



# **REQUEST FOR PROPOSAL**

**Elaboration of an Analytical Study on the Economic Clustering Potential in the Republic of Moldova**

RFP Reference No.: RfP26/03307

Project: “Resilient, Inclusive Markets in Moldova (PRIM II)” Project

Country: Republic of Moldova

## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through “**Resilient, Inclusive Markets in Moldova**” Project, hereby invites prospective proposers to submit a proposal for the **Elaboration of an Analytical Study on the Economic Clustering Potential in the Republic of Moldova** 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-01022**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password).

In case you have never registered before, follow the [Supplier Portal Registration Link](https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D) ( <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>) to register a profile in the system. 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><b>1. Scope</b></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><b>2. Interpretation of the RFP</b></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><b>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</b></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:</p> <p><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> <ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol>
<p><b>4. Eligible proposers</b></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,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ol style="list-style-type: none"> <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 list</a>;</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>
<b>5. Proprietary information</b>	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.
<b>6. Publicity</b>	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
<b>SOLICITATION DOCUMENTS</b>	
<b>7. Clarification of solicitation documents</b>	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. UNDP will provide the responses to clarifications through the method specified in

	<p>Section 3: Data Sheet.</p> <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.</p>
<b>8. Amendment of solicitation documents</b>	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>9. Cost of preparation of proposal</b>	<p>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.</p>
<b>10. Language</b>	<p>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.</p>
<b>11. Documents establishing eligibility and qualifications of the proposer</b>	<p>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.</p>
<b>11.a Documents comprising the proposal</b>	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>▪ Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>▪ Technical Proposal;</li> <li>▪ Financial Proposal;</li> <li>▪ Proposal Security, if required by Data Sheet;</li> <li>▪ Any attachments and/or appendices to the Proposal.</li> </ul>
<b>12. Technical proposal format and content</b>	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
<b>13. Financial proposal</b>	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>14. Currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <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>

<b>15. Duties and taxes</b>	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.
<b>16. Proposal validity period</b>	<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>
<b>17. Proposal security</b>	<p>A proposal security, <u>if required by Section 3: Data Sheet</u>, 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>

<p><b>18. Joint Venture, Consortium or Association</b></p>	<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 severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and</li> <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><b>19. Only one proposal</b></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. 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> </ul>

	<ul style="list-style-type: none"> <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</li> <li>• the personnel, does not apply to subcontractors being included in more than one proposal.</li> </ul>
<b>20. Alternative proposals</b>	<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>
<b>21. Pre-proposal conference</b>	<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>
<b>22. Site inspection</b>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <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> </ul>

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<b>23. Errors or omissions</b>	<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>
<b>24. Proposers' responsibility to inform themselves</b>	<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>
<b>25. No material change(s) in circumstances</b>	<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>	
<b>26. Instruction for proposal submission</b>	<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. 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>

<b>26a. Online submission</b>	<p>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 Data Sheet;</li> <li>• <b>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</b></li> <li>• <b>The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system.</b></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>
<b>27. Deadline Submission Proposals</b>	<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>.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only 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>
<b>28. Withdrawal, substitution and modification proposals</b>	<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>
<b>29. Storage proposals</b>	<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>
<b>30. Proposal opening</b>	<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>
<b>31. Late proposals</b>	<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>	
<b>32. Confidentiality</b>	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>

<b>33. Evaluation proposals</b>	<p>of 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> <ul 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> </ul>
<b>34. Preliminary examination</b>	<p>UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.</p>
<b>35. Evaluation eligibility and qualification</b>	<p>of and 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> <ul 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> </ul>
<b>36. Evaluation technical and</b>	<p>of The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

<p><b>financial proposals</b></p>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><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 style="text-align: center;"><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 style="text-align: center;"><u>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>
<p><b>37. Post-qualification/ Due Diligence</b></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> <ul 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 on-going 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> </ul>
<p><b>38. Clarification of proposals</b></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>
<b>39. Responsiveness of proposal</b>	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</li> </ul> <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
<b>40. Nonconformities, reparable errors and omission</b>	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
<b>41. Right to accept any proposal and to reject any or all proposals</b>	<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>	
<b>42. Award criteria</b>	<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>
<b>43. Right to vary requirement at time of award</b>	<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>

<b>44. Notification of award</b>	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.
<b>45. Debriefing</b>	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.
<b>46. Publication of contract award</b>	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 <a href="#">United Nations Global Marketplace</a> , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
<b>47. Contract Signature</b>	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.
<b>48. Contract Type and General Terms and Conditions</b>	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>
<b>49. Performance security</b>	<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>
<b>50. Bank guarantee for advance payment</b>	<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 <a href="#">bank guarantee form</a> available at: <a href="https://popp.undp.org/document/4736/download/en">https://popp.undp.org/document/4736/download/en</a></p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>
<b>51. Liquidated Damages</b>	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.

<b>52. Proposal protest</b>	<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="https://www.undp.org/procurement/doing-business-undp/procurement-protest-and-vendor-sanctions_sanctions.html">https://www.undp.org/procurement/doing-business-undp/procurement-protest-and-vendor-sanctions_sanctions.html</a></p>
<b>53. Other Provisions</b>	<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>

### 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	Description	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal is <b>RFP26/03307</b> . The competition goal is to contract a specialized and experienced company (hereinafter “the Company”) to <b>elaborate an Analytical Study on the Economic Clustering Potential in the Republic of Moldova</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>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER</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 (also acceptable)</b> . The activity reports submitted to UNDP shall be prepared in accordance with the template provided by UNDP, in English, and delivered in electronic format (the annexes to the report can be in Romanian). All analytical outputs, including the Final Study and related deliverables intended for dissemination and use by national stakeholders, shall be prepared in Romanian.
5.	Partial proposals	Not allowed
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: <ul style="list-style-type: none"><li>• <b>MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.</b></li></ul> For evaluation purposes, financial proposals shall be recalculated at UN Operational Rate of Exchange on the submission deadline: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: <b>Be exclusive of VAT and other applicable indirect taxes.</b>
8.	Proposal validity period	90 days

Ref. Article in Section 2	Description	Specific Instructions / Requirements
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>. 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. Noncompliance 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 indicated <b>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"/> <b>Lowest Priced substantially compliant proposal</b></p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p><b>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</b></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>Contract Face Sheet</p> <p><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 sample contract.</p>

