REQUEST FOR PROPOSAL (RFP)

Company to Conduct Integrated Assessment of Information Systems of the National Agency for Auto Transport

RFP Reference No.:	**RfP26/03357**
Country:	Republic of Moldova

SECTION 1: LETTER OF INVITATION

The United Nations Development Programme (UNDP), through the Project "Greening the future, advancing rights and stability: Spurring an inclusive and green transition with responsive governance in the Eastern Neighborhood region", hereby invites qualified companies to submit proposals to provide „*Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport*", in accordance with the Terms of Reference and the UNDP General Conditions of Contract provided within 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- 01088**

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.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the 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 this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D

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

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

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

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS	
1. Scope	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. Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Interpretation of the RFP	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.
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct 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. 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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti 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. In pursuance of this policy, UNDP: (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; (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.

4.	Eligible proposers	Proposers shall have the legal capacity to enter into a binding contract with UNDP. 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. All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with 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. 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. Similarly, the Bidders must disclose in their proposal their knowledge of the following: 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 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. Proposers shall not be eligible to submit a proposal if at the time of proposal submission: • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5.	Proprietary information	The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.
6.	Publicity	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.

SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	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 Section 3: Data Sheet. UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.
8. Amendment of solicitation documents	At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers. If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet: a. Documents Establishing the Eligibility and Qualifications of the Bidder; b. Technical Proposal; c. Financial Proposal; d. Proposal Security, if required by DS; e. Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
13. Financial proposal	The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal.

14. Currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals: • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
15. Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet
16. Proposal validity period	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. 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. 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. 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. 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.

17. Proposal security	A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal. 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. If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal. 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. 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). The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions: • If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; • In the event the successful Proposer fails: - to sign the contract after UNDP has issued an award; or - to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.

18. Joint Venture, Consortium or Association	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: • 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 • 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. 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. 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. 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. 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. A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between: • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. 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. 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.

19. Only one proposal	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: • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process. • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one proposal.
20. Alternative proposals	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. 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...
21. Pre-proposal conference	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. 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. 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. 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). 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. 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.

22. Site inspection	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. If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer which does not attend the site inspection shall become ineligible to submit a proposal under this RFP. 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. 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. 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: (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. 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). 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.
23. Errors or omissions	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. Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.
24. Proposers responsibility to inform themselves	Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they: • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. 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.

25. No material change(s) in circumstances	The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • 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; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	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. 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.
26 a. Online submission	1.1 Electronic submission through online portal shall be governed as follows: • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided. • 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. 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.

27. Deadline for Submission of Proposals and Late Proposals	Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. 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. 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.
28. Withdrawal, substitution and modification of proposals	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. 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.
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	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. 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.
EVALUATION OF PROPOSALS	
32. Confidentiality	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. Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.
33. Evaluation of proposals	UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: a) Preliminary examination b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) c) Evaluation of technical proposals d) Evaluation of financial proposals.

34. Preliminary examination	UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.
35. Evaluation of eligibility and qualification	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). In general terms, vendors that meet the following criteria may be considered qualified: 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; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

36. Evaluation of technical and financial proposals	The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required. 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. In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation. 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. When the Data Sheet specifies a **combined scoring method**, the formula for the rating of the proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
37. Post-qualification/Due Diligence	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: a) Verification of accuracy, correctness and authenticity of information provided by the proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

38. Clarification of proposals	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). UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account. 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.
39. Responsiveness of proposal	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: a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. **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.**
40. Nonconformities, reparable errors and omission	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. 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. For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.

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

50. Bank guarantee for advance payment	Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at : https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default. 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.
51. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
52. Proposal protest	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

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

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal is **RfP26/03357.** The services shall include services to provide *„Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport".* Details of services to be provided are further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through **Quantum message functionality**. **ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.**
		Deadline for submitting requests for clarifications / questions: **5 (five) working days before the submission deadline**
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in **English and/or Romanian (acceptable)**
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: **Not allowed**
6.	Currencies	Prices shall be quoted only in one of the following currencies: • **USD (United States Dollars)** – applicable to both international and local Bidders; or • **MDL (Moldovan Leu)** – applicable to local Bidders only. For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange indicated on the submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: **Be exclusive of VAT and other applicable indirect taxes.**
8.	Proposal validity period	90 days
9.	Proposal security	Not Required

Ref. Article in Section 2	Data	Specific Instructions / Requirements
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	Proposals must be **submitted directly in Quantum**. Allowable manner of submitting proposals: ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ **The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the "Commercial section" of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.**
14.	Deadline for proposal submission	Deadline for proposal submission is **indicated in the portal**. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. **Note that system time zone is in EST/EDT (New York) time zone.**
15.	Proposal Opening	Public proposal opening will **NOT** be held
16.	Evaluation of technical and financial proposals	Evaluation will be based on: ☒ Combined scoring method using a distribution of 70% - 30% Technical proposal - financial proposal To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.
17.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is 25% The maximum percentage by which quantities may be decreased is 25%.
18.	Contract award to one or more proposer	UNDP will award a contract to: **One Bidder Only**
19.	Type of contract to be awarded	**Contract Face Sheet** More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html See Section 6 for link to sample contract.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
20.	Expected date for commencement of contract	**October 2026**
21.	Conditions of contract to apply	**UNDP General Terms and Conditions for contracts (goods and/or services)** See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	▪ Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package. ▪ Certificate of Incorporation/ Business Registration ▪ Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Internal documents such as Company Organigram, Quality Assurance and Risk mitigation procedures, Sustainability Commitments, etc. ▪ Latest Audited 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) ▪ At least 2 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 5 (five) years, by each intended participant ▪ A copy of preliminary Agreement in case of Consortium. ▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, applicable Monitoring and Evaluation tools, and measures to ensure sustainability, with clear distribution of roles and responsibilities of the proposed key personnel ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ List of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		▪ **A written statement certifying that the proposed key personnel have no personal, professional, or financial conflict of interest under the envisaged contract.** ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any ▪ **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.** ▪ **Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received**

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts[1]: Non-performance of a contract did not occur as a result of contractor default within the last 3 years[1].	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
At least 5 years of proven experience in information systems assessment, audit, review or advisory services related to digital governance, digital transformation, interoperability analysis, cybersecurity assessment, ICT risk management, business-process digitalization and related regulatory compliance. or other related fields. *(For JV/Consortium/Association, Lead Party should meet requirement).*	Form F: Eligibility and Qualification
At least three (3) assignments of comparable scope or complexity during the last five (5) years. For the purpose of this requirement, an assignment shall be considered comparable where it involved the assessment, audit or structured review of one or more information systems or a digital ecosystem and covered at least three of the following areas: - technical architecture, infrastructure or system sustainability; - functional assessment, business-process analysis or digital public-service delivery; - interoperability, APIs, data exchange or systems integration; - cybersecurity, ICT risk, security-control assessment or technical security testing; - ICT governance, institutional responsibilities or operational arrangements; - legal, regulatory, data-protection or compliance assessment; - preparation of a risk-treatment, modernization or digital-transformation roadmap. Across the assignments submitted, the Proposer shall demonstrate at least one assignment covering cybersecurity, ICT risk or security-control assessment.	Form F: Eligibility and Qualification

