage of key risks.</li> <li>• <b>Poor (40 pts):</b> Quality assurance and risk mitigation measures are weak, incomplete, or insufficiently linked to implementation risks.</li> <li>• <b>Very Poor (10 pts):</b> Mechanisms are largely inadequate, missing critical elements and failing to address major risks.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> No quality assurance or risk mitigation measures provided or submission is unacceptable.</li> </ul>	100
2.4	<p>To what extent does the proposal demonstrate operational capacity and feasibility for managing non-cash support and procurement in compliance with UNDP rules?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> The proposal demonstrates a very strong and practical operational approach to managing non-cash support, including clear procurement workflows, roles and responsibilities, internal controls, documentation, and coordination mechanisms with beneficiaries and UNDP. The approach fully aligns with UNDP procurement rules, fiduciary standards, and risk management requirements, with clear measures to ensure transparency, accountability, and audit readiness.</li> <li>• <b>Good (90 pts):</b> The proposal demonstrates a sound and realistic operational approach to non-cash support and procurement management, aligned with UNDP rules. Minor gaps or clarifications may be needed, but overall feasibility, compliance, and control mechanisms are clearly addressed.</li> <li>• <b>Satisfactory (70 pts):</b> The proposal demonstrates an acceptable operational approach; however, some aspects of procurement management, compliance, or coordination</li> </ul>	100

<p>require further clarification or strengthening to ensure full alignment with UNDP standards.</p> <ul style="list-style-type: none"> <li>• <b>Poor (40 pts):</b> The proposal presents a weak operational approach, with significant gaps in procurement planning, compliance mechanisms, internal controls, or beneficiary coordination, raising concerns about feasibility and fiduciary risk.</li> <li>• <b>Very Poor (10 pts):</b> The proposal does not demonstrate an adequate operational capacity to manage non-cash support and procurement in compliance with UNDP rules, with critical elements missing or unclear.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> Information is missing or does not allow assessment under this criterion.</li> </ul>	
<b>Total Section 2</b>	<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points Obtainable</b>
<b>Project Manager</b>		<b>100</b>
University degree in business administration, marketing, finance, management, economics, project management, or another relevant field	20	
No = 0 pts, Bachelor's degree = 10pts.; Master's degree or higher = 20 pts		
Minimum 3 years of experience in project management, coordination, or implementation of development or advisory services	30	
3 years = 20 pts., each additional year = 5 pts., up to a maximum of 30 pts.		
Experience in coordinating multi-stakeholder and multi-component assignments, including logistical arrangements (e.g., events, study visits, missions, stakeholder coordination)	20	
Each relevant assignment = 5 pts, up to a max of 20 pts, no assignments = 0 pts.		
Previous experience working on projects funded by national and/ or international organizations or donors	10	
No = 0 pts, Yes = 10 pts		
Proficiency in Romanian and/or Russian is considered an advantage.	20	
(Romanian=10 pts, Russian = 10 pts; up to a maximum of 20 pts.		
<b>Export and Market Access Expert</b>		<b>100</b>
University degree or equivalent in economics, business administration, marketing, finance, management, project management, or another relevant field	20	
No degree = 0 pts, Bachelor's degree = 10 pts., Master degree or higher = 20 pts.		
At least five (5) years of experience in developing business support programmes, etc.	40	
Less than five (5) years of experience = 0 pts., 5 years = 20 pts., each additional year = 5 pts., up to 40 pts.		
Experience in delivering practical trainings, export readiness assessments, applied capacity building	20	
Each project/contract= 10 pts, up to a maximum of 20 pts		
Proficiency in Romanian and/or Russian is considered an advantage	20	
Romanian = 10 pts, Russian – 10 pts; up to a maximum of 20 pts		

<b>Business Development &amp; Monitoring Expert</b>		<b>100</b>
University degree in economics, business, international trade, commerce, market analysis or related field	10	
No degree = 0 pts, Bachelor's degree or higher = 10 pts		
Professional experience, demonstrated through assignments, in fields such as SME advisory services, market analysis, monitoring and evaluation, or business development	40	
No relevant experience = 0 pts., 2 assignments = 20 pts, each additional assignment = 5 pts, up to max 40 pts		
Experience in monitoring, results collection, or analytical work, demonstrated through assignments	30	
No relevant experience = 0 pts; 2 assignments = 20 pts, each additional assignment = 5 pts, up to max 30 pts		
Proficiency in Romanian and/or Russian is considered an advantage	20	
Romanian = 10 pts, Russian – 10 pts; up to a maximum of 20 pts		