Ref. Article in Section 2	Description	Specific Instructions / Requirements
20.	Expected date for commencement of contract	<b>20 August 2026</b>
21.	Conditions of contract to apply	<b>UNDP General Terms and Conditions for contracts (goods and/or services)</b> See Section 6.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows:  Percentage of contract 0.33% per day of delay. Maximum of 30 days of delay, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	<p><b>Please attach the following documents with your Bid:</b></p> <ul style="list-style-type: none"> <li>▪ Company Profile, including information on the bidder’s organizational structure, management arrangements, staffing capacity, and relevant experience in local and/or regional development, socio-economic analysis, strategic planning, cluster development, value chain analysis, smart specialization (RIS3), economic ecosystem mapping, or related fields. The Company Profile should not exceed fifteen (15) pages.</li> <li>▪ Certificate of Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, <u>if any</u></li> <li>▪ Latest Financial Statements (Income Statements and Balance Sheets) including Auditor’s Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2023-2025)</li> <li>▪ Evidence of relevant professional experience, demonstrating at least 5 years of experience in local and/or regional development, socio-economic analysis, strategic planning, economic competitiveness, cluster development, value chain analysis, smart specialization (RIS3), economic ecosystem mapping, or related fields.</li> <li>▪ Evidence of at least 3 assignments of similar scope and complexity implemented during the last 5 years, involving analytical studies, development strategies, policy-oriented diagnostics, cluster initiatives, value chain analysis, or economic ecosystem assessments. Copies of contracts, completion certificates, references, or other supporting documents shall be provided.</li> <li>▪ At least 2 (two) References and/or Statements of Satisfactory Performance from previous clients, preferably public authorities and/or international development partners. Experience in projects funded by international organizations (e.g. UN agencies, EU, World Bank) will be considered an advantage.</li> <li>▪ A copy of preliminary Agreement <u>in case of Consortium</u></li> <li>▪ Detailed description of the proposed methodology and implementation approach, including workplan, sequence of activities, stakeholder</li> </ul>

Ref. Article in Section 2	Description	Specific Instructions / Requirements
		<p>engagement approach, analytical methods, and distribution of roles and responsibilities among the proposed team members.</p> <ul style="list-style-type: none"> <li>▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed requirements.</li> <li>▪ Copies of diplomas, certifications, or other supporting documents confirming the qualifications of the proposed experts may be requested at a later stage.</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: Instruction to Proposers 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, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
<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.	Form F: Eligibility and Qualification
<b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	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 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.

<b>Previous Experience</b>	
<p>Minimum 5 years of relevant experience in local and/or regional development, socio-economic analysis, strategic planning, economic competitiveness, cluster development, value chain analysis, smart specialization (RIS3), economic ecosystem mapping, or related fields.</p> <p><i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i></p>	Form F: Eligibility and Qualification
<p>At least 3 assignments of similar scope and complexity implemented during the last 5 years, involving analytical studies, development strategies, policy-oriented diagnostics, cluster initiatives, value chain analysis, or economic ecosystem assessments (either part of a single contract or multiple contracts).</p> <p><i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i></p>	Form F: Eligibility and Qualification
<b>Minimum Key Personnel</b>	
<p>The Key personnel mandatory for the implementation of the contract:</p> <ol style="list-style-type: none"> <li>1. 1 (one) Team Leader – Cluster and Economic Ecosystems Expert</li> <li>2. 1 (one) Key Expert in Value Chain Analysis</li> <li>3. 1 (one) Key Expert in Economic Competitiveness and Data Analysis</li> </ol> <p><b>Please note:</b> <i>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. However, the <b>Team Leader</b> role shall be performed by a dedicated expert and <b>cannot be combined with any other key expert role.</b></i></p> <p><b>Non-Key Personnel:</b> <i>to be proposed by each proposer based on the submitted methodology.</i></p> <p><i>(For JV/Consortium/Association, <b>all Parties</b> cumulatively should meet requirement).</i></p>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel
<b>Financial Standing</b>	
<p><b>Liquidity:</b> Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1.</p> <p>If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems.</p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Turnover:</b> Proposers should have average sales turnover of minimum 75,000.00 USD for the last 3 (three) years. (2023, 2024, 2025).  <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	200
2	Proposed methodology, approach and implementation plan	500
3	Management structure and key personnel	300
<b>Total</b>		<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.	<p><b>Organization / Company profile – 40 points</b></p> <p>Assessment of the proposer's overall organizational capability and institutional capacity to successfully implement the assignment, including operational experience, financial standing, management arrangements and implementation capacity:</p> <p><b>a) Years of operational experience of the legal entity – 10 points:</b></p> <ul style="list-style-type: none"> <li>o Minimum 5 years of operation – 5 pts;</li> <li>o Each additional year above the minimum requirement – 1 pt per year, up to a maximum of 10 pts.</li> </ul> <p><b>b) Financial stability and capacity - 15 points:</b></p> <p>Assessment will be based on the average annual turnover demonstrated through the financial statements for the last three (3) completed fiscal years:</p> <ul style="list-style-type: none"> <li>o Average annual turnover above USD 150,000 – 15 points.</li> <li>o Average annual turnover above USD 100,000 and up to USD 150,000 – 10 points;</li> <li>o Average annual turnover between USD 75,000 and USD 100,000 – 5 points;</li> </ul> <p><b>c) Organizational structure and implementation capacity – 15 points:</b></p> <p>Assessment of the proposer's internal organizational arrangements, management structure and ability to mobilize and coordinate resources for implementation of the assignment:</p> <ul style="list-style-type: none"> <li>o Strong organizational structure with clear management arrangements, adequate staffing capacity and demonstrated implementation capability for similar assignments – 15 pts;</li> <li>o Adequate organizational structure and implementation arrangements with minor gaps – 10 pts;</li> <li>o Limited organizational capacity or insufficiently described implementation arrangements – 5 pts;</li> </ul>	<b>40</b>

	<ul style="list-style-type: none"> <li>o Weak or unclear organizational and implementation capacity – 0 pts.</li> </ul>	
2.	<p><b><u>Organization / Company experience in assignments of similar scope and thematic relevance – 100 points</u></b></p> <p>Only assignments involving analytical studies, cluster development, economic ecosystem mapping, value chain analysis, competitiveness assessments, smart specialization (RIS3), regional/local economic development, strategic planning or policy-oriented diagnostics shall be considered.</p> <ul style="list-style-type: none"> <li>o Minimum 3 compliant assignments completed – 60 pts, each additional compliant assignment completed – 10 pts, up to a maximum of 80 pts</li> <li>o Demonstrated strong thematic relevance to cluster development, value chain analysis, smart specialization (RIS3), territorial economic ecosystems or related areas – up to 20 pts.</li> </ul>	100
3.	<p><b><u>Experience in working with public institutions and international development partners – 20 points</u></b></p> <p>Assessment of the proposer’s demonstrated experience in implementing assignments for public authorities and/or within projects funded by international development partners (e.g. UN agencies, EU, World Bank, bilateral development agencies).</p> <ul style="list-style-type: none"> <li>o No demonstrated experience – 0 pts;</li> <li>o Limited experience (1–2 relevant assignments) – 10 pts;</li> <li>o Strong demonstrated experience (3 or more relevant assignments) involving public institutions and/or international development partners – 20 pts.</li> </ul>	20
4.	<p><b><u>Understanding of the national economic and institutional context of the Republic of Moldova – 30 points</u></b></p> <p>Assessment of the proposer’s demonstrated understanding of Moldova’s economic structure, institutional environment and policy frameworks relevant to the assignment, including regional development, industrial policy, smart specialization, cluster development and competitiveness.</p> <ul style="list-style-type: none"> <li>o Demonstrated experience in 3 or more assignments directly related to Moldova’s economic development, competitiveness, cluster development, value chains, innovation ecosystems, regional development, or similar areas – 30 pts</li> <li>o Demonstrated experience in 2 relevant assignments – 20 pts</li> <li>o Demonstrated experience in 1 relevant assignment – 10 pts</li> <li>o No relevant Moldova-specific experience demonstrated – 0 pts</li> </ul>	30
5.	<p><b><u>Sustainable criteria / Gender equality and diversity considerations in the proposed assignment – 10 points</u></b></p> <p>Assessment of the proposer’s consideration of gender balance and diversity within the proposed implementation team.</p> <ul style="list-style-type: none"> <li>o Overall gender balance within the proposed team – 5 pts;</li> <li>o Inclusion of women in managerial and/or senior expert positions within the proposed team – 5 pts.</li> <li>o Limited or no evidence of gender balance and diversity considerations – 0 pts.</li> </ul>	10
<b>Total Section 1</b>		<b>200</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
1	<p><b><u>To what degree does the Proposer demonstrate a clear understanding of the assignment, its objectives and expected outputs? (up to max 100 pts.)</u></b></p> <p>Assessment shall consider understanding of:</p> <ul style="list-style-type: none"> <li>– economic ecosystem mapping;</li> <li>– cluster development approaches;</li> <li>– value chain analysis;</li> </ul>	100