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

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
Minimum Key Personnel:	
The minimum key expert roles required for the implementation of the contract: - Team Leader / Digital Governance Expert - 1 (one) - IT Systems and Interoperability Expert - 1 (one) - Business Process and Digital Public Services Expert - 1 (one) - Cybersecurity Expert - 1 (one) - Penetration Testing Expert - 1 (one) - National Legal and Regulatory Expert - 1 (one) *Please note: The six mandatory roles shall be covered by at least five (5) distinct experts. One expert may cover a maximum of two roles, subject to the following conditions:* - the expert fully meets the minimum education, professional experience and assignment-specific requirements established for each role; - the cumulation concerns compatible areas of expertise; - the full indicative level of effort assigned to both roles is maintained and clearly reflected in the workday-allocation matrix; - the cumulation does not create conflicting responsibilities or adversely affect the quality, independence or timely implementation of the assignment; and - the proposed arrangement is clearly justified in the Methodology, management structure and distribution of tasks. The Team Leader / Digital Governance Expert role may not be cumulated with the Penetration Testing Expert role. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* **The Bidder shall formally disclose if any proposed key experts have any ongoing or active contract engagements with UNDP**	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel
Financial Standing:	
Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years. If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder’s financial standing. UNDP has	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	
Turnover: Proposers shall have an average annual turnover of minimum USD 90,000.00 over the last 3 (three) financial years (2023, 2024, 2025). *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	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	250
2.	Proposed methodology, approach and implementation plan	450
3.	Management structure and key personnel	300
Total		**1000**

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organization and staff credibility / reliability / industry standing - *A company is a well-known market player, based on Clients' statements confirming satisfactory performance – (2 statements – 5 pts, each additional statement – 5 pts, up to 30 pts.* - *Average annual turnover over the last three financial years: from USD 90,000 up to and including USD 120,000 – 10 pts; above USD 120,000 up to and including USD 150,000 – 15 pts; above USD 150,000 – 20 pts*	50
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 - *Age of the legal entity (5 years – 20 pts, 5 points for each additional year up to max. 40 pts)* - *Project management controls (organigram): (n*o assignment-specific management structure submitted – 0 points; basic management structure submitted, but roles, reporting lines or decision-making arrangements are insufficiently explained – 10 points; clear assignment-specific organigram identifying management responsibilities, reporting lines, decision-making arrangements, coordination between experts and communication with UNDP and ANTA – 20 points)	60
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region / country - Have at least 5 years of proven experience in information systems assessment, audit, review or advisory services related to digital governance, digital transformation,	120

	interoperability analysis, cybersecurity assessment, ICT risk management, business-process digitalization and related regulatory compliance. or related fields. *(5 years – 20 pts., 5 pts. for each additional year, up to 35 pts.);* - Have at least 3 similar complexity completed assignments during the last 5 (five) years in information-systems assessment, digital governance, technical or functional ICT review, interoperability, business-process digitalization, regulatory compliance, cybersecurity assessment or related advisory services, of which at least one (1) assignment shall have included cybersecurity, ICT risk or security-control assessment.; (*3 contracts – 20 pts., 5 pts. for each additional contract, up to 45 pts.);* - Demonstrated experience working with public authorities, transport sector institutions, or public digitalization initiatives will be considered a strong advantage *(5 pts. for each contract, up to 25 pts.);* - Proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an advantage *(No – 0 pts., Yes – 15 pts.).*	
1.4	Organization Commitment to Sustainability - *Organization is compliant with ISO 14001 or equivalent – 5 pts* - *Organization is a member of the UN Global Compact – 5 pts* - *Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, climate change, renewable energies or membership of trade institutions promoting such issues) – 10 pts*	20
	Total Section 1	**250**

Section 2. Proposed methodology approach and implementation plan		**Points obtainable**
2.1	Understanding of the Assignment and Compliance with requirements - *Excellent Understanding. The proposer demonstrates a comprehensive and deep understanding of the assignment. The requirements submitted and supported by excellent evidence of ability to support and exceed ToR requirements - 100 pts.* - *Good Understanding. The proposer demonstrates good understanding of the assignment and provided good evidence of ability to support the ToR requirements: 90 pts.* - *Satisfactory Understanding. The proposer demonstrates a general understanding of the assignment. The requirements submitted are supported by satisfactory evidence of ability to support ToR requirements - 70 pts.* - *Poor Understanding. The proposer shows limited understanding of the assignment. The requirements submitted are supported by marginally acceptable or weak evidence of ability to support ToR requirements - 40 pts.* - *Very poor Understanding. The proposer demonstrates very little understanding of the*	100

	assignment. The requirements submitted but not supported by evidence to demonstrate ability to comply with ToR requirements - 10 pts. - *No submission. Information has not been submitted or is unacceptable - 0 pts.*	
2.2	Is the conceptual framework adopted appropriate for the assignment? - *Excellent. The conceptual framework is fully appropriate for the assignment. All requirements are comprehensively addressed. The methodology for ensuring compliance with the Terms of Reference requirements is clearly articulated: 100 pts.* - *Good. The conceptual framework is appropriate and addresses the requirements well. Minor refinements may be possible but are not critical: 90 pts.* - *Satisfactory. The conceptual framework is generally appropriate but may require some adjustments to fully incorporate all technical and performance requirements: 70 pts.* - *Poor. The conceptual framework requires significant adjustments to adequately address most technical and performance requirements: 40 pts.* - *Very poor. The conceptual framework is largely inadequate, missing critical elements necessary to ensure compliance with the ToR technical specifications: 10 pts.* - *No submission. No conceptual framework provided or completely unacceptable: 0 pts.*	100
2.3	Details on how the different service elements shall be organized, controlled and delivered: - *Excellent. The submission provides a comprehensive, clear, and well-structured explanation of how all service elements will be organized, controlled, and delivered - 60 pts.* - *Good. The submission provides a strong and mostly complete description of service organization, control, and delivery - 54 pts.* - *Satisfactory. The submission provides an adequate but basic explanation of how service elements will be organized, controlled, and delivered - 42 pts.* - *Poor. The submission provides a weak and incomplete description of service organization, control, and delivery - 24 pts.* - *Very poor. The submission provides a very limited and unclear response - 6 pts.* - *No Submission. No details are provided or completely unacceptable - 0 pts.*	60
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement - *Excellent. The submission provides a comprehensive, well-structured, and highly detailed description of performance monitoring and evaluation mechanisms and tools - 60 pts.* - *Good. The submission provides a strong and mostly complete explanation of performance monitoring and evaluation mechanisms - 54 pts.* - *Satisfactory. The submission provides an adequate but basic description of performance monitoring and evaluation mechanisms and tools - 42 pts.* - *Poor. The submission provides a weak and incomplete explanation of performance monitoring and evaluation mechanisms - 24 pts.* - *Very poor. The submission provides a very limited and unclear response - 6 pts.* - *No Submission. No details are provided or completely unacceptable - 0 pts.*	60

