



REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: <i>RfQ21/ 293 Certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova</i> | Date: 08 June 2021 |
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: Denis Suschevici

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 07 June 2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

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| Introduction | <p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> |
| Deadline for the Submission of Quotation | <p>23 June 2021, 16 pm EET (Eastern European Time, GMT +2)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. It is recommended that the entire Quotation be consolidated into as few attachments as possible. The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <ul style="list-style-type: none"> Insert BU Code: MDA10 and Event ID number 0000009462 <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> Username: event.guest Password: why2change <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p> |
| Cost of preparation of quotation | <p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p> |
| Supplier Code of Conduct, Fraud, Corruption, | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to 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_an_dinvestigation.html#anti</p> |

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| Gifts and Hospitality | 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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) 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. |
| Conflict of Interest | <p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> |
| General Conditions of Contract | <p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p> |
| Special Conditions of Contract | <p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input type="checkbox"/> Others [pls. specify]</p> |
| Eligibility | <p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p> |
| Currency of Quotation | <p>Quotations shall be quoted in USD</p> <p>For reference please use: https://treasury.un.org/operationalrates/OperationalRates.php</p> |
| Joint Venture, Consortium or Association | <p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> |

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| Only one Bid | <p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| Duties and taxes | <p>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 of the General Assembly of the United Nations, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes |
| Language of quotation | <p>English, Romanian</p> <p>Including documentation including catalogues, instructions and operating manuals.</p> |
| Documents to be submitted | <p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Accreditation certificate on Information Security Management Systems ISO/IEC 27001:2013 certification; <input checked="" type="checkbox"/> List of services provided over the past 5 (five) years in certification of the Information Security Management Systems ISO/IEC 27001:2013; <input checked="" type="checkbox"/> List of Key Personnel, including CVs and accreditation certificates. <input checked="" type="checkbox"/> Recommendations from enterprises, organizations and other clients available (at least three (3)); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input type="checkbox"/> Other Click or tap here to enter text. |
| Quotation validity period | <p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p> |
| Price variation | <p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p> |
| Partial Quotes | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| Alternative Quotes | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |

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| | If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| Payment Terms | <input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text. |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Passing Certification <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify] |
| Contact Person for correspondence, notifications and clarifications | E-mail address: olga.crivoliubic@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 21 June 2021 |
| Evaluation method | <input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text. |
| Evaluation criteria | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be legally registered entity or a consortium of firms/organizations; <input checked="" type="checkbox"/> Accredited for certifications based on the ISO/IEC 27001:2013 standard, by an internationally recognized accreditation body according to the EU Regulation no. 765/2008, member of the EA/MLA mutual recognition agreements; <input checked="" type="checkbox"/> At least five (5) years of experience in ISO Certification; <input checked="" type="checkbox"/> At least five (5) assignments in ISO certification of public institutions/ agencies/ enterprises in Europe and CIS region; <input checked="" type="checkbox"/> The Certification body must have qualified and experienced personnel including one certified Lead Auditor for the ISO/IEC 27001:2013 standard; <input checked="" type="checkbox"/> At least 1 member of the Team shall have proficiency in Romanian language; <input checked="" type="checkbox"/> Letters of reference should be provided by the applicant for minimum 3 (three) assignments for Certification of the ISO/IEC 27001:2013 standard. |
| Right not to accept any quotation | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| Right to vary requirement at time of award | At the time of award of Contract or Purchase Order, UNDP Moldova reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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. |
| Type of Contract to be awarded | <input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) |
| Expected date for contract award. | 20 July 2021 |

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| Publication of Contract Award | UNDP will publish the contract awards on the websites of the CO https://sc.undp.md/tndarchive/ . |
| Policies and procedures | This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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. |

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova

1. BACKGROUND

Curbing Corruption through Building Sustainable Integrity in Moldova Project (further NAC II Project) will contribute to achieving a sustainable integrity and anticorruption system in the Republic of Moldova through the strengthened capacities of the public and private sector entities and the civil society for the efficient application and monitoring of national integrity instruments and standards. The project will enhance capacities of the public and private sector actors, as well as of the Civil Society Organisations (CSOs) for the implementation of effective corruption prevention instruments and tools and will strengthen the anticorruption demand side through an increased public awareness on anticorruption and on the means to curb corruption. It will contribute to the progressive implementation of the Sustainable Development Goal 16 that calls for a substantial reduction of corruption and bribery in all their forms and for developing effective, accountable and transparent institutions at all levels. The Project is framed around the National Integrity and Anticorruption Strategy (NIAS) 2017-2020 and responds to the needs of its various actors and stakeholders in addressing the challenges for the effective implementation of NIAS.