	<ul style="list-style-type: none"> <li>- competitiveness assessment;</li> <li>- policy and institutional dimensions;</li> <li>- Moldova’s economic and regional development context.</li> </ul> <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.</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.</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.</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.</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.</li> <li>• <b>No Submission/Unacceptable:</b> Information has not been submitted or completely unacceptable: 0 pts</li> </ul>	
2	<p><b><u>To what extent does the Proposer present a coherent and technically sound methodology for conducting the analytical study and ecosystem assessment? (up to max 140 pts.)</u></b></p> <p>Assessment shall consider:</p> <ul style="list-style-type: none"> <li>- methodology for mapping territorial economic ecosystems;</li> <li>- value chain analysis approaches;</li> <li>- competitiveness and specialization assessment;</li> <li>- analytical framework and prioritization criteria;</li> <li>- use of quantitative and qualitative methods;</li> <li>- GIS/spatial analysis approaches;</li> <li>- integration of stakeholder consultations and validation mechanisms.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> The proposer presents a highly coherent, robust and technically sound methodology fully aligned with the ToR requirements, demonstrating strong analytical depth and clear implementation logic – 140 pts.</li> <li>• <b>Good:</b> The proposer presents a solid and well-structured methodology with only minor methodological gaps – 120 pts.</li> <li>• <b>Satisfactory:</b> The methodology is generally acceptable but lacks detail or analytical depth in certain components – 90 pts.</li> <li>• <b>Poor:</b> The methodology is weak, generic or insufficiently adapted to the assignment requirements – 50 pts.</li> <li>• <b>Very Poor:</b> The proposal fails to present a coherent analytical methodology for implementation – 10 pts.</li> <li>• <b>No Submission/Unacceptable:</b> Information has not been submitted or completely unacceptable: 0 pts</li> </ul>	140
3	<p><b><u>To what extent are the proposed analytical tools, data collection methods and stakeholder engagement approaches appropriate and effective? (up to max 80 pts.)</u></b></p> <p>Assessment shall consider:</p> <ul style="list-style-type: none"> <li>- data sources and analytical tools;</li> <li>- stakeholder consultation methodology;</li> <li>- field assessment approaches;</li> </ul>	80

	<ul style="list-style-type: none"> <li>- engagement with public authorities, private sector, academia and cluster initiatives;</li> <li>- validation mechanisms and inclusiveness of consultations.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> The proposer demonstrates a comprehensive and well-structured approach to data collection, analysis and stakeholder engagement. The proposed analytical tools and methodologies are highly relevant, technically sound and fully aligned with the assignment objectives. Stakeholder engagement and validation mechanisms are clearly defined, inclusive and feasible – 80 pts.</li> <li>• <b>Good:</b> The proposer demonstrates a solid and coherent approach to analytical tools, data collection and stakeholder engagement, with only minor gaps or inconsistencies – 70 pts.</li> <li>• <b>Satisfactory:</b> The proposer demonstrates a general understanding of analytical and consultation approaches; however, some methodological elements lack sufficient detail, justification or integration – 50 pts.</li> <li>• <b>Poor:</b> The proposer demonstrates limited understanding of appropriate analytical tools and stakeholder engagement approaches. The proposed methodology is weak, insufficiently detailed or only partially aligned with the assignment requirements – 30 pts.</li> <li>• <b>Very Poor:</b> The proposer demonstrates very limited understanding of analytical and consultation methodologies, and the proposal largely fails to address the required approaches – 10 pts.</li> <li>• <b>No Submission/Unacceptable:</b> Information has not been submitted or is completely unacceptable – 0 pts.</li> </ul>	
4	<p><b><u>To what extent does the Proposer present a feasible, well-structured and realistic implementation plan, including work organization and implementation schedule? (up to max 140 pts.)</u></b></p> <p>Assessment shall consider:</p> <ul style="list-style-type: none"> <li>- logical sequencing of activities;</li> <li>- feasibility and realism of timelines;</li> <li>- quality and coherence of the proposed Gantt chart;</li> <li>- allocation of responsibilities within the team;</li> <li>- coordination and management arrangements;</li> <li>- consistency between methodology, staffing and deliverables;</li> <li>- identification and management of dependencies between activities;</li> <li>- overall feasibility of delivering outputs within the proposed timeframe.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> The proposer presents a highly coherent, realistic and well-structured implementation plan, supported by a detailed and logical Gantt chart. Responsibilities, timelines and dependencies are clearly defined, demonstrating strong implementation capacity and ensuring efficient and timely delivery of all outputs – 140 pts.</li> <li>• <b>Good:</b> The proposer presents a solid and feasible implementation plan with a well-structured work organization and realistic timelines, with only minor gaps or inconsistencies – 120 pts.</li> <li>• <b>Satisfactory:</b> The implementation plan is generally acceptable, but some aspects related to sequencing, timelines, responsibilities or coordination lack sufficient detail or clarity – 90 pts.</li> <li>• <b>Poor:</b> The implementation plan demonstrates limited feasibility or coherence; timelines, sequencing or responsibilities are insufficiently justified or unclear – 50 pts.</li> <li>• <b>Very Poor:</b> The implementation plan is weak, unrealistic or largely incomplete, making effective implementation unlikely – 10 pts.</li> <li>• <b>No Submission/Unacceptable:</b> Information has not been submitted or is completely unacceptable – 0 pts.</li> </ul>	140