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic - *Excellent. The proposed plan is clear, well-structured with a defined and realistic sequence of activities; all needed human and material resources promise efficient implementation - 80 pts.* - *Good. The proposed plan is clear and structured, resources mostly sufficient for efficient implementation - 72 pts.* - *Satisfactory. The proposed plan is clear and structured with minor refinements possible, has a realistic sequence of activities if refined; resources may not be fully sufficient for implementation - 56 pts.* - *Poor. The proposed plan is partially structured, with significant gaps in activity sequence and resource allocation - 32 pts.* - *Very poor. The proposed plan is not well-structured, lacks clarity in sequence, and resources are largely missing - 8 pts.* - *No Submission. No plan provided or completely unacceptable - 0 pts.*	80
2.6	Description of the quality assurance procedures and risk mitigation measures: *- To what extent does the proposal include robust quality assurance mechanisms to ensure effective, timely, and results-oriented implementation of activities (no quality assurance mechanisms are described – 0 pts.; some quality measures are included but lack detail or consistency - 10 pts.; comprehensive and realistic quality assurance system is provided - 25 pts.)* *- How well are the key risks to project implementation identified, and how appropriate and realistic are the proposed mitigation strategies (no risks identified and no mitigation measures proposed – 0 pts.; several relevant risks identified with some mitigation strategies but lacks integration or depth – 10 pts.; risks are thoroughly analyzed; mitigation strategies are well-developed, proactive, and integrated into the implementation plan – 25 pts.)*	50
Total Section 2		**450**

Section 3. Management Structure and Key Personnel			Points obtainable
1	**Team Leader / Digital Governance Expert**		60
	University degree in Information Technology, Digital Governance, Computer Science, Information Systems, Public Administration, Engineering, Economics or related fields to the assignment *(Bachelor's degree – 5 pts.; Master or higher– 10 pts.)*	10	
	Minimum 7 years of professional experience in digital governance, information systems assessment, IT strategy, digital transformation, public-sector digitalization, or related areas *(7 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Minimum 3 previous completed assignments as a Team Leader or Deputy Team Leader for multidisciplinary information-systems technical and operation assessment, ICT audits, digital-governance reviews or digital-transformation advisory assignments, during the last 5 years *(3 assignments – 10 pts.; each additional assignment – 2.5 pts.; up to a maximum of 20 pts.)*	20	

	Previous experience in projects related to the transport sector, intelligent transport systems (ITS), e-governance, interoperability, or digital infrastructure will be considered a strong advantage *(3 assignments – 5 pts.; each additional assignment – 2.5 pts., up to a maximum of 10 pts.)*	10	
	Proficient of Romanian and English *(Romanian – 2.5 pts.; English – 2.5 pts.)*	5	
2	**IT Systems and Interoperability Expert**		50
	University degree in Information Technology, Software Engineering, Computer Science, Information Systems, or related fields *(Bachelor's degree – 5 pts.; Master or higher – 10 pts.)*	10	
	Minimum 5 years of professional experience in information systems development, evaluation, architecture, interoperability, or digital infrastructure projects *(5 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Minimum 3 completed assignments involving information-systems architecture, technical assessment, interoperability, systems integration, public registers or digital infrastructure. *(3 assignments – 5 pts.; each additional assignment – 2.5 pts.; up to a maximum of 15 pts.)*	15	
	Experience with governmental interoperability platforms, APIs, authoritative data sources, shared digital services or public-sector integration architecture. *(Existing experience – 5 pts.; No experience – 0 pts.)*	5	
	Proficient of Romanian and English (Romanian – 2.5 pts.; English – 2.5 pts.)	5	
3	**Business Process and Digital Public Services Expert**		50
	University degree in Information Systems, Business Analysis, Economics, Business Administration, Public Administration, Service Design or another field relevant to the assignment. *(Bachelor's degree – 5 pts.; Master or higher – 10 pts.)*	10	
	Minimum five (5) years of professional experience in business-process analysis, functional assessment, digital public services, service design, administrative simplification or related areas. *(5 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Minimum three (3) completed assignments involving business-process analysis, functional assessment, digital public-service design, administrative-process optimization or preparation of functional requirements *(3 assignments – 5 pts.; each additional assignment – 2.5 pts.; up to a maximum of 15 pts.)*	15	
	Experience in the following areas is an asset: end-to-end user journeys; administrative-burden reduction; usability or accessibility; data quality and repeated data collection; digital-service performance; public-sector process redesign; functional requirements for information systems; *(Existing experience – 5 pts.; No experience – 0 pts.)*	5	

	Proficient of Romanian and English (Romanian – 2.5 pts.; English – 2.5 pts.)	5	
4	**Cybersecurity Expert**		50
	University degree in areas such as computer sciences, engineering, telecommunications or related fields *(Bachelor's degree – 5 pts.; Master or higher – 10 pts.)*	10	
	Minimum 5 years of experience in cybersecurity assessment, IT audit, ICT risk management, vulnerability management, infrastructure/cloud security, backup and recovery, monitoring or security control assessment, including experience in infrastructure security assessment related to endpoint security, network segmentation, patch management; *(5 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Previous experience in implementation and/or provision consultancy/advisory services related to assessment of ICT and cyber security processes and tools (at least 3 projects) *(3 assignments – 5 pts.; each additional assignment – 2.5 pts.; up to a maximum of 10 pts.)*	10	
	Relevant certification such as CISA, CISM, CISSP, ISO 27001 Lead Auditor/Implementer, CRISC or equivalent *(Existing certification – 5 pts.; No certification – 0 pts.)*	5	
	Proven experience within the public sector in similar projects *(Existing experience – 5 pts.; No experience – 0 pts.)*	5	
	Proficient of Romanian and English (Romanian – 2.5 pts.; English – 2.5 pts.)	5	
5	**Penetration Testing Expert**		45
	University degree in areas such as computer sciences, engineering, telecommunications or related fields *(University degree or higher – 5 pts.; No degree – 0 pts.)*	5	
	Minimum 5 years of experience in application security, API security testing, vulnerability assessment, penetration testing or source code review *(5 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Minimum three (3) completed assignments involving authorized penetration testing of web applications, APIs or related infrastructure. (3 assignments – 5 pts.; each additional assignment – 2.5 pts.; up to a maximum of 10 pts.)	10	
	Demonstrated use of OWASP Top 10, OWASP API Security Top 10, OWASP ASVS or equivalent recognized testing methodologies. *(Existing experience – 5 pts.; No experience – 0 pts.)*	5	
	Relevant certification such as OSCP, OSWE, GWAPT, GPEN, PNPT, CEH Practical or equivalent	5	