One of the Project's objectives is to strengthen the capacities of the anticorruption authority to enforce and improve integrity instruments. The National Anticorruption Centre (NAC) has a well-defined mandate for the fight and prevention of corruption and is the institution responsible for the coordination of the implementation of the National Integrity and Anticorruption Strategy 2017 - 2020. The Centre has the organizational, functional and operational independence granted by law and is independent in developing its work plan and in fulfilling its duties. (Details on the NAC organizational structure is attached to this ToR).

To enhance the capacities of the National Anticorruption Center for ensuring the uniform compliance with anticorruption and integrity standards across the country, the Project will support the implementation and certification of the Information Security Management System in accordance with ISO/IEC 27001:2013. In this context, the Project seeks a specialized company/consulting firm to carry out the implementation of the ISO/IEC 27001:2013 to further achieve the certification on this standard.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of these services is to carry out the Certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova with the main goal to achieve a modern and effective working environment certified under this standards.

3. SCOPE OF WORK AND EXPECTED OUTPUTS:

In order to achieve the objectives set **for the Certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova**, the selected Certification Body will deliver the following:

Stages of the certification audit process (certificate valid for 3 years to be issued, subject to subsequent supervisory audits):

- a. Initiation of the certification process
- b. Evaluation of management system documents
- c. Certification audit (stage 1 and stage 2)
 - i. Stage 1 – readiness review performed to verify the organization is ready for certification
 - ii. Stage 2 – evaluation of implementation, including of the effectiveness of the Management System of the organization
- d. Elaboration of the audit report, analysis of the certification file and issuance of the certificate
- e. The right to use the trademark

General information about NAC can be found in the hereby attached Questionnaire (see attachment to Annex 1).

The Certification Bodies are expected to prepare commercial proposals with detailed work plans and timelines.

Travel

All envisaged travel costs must be included in the Annex 2: Form for Submitting Supplier's Quotation under the point *Cost of Transportation*. The Costs of Transportation shall be disbursed depending on the effective travel and the duty travel restrictions due to Covid19 pandemics.

4. DELIVERABLES AND TIMEFRAME

| No. | Deliverables | Specifications | Indicative Timeframe |
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| 1. | Certification Audit of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova | Initiation of the certification process | The audit mission shall be conducted during September 2021 |
| | | Evaluation of management system documents | |
| | | Certification audit (stage 1 and stage 2) carried out <ol style="list-style-type: none"> a. Stage 1 – readiness review performed to verify the organization is ready for certification b. Stage 2 – evaluation of implementation, including of the effectiveness of the Management System of the organization | |
| | | Audit report elaborated, analysis of the certification file and issuance of the certificate | |
| | | The right to use the trademark granted | |

A detailed Work Plan should be produced and submitted for approval by the Certification Body at the beginning of the assignment. Final report and other documents related to the assignment should be submitted to the UNDP Project Manager. Reports shall be written in English.

If necessary, the Service provider will ensure and budget costs associated to English-Romanian interpretation during the audit mission.

Timeframe

The entire assignment is to be finalized not later than **15 October 2021**.

Deliverables Format

All deliverables will be submitted in both hardcopy one (1) unbound original and one (1) electronic copy using the standard software products (Microsoft Office Word, Excel, Access and PowerPoint). The Final Report will be presented in English language.

5. MANAGEMENT ARRANGEMENTS:

Organizational Setting: The contractor will work under the direct supervision of the UNDP Project. The contractor shall take overall responsibility on the quality and timeliness of the assessment process within its competency.

The NAC will provide the contractor with the necessary information and materials in order to ensure the successful completion of the assignment.

Duration of the Work: **September 2021**. The payment will be done after submission of deliverables, as to be agreed at contract signature stage.

Confidentiality statement

All data and information received from UNDP and NAC staff for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the UNDP Programme.

6. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

Bidders should enclose a résumé for each person anticipated to be assigned to the project and should include specific information on staff experience and roles. Bidders agree that named staff will participate in the project at the level and duration specified unless agreement is provided in writing by the Programme to allow substitutions.

Résumés of key project personnel must be included in the offer, résumés for other personnel may be included as deemed applicable by the Bidder. Descriptions of subcontractor staff members, if applicable, should follow the format utilized for the Bidder organization. The résumés submitted for 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;
- Linguistic skills.

Bidders should describe, in detail, their previous corporate experience in similar related to the project's assignment, if any. This section should include the corporate experience as well as the role of any

subcontract organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor staff members, if applicable, should follow the format utilized for the Bidder organization. The Project retains the right to accept or reject all proposed project personnel and to ask for replacement of the Project staff, as necessary.