5	<p><b><u>Have potential implementation risks, quality assurance mechanisms and mitigation measures been adequately identified and addressed? (up to max 40 pts.):</u></b></p> <p>Assessment shall consider:</p> <ul style="list-style-type: none"> <li>- identification of operational, analytical and coordination risks;</li> <li>- risks related to data availability, stakeholder engagement and validation processes;</li> <li>- feasibility and adequacy of proposed mitigation measures;</li> <li>- quality assurance arrangements and internal review mechanisms;</li> <li>- contingency planning and adaptability of the proposed implementation approach.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> Quality assurance and risk mitigation mechanisms are clearly defined, comprehensive and fully integrated into the implementation approach, addressing all major operational, analytical and stakeholder-related risks – 40 pts.</li> <li>• <b>Good:</b> Quality assurance and risk mitigation measures are well defined and address most relevant risks, with only minor gaps – 35 pts.</li> <li>• <b>Satisfactory:</b> Quality assurance and risk mitigation measures are generally outlined but lack sufficient detail or do not fully address key implementation risks – 25 pts.</li> <li>• <b>Poor:</b> Quality assurance and risk mitigation measures are weak, incomplete or insufficiently linked to implementation risks and delivery challenges – 15 pts.</li> <li>• <b>Very Poor:</b> Mechanisms are largely inadequate, unclear or fail to address major implementation risks – 5 pts.</li> <li>• <b>No Submission / Unacceptable:</b> Information has not been submitted or is completely unacceptable – 0 pts.</li> </ul>	40
<b>Total section 2</b>		<b>500</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>								
1	<p><b>Team Leader – Cluster and Economic Ecosystems Expert – 140 points</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="225 1294 1034 1435"> <p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in economics, Business Administration, Public Policy or related field – 5 pts;</li> <li>• Master’s degree or higher in relevant field – 10 pts.</li> </ul> </td> <td data-bbox="1034 1294 1142 1435" style="text-align: center; vertical-align: middle;">10</td> </tr> <tr> <td data-bbox="225 1435 1034 1576"> <p><b>Professional experience in local/regional economic development, cluster development or economic policy analysis</b></p> <ul style="list-style-type: none"> <li>• Minimum 7 years (minimum requirement met) – 45 pts;</li> <li>• Each additional year – 5 pts, up to maximum 65 pts.</li> </ul> </td> <td data-bbox="1034 1435 1142 1576" style="text-align: center; vertical-align: middle;">65</td> </tr> <tr> <td data-bbox="225 1576 1034 1868"> <p><b>Experience in leading similar assignments</b></p> <p>Assignments involving:</p> <ul style="list-style-type: none"> <li>- analytical studies;</li> <li>- strategic planning;</li> <li>- policy-oriented work;</li> <li>- cluster development;</li> <li>- economic ecosystem analysis.</li> </ul> <ul style="list-style-type: none"> <li>• Minimum 5 assignments (minimum requirement met) – 30 pts;</li> <li>• Each additional assignment – 5 pts, up to maximum 40 pts.</li> </ul> </td> <td data-bbox="1034 1576 1142 1868" style="text-align: center; vertical-align: middle;">40</td> </tr> <tr> <td data-bbox="225 1868 1034 2022"> <p><b>Experience in managing multi-stakeholder assignments</b></p> <p>Including coordination with:</p> <ul style="list-style-type: none"> <li>- public authorities;</li> <li>- private sector;</li> <li>- development partners.</li> </ul> </td> <td data-bbox="1034 1868 1142 2022" style="text-align: center; vertical-align: middle;">10</td> </tr> </table>	<p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in economics, Business Administration, Public Policy or related field – 5 pts;</li> <li>• Master’s degree or higher in relevant field – 10 pts.</li> </ul>	10	<p><b>Professional experience in local/regional economic development, cluster development or economic policy analysis</b></p> <ul style="list-style-type: none"> <li>• Minimum 7 years (minimum requirement met) – 45 pts;</li> <li>• Each additional year – 5 pts, up to maximum 65 pts.</li> </ul>	65	<p><b>Experience in leading similar assignments</b></p> <p>Assignments involving:</p> <ul style="list-style-type: none"> <li>- analytical studies;</li> <li>- strategic planning;</li> <li>- policy-oriented work;</li> <li>- cluster development;</li> <li>- economic ecosystem analysis.</li> </ul> <ul style="list-style-type: none"> <li>• Minimum 5 assignments (minimum requirement met) – 30 pts;</li> <li>• Each additional assignment – 5 pts, up to maximum 40 pts.</li> </ul>	40	<p><b>Experience in managing multi-stakeholder assignments</b></p> <p>Including coordination with:</p> <ul style="list-style-type: none"> <li>- public authorities;</li> <li>- private sector;</li> <li>- development partners.</li> </ul>	10	<b>140</b>
<p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in economics, Business Administration, Public Policy or related field – 5 pts;</li> <li>• Master’s degree or higher in relevant field – 10 pts.</li> </ul>	10									
<p><b>Professional experience in local/regional economic development, cluster development or economic policy analysis</b></p> <ul style="list-style-type: none"> <li>• Minimum 7 years (minimum requirement met) – 45 pts;</li> <li>• Each additional year – 5 pts, up to maximum 65 pts.</li> </ul>	65									
<p><b>Experience in leading similar assignments</b></p> <p>Assignments involving:</p> <ul style="list-style-type: none"> <li>- analytical studies;</li> <li>- strategic planning;</li> <li>- policy-oriented work;</li> <li>- cluster development;</li> <li>- economic ecosystem analysis.</li> </ul> <ul style="list-style-type: none"> <li>• Minimum 5 assignments (minimum requirement met) – 30 pts;</li> <li>• Each additional assignment – 5 pts, up to maximum 40 pts.</li> </ul>	40									
<p><b>Experience in managing multi-stakeholder assignments</b></p> <p>Including coordination with:</p> <ul style="list-style-type: none"> <li>- public authorities;</li> <li>- private sector;</li> <li>- development partners.</li> </ul>	10									