## **SECTION 5. TERMS OF REFERENCE**

### **Background Information**

Access to external markets represents a strategic step in the development of small and medium-sized enterprises (SMEs) in the Republic of Moldova. The competitiveness of Moldovan companies on international markets is shaped by multiple factors, including pricing, product positioning, packaging, production capacity, compliance with market requirements, and access to efficient distribution channels. For many SMEs, internationalization remains constrained by limited practical experience in export operations, insufficient understanding of target markets, and challenges in objectively assessing their own level of export readiness and growth potential.

In this context, the UNDP Moldova project “Advanced Cross-River Capacities for Trade (AdTrade)” seeks to strengthen the export capabilities of SMEs from both banks of the Nistru River through applied, market-oriented interventions. The project combines capacity-building activities, structured export readiness assessment, market exposure, and facilitation of cross-river economic linkages, with the aim of enabling SMEs to make informed, evidence-based decisions regarding export development and market entry.

### **Rationale and Objectives**

The objective of this assignment is to contract a qualified service provider to design and implement an integrated export support programme aimed at strengthening the export capacities of SMEs from both banks of the Nistru River, with a focus on market access to Romania and selected EU markets.

Romania represents a market of strategic importance for producers from the Republic of Moldova due to its geographical proximity, similarities in consumer preferences, access to modern retail and distribution networks, and its role as an entry point to the European Union market. Despite these advantages, effective access to the Romanian and wider EU markets remains challenging for many Moldovan SMEs. Common barriers include limited hands-on experience with export processes, insufficient familiarity with logistical, commercial, and operational requirements, and difficulties in establishing direct contacts with importers, distributors, and retail operators.

To address these challenges, the AdTrade project envisages the implementation of an integrated export support programme that combines offline export preparation trainings, assessment of export readiness, selection of companies with the highest market potential, and coordinated exposure to external markets through export missions. These interventions are designed to provide participating companies with practical analytical tools, direct market insights, and a realistic understanding of market requirements, thereby increasing their chances of successful and sustainable internationalization.

Export missions constitute a core instrument within this approach, offering SMEs direct exposure to market realities and opportunities for engagement with relevant market actors. Participation in sector-specific events, visits to wholesale markets, logistics centres, and distribution hubs, as well as targeted business-to-business (B2B) meetings, requires careful planning and professional coordination to ensure coherence, efficiency, and tangible outcomes. In the absence of structured technical support, the potential impact of such missions may be significantly diminished.

In parallel, the project places increased emphasis on evidence-based monitoring of export development outcomes. Building on the database of beneficiary SMEs supported under AdTrade in 2025, the project seeks to systematically collect and analyse data on export performance, sales growth, and market diversification resulting from project-supported interventions. This monitoring exercise will be conducted in two stages—at the beginning of 2026 to capture preliminary results, and at the end of 2026 to assess progress over time and compare outcomes across

cohorts of beneficiaries. The exercise will include both SMEs supported in previous phases of the project and those participating in the current initiative, generating comparative insights and lessons learned.

Recognizing the importance of peer learning and exposure to good practices, the project also foresees a study visit to a regional distribution hub within the European Union. The study visit will bring together representatives of selected SMEs, business support organizations, and the project team, offering participants the opportunity to observe operational export support models, engage with international stakeholders, and draw lessons applicable to the Moldovan context.

In addition, the project aims to strengthen the visibility and joint market positioning of cross-river businesses through the development of a Cross-River Export Snapshot. This initiative will consist of concise, trilingual (English, Romanian, Russian) digital profiles of selected SMEs with export potential from both banks of the Nistru River. Developed using a UNDP-approved template and disseminated through UNDP, business support organizations, trade promotion platforms, and diaspora business networks, the snapshots are intended to serve as a low-cost, replicable tool for promoting cross-river enterprises and facilitating connections with potential buyers and partners in EU and UK markets.