	(Existing certification – 5 pts.; No certification – 0 pts.)		
	Proficient of Romanian and English (Romanian – 2.5 pts.; English – 2.5 pts.)	5	
6	**National Legal and Regulatory Expert**		45
	University degree in Law, Public Administration or related fields *(Bachelor's degree – 5 pts.; Master or higher – 10 pts.)*	10	
	Minimum 5 years of professional experience in legal analysis, regulatory assessment in digital governance or related areas *(5 years – 10 pts.; each additional year – 2.5 pts, up to a maximum of 15 pts.)*	15	
	Minimum 3 previous completed assignments involving analysis of legislation or regulatory frameworks related to information systems, digital governance, data protection, cybersecurity, interoperability, data exchange or digital public services. *(3 assignments – 5 pts.; each additional assignment – 2.5 pts.; up to a maximum of 10 pts.)*	10	
	Experience in EU acquis approximation or in legal assessment covering digitalization, data protection, cybersecurity or interoperability (Existing experience – 5 pts.; No experience – 0 pts.)	5	
	Proficient of Romanian and English (Romanian – 2.5 pts.; English – 2.5 pts.)	5	
Total Section 3			**300**

SECTION 5. TERMS OF REFERENCE

Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport

1. PROJECT BACKGROUND

The Republic of Moldova is currently advancing an ambitious reform agenda aimed at accelerating European integration and aligning national legislation, institutional frameworks, and public services with the European Union acquis. In the context of the EU candidate country status, the modernization and digital transformation of the transport sector represent an important component of the broader public administration reform and digital governance agenda.

The transport sector plays a strategic role in ensuring economic connectivity, mobility, trade facilitation, and integration into the European transport market. In this regard, the modernization of digital systems and the strengthening of interoperability, efficiency, transparency, and data exchange capacities within transport institutions are becoming increasingly important.

The National Agency for Auto Transport (ANTA), as the competent authority responsible for the regulation and administration of road transport activities in the Republic of Moldova, operates several information systems and digital platforms supporting licensing, authorization, monitoring, control, and service delivery functions. Considering the increasing complexity of transport operations, the growing demand for digital public services, and the need for compatibility with European systems and standards, there is a necessity to assess the current operational, technical, and regulatory performance of the existing information systems.

At the European Union level, digitalization and interoperability in the transport sector are regulated and promoted through several strategic policy frameworks, regulations, and directives, including:

- **Directive 2010/40/EU on the framework for the deployment of Intelligent Transport Systems (ITS Directive):** Establishes the legal framework for the coordinated deployment of Intelligent Transport Systems in road transport and its interfaces with other transport modes. It promotes the development of interoperable digital services, including real-time traffic information, multimodal journey planning, connected and automated mobility, and road safety applications.
- **Regulation (EU) 2020/1056 on electronic freight transport information (eFTI):** Introduces a harmonized framework for the electronic exchange of freight transport information between economic operators and public authorities. The regulation aims to create a fully paperless environment for freight operations, significantly reducing administrative burdens and increasing efficiency and transparency in goods transport.
- **Regulation (EU) 165/2014 (as amended) on tachographs in road transport:** This regulation, together with the introduction of the second-generation smart tachographs (SMT2), strengthens the digital monitoring of driving and rest times, improves road safety, ensures fair competition, and enhances cross-border enforcement through automated recording of border crossings and real-time data capabilities.
- **Directive (EU) 2022/2555 (NIS2 Directive) on cybersecurity:** Transport is classified as a critical infrastructure sector. The directive imposes strict cybersecurity requirements on transport operators and authorities to ensure the resilience of digital systems against cyber threats.
- **Regulation (EU) 2018/1724 establishing the Single Digital Gateway:** Requires Member States to provide citizens and businesses with easy online access to information, procedures, and services related to the internal market, including transport-related services. It supports the "once-only" principle and cross-border digital public services.
- **Regulation (EU) No 1315/2013 on Union guidelines for the development of the trans-European transport network (TEN-T):** Defines the development of a Europe-wide multimodal transport network. It emphasizes the digitalization of transport infrastructure, the deployment of ITS, and the integration of intelligent and sustainable mobility solutions along the TEN-T corridors.
- **European Interoperability Framework (EIF)**: Provides a set of recommendations and principles for achieving seamless interoperability between public administrations, businesses, and citizens across Europe. It is essential for ensuring that national information systems can communicate effectively with European platforms.

- Objectives established under the **European Green Deal** and the **Sustainable and Smart Mobility Strategy (2020)**: These strategic documents set ambitious targets for digitalization as a key enabler of the green transition in transport. They promote the use of digital technologies to reduce emissions, optimize traffic flows, support multimodal transport, and achieve climate-neutral mobility by 2050.

These frameworks emphasize the importance of digital transformation, interoperability between public information systems, secure data exchange, smart mobility solutions, efficient service delivery, and alignment with EU digital governance standards.

In parallel, the Republic of Moldova is implementing commitments related to:

- the EU–Moldova Association Agreement;
- the Digital Europe agenda;
- national digital transformation policies;
- public administration modernization strategies;
- and transport sector reform initiatives.

In this context, conducting a comprehensive assessment of the information systems used by ANTA is necessary in order to:

- evaluate the current level of operational performance and institutional efficiency;
- assess compliance with applicable EU regulatory and interoperability requirements;
- identify technological, operational, cybersecurity, and institutional risks;
- evaluate interoperability capacities with other governmental systems and digital registries;
- identify gaps, redundancies, and inefficiencies;
- and formulate practical recommendations for modernization, optimization, and future digital development.

At the national level, the Republic of Moldova is implementing reforms related to the EU–Moldova Association Agreement, public administration modernization, digital transformation, and transport sector development. In this context, strengthening the digital capacities of transport sector institutions and improving interoperability between governmental systems are essential prerequisites for ensuring efficient public services and gradual alignment with European requirements.

These activities will be implemented within the framework of the project „Greening the future, advancing rights and stability: Spurring an inclusive and green transition with responsive governance in the Eastern Neighbourhood region" implemented by UNDP Moldova with the financial support of the Government of Denmark, aimed at supporting institutional modernization, digital governance, and the advancement of sectoral reforms in the Republic of Moldova in the context of European integration.

2. OBJECTIVE OF THE ASSIGNMENT

The purpose of the required services is to conduct a comprehensive risk, compliance, technical-operational maturity and cybersecurity assessment of the information systems currently used, administered or relied upon by the National Agency for Auto Transport (ANTA), including, where applicable, in-depth technical security audit activities. The assessment shall evaluate system performance, operational efficiency, functional adequacy, interoperability capacities, compliance with applicable national and European requirements, ICT governance, shared operational dependencies, and readiness for future digital modernization and integration processes.