The Service Provider should meet the following minimum qualifications criteria which make the applicant eligible for this assignment:

- Be legally registered entity or a consortium of firms/organizations;
- Accredited for certifications based on the ISO/IEC 27001:2013 standard, by an internationally recognized accreditation body according to the EU Regulation no. 765/2008, member of the EA/MLA mutual recognition agreements;
- At least five (5) years of experience in ISO Certification;
- At least five (5) assignments in ISO certification of public institutions/ agencies/ enterprises in Europe and CIS region;
- The Certification body must have qualified and experienced personnel including one certified Lead Auditor for the ISO/IEC 27001:2013 standard;
- At least 1 member of the Team shall have proficiency in Romanian language;
- Letters of reference should be provided by the applicant for minimum 3 (three) assignments for Certification of the ISO/IEC 27001:2013 standard.

Qualification of the Team members:

The Bidder shall describe the proposed key personnel taking into consideration following positions:

- Team Leader (**can be cumulated with other positions**);
- Lead Auditor with experience in certification of the Information Security Management System in accordance with ISO/IEC 27001:2013;
- Auditors with experience in certification of the Information Security Management System in accordance with ISO/IEC 27001:2013;

Minimum requirements for the Team Leader position:

- University Degree in Accounting, Finance, Banking, Law, IT, Engineering, or other relevant fields;
- Minimum five (5) years of experience in the provision of services related to the Certification of the ISO standards in private and/or public organizations;
- Working knowledge of English and/or Romanian language.

Minimum requirements for the Lead Auditor:

- University Degree in IT, Electronics, Automation Engineering or other relevant fields;
- Lead Auditor certification in the field of the Information Security Management Systems ISO/IEC 27001:2013, issued by an accredited organization;
- Minimum 5 (five) years of experience in implementation and/or certification of the Information Security Management Systems ISO/IEC 27001:2013;
- At least 5 assignments of certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 in public organizations;
- Working knowledge of English and/or Romanian language.

Minimum requirements for the Auditors:

- University Degree in IT, Electronics, Automation Engineering or other relevant fields;

- Auditor certification in the field of the Information Security Management Systems ISO/IEC 27001:2013, issued by an accredited organization;
- Minimum 3 (three) years of experience in implementation and/or certification of the Information Security Management Systems ISO/IEC 27001:2013;
- At least 5 (five) assignments of certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 in private and/or public organizations;
- Working knowledge of English and/or Romanian language.

Each bidder should develop and submit a technical offer containing:

- Their internal quality assurance standards, recommendations, previous works:

- constituent and legal documents available, including accreditation certificates;
- list of services provided over the past 5 (five) years in certification of the Information Security Management Systems ISO/IEC 27001:2013;
- recommendations from enterprises, organizations and other clients available (at least three (3));
- list of Key Personnel, including CVs and accreditation certificates.

Note: Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines.

Proven 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.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Attachment to Annex 1: Questionnaire about the National Anticorruption Center of the Republic of Moldova

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RfQ21/2293 Certification of the Information Security Management System in accordance with ISO/IEC 27001:2013 at the National Anticorruption Centre of the Republic of Moldova | Date: Click or tap to enter a date. |

Company Profile

| Item Description | Detail |
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| Legal name of bidder or Lead entity for JVs | 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. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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| energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | | | | |
| Is your company a member of the UN Global Compact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 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. | | | |
| Previous relevant experience: 3 contracts | | | | |
| Name of previous contracts | Client & Reference Contact Details including e-mail | Contract Value | Period of activity | Types of activities undertaken |
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Bidder's Declaration

| Yes | No | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this Quote I/we warrant that the bidder: 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 RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |

| Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 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 them that could impair their operations in the foreseeable future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

| Ref | Description of Deliverables | Price |
|-------------|-----------------------------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| | | |
| Total Price | | |

Breakdown of Fees

| Personnel / other elements | UOM | Qty | Unit Price | Total Price |
|----------------------------------|-----|-----|------------|-------------|
| Personnel | | | | |
| e.g. Project Manager/Team Leader | day | | | |
| | | | | |
| | | | | |
| Other expenses | | | | |
| International flights | | | | |

| | | | | |
|-------------------------------|--|--|--|--|
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communication | | | | |
| Other Costs: (please specify) | | | | |
| Total | | | | |

Compliance with Requirements

| | You Responses | | |
|-----------------------------------|--------------------------|--------------------------|---|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Validity of Quotation | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Payment terms | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Other requirements [pls. specify] | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

| | |
|---|--|
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| <i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text. |