Finally, the AdTrade project seeks to further promote cross-river economic cooperation by facilitating structured matchmaking between SMEs from both banks of the Nistru River. Through targeted engagement and facilitation, the project aims to support the establishment of concrete business partnerships, including supply arrangements, commercial cooperation, or other forms of collaboration that contribute to economic alignment and confidence-building across the river.

Through this comprehensive and integrated approach, the project seeks to move beyond isolated interventions and foster sustainable export capacity development, evidence-based learning, and durable cross-river economic linkages.

### **Scope of Services**

Under the overall supervision of UNDP Moldova and in close coordination with the AdTrade project team, the selected Service Provider shall be responsible for the design, coordination, and implementation of an integrated export support programme for SMEs from both banks of the Nistru River. The Scope of Services is structured into the following components.

#### **Component 1. Programme Design and Coordination**

The Service Provider shall ensure the overall technical coordination and coherent implementation of the assignment across all components. The scope under this component includes:

- development of a detailed implementation workplan and timeline covering all components of the assignment;
- coordination with the UNDP AdTrade team to align activities with project objectives, beneficiary selection, and implementation schedules;
- ongoing coordination and reporting to ensure consistency, quality, and timely delivery of services.

#### **Component 2. Export Capacity Building and Export Readiness Assessment**

The Service Provider shall design and deliver applied capacity-building activities and conduct export readiness assessments for participating SMEs. The scope under this component includes:

- design and delivery of three (3) offline export preparation training sessions, each delivered as a one-day training, targeting up to 30 SMEs from both banks. The Service Provider will be responsible for full technical and logistical arrangements, such as venue hire, training materials, hand-out materials, catering, translations, transportation (as needed for beneficiaries from left bank), and other related costs;
- delivery of training content focused on practical export-related topics, including but not limited to market access requirements, distribution channels, product positioning, competitive analysis, export pricing for Romania and operational considerations;
- facilitation of interactive and applied learning exercises, during the training sessions, using SMEs' own products, business models and market ambitions, as case examples;
- design and application of an export readiness assessment methodology, including questionnaires, or other appropriate tools. Application of export readiness assessment to participating SMEs will be conducted during or immediately following the training sessions, resulting in an overview of SMEs' preparedness for export;
- identification of SMEs with the highest export potential, based on the results of the export readiness assessment.

### **Component 3. Market Exposure and Peer Learning**

The Service Provider shall facilitate exposure of SMEs to external markets through coordinated market visits and peer learning activities. Under this component, the Service Provider shall support market exposure and peer-learning opportunities for selected SMEs through organisation of one export mission to Romania and one study visit to a regional distribution hub in the EU. The two activities are complementary but independent and shall be implemented at different points during the assignment period, in line with the approved workplan. Specifically, the scope of work under this component will cover:

- technical and logistical coordination of one (1) export mission to Romania, including agenda development, sequencing of activities, facilitation of market-related engagements, and organization of all mission-related logistics, such as transportation, accommodation, venue arrangements, and other necessary services. Up to five (5) eligible SMEs from both banks of the Nistru River will participate in the export mission. The participating SMEs will be selected as a result of the export readiness assessment.
- facilitation of B2B meetings, market visits, and engagement with relevant trade, logistics, and distribution actors for selected AdTrade beneficiary SMEs from both banks of the Nistru River;
- organization and facilitation of one (1) international study visit to a regional distribution hub within the European Union for up to eight (8) representatives, including beneficiary companies, organizers and designated project representatives. The Service Provider will be responsible for full technical and logistical arrangements, such as international and local transportation, accommodation, subsistence, venue hire, translations, and other related costs;
- technical and content-related coordination of activities during the export mission and the study visit, in close collaboration with UNDP and relevant partners.