The assessment will support the ongoing digital transformation and institutional modernization of the road transport sector in the Republic of Moldova, including the alignment of digital systems and processes with EU legal, technical, and interoperability standards in the context of the country's European integration agenda.

The assignment will also aim to identify existing technological, operational, cybersecurity, regulatory, and institutional gaps and risks affecting the effectiveness and sustainability of the current digital ecosystem operated by ANTA, while formulating practical and actionable recommendations for optimization, modernization, interoperability enhancement, and future development.

The assignment shall be based on a risk-oriented approach. The Contractor shall identify and assess risks affecting confidentiality, integrity, availability, authenticity, traceability and accountability of data and services, taking into account the criticality, maturity and operational status of each system.

For operational or high-risk systems, the assessment shall be complemented, subject to prior authorization, by technical verification activities, including configuration review, vulnerability scanning, application and API security testing, verification of implemented security controls and, where source code is available and included in the approved scope, source code review.

The specific objectives of the assignment are to:

- Assess the operational functionality, technical architecture, and overall performance of the existing information systems administered by ANTA;
- Evaluate the extent to which the systems comply with relevant national legislation and applicable EU digital governance, transport, and interoperability requirements;
- Analyze the interoperability capacities and data exchange mechanisms with other governmental systems, public registries, and external stakeholders;
- Assess institutional workflows, business processes, and operational efficiency supported by the systems;
- Identify technological limitations, legacy system dependencies, cybersecurity vulnerabilities, operational bottlenecks, and institutional risks;
- Evaluate the scalability, sustainability, and modernization potential of the systems;
- Formulate recommendations for system optimization, integration, digital transformation, and alignment with EU standards and best practices;
- Provide recommendations regarding institutional, regulatory, and technical measures necessary for strengthening digital governance and improving service delivery within the transport sector;
- Conduct a structured risk analysis for each system, including inherent risks, existing controls, residual risks and recommended risk treatment measures;
- Assess the ICT governance model related to the systems, including roles and responsibilities, ownership, access management, change management, vulnerability management, incident management, logging, monitoring, backup and recovery;
- Assess dependencies on infrastructure, hosting, cloud services and operational controls provided by STISC or other third parties, including the shared responsibility model and escalation arrangements;
- Perform, where applicable and approved, technical security audit activities and testing of implemented security controls for operational or high-risk systems;
- Prepare a risk treatment plan and a modernization roadmap with short, medium and long-term actions, priorities, dependencies and residual risks.

The assessment shall cover, but not necessarily be limited to, the following information systems and digital platforms administered or utilized by ANTA:

No.	Information System	Legal Framework	Main Functionality and Use
1	SIA e-Autorizație Transport	Government Decision No. 126/2020; Government Decision No. 127/2020; CTR 150/2014	Management of registers related to road transport operators and authorizations (ROTR, RSITRCP, RAC); issuance, return, and monitoring of transport authorizations; administration of CEMT competition procedures.
2	SIA Autotest	Government Decision No. 126/2020; Government Decision No. 20/2024	Used by authorized technical inspection stations for registering information regarding vehicles undergoing periodic technical inspections and recording their technical condition.
3	SIA e-CCP	Under approval process; planned implementation by the end of 2027	Supports training, examination of persons, issuance, and management of professional competence certificates in the road transport sector and related activities.

4	RI PAGR	Government Decision No. 126/2020; Government Decision No. 124/2024; planned implementation in 2027	Intended for generating reports, statistics, and performance indicators necessary for monitoring and decision-making processes, used by ANTA and public authority staff.
5	ANTA Database (Legacy System)	Approved through internal ANTA order	Proprietary legacy database system previously used for maintaining registers, issuance, and return of transport authorizations before the launch of SIA e-Autorizație Transport.
6	MOBILET	Government Decision No. 126/2020 (eBilet framework)	Information system developed in partnership between MIDR, VISA, ANTA, CFM, and DEI for ticket sales, fiscalization, monitoring route itinerary compliance, and supervision of transport schedules. Pilot launch planned for July 2026.

The Contractor shall assess both operational and strategic dimensions of these systems, including governance arrangements, technical sustainability, user functionality, data management practices, institutional integration capacities, and future digitalization needs in line with Moldova's transport sector modernization priorities and EU integration objectives.

The level of assessment shall be proportionate to the maturity, status and risk profile of each system. Operational systems shall be subject to risk analysis, technical and security assessment and, where applicable and approved, technical testing in accordance with agreed Rules of Engagement. Legacy systems shall be assessed from the perspective of risk, sustainability, security, dependency, maintainability and migration needs. Systems under development, planned systems or pilot solutions shall be assessed primarily from the perspective of design, architecture, security requirements, interoperability readiness, implementation risks and future operational readiness.

3. TASKS TO BE PERFORMED UNDER THE ASSIGNMENT

The Contractor shall provide all necessary technical, analytical, and advisory services required for conducting a comprehensive assessment of the information systems administered and/or utilized by the National Agency for Auto Transport.

Under the assignment, the Contractor shall perform, but not be limited to, the following duties and responsibilities:

1. Inception and Assessment Planning
    a. Review all relevant legal, institutional, technical, and operational documentation related to the information systems subject to assessment;
    b. Conduct initial consultations with ANTA, relevant public authorities, and other stakeholders;
    c. Prepare and submit an Inception Report containing:
        - proposed assessment methodology;
        - work plan and timeline;
        - stakeholder engagement approach and communication arrangements;
        - assessment tools and analytical framework,
        - risk analysis methodology, including impact and likelihood criteria, risk rating scale and residual risk evaluation approach;
        - preliminary inventory of systems, components, data flows, integrations, stakeholders and dependencies;
        - technical audit and testing approach for operational or high-risk systems, including limitations and assumptions;
        - Rules of Engagement for technical verification activities, including approved scope, testing windows, contact points, escalation procedures and activities excluded from testing.
        - System-by-system Assessment Coverage Matrix;
        - Stakeholder interview, workshop and validation plan;
        - Draft templates for the risk register, findings register, compliance matrix, interoperability and interface catalogue, responsibility/dependency matrix, evidence log and modernization roadmap;
        - Detailed allocation of expert working days by system, task and deliverable."
2. Technical and Functional Assessment of Information Systems