	<ul style="list-style-type: none"> <li>• Experience in more than 5 relevant assignments – 10 pts;</li> <li>• Experience in 2–5 relevant assignments – 5 pts;</li> <li>• Experience in less than 2 relevant assignments or no demonstrated experience – 0 pts</li> </ul>		
	<p><b>Experience with international organizations</b> Experience in assignments funded by UN agencies, EU, World Bank or other development partners:</p> <ul style="list-style-type: none"> <li>• Experience in more than 5 relevant assignments – 10 pts;</li> <li>• Experience in 3–5 relevant assignments – 7 pts;</li> <li>• Experience in 1–2 relevant assignments – 3 pts;</li> <li>• No demonstrated experience – 0 pts.</li> </ul>	10	
	<p><b>Language skills</b></p> <ul style="list-style-type: none"> <li>• Romanian – 2 pts;</li> <li>• English – 2 pts;</li> <li>• Russian – 1 pt.</li> </ul>	5	
<b>2</b>	<b>Key Expert – Value Chain Analysis – 80 points</b>		<b>80</b>
	<p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in economics, Business Administration or related field – 5 pts;</li> <li>• Master’s degree or higher in relevant field – 10 pts.</li> </ul>	10	
	<p><b>Professional experience in value chain analysis, competitiveness or private sector development</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years (minimum requirement met) – 25 pts;</li> <li>• Each additional year – 2 pts, up to maximum 35 pts.</li> </ul>	35	
	<p><b>Experience in similar assignments</b> Assignments involving:</p> <ul style="list-style-type: none"> <li>– value chain analysis;</li> <li>– cluster initiatives;</li> <li>– business ecosystem diagnostics.</li> </ul> <ul style="list-style-type: none"> <li>• Minimum 3 assignments (minimum requirement met) – 15 pts;</li> <li>• Each additional assignment – 5 pts, up to maximum 25 pts.</li> </ul>	25	
	<p><b>Demonstrated understanding of production systems, logistics, markets and inter-firm linkages</b> Assessment based on demonstrated experience in assignments involving analysis of production systems, value chains, logistics, markets, and business ecosystems:</p> <ul style="list-style-type: none"> <li>• Experience in 1 relevant assignment – 2 pts;</li> <li>• Each additional relevant assignment – 1 pt, up to a maximum of 5 pts.</li> </ul>	5	
	<p><b>Language skills</b></p> <ul style="list-style-type: none"> <li>• Romanian – 2 pts;</li> <li>• English – 2 pts;</li> <li>• Russian – 1 pt.</li> </ul>	5	
<b>3</b>	<b>Key Expert – Economic Competitiveness and Data Analysis – 80 points</b>		<b>80</b>
	<p><b>Academic qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Economics, Statistics or a related field – 5 pts;</li> <li>• Master’s degree or higher in a relevant field – 10 pts.</li> </ul>	10	
	<p><b>Professional experience in economic analysis, competitiveness assessment or socio-economic diagnostics</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years (minimum requirement met) – 25 pts;</li> <li>• Each additional year – 2 pts, up to maximum 35 pts.</li> </ul>	35	
	<p><b>Experience in similar assignments</b> Assignments involving:</p>	25	

	<ul style="list-style-type: none"> <li>- economic analysis;</li> <li>- development strategies;</li> <li>- policy studies;</li> <li>- competitiveness assessments.</li> <li>• Minimum 3 assignments (minimum requirement met) – 15 pts;</li> <li>• Each additional assignment – 5 pts, up to maximum 25 pts.</li> </ul>		
	<p><b>Strong analytical and data interpretation skills</b></p> <p>Assessment based on demonstrated experience in analytical assignments involving competitiveness assessments, economic analysis, economic structuring, policy studies, or similar analytical work.</p> <ul style="list-style-type: none"> <li>• Experience in 2 relevant analytical assignments (minimum requirement met) – 2 pts;</li> <li>• Each additional relevant analytical assignment – 1 pt, up to a maximum of 5 pts.</li> </ul>	5	
	<p><b>Language skills</b></p> <ul style="list-style-type: none"> <li>• Romanian – 2 pts;</li> <li>• English – 2 pts;</li> <li>• Russian – 1 pt.</li> </ul>	5	
<b>Total Section 3</b>			<b>300</b>

## SECTION 5: TERMS OF REFERENCE

### I: Background and Rationale

The economy of the Republic of Moldova is currently characterized by a set of **structural constraints that systematically limit its capacity to generate productivity growth, scale businesses, and compete on external markets**. Despite steady macroeconomic stabilization and progress in trade integration with the European Union, the underlying economic structure remains fragile and insufficiently competitive.

At the core of this challenge are several interrelated structural issues:

- **High fragmentation of the business sector:** over 95% of enterprises are micro and small firms, with limited capacity to scale production, invest in innovation, or access international markets;
- **Low level of economic cooperation:** firms operate largely in isolation, with weak horizontal and vertical linkages across value chains;
- **Limited value chain integration:** production, processing, logistics, and marketing are often disconnected, resulting in low value added retained domestically;
- **Underdeveloped linkages with R&D, innovation and education systems,** leading to slow technological upgrading and low innovation intensity;
- **Strong dependence on a narrow export base,** with limited diversification and vulnerability to external shocks.

These structural weaknesses are directly reflected in the country's external trade performance and overall economic balance. In 2025, the Republic of Moldova exported approximately USD 3.7–3.8 billion, while imports reached around USD 10.9 billion, resulting in a structural trade deficit of over USD 7 billion - meaning the country imports nearly three times more than it exports.

At the same time, although exports have increasingly reoriented toward the European Union, which absorbs over 60–65% of total exports, this shift has been predominantly geographical rather than structural. A large share of exports remains concentrated in low to medium value-added segments and is often based on spot-market transactions, characterized by high volatility, limited contractual stability and low profit margins. In practical terms, the economy has succeeded in redirecting its exports, but not in upgrading their structure. This combination of a persistent trade imbalance and a weak export profile clearly highlight a fundamental competitiveness gap in the Moldovan economy.

Recognizing these structural limitations, **recent national policy documents explicitly promote a transition toward more targeted, ecosystem-based economic development models, where clusters play a central role**, inclusively:

- National Program for Entrepreneurship Promotion and Competitiveness Growth 2023–2027 identifies clusters as a key mechanism for improving SME competitiveness and cooperation;
- National Industrial Development Program 2024–2028 prioritizes cluster development in strategic sectors (e.g. agro-processing, textiles, automotive components, construction materials);
- Smart Specialization Program “Smart Moldova” (RIS3) 2024–2027 emphasizes the need to concentrate resources in priority domains (agri-food, ICT, energy, biomedicine) and to develop cluster-type ecosystems aligned with these specializations.

These policy frameworks clearly signal a **paradigm shift, moving away from fragmented, horizontal support measures toward more targeted, ecosystem-based interventions** that are grounded in the real structure of the economy, territorial specialization patterns and the functioning of value chains.

However, **the transition from policy intention to effective implementation requires a clear understanding of how the Moldovan economy is structured in reality—not by sectors alone, but by functional economic ecosystems**.

International experience shows that successful cluster development depends on identifying and strengthening real economic concentrations and their internal linkages, rather than creating formal structures in isolation.

In this context, the Republic of Moldova has already made important practical progress. Since 2021, the UNDP-Moldova, in partnership with the European Union, Switzerland, UK and Sweden has supported the creation and advancement of

a national ecosystem of over 20 micro-clusters across different regions and sectors, including cross-Nistru River initiatives. These micro-clusters represent the first structured attempts to organize economic cooperation around real value chains and territorial concentrations.

Importantly, these initiatives should not be viewed as final cluster models, but rather as foundational building blocks for a broader process of economic transformation. They have demonstrated the viability of cluster-based approaches in the Moldovan context and have created an initial layer of cooperation, governance and institutional capacity.

At the same time, they highlight the next stage of development, which requires moving beyond small-scale, localized initiatives toward more consolidated, competitive and scalable economic ecosystems.