### **Component 4. Monitoring, Results Collection, and Learning**

The Service Provider shall conduct structured monitoring and results collection to assess export development outcomes of AdTrade-supported SMEs. The scope under this component includes:

- design and implementation of monitoring tools (questionnaires, interview guides, data collection templates);
- collection of baseline and preliminary results in the first quarter of 2026, covering approximately twenty-one (21) SMEs supported under AdTrade in 2025;
- follow-up data collection in the fourth quarter of 2026, covering both:
  - approximately twenty-one (21) SMEs supported under AdTrade in 2025; and
  - SMEs supported under the current initiative, up to a total of ten (10) SMEs;
- analysis of export development trends, sales evolution, and qualitative outcomes of beneficiaries;
- preparation of analytical summaries highlighting lessons learned and comparative insights.

### **Component 5. Cross-River Visibility, Matchmaking, and Partnership Facilitation**

The Service Provider shall support cross-river economic cooperation through visibility, matchmaking, and partnership-oriented activities. The scope under this component includes:

- development of a digital Cross-River Export Snapshot profiling up to ten (10) SMEs with export potential from both banks of the Nistru River. These SMEs shall be identified as a result of the export readiness assessment under this assignment;
- collection and structuring of key product and business information in collaboration with BSOs, SMEs, and AdTrade;
- preparation of concise, trilingual (EN/RO/RU) digital profiles using a UNDP-approved template;
- facilitation of matchmaking activities aimed at establishing at least five (5) cross-river business partnerships, including commercial cooperation, supply relationships, or other forms of collaboration. At a minimum, these partnerships shall sign an intent to collaborate. The service provider will be responsible to organise such matchmaking event and be fully responsible for technical and logistical arrangements (such as venue hire, training materials, catering, translations, transportation (as needed for beneficiaries from left bank), and other related costs);
- coordination with UNDP, BSOs, and relevant promotion channels for dissemination and visibility.

### **Implementation Timeline**

The assignment is expected to commence upon contract signature. All services, activities, and deliverables under this assignment shall be fully implemented and finalized no later than 10<sup>th</sup> of December 2026.

### **Cross-Cutting Requirements**

Across all components, the Service Provider shall:

- ensure compliance with UNDP visibility and branding requirements;
- apply a conflict-sensitive and inclusive approach, ensuring balanced participation from both banks of the Nistru River;
- ensure quality assurance of all deliverables and timely submission of reports.

### **Logistics and Cost Coverage**

The Service Provider shall be fully responsible for the technical and logistical organization of all activities under this assignment. All costs related to the organization, coordination, and delivery of activities across all components — including but not limited to transportation (international and local), accommodation, subsistence, venue hire, equipment, materials, interpretation, communication, and any other related logistical expenses—shall be included in the financial offer submitted under this RFP.

No additional costs related to logistics or implementation of activities under this assignment shall be borne by UNDP outside the agreed lump-sum contract value.

## Deliverables

To ensure adequate implementation of all planned activities, the following deliverables are expected:

Nr	Deliverable	Description	Indicative Date of Submission
1	Inception Report	Inception report will include: <ol style="list-style-type: none"> <li>1. Detailed implementation workplan and timeline</li> <li>2. Methodology for export capacity building, export readiness assessment, monitoring, and matchmaking</li> </ol>	15 April, 2026
2	Report on Monitoring of Preliminary Results 2025	Report and analysis of preliminary export development and sales results of AdTrade SMEs supported in 2025 (21 SMEs)	30 April, 2026
3	Report on Export Capacity Building and Export Readiness Assessment	<ol style="list-style-type: none"> <li>1. Training agendas and materials</li> <li>2. Registration questionnaire for participation</li> <li>3. List of registered participants</li> <li>4. Participant lists, photos and videos from trainings</li> <li>5. Report on mapping of export potential of participating SMEs, with recommendation for each SME</li> <li>6. List of SMEs identified as having export potential</li> <li>7. Selection of SMEs prepared to participate in export mission</li> <li>8. Pre-training and post-training questionnaire for SMEs' capacities assessment in training topics</li> </ol>	30 June, 2026
4	EU Study Visit Report	<ol style="list-style-type: none"> <li>1. Study visit agenda and participant list</li> <li>2. Description of technical and logistical arrangements</li> <li>3. Post-visit report, including lessons learned and results</li> </ol>	31 August, 2026
5	Matchmaking and Partnership Facilitation Report	<ol style="list-style-type: none"> <li>1. Report with description of matchmaking activities conducted between SMEs from both banks of the Nistru River</li> </ol>	30 September, 2026