a. Conduct a detailed technical and operational assessment of the existing information systems and digital platforms used by ANTA;
b. Analyze system architecture, infrastructure, databases, hosting arrangements, user management, operational workflows, and system functionalities;
c. Assess the operational efficiency, reliability, scalability, maintainability, and sustainability of each system;
d. Review existing data management and data exchange mechanisms;
e. Identify system redundancies, legacy components, operational inefficiencies, and technical limitations;
f. Assess system maturity, criticality and lifecycle status, including whether each system is operational, legacy, under development, planned or in pilot phase;
g. Assess configuration management, environment segregation, database security, logging, monitoring, backup and recovery arrangements, within the limits of access, documentation and evidence made available;
h. Identify technical debt, unsupported or obsolete components, insecure configurations, architectural weaknesses, maintainability constraints and sustainability risks.
i. Assess the quality and lifecycle management of data maintained or processed by each system, including accuracy, completeness, consistency, timeliness, duplication, unique identifiers, data lineage, validation controls, retention, archiving, deletion, migration requirements and master or reference data governance.
j. Identify duplicated datasets and registers, unclear authoritative sources, repeated manual data entry and inconsistencies between information held by ANTA and information obtained from other public-sector data providers.
k. Assess the end-to-end delivery of digital public services supported by the systems, including the availability of fully digital procedures, manual and paper-based steps, repeated submission of information, processing times, approval and rejection flows, error handling, notifications, payment steps, electronic signature, status tracking, user support and assisted-access arrangements.
l. Assess, where evidence is available, transaction volumes, processing time, error and rejection rates, service interruptions, recurring user complaints and the extent to which the systems reduce administrative burden for citizens, businesses and ANTA staff.
m. Assess compliance with applicable accessibility and usability requirements and identify barriers affecting persons with disabilities, users with limited digital skills and users requiring assisted access.

3. Technical Assessment of Network Infrastructure, Endpoint Security and Datacenter Architecture Resilience

The Contractor shall perform a high-level assessment of the internal network architecture, datacenter environment, and endpoint management lifecycle, focusing on systems that access, administer, or operate the applications in scope. This assessment shall include:

a. Evaluation of the centralized workstation management framework (e.g., Active Directory, Group Policies, patch management, and antivirus deployment);
b. Analysis of lifecycle sustainability and security risks associated with legacy operating systems (including Windows 10 endpoints without active vendor support);
c. High-level assessment of network segmentation, access paths, redundancy, failure domains, backup and recovery arrangements, potential Single Points of Failure and other infrastructure-related risks that may affect confidentiality, integrity, availability, continuity and secure operation of the systems in scope, including relevant dependencies involving STISC or other service providers;
d. Formulation of actionable recommendations regarding necessary technical baseline upgrades, compensatory security controls, and hardware/software modernization requirements.

4. Legal and Regulatory Compliance Assessment

a. Assess the compliance of the systems with:
   - national legislation;
   - digital governance requirements;
   - cybersecurity and data protection provisions;
   - relevant EU legal and technical frameworks applicable to digital transport systems and interoperability;
b. Review alignment with EU interoperability principles, digital public service standards, and transport digitalization objectives;

c. Assess compliance, where applicable, with national cybersecurity requirements, including the legal and regulatory framework applicable to entities and services in critical sectors, data protection requirements, interoperability requirements and relevant public sector digital governance rules.
d. Prepare a compliance matrix indicating the applicable requirement, legal/regulatory or standards source, evidence reviewed, level of compliance, identified gap, associated risk and recommended corrective measure.

The legal and regulatory assessment shall clearly distinguish between: (i) binding requirements under Moldovan legislation in force; (ii) institutional, contractual or governmental technical requirements applicable to ANTA; (iii) EU acquis relevant to the Republic of Moldova's approximation and accession process; and (iv) non-binding standards, frameworks and good practices. For each requirement, the Contractor shall identify the applicability rationale, responsible institution, evidence reviewed, current compliance status, gap, associated risk, required corrective measure and relevant implementation horizon.

5. Interoperability and Integration Analysis

a. Analyze the current and required interoperability of ANTA systems with governmental shared platforms and relevant public information systems, including, as applicable, MConnect, MPass, MSign, MPay, MNotify, MLog, MCloud and information systems administered by the State Tax Service, Customs Service, Public Services Agency and other relevant data providers or consumers;
b. Evaluate data exchange mechanisms, APIs, interoperability protocols, and institutional coordination arrangements;
c. Identify interoperability gaps, barriers, and opportunities for future integration and digital ecosystem development.
d. Prepare an interoperability and interface catalogue documenting, for each exchange: participating systems and institutions; business purpose; legal basis; data owner and authoritative source; datasets and identifiers exchanged; interface or API; protocol and format; exchange frequency; authentication and authorization mechanism; logging and monitoring; error handling; security classification; and identified gaps.
e. Assess whether existing integrations unnecessarily duplicate data or use point-to-point exchanges where governmental interoperability services or authoritative registers should be used.
f. Assess API lifecycle management, including versioning, documentation, access control, availability monitoring, change notification and decommissioning arrangements.

6. Cybersecurity and Risk Assessment

a. Identify operational, technological, institutional, and cybersecurity risks affecting the systems;
b. Assess system resilience, access control mechanisms, data protection measures, and business continuity arrangements;
c. Identify vulnerabilities related to outdated technologies, fragmented infrastructure, or insufficient governance mechanisms;
d. Perform a structured risk analysis for each system, including threats, vulnerabilities, impact, likelihood, inherent risk, existing controls, residual risk and recommended risk treatment measures;
e. Assess the design and operating effectiveness of security controls related to access management, privileged accounts, segregation of duties, audit logs, data protection, incident management, vulnerability management, backup, disaster recovery and business continuity, based on the documentation, access and evidence made available;
f. For operational or high-risk systems, perform technical verification activities, subject to prior authorization and agreed Rules of Engagement, including, where applicable, configuration review, authenticated and unauthenticated vulnerability scanning, application security testing, API security testing, controlled penetration testing scenarios;
g. Document identified vulnerabilities, control weaknesses and security gaps, indicating severity, evidence, affected system or component, potential impact, recommended remediation measures, priority, responsible area and residual risk;
h. Ensure that any active testing, including vulnerability scanning, application/API security testing or controlled penetration testing scenarios, is performed only within the approved scope, under agreed Rules of Engagement, and without unauthorized impact on production systems, services or data;

i. Technical vulnerabilities shall be rated using a recognized severity methodology, supplemented by an assessment of system criticality, business impact, exploitability, exposure and the effectiveness of existing compensating controls.
j. Security findings shall be presented in a restricted technical annex containing the evidence necessary for remediation, while the general assessment report shall contain an appropriately sanitized management-level summary.
k. The Contractor shall immediately notify the designated ANTA and UNDP focal points of any critical vulnerability or active compromise identified during the assignment, in accordance with the escalation procedure approved at inception.
l. Retesting shall be limited to findings for which remediation has been implemented during the assignment and formally submitted for validation. The Contractor is not responsible for implementing remediation unless separately agreed in writing.