The recent developments confirm this transition. The ecosystem has entered a phase of consolidation and maturation, marked by:

- The emergence of internationally recognized cluster management structures, including ESCA Bronze and Silver certifications;
- The first cases of cluster consolidation through mergers (e.g. in the textile sector), suggest a move toward larger and more competitive entities;
- Increasing focus on scaling-up, replication and cross-border integration into European value chains;

**This evolution reflects natural progression from micro-regional clustering pilot initiatives toward more advanced cross-country forms of economic organization. However, it also exposes a critical gap: the absence of a comprehensive analytical framework capable of identifying which ecosystems have real potential for scaling, consolidation and integration, and under what conditions.**

At present, **there is no system-wide evaluation of Moldova's economic clustering potential based on a consistent mapping of ecosystems, value chains and interdependencies.** As a result, cluster-related interventions risk remaining fragmented, reactive and insufficiently targeted.

Specifically, effective cluster policy requires a system-level understanding of the economy through the lens of specialized economic ecosystems, including:

- Identification and mapping of territorial concentrations of economic activity that function as integrated production systems;
- Analysis of value chains and their internal structure, including flows of goods, services and value addition;
- Assessment of linkages between firms and key enabling institutions, including VET systems, universities, R&D centers, certification bodies, laboratories and regulatory authorities;
- Evaluation of scale, specialization and competitiveness potential;
- Identification of bottlenecks and missing links that constrain growth and upgrading.

Such an analysis is essential to distinguish between simple agglomerations, emerging clusters and scalable economic ecosystems, and to define realistic pathways for their development.

In this context, **the elaboration of a comprehensive Evaluation of the Economic Clustering Potential of the Republic of Moldova is both necessary and timely.**

The study shall provide the analytical foundation required to guide the next phase of cluster development—focused on scaling, consolidation, replication and integration into European value chains. It will enable the transition from a collection of promising micro-clusters toward a coherent, competitive and strategically aligned national cluster ecosystem, capable of delivering tangible economic results.

## **II: Scope of Work**

The overall objective of the assignment is **to conduct a comprehensive, system-level evaluation of the economic clustering potential of the Republic of Moldova**, based on an integrated analysis of territorial economic ecosystems, value chains and their functional linkages.

The study is expected to provide a robust analytical foundation for the design of targeted, evidence-based and scalable cluster development policies, aligned with national priorities and Moldova's economic integration into European value chains.

To achieve this objective, the Contractor shall carry out the following tasks:

- **Conduct a mapping of territorial economic ecosystems of specialization across the Republic of Moldova**, identifying real concentrations of economic activity and functional production systems, irrespective of administrative or sectoral boundaries;
- **Identify and prioritize at least 15 economic ecosystems with potential for cluster development** through a multi-criteria assessment framework. The assessment shall consider factors such as: (i) economic critical mass and geographic concentration of firms and employment including a minimum indicative threshold of 10 micro and small enterprises or 7 medium and large enterprises, and at least 50 full-time employees); (ii) specialization and value-chain integration; (iii) productivity, competitiveness and export performance; (iv) innovation and knowledge assets, including the presence of R&D institutions, universities and innovation infrastructure; (v) collaboration intensity and ecosystem connectivity among firms and supporting institutions; (vi) workforce availability and skills base; and (vii) market opportunities, scalability and growth potential. The Contractor shall propose and justify the methodology, indicators, weighting system and minimum eligibility thresholds used for ecosystem prioritization.
- **Perform in-depth analyses of at least 10 selected value chains within these ecosystems**, covering the full cycle from input supply and production to processing, logistics, distribution and access to final markets, with a focus on value creation, bottlenecks and upgrading potential;
- **Assess the structure and quality of functional linkages within each ecosystem**, including interactions between firms and key enabling institutions such as service providers, logistics and financial actors, vocational education and training (VET) systems, universities and R&D centers, certification and standardization bodies, laboratories and regulatory authorities;
- **Evaluate the scalability and competitiveness potential of identified ecosystems**, including their capacity to integrate into regional and European value chains, attract investment and generate higher value added;
- **Analyze structural bottlenecks**, coordination failures and missing links that constrain productivity, limit value addition and hinder the evolution of these ecosystems into competitive clusters;
- **Assess the current landscape of cluster initiatives in Moldova**, including the network of over 20 micro-clusters supported by UNDP and development partners, with a focus on their level of maturity, governance capacity, functional relevance and potential for scaling, consolidation, replication or integration;
- **Formulate a set of strategic recommendations for the Government of the Republic of Moldova**, including priority ecosystems and value chains for intervention, policy measures to support cluster development and ecosystem strengthening.
- **Ensure alignment of the analysis and recommendations with existing national policy frameworks**, including industrial policy, smart specialization priorities and regional development strategies.

The assignment shall be implemented using a combination of quantitative and qualitative methods, including data analysis, stakeholder consultations, field assessments and validation workshops, ensuring a high level of accuracy, relevance and stakeholder ownership of the results.

### III: Key Activities, Deliverables and Tentative Timetable

#	Key activities and deliverables	Tentative timeframe
1	<p><b>Task 1: Inception Phase and Methodological Framework Development</b></p> <ul style="list-style-type: none"> <li>Review of existing policy frameworks, statistical data and previous analytical work relevant to cluster development in the Republic of Moldova</li> <li>Conceptualization of the analytical framework based on economic ecosystems as the object of the assignment</li> <li>Elaboration of the detailed assessment methodology, tools, data sources, criteria and indicators for ecosystem identification, prioritization and evaluation;</li> <li>Development of detailed workplan and stakeholder engagement plan</li> </ul> <p><b>Deliverable 1:</b> Inception Report, including methodology, analytical framework, detailed implementation plan and proposed structure/table of contents of the Final Study.</p>	<p><b>Deliverable 1:</b> Month 1 after contract signing</p>
2	<p><b>Task 2: Mapping of Key National Territorial Economic Ecosystems</b></p> <ul style="list-style-type: none"> <li>Determining the key economic specializations for further mapping (at least 15) – <i>to be endorsed with PRIM/UNDP Project and national stakeholders (Ministry of Economic Development and Digitalization)</i></li> <li>Mapping of the selected territorial concentrations of key economic specializations across Moldova</li> <li>Analysis of spatial distribution, specialization and economic density (by using GIS tools)</li> <li>Identification of preliminary ecosystem typologies (e.g. territorial production agglomerations, national proto-clusters, emerging ecosystems)</li> </ul> <p><b>Deliverable 2:</b> Draft Chapter 1 of the Study: Mapping of Economic Ecosystems in the Republic of Moldova.</p>	<p><b>Deliverable 2:</b> Months 2–3</p>
3	<p><b>Task 3: Value Chain Analysis and Business Ecosystem Diagnostics</b></p> <ul style="list-style-type: none"> <li>Propose the priority ecosystems (<i>at least 10</i>) for in-depth analysis – to be endorsed by the PRIM/UNDP and line-ministries in charge (Ministry of Economic Development and Digitalization)</li> <li>Ecosystem territorial analysis (inputs, production, processing, logistics, markets)</li> <li>Assessment of economic performance and competitiveness of the priority eco-systems</li> <li>Mapping of the key enabling actors (R&amp;D and Education entities) within each priority ecosystem</li> <li>Assessment of macro-linkages between firms and key enabling actors (VET, universities, R&amp;D, certification bodies, laboratories, financial institutions, regulators)</li> <li>Evaluation of institutional capacity and ecosystem coherence</li> <li>Identification of coordination failures and systemic gaps</li> </ul> <p><b>Deliverable 3:</b> Draft Chapter 2 of the Study: Priority Economic Ecosystems, Value Chains and Ecosystem Diagnostics.</p>	<p><b>Deliverable 3:</b> Months 3–6</p>
4	<p><b>Task 4: Assessment of on-going Cluster Initiatives and Scaling/Multiplication Potential</b></p> <ul style="list-style-type: none"> <li>Analysis of the existing ecosystem of 20+ micro-clusters supported by UNDP and partners (specialization, geographic coverage, convergence with the priority economic ecosystems)</li> <li>Assessment of the convergence and development potential of existing micro-clustering initiatives within a broader nation-wide cluster development needs and priorities</li> </ul>	<p><b>Deliverable 4:</b> Months 5–7</p>

