

Amended Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 15:00 hrs, (GMT+2, Moldova Local Time)</p> <p>Date : September 2, 2021 3:00 PM</p> <p>Venue : Zoom App</p> <p>Meeting URL: https://undp.zoom.us/j/86524736058?pwd=RnhCRmVmTTJxYy83VUdLRmQ0b2hCdz09</p> <p>Meeting ID: 865 2473 6058</p> <p>Meeting Passcode: UNDP</p> <p>Please send a message <u>by September 1</u>, expressing your interest in participating at the pre-bidding conference to the email of the focal point indicated below.</p> <p>The <u>UNDP focal point for the arrangement</u> is: Victoria Muntean – Project Manager, Strengthening Efficiency and Access to Justice in Moldova Telephone: +373 68 567139 E-mail: victoria.muntean@undp.org</p> <p>-----</p> <p><i>Please, confirm your participation by COB one day before the pre-proposal meeting</i></p>
5	10	Proposal Validity Period	150 days
6	14	Bid Security	Not Required

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.34% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Required under one of the below forms: i. bank guarantee or irrevocable letter of credit, issued by a reputable bank in the amount of 10% of the contract amount (see Section 6, FORM H: Form of Performance Security) Performance Security shall be provided by the selected bidder within (7) days upon issuance of letter of intent/contract and before issuance of the notice to proceed or upon UNDP request. Performance Security shall be valid until a date - 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor. It will be returned to the contractor within 30 days of final completion of the Contract. ii. 10% of total payment held as retention money until final certification of acceptance of all contract outputs/deliverables. The term "acceptance" shall not be equated with "mere receiving" of outputs/deliverables. The performance security form to be used shall be agreed before contract conclusion between UNDP and the Contractor.
10	18	Currency of Proposal	United States Dollar Reference date for determining UN Operational Exchange Rate : 16 September 2021 For reference please access: https://treasury.un.org/operationalrates/OperationalRates.php
11	31	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Vitoria Muntean – Project Manager, Strengthening Efficiency and Access to Justice in Moldova Address: 105 Sciusev str. MD-2012 Chisinau, Republic of Moldova E-mail address: victoria.muntean@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering

14	23	Deadline for Submission	<p>30 September 2021, 16:00, (GMT+2, Moldova Local Time)</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>PLEASE NOTE:</u></p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on etendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p>Offers can be submitted only through on-line bidding in etenderingmodule at: https://etendering.partneragencies.org</p> <p>Username: event.guest Password: why2change</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above. 2. You can participate in the bid event only if you have registered in the system. 3. Please refer to Instructions to bidders and Q&A for bidders. <p><u>BU Code: MDA10</u> <u>Event ID: 000009990</u></p> <p><input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: <u>PDF searchable</u> files only ▪ 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. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP. ▪ Max. File Size per transmission: 50 MB
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively</p>

			The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	October 15, 2021
19		Maximum expected duration of contract	42 weeks - for design, development, implementation and training services, 12 months - for warranty, technical support and maintenance and services
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed fifteen (15) pages, covering the company experience, human resources, management and technical capacities, portfolio, demonstrating experience in implementation of projects with similar content and similar complexity; ▪ For the requested proof of experience in implementation of projects with similar content and similar complexity the Bidder shall provide brief description of the ICT solutions implemented in the past five (5) years; ▪ Certificate of Incorporation/ Business Registration (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any); ▪ A copy of preliminary Agreement in case of Consortium or subcontracting; ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificates (e.g., ISO 9001, ISO 20000, ISO 27001, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any. ▪ Statements of Satisfactory Performance/References from at least 3 (three) beneficiaries of the Bidder (in case of JV/Consortium/Association, the leader of the consortium and each partner shall present 3 (three) statements per entity) for successfully implemented projects (ICT Systems) with similar complexity during the last 5 (five) years;

			<ul style="list-style-type: none"> ▪ Financial Statements (Income Statements and Balance Sheets) for the past 3 years (2020, 2019 and 2018) for the Bidder (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any); ▪ 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 (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium, if any); ▪ Technical Proposal which shall include at least: <ul style="list-style-type: none"> ○ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required as per the attached ToR (Section 5. Terms of Reference of this RfP document), with clear distribution of roles and responsibilities of the proposed key personnel; ○ The detailed technical description of the proposed software solution, including the technological platforms, its performance parameters to be used and relevant constraints, needed hardware and operational restrictions if any; Methodology/Approach for execution of the Project with clear distribution of roles and responsibilities of the proposed key personnel; ○ Proposed approach for organizing project implementation of FCMS, listing all implementation stages and corresponding deliverables; ○ Proposed model for management of change and development requests and the methodology applied for estimating the effort and price to be charged; ○ Project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk, management, deliverable quality management, progress monitoring and reporting, exception management, library management project; ○ Approach for management of changes including management of changes at the applications' level; ○ Information on proposed licensing model for FCMS; ○ Description of Service Quality Plan development and/or proposed draft Service Quality Plan; ○ Information on the proposed approach for the cessation of support services and post-implementation. ▪ The Technical Proposal must include also the technical description of the proposed solution, Technical Responsiveness Checklist as it is required in the attached ToR (Section 5. Terms of Reference of this RfP document) – Item-by-Item commentary on Technical Requirements, demonstrating the responsiveness. For more information about the format and other aspects to be approached in the Technical Proposal, please refer to the attached ToR, section 16.
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			<ul style="list-style-type: none">▪ CVs of personnel to be involved in the project (mentioned under Section 4: Evaluation Criteria of this RfP document), signed by the envisaged person, together with attestation certificates e.g. diplomas, certifications as well as training certificates (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements;▪ All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded;▪ Other relevant documents;▪ <u>Dully filled in, signed and stamped Forms A-G. Forms F and G should be PASSWORD PROTECTED. Please, ensure that NO OTHER DOCUMENTS ARE DISCLOSING YOUR FINANCIAL PROPOSAL apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.</u>
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