7. <u>Institutional and Operational Assessment</u>

a. Assess institutional capacities related to the administration, operation, maintenance, and future development of the systems;
b. Review governance arrangements, operational responsibilities, coordination mechanisms, and user support processes;
c. Assess the effectiveness of existing business processes supported by the systems;
d. Assess the ICT governance model related to the systems, including system ownership, data ownership, administrative responsibilities, change management, release management, access recertification, supplier management and operational accountability;
e. Assess dependencies and operational responsibilities between ANTA, STISC, developers, maintenance providers and other relevant stakeholders, including the existence and sufficiency of SLA, escalation procedures, reporting arrangements and evidence of control operation;
f. For each relevant finding, identify the probable responsibility area, where possible, such as application, infrastructure, government cloud, internal ICT administration, development, maintenance, interoperability, security governance or shared or unclear responsibility.

8. <u>Recommendations and Modernization Roadmap</u>

a. Develop practical and prioritized recommendations for:

- system modernization;
- digital transformation;
- interoperability enhancement;
- institutional strengthening;
- cybersecurity improvements;
- optimization of operational workflows;
- and alignment with EU requirements and best practices;

b. Propose short-, medium-, and long-term modernization actions and investment priorities;
c. Develop a roadmap for future system integration and digital development;
d. Develop a risk treatment plan containing recommended measures, priorities, responsible area, implementation horizon, dependencies and residual risks;
e. Include quick wins and short-, medium- and long-term modernization actions, including technical, institutional and interoperability measures.

Each recommended action in the modernization roadmap shall include: reference to the relevant finding and risk; expected result; priority and rationale; legal or regulatory urgency; expected risk reduction; impact on service delivery; responsible institution or responsibility area; prerequisites; dependencies; indicative complexity; indicative cost band; required internal and external capacities; implementation horizon; and measurable completion or success indicator.
Where relevant, the Contractor shall compare alternative modernization approaches, such as stabilization and continued operation, technical upgrade, integration, consolidation, migration or replacement, and shall explain the advantages, limitations, risks, dependencies and indicative total-cost implications of each option.

9. <u>Reporting and Presentation of Results</u>

a. Prepare and submit draft and final assessment reports in accordance with agreed requirements;
b. Present preliminary findings and recommendations to ANTA, UNDP Moldova, and relevant stakeholders;

c. Incorporate comments and feedback received from stakeholders into the final deliverables;
d. Present findings in a manner suitable for both management and technical audiences, including executive conclusions, detailed technical evidence, risk rating and practical remediation recommendations;
e. Ensure that reports distinguish, where evidence allows, between findings related to ANTA, STISC, developers, maintenance providers and other relevant parties.

All findings and conclusions shall be traceable to reviewed evidence, interviews, observations or authorized technical tests. Each finding shall identify the evidence source, affected system or process, applicable requirement or assessment criterion, risk rating, responsible area and recommended action.

Where documentation, access or other evidence is unavailable or insufficient, the Contractor shall record the limitation, the party responsible for providing the evidence, its effect on the level of assurance and the required follow-up action. Absence of evidence shall not be presented as evidence of compliance.

The final report shall include an Evidence and Limitations Log and shall indicate the assurance level achieved for each system and assessment domain.

4. DELIVERABLES AND TIMEFRAME

The expected deliverables and schedules are provided in the table below as following:

No.	Main results:	Completion deadline
1	**Inception Report and Assessment Plan** The Inception Report and Assessment Plan shall also include the assessment methodology; preliminary inventory of systems and system-by-system assessment coverage matrix; components and key dependencies; proposed technical testing scope for operational or high-risk systems, including, where applicable, controlled penetration testing scenarios, detailed work plan and expert-day allocation by system, activity and deliverable; confidentiality and secure evidence-management plan; assumptions, limitations and Rules of Engagement for any technical verification activities.	October 20, 2026
2	**Interim Assessment Report** The Interim Assessment Report shall include draft assessment sheet for each system; current-state architecture, infrastructure, integration and data-flow diagrams; relevant as-is business-process and service-delivery maps; preliminary risks ana and findings register; compliance gaps; key interoperability gaps or dependencies; ICT governance observations; responsibility/dependency issues and preliminary technical testing results, including preliminary results of controlled penetration testing scenarios, where applicable; presentation and validation workshop with ANTA, UNDP and relevant stakeholders.	November 30, 2026
3	**Final Assessment Report** The Final Assessment Report shall include final system-by-system assessment sheets; finalized architecture, data-flow, business-process and interoperability documentation; finalized risk register, findings register, compliance matrix, interface catalogue, responsibility/dependency matrix and evidence and limitations logs; prioritized risk-treatment plan; modernization roadmap and indicative investment sequencing; comment-resolution matrix showing how stakeholder comments were addressed; all reports, matrices, diagrams and registers in PDF and editable source formats. Where technical testing, controlled penetration testing scenarios or remediation validation is performed, the Contractor shall also provide a technical testing and vulnerability report and, where applicable, a follow-up or retesting report.	February 10, 2027

Submission of a document alone shall not constitute acceptance. Acceptance shall be based on completeness, technical accuracy, evidence traceability, compliance with the approved methodology and usability of the deliverable.

5. INSTITUTIONAL ARRANGEMENTS

The Contractor shall work under the overall supervision of UNDP Moldova.

All final deliverables shall be submitted in Romanian, in electronic format. If translation and/or interpretation services are required for the effective implementation of the assignment, these shall be arranged and covered by the Contractor.

All deliverables and activities carried out under this assignment shall comply with UNDP corporate visibility requirements and visibility guidelines, as applicable. Relevant visibility requirements, templates, and guidance materials will be provided by UNDP to the Contractor.

The Contractor and each individual expert involved in the assessment will sign a bilateral non-disclosure agreement (NDA) directly with ANTA and, where applicable, other responsible institutions, before receiving any access rights or technical documentation. The sensitive data and information will be shared by the contractor with ANTA only.

Upon completion or termination of the assignment, the Contractor shall return or securely destroy all restricted data and evidence, except for records that UNDP or ANTA expressly requires to be retained and shall provide a written data-return and destruction confirmation.

6. DURATION OF THE ASSIGNMENT

The estimated duration of services is a maximum of 7 (seven) months. The expected time of completion of the contract is the end of March 2027.

The Company shall commence work not later than one week from the date of the notice to proceed. The Contractor must deploy necessary manpower, logistics and all other necessary items to complete the assignment within the stipulated time.

Since there will be several parties involved in the project whose views and interests are to be considered and reflected in the study, the schedule must allow for sufficient time for the discussion and approval of the various reports. UNDP will require a maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

All reports shall be submitted as Draft and will receive comments from the Client. Where not defined otherwise, the Contractor is obliged to present the final version of any report not later than 2 weeks after receiving the Client's comments to the respective draft of the document.