#	Key activities and deliverables	Tentative timeframe
	<b>Deliverable 4:</b> Draft Chapter 3 of the Study: Assessment of Existing Cluster Initiatives and Scaling Pathways.	
5	<p><b>Task 5: Policy Recommendations and Strategic Framework</b></p> <ul style="list-style-type: none"> <li>▪ Prioritization of a national portfolio of economic ecosystems with biggest cluster development potential, structured as territorial production ecosystems at regional level and evolving toward integrated production complexes (clusters) at national level, based on concentration, specialization and strength of functional linkages;</li> <li>▪ Formulation of indicative development pathways for each priority ecosystem, including their functional structuring along value chains and their transition toward integrated cluster-type systems capable of supporting innovation, export development, skills formation and applied research;</li> <li>▪ Formulation of actionable, high-level recommendations for enabling the transformation of identified ecosystems into competitive clusters, addressing key systemic constraints, coordination failures and missing links across production, logistics, markets, R&amp;D and education systems;</li> <li>▪ Formulation of strategic directions for the development of a coherent national cluster ecosystem, ensuring integration of production, innovation, human capital development and export capacities, and providing a clear basis for future policy design, investment prioritization and alignment with European value chains.</li> </ul> <p><b>Deliverable 5:</b> Draft Final Study, consolidating Chapters 1–3 and including strategic recommendations, prioritization framework and policy directions for cluster development.</p>	<b>Deliverable 5:</b> Months 7–8
6	<p><b>Task 6: Validation and Finalization of the Study</b></p> <ul style="list-style-type: none"> <li>▪ Organization of validation workshops with key stakeholders (public, private, academia, cluster representatives);</li> <li>▪ Integration of feedback and finalization of the study;</li> </ul> <p><b>Deliverable 6:</b> Final Study: Economic Clustering Potential of the Republic of Moldova, incorporating stakeholder feedback and finalized for publication (validated and approved).</p>	<b>Deliverable 6:</b> Month 9

#### IV: Institutional Arrangements

The Contractor will be awarded a contract with UNDP for the provision of services under this assignment and will work under the guidance of the designated Project Officer and supervision of the Project Manager of the PRIM project.

The activity reports submitted to UNDP shall be prepared in accordance with the template provided by UNDP, in English, and delivered in electronic format.

All analytical outputs, including the Final Study and related deliverables intended for dissemination and use by national stakeholders, shall be prepared in Romanian.

The Contractor shall be responsible for covering all costs related to implementation of activities under the assignment, including:

- expert fees;
- travel and accommodation of the Contractor's team;
- transportation required for field activities;
- translation and interpretation services;

- field implementation costs; and
- equipment mobilisation costs.

All deliverables shall be subject to review, comments and formal approval by UNDP prior to acceptance.

All data and information received from UNDP and stakeholders during the execution of this assignment shall be treated as confidential and used exclusively for the purposes of this assignment.

All intellectual property rights arising from the execution of this assignment shall be vested in UNDP.

The Contractor shall be responsible for organizing all necessary consultations, meetings and validation workshops, including logistical arrangements, and shall ensure effective engagement of stakeholders throughout the process.

## **V: Responsibilities of 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 bidder shall include information on the volume of allocated resources to carry out the assignment.

A breakdown of 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.

Bidders should enclose a CV for each person 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. However, the cost of non-key staff proposed should be included in the Financial proposal under Additional Staff.

Bidders agree that the Key staff included in the bid will participate in the project at the level and duration specified unless an 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;
- Linguistic skills.

The bidder organization 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. Descriptions of subcontractor's staff members, if applicable, should follow the format utilized for the Bidder organization.

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 Resilient and Inclusive Markets Project team 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.

The Team Leader, Cluster and Economic Ecosystems Expert, shall assume overall responsibility for the technical direction of the assignment, leading the mapping and prioritization of territorial economic ecosystems, the multi-criteria assessment framework, alignment with national policy frameworks, and the strategic recommendations addressed to the Government of the Republic of Moldova.

The Key Expert in Value Chain Analysis shall lead the in-depth analysis of the selected value chains and the assessment of functional linkages within each ecosystem, identifying bottlenecks, coordination failures and upgrading potential.

The Key Expert in Economic Competitiveness and Data Analysis shall be responsible for the quantitative foundation of the study, including indicators, weighting systems and methodology, the assessment of productivity, competitiveness and export performance, and the evaluation of scalability and growth potential.

## **VI: Duration of the Assignment**

The estimated duration of the assignment is **9 (nine) months** from the date of contract signature.

The implementation timeline is indicative and may be adjusted depending on external factors, including availability of data and coordination with national counterparts.

UNDP shall have up to 10 (ten) working days to review submitted deliverables, provide comments and confirm acceptance, depending on the stage of implementation.

## **VII: Reporting requirements**

The Supplier shall report delivery progress to UNDP Moldova and perform all services on time.

The progress report shall be in a form acceptable to the Project responsible and shall indicate: (a) progress of delivery; and (b) where any activity is behind the contract completion, giving comments and likely consequences and stating the corrective action being taken.

## **VIII: Schedule of Payments**

The payments to the Contractor shall be made upon submission, review, and formal acceptance of the deliverables by the PRIM Project Manager.

## **SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS**

**6.1** The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

### **6.2 Special Conditions of Contract**

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC:

**N/A**

### **6.3 Contract Form**

In the event of an award, the following sample Contract will be used: Contract for Goods and/or Services to UNDP.

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/howwe-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 A: PROPOSAL CONFIRMATION**

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

To: Insert name of contact person Email: Insert contact person’s email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference **RFP No.**

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

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

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

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



## FORM B: CHECKLIST

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

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

### Technical Proposal:

<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:	RFP No.		