		2. Summary of business interactions facilitated, and results achieved	
6	Digital Cross-River Export Snapshot	Digital catalogue, comprising up to ten (10) AdTrade beneficiaries, in EN, RO, RU	30 October, 2026
7	Report on Export Mission to Romania, for up to 5 SMEs from both banks of the Nistru River	Technical and logistical report: 1. Mission agenda and detailed programme 2. List of B2B meetings scheduled 3. List of participating SMEs and stakeholders Post-mission report	30 November, 2026
8	Report on Monitoring Results Report 2025 & 2026	Report and analysis of export development and sales results of AdTrade SMEs supported both in 2025 and in 2026: 1. Comparative analysis of export development and sales results 2. Coverage of both 2025 and 2026 AdTrade beneficiaries, up to approximately 31 companies 3. Lessons learned and conclusions	10 December, 2026
9	Final Report	1. Analysis of results achieved, and lessons learned 2. Recommendations for future export support interventions	10 December, 2026

### **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 the AdTrade Project Manager.

All written deliverables under this assignment shall be submitted in English or Romanian, as agreed with UNDP.

The language of delivery for trainings, capacity-building activities, facilitation, outreach events, and communication with beneficiary SMEs will be Romanian and Russian, depending on the needs of participants.

The format of reports shall be agreed at the first stage of the contract implementation. The Project team reserves the right to make further improvements and clarifications initially proposed templates.

### **Types of reports:**

- Each of the agreed deliverables shall be submitted to UNDP in the form of a concise narrative report summarizing the results achieved, challenges encountered, and recommendations for follow-up, along with relevant supporting documentation.
- Monthly operational updates through email on current results, implementation, and issues.
- Brief reports periodically submitted upon request of UNDP project team in cases where it is required to get information on the project's progress in between reporting periods.
- The final narrative report including a summary of activities and results, lessons learned and conclusions.

Payments will be released only after written acceptance of the respective deliverable by the AdTrade Project Manager. Any delay in the submission or shortfall in the quality of deliverables may lead to adjustments in the payment schedule, subject to UNDP's discretion.

Activities included under this initiative are to be implemented in a timeframe of 9 months after the contract is signed. Tentative period is April – December 2026.

The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering this Contract, as well as the quality of the deliverables foreseen under this Contract in accordance with the highest industry and professional standards.

### **Communication and Visibility**

Any public reference to the Project or UNDP and any other supporting programs, as well as to any products created under the agreements signed with benefiting companies shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the Project and donors to be placed on reports, papers, products developed in the frame of the envisaged contract. The project will provide the necessary Logos, visuals and templates to be used for information materials.

### **Facilities to be provided by UNDP**

UNDP will provide informational and guiding support as well as contacts of other counterparts on both banks of the Nistru river.

### **Expected duration of the contract/assignment**

The estimated duration of services is a maximum of 9 months. The expected time of commencement of contract is April 2026.

UNDP will require a maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

### **Professional Qualifications of the Successful Contractor and its Key Personnel**

The bidder shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services.

The application should identify the exact experts that will be involved in the activities, with clear description of their experience in project management, business development, export development, market access, and their experience in Moldova.

The technical proposal must include, inter alia, the methodological approach, as well as a clearly defined strategy of comprehensive capacity building, business support services to be provided, corresponding to the objective and scope of work described above.

The bidder 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 Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff in the fieldwork.

Bidders should enclose a résumé for each member anticipated to be assigned to the project and should include specific information on the experience and roles.

Only Key staff will be subject to technical evaluation.

Bidders agree that the Key staff included into the bid will participate in the project at the level and duration specified unless agreement is provided in writing by the UNDP Project Team to allow substitutions.

The résumés submitted for the Key project personnel should be detailed and comprehensive. Specifically, résumés should include:

- Anticipated role and level of participation in the project
- Previous experience relevant to the assigned role in the project
- Education, training and certification details
- Contact information (name, title, organization, mailing address, phone, and email) of a minimum of three business references
- Language skills

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal (if applicable).