7. COMPANY QUALIFICATIONS AND RESOURCING REQUIREMENTS

The evaluation criteria towards the Bidder and its personnel are included in Section 4: Evaluation Criteria.

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 per working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key and other staff.

The proposed team should consist of but not be limited to the following members:

- Team Leader / Digital Governance Expert
- IT Systems and Interoperability Expert
- Business Process and Digital Public Services Expert
- Cybersecurity Expert

- Penetration Testing Expert
- National Legal and Regulatory Expert

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

Bidders agree that the Key staff included into the bid will participate in the project at the level and duration specified unless agreement is provided in writing by the UNDP Project Team to allow substitutions. Descriptions of subcontractor Key staff members, if applicable, should follow the format utilized for the Bidder organization.

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.

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

UNDP anticipates the minimum indicative level of effort specified below for a specified number of key personnel to achieve the deliverables outlined in this solicitation. These estimates are provided as a reference to guide bidders in understanding the expected level of effort. However, bidding companies are encouraged to review these estimates and propose adjustments to the number of working days and personnel allocation, provided such changes are aligned with their technical approach and methodology. The bidders are encouraged to propose their variation to ensure timely delivery and maintain the quality of above outputs. The indicative level of effort set out below totals 185 expert working days. Where, in accordance with Section 4: Evaluation Criteria, one expert covers two of the mandatory roles, the full level of effort foreseen for both roles shall be maintained and its feasibility within the assignment timeline shall be demonstrated in the workday-allocation matrix.

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Team Leader / Digital Governance Expert	1	40
Key personnel 2: IT Systems and Interoperability Expert	1	40
Key personnel 3: Business Process and Digital Public Services Expert	1	40
Key personnel 4: Cybersecurity Expert	1	25
Key personnel 5: Penetration Testing Expert	1	20

Key personnel 6: National Legal and Regulatory Expert	1	20

SCHEDULE OF PAYMENTS

The payments to the Company shall be made upon approval and acceptance of the deliverables by the UNDP project team.

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 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/how-we- buy.html**

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM 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 Click or tap here to enter text. **RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**

Check the appropriate box	Description
☐	**YES**, we intend to submit a proposal
☐	**NO**, we are unable to submit a competitive proposal for the requested services at the moment

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

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

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

FORM B: CHECKLIST

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

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

Technical Proposal:

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

Financial Proposal:

▪ Form J: Financial Proposal Submission	☐
▪ Form K: Financial Proposal	☐

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	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
☐	☐	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.
☐	☐	**Ethics**: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	**Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	**Prohibitions and Sanctions**: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	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);
☐	☐	**Bankruptcy**: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.

Yes	No	
☐	☐	**Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
☐	☐	I/We understand and recognize that you are not bound to accept any proposal you receive.
☐	☐	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

RFP reference	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a vendor?	☐ Yes ☐ No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or equivalent? *(If yes, provide a Copy of the valid Certificate):*	Tick all that apply and **provide supporting documentation**: ☐ Corporate Environmental Policy ☐ ISO 14001 ☐ Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:

been identified in the UN Sustainable Procurement Framework? • **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.** • **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.** • **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.**	Tick all that are attached: ☐ Formal statement ☐ Sustainability report ☐ UN Global Compact Communication on Progress ☐ Other, specify Click or tap here to enter text.
Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? *(If yes, please provide details and documentation]*	Click or tap here to enter text.
Is your company a member of the UN Global Compact?	Choose an item. If yes, please provide link to Global Compact profile: Click or tap here to enter text.
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Contact person that Click or tap here to enter text. **may contact for requests for clarifications during Proposal evaluation**	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.

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	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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

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

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

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

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

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

Name of partner: ______________________________________

Signature: _________________________________

Date: ______________________________________

Name of partner: ______________________________________

Signature: __________________________________

Date: ______________________________________

Name of partner: ______________________________________

Signature: _________________________________

Date: ______________________________________

Name of partner: ______________________________________

Signature: __________________________________

Date: ______________________________________

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

☐No non-performing contracts during the last 3 years			
☐ 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)

☐ No litigation history for the last 5 years			
☐ Litigation History as indicated below			
Year of dispute	**Amount in dispute** (state currency)	**Contract Identification**	**Total Contract Amount** (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 5 (five) years**.

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

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

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

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

Financial Standing

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**
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

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

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

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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

Section 1: Proposer's qualification, capacity and expertise

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

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

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

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

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

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

2.6 Description of available quality assurance procedures and risk mitigation measures, how they shall be adopted and used during 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	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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

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

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

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

Signature of Personnel Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABLITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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 **RfP26/03357**. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

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

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

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

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

Name: ____

Title: ____

Date: ____

Signature: ____

FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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	**RfP26/03357: Consulting services for Integrated Assessment of Information Systems of the National Agency for Auto Transport**		

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: USD (US Dollars), applicable to all Proposers, or MDL (Moldovan Leu), applicable to local Proposers only. All prices shall be exclusive of VAT and other indirect taxes.

Table 1: Summary of Overall Prices

Costs	Amount (insert currency)
Professional Fees (from Table 2)	
Other Costs (from Table 2)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Price per Type of Cost

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1: Inception Report and detailed Work Plan	1 (one) Team Leader / Digital Governance Expert				Travel (if any)				
	1 (one) IT Systems and Interoperability Expert				Local transportation costs (if any)				
	1 (one) Cybersecurity Expert				Communication Expenses				
	1 (one) Penetration Testing Expert								
	1 (one) National Legal and Regulatory Expert								
	1 (one) Business Process and Digital Public Services Expert				Other costs (translation/interpretation services)				
	Other experts (if any) [Please list]								
		Sub-total 1				Sub-total 2			
	Total:								
Deliverable 2: Field work and Draft Analytical Report	1 (one) Team Leader / Digital Governance Expert				Travel				
	1 (one) IT Systems and Interoperability Expert				Subsistence allowance				
	1 (one) Cybersecurity Expert				Local transportation costs				
	1 (one) Penetration Testing Expert								

	1 (one) National Legal and Regulatory Expert								
	1 (one) Business Process and Digital Public Services Expert								
	Other experts (if any) [Please list]				Communication				
					Other costs (venue rental, translation/interpretation services, catering/refreshments)				
		Sub-total 1				Sub-total 2			
	Total:								
Deliverable 3: Final Analytical Report and Policy Brief (including PPT Presentation)	1 (one) Team Leader / Digital Governance Expert				Travel (if any)				
	1 (one) IT Systems and Interoperability Expert				Local transportation costs (if any)				
	1 (one) Cybersecurity Expert				Communication Expenses				
	1 (one) Penetration Testing Expert								
	1 (one) National Legal and Regulatory Expert								
	1 (one) Business Process and Digital Public Services Expert								
	Other experts (if any) [Please list]				Other costs (venue rental, translation/interpretation services, catering/refreshments)				
		Sub-total 1				Sub-total 2			
	Total:								