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, 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
<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>	<b>RFP No.</b>
<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 UNDP 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 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):</b>	<p>Tick all that apply and <b>provide supporting documentation:</b></p> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
<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>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>

<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>	<input type="checkbox"/> Formal statement <input type="checkbox"/> Sustainability report <input type="checkbox"/> UN Global Compact Communication on Progress <input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a>
<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:  <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>  Bank Address: <a href="#">Click or tap here to enter text.</a>  IBAN: <a href="#">Click or tap here to enter text.</a>  SWIFT/BIC: <a href="#">Click or tap here to enter text.</a>  Account Currency: <a href="#">Click or tap here to enter text.</a>  Bank Account Number: <a href="#">Click or tap here to enter text.</a></p>
<p><b>Contact person that UNDP may contact for requests for clarifications during Proposal evaluation</b></p>	<p>Name and Title: <a href="#">Click or tap here to enter text.</a>  Telephone numbers: <a href="#">Click or tap here to enter text.</a>  Email: <a href="#">Click or tap here to enter text.</a></p>



FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP No.		

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.

<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)	Click or tap here to enter text.
--	----------------------------------

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

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

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

Name \_\_\_\_\_ of \_\_\_\_\_ partner: Name \_\_\_\_\_ of \_\_\_\_\_ partner:

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

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

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

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

Name \_\_\_\_\_ of \_\_\_\_\_ partner: Name \_\_\_\_\_ of \_\_\_\_\_ partner:

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

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

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

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:	RFP No.		

*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 previous 5 years.**

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

**Please make sure to list all relevant experience related to:**

- analytical studies, economic ecosystem mapping, cluster development or value chain analysis;
- competitiveness assessments, regional/local economic development, smart specialization (RIS3) or policy-oriented diagnostics;
- assignments implemented for public authorities and/or international development partners;
- analytical work involving stakeholder consultations, field assessments, spatial/GIS analysis or ecosystem diagnostics.

Assignment Title & Country of Assignment	Client & Reference Contact Details	Contract Value	Implementation Period and Status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)	Link to publication / website / reference materials (if available)

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

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

### Financial Standing

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

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:

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

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RFP No.		

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** 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).

Please also elaborate on how the proposed team members will be managing their time between this assignment and their job if they are full-time employed in any organization.

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

Please also refer to the list of engagements included in your bid under the Form F. Provide a comparison between your past assignments and this RfP's requirements and indicate the extent to which your experience aligns with the current RfP scope.

**1.4** Quality assurance procedures and risk mitigation measures.

Elaborate on the potential risks that could affect the quality and timely delivery on this assignment. Refer to the most common risks that you have encountered in similar assignments in the past. Suggest mitigation strategies.

### 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 Methodological and Analytical Approach

Provide a detailed description of the proposed approach, conceptual framework and methodology for conducting the evaluation of the economic clustering potential of the Republic of Moldova, including:

- mapping of territorial economic ecosystems;
- value chain and competitiveness analysis;
- assessment of functional linkages and ecosystem dynamics;
- GIS-based spatial analysis approaches;
- prioritization of economic ecosystems and cluster development potential;
- stakeholder consultation and validation approaches.

Please explain how the proposed methodology ensures analytical quality, practical applicability and alignment with the Terms of Reference.

#### 2.2 Quality Assurance, Data Collection and Risk Mitigation

A detailed description of the proposed data collection methods, analytical tools, stakeholder engagement approach, internal quality assurance mechanisms and identified implementation risks, including proposed mitigation measures.

Please explain how the proposed approach will ensure reliability, consistency and validation of findings and recommendations.

### 2.3 Implementation Plan

Implementation plan including a detailed Gantt chart or Project Schedule indicating:

- sequence and timing of activities;
- allocation of responsibilities within the proposed team;
- stakeholder engagement activities;
- timelines for deliverables and validation processes.

### 2.4 Any Other Information

Any other comments or information regarding the proposed project approach, analytical methodology, implementation arrangements or other aspects considered relevant for successful implementation of the assignment.

## 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:	<b>RFP No.</b>		

<b>Position (as per ToR)</b>			
<b>Personnel Information</b>	Name:		
	Nationality:	Date of birth:	
	Language Proficiency in Romanian language:		
	Language Proficiency in English language:		
	Language Proficiency in Russian language:		
<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 (if any).</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 technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience (links if available)

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:	RFP No.		

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 UNDP 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:	RFP No.		

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:	RFP No.		

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**

**Table 1: Summary of Overall Prices**

Costs	Amount, <i>[insert currency]</i>
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
<b>Total Amount of Financial Proposal, <i>[insert currency]</i></b>	

**Table 2: Breakdown of Costs**

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1 Inception Report, including the methodology, analytical framework and detailed implementation plan	Team Leader – Cluster and Economic Ecosystems Expert				Coordination meetings / consultations				
	Key Expert – Value Chain Analysis				Local transportation costs (if any)				
	Key Expert – Economic Competitiveness and Data Analysis				Data acquisition / statistical databases (if any)				

	Other experts (please specify)				Other related costs (if any, please specify)				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
	<b>Total Deliverable 1:</b>								
<b>Deliverable 2</b> Report no. 1: Mapping of the Economic Ecosystems in the Republic of Moldova	Team Leader – Cluster and Economic Ecosystems Expert				GIS/spatial analysis related costs (if any)				
	Key Expert – Value Chain Analysis				Mapping software / licenses (if any)				
	Key Expert – Economic Competitiveness and Data Analysis				Field visits / transportation costs				
	Other experts (please specify)				Other related costs (if any, please specify)				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
	<b>Total Deliverable 2:</b>								
<b>Deliverable 3</b> Report no. 2: Analytical Report on Priority Value Chains for Clustering and Ecosystem Diagnostics	Team Leader – Cluster and Economic Ecosystems Expert				Stakeholder consultations / interviews				
	Key Expert – Value Chain Analysis				Field assessments / site visits				
	Key Expert – Economic Competitiveness and Data Analysis				Transportation and travel costs				
	Other experts (please specify)				Venue / logistics for consultations (if applicable)				
					Other related costs (if any, please specify)				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
	<b>Total Deliverable 3:</b>								
<b>Deliverable 4</b> Report no. 3: Assessment Report on	Team Leader – Cluster and Economic Ecosystems Expert				Local consultations and meetings				

Existing Cluster Initiatives and Scaling Pathways	Key Expert – Value Chain Analysis				Field visits / transportation costs				
	Key Expert – Economic Competitiveness and Data Analysis				Other related costs (if any, please specify)				
	Other experts (please specify)								
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
	<b>Total Deliverable 4:</b>								
<b>Deliverable 5</b> Report no. 4: Draft Final Report, including strategic recommendations and policy framework	Team Leader – Cluster and Economic Ecosystems Expert				Other related costs (if any, please specify)				
	Key Expert – Value Chain Analysis								
	Key Expert – Economic Competitiveness and Data Analysis								
	Other experts (please specify)								
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total Deliverable 5:</b>									
<b>Deliverable 6</b> Final Evaluation Report on the Economic Clustering Potential of the Republic of Moldova (validated and approved)	Team Leader – Cluster and Economic Ecosystems Expert				Validation workshops / stakeholder events				
	Key Expert – Value Chain Analysis				Venue / logistics / catering (if applicable)				
	Key Expert – Economic Competitiveness and Data Analysis				Transportation costs				
	Other experts (please specify)				Other related costs (if any, please specify)				
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total Deliverable 6:</b>									
<b>Grand Total:</b>									