During the assignment, the Service Provider's team of experts 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.

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of the AdTrade project to allow substitutions shall be submitted.

UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel should non-performance happen. Replacement will be at the Service Provider expense.

Please see Section 4 – Evaluation Criteria for detailed evaluation criteria towards the Bidder and proposed personnel.

### **Price and Schedule of Payments**

UNDP shall effect payments to the Contractor in the amounts and pursuant to the Schedule of Payments to be agreed before Contract signature with the selected Contractor, upon completion by the Contractor of the deliverables and upon acceptance by UNDP of the original invoices submitted to the UNDP. Deliverables shall be accepted and endorsed by the Project Manager within 14 calendar days from their submission.



## 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>

## 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 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:

<b>Have you duly completed all the Returnable Proposal Forms?</b>	
▪ 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"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>
<b>Have you provided the required documents in support of Form D: Proposer Information?</b>	<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:	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for [Click or tap here to enter text.](#) in accordance with your Request for Proposals No. [Click or tap here to enter text.](#) 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"/>	<b>Requirements and Terms and Conditions:</b> 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 type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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 Organisation’s Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> 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.

Yes	No	
<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);
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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"/>	<b>Proposal Validity Period:</b> 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 authorised by the Organisation/s to make this declaration on its/their behalf.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Proposer]*

FORM D: PROPOSER INFORMATION

<b>RFP Reference</b>	Click or tap here to enter text.
<b>Legal name of Proposer</b>	Click or tap here to enter text.
<b>Legal Address, City, Country</b>	Click or tap here to enter text.
<b>Website</b>	Click or tap here to enter text.
<b>Year of registration</b>	Click or tap here to enter text.
<b>Proposer's Authorized Representative information</b>	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.
<b>Legal structure</b>	Choose an item.
<b>No. of full-time employees</b>	Click or tap here to enter number.
<b>No. of staff involved in similar contracts</b>	Click or tap here to enter number.
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
<b>Years of supplying to UN organisations</b>	Click or tap here to enter text.
<b>Are you a <small>Click or tap here to enter text.</small> vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
<b>Countries of operation</b>	Click or tap here to enter text.
<b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)</b>	Click or tap here to enter text.
<b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>	Click or tap here to enter text.
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	Click or tap here to enter text.
<b>Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO</b>	Tick all that apply and <b>provide supporting documentation:</b> <input type="checkbox"/> Corporate Environmental Policy

<p><b>14001 or ISO 14064 or equivalent?</b> <i>(If yes, provide a Copy of the valid Certificate):</i></p>	<p><input type="checkbox"/> ISO 14001</p> <p><input type="checkbox"/> ISO 14064</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>
<p><b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.</li> <li>• <b>Social:</b> human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.</li> <li>• <b>Economic:</b> whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</li> </ul>	<p>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> <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 <a href="#">Click or tap here to enter text.</a></p>
<p><b>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</b></p> <p><i>(If yes, please provide details and documentation]</i></p>	<p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Is your company a member of the UN Global Compact?</b></p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Bank Information</b></p>	<p>Bank Name: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Address: <a href="#">Click or tap here to enter text.</a></p> <p>IBAN: <a href="#">Click or tap here to enter text.</a></p> <p>SWIFT/BIC: <a href="#">Click or tap here to enter text.</a></p> <p>Account Currency: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Account Number: <a href="#">Click or tap here to enter text.</a></p>

<p><b>Contact person that</b> <a href="#">Click or tap here to enter text.</a> <b>may contact for requests for clarifications during Proposal evaluation</b></p>	<p><b>Name and Title:</b> <a href="#">Click or tap here to enter text.</a> <b>Telephone numbers:</b> <a href="#">Click or tap here to enter text.</a> <b>Email:</b> <a href="#">Click or tap here to enter text.</a></p>
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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:	Click or tap here to enter text.		

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.

<p><b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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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: \_\_\_\_\_

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:	Click or tap here to enter text.		

*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 5 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 (five) 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	Period of activity and status	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

<b>Annual Turnover for the last 3 years</b>	<b>Year 2025</b>	Currency: USD	Amount
	<b>Year 2024</b>	Currency: USD	Amount
	<b>Year 2023</b>	Currency: USD	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

Financial information (state currency)	Historic information for the last 3 years		
	2023	2024	2025
	<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:

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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:	Click or tap here to enter text.		

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.

**1.5** Organization's commitment to sustainability.

### 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** A detailed description of the System's technical functional and non-functional requirements.

**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.*

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:	Click or tap here to enter text.		

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

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: \_\_\_\_\_



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:	Click or tap here to enter text.		

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).

**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:	Click or tap here to enter text.		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal 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.

**Currency of the proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers, VAT exclusive**

**Table 1 Financial Proposal:**

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
<b>Deliverable 1: Inception Report</b> 1. Detailed implementation workplan and timeline 2. Methodology for export capacity building, export readiness assessment, monitoring, and matchmaking	1 (one) Project Manager				Travel (if any)				
	1 (one) Export and Market Access Expert				Local transportation costs (if any)				
	1 (one) Business Development & Monitoring Expert				Communication Expenses				
	<i>Add positions, as necessary</i>				Other costs (please specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 2: Report on Monitoring of</b>	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				

<b>Preliminary Results 2025</b> (Report and analysis of preliminary export development and sales results of AdTrade SMEs supported in 2025 (21 SMEs))	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
			<b>Sub-total 1</b>				<b>Sub-total 2</b>		
<b>Total:</b>									
<b>Deliverable 3: Report on Export Capacity Building and Export Readiness Assessment</b> 1. Training agendas and materials 2. Registration questionnaire for participation 3. List of registered participants 4. Participant lists, photos and videos from trainings 5. Report on mapping of export potential of participating SMEs, with	1 (one) Project Manager				Travel (if any)				
	1 (one) Export and Market Access Expert				Local transportation costs (if any)				
	1 (one) Business Development & Monitoring Expert				Communication Expenses				
	<i>Add positions, as necessary</i>				Other costs (please specify)				
					<i>Add as necessary</i>				
			<b>Sub-total 1</b>				<b>Sub-total 2</b>		
<b>Total:</b>									

<p>recommendation for each SME 6. List of SMEs identified as having export potential 7. Selection of SMEs prepared to participate in export mission 8. Pre-training and post-training questionnaire for SMEs' capacities assessment in training topics</p>									
<p><b>Deliverable 4: EU Study Visit Report</b> 1. Study visit agenda and participant list 2. Description of technical and logistical arrangements</p>	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				
	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<p><b>Deliverable 5. Matchmaking and Partnership</b></p>	<b>Total:</b>								
	1 (one) Project Manager				Travel				
1 (one) Export and Market Access Expert				Subsistence allowance					

<b>Facilitation Report</b> 1. Report with description of matchmaking activities conducted between SMEs from both banks of the Nistru River	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
2. Summary of business interactions facilitated, and results achieved	<b>Total:</b>								
<b>Deliverable 6. Digital Cross-River Export Snapshot</b> (Digital catalogue, comprising up to ten (10) AdTrade beneficiaries, in EN, RO, RU )	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				
	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 7. Report on Export Mission to</b>	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				

<b>Romania, for up to 5 SMEs from both banks of the Nistru River.</b> Technical and logistical report: 1. Mission agenda and detailed programme 2. List of B2B meetings scheduled 3. List of participating SMEs and stakeholders Post-mission report	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 8. Report on Monitoring Results Report 2025 &amp; 2026.</b> Report and analysis of export development and sales results supported both in 2025 and in 2026: 1. Comparative analysis of export development and sales results 2. Coverage of both	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				
	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									

2025 and 2026 AdTrade beneficiaries, up to approximately 31 companies Lessons learned and conclusions									
<b>Deliverable 9. Final Report:</b> 1. Analysis of results achieved, and lessons learned 2. Recommendations for future export support interventions	1 (one) Project Manager				Travel				
	1 (one) Export and Market Access Expert				Subsistence allowance				
	1 (one) Business Development & Monitoring Expert				Local transportation costs				
	<i>Add positions, as necessary</i>				Communication				
					Other costs (specify)				
					<i>Add positions, as necessary</i>				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
						<b>Total:</b>			