

United Nations Development Programme



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REQUEST FOR PROPOSAL

EU4MD/Implementation of SMART City (Data Management) Platform in the Local Governments of Ungheni and Cahul Municipalities

RFP No.: **21/02359**

Project: **EU4Moldova: Focal regions**

Country: **Moldova, Republic of**

Issued on: 16 November 2021

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

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 Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to victoriajosan@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Victoria Josan

Name: Victoria JOSAN

Title: Procurement Coordinator

Date: **November 16, 2021**

Approved by:

Corina Oprea

Name: Corina OPREA

Title: Operations Manager

Date: **November 16, 2021**

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Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 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. Fraud & Corruption, Gifts and Hospitality	2.1 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
	2.2 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.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, 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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should 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.
	3.2 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.

4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide 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 goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the</p>

	BDS.
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p>

	<p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 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 Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member</p>

	<p>firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals 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 c) they have the same legal representative for purposes of this RFP; or d) 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 Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder 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.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method</p>

	<p>specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All</p>

	<p>copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
eTendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) 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 BDS.</p> <p>d) 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/bu</p>

	siness/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder 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 be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals

	d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> 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 where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with 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.
30. Evaluation of Technical and Financial Proposals	<p>30.1 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 the 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 the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, 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 Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the</p>

	<p>rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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 Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will 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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformit	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any</p>

s, Reparable Errors and Omissions	<p>non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
38. Right to Vary Requirements at the Time of Award	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary 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.</p>
39. Contract Signature	<p>39.1 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 Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new</p>

	Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the 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
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, 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
46. Other Provisions	<p>46.1 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 services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 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</p>

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	Will not be conducted
5	10	Proposal Validity Period	90 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 week of delay: 1% Max. 5% deduction, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Victoria JOSAN at victoria.josan@undp.org Address: #104, Sciusev Street, Chisinau. MD 2012

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code MDA10 and Event ID number 0000010978
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> Format: PDF 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. Your offer, comprising of Technical and Financial Proposals, shall be submitted in separate files, while the financial proposal shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. Password for financial proposal must not be disclosed unless required in written by UNDP. DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING LINE ITEM. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	January 10, 2022
19		Maximum expected duration of contract	Work duration - 9 months Maintenance duration – 18 months

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
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 contracts (goods and/or services) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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 A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 (five) years' of professional experience in the area of development and delivery of SMART City and/or software solutions for municipal/public authorities and/or institutions; <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form

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 Employers 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.

	At least 2 (two) projects implemented related to SMART City and/or software solutions for municipal/Local Public Authorities based on the proposed solution. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Minimum Qualification Requirements	<p>The minimum personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> • 1 (one) TEAM Leader/Project Manager • 1 (one) IT Expert • 1 (one) Specialist in charge of Citizen Engagement module • 1 (one) Specialist in charge of Urban Functional Cadaster, Water Metering, Waste Management modules • 1 (one) Specialist in charge of SMART Public Transportation and Public Lighting modules <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Attach required documents to Form E of Section 6
Financial Standing	Minimum average annual turnover of USD 100,000 for the last 2 years. <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	500
	TOTAL	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	40
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> Age of the firm - <5 years – 0 pts, 5 years – 15 pts, >5 years – 5 pts for each additional year up to maximum 30 points project management controls (organigram) - up to 10 points 	40
1.3	Relevance of: <ul style="list-style-type: none"> Minimum 5 (five) years' of professional experience in the area of development and delivery of SMART City and/or software solutions for municipal/Local Public Authorities (<5 years – 0 pts, 5 years - 30 pts, >5 years – 10 pts for each additional year up to max. 50 pts) At least 2 (two) projects related to implementation of sensors and SMART city platforms with Urban Functional Cadaster, Water Metering, Waste Management, Parking Management, Public Lighting, Mobility, Traffic Control/Traffic Lights Controllers, Governance and/or Environment modules (<2 projects – 0 pts, 2 projects - 20 pts, >2 projects – 10 pts for each additional project up to max. 40 pts) At least 2 (two) trainings, knowledge sharing activities and/or coaching in the SMART development, SMART City and/or software solutions for municipal/Local Public Authorities (<2 trainings – 0 pts, 2 trainings - 20 pts, >2 trainings – 5 pts for each additional beneficiary up to max. 30 pts) Experience of working with central and/or local governments in Moldova will be considered a strong advantage (no experience - 0 pts, yes – 1 authority 10 pts up to max. 20 pts); Experience in setting-up of SMART city platforms in cities similar to the size of Ungheni and Cahul Municipalities is a strong advantage (no experience - 0 pts, 1 project – 20 pts) Work for UNDP/UN Agencies/ EU funded projects is a strong advantage (evidence must be provided in the Technical Proposal) (no experience - 0 pts, yes – 10 pts) 	170
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 31 to 50 pts</i> <i>satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 11 to 30 pts</i> <i>limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 10 pts</i> 	50
2.2	<p>Does the Methodology describe all the actions and their consequence into sufficient details, are they logical?</p> <ul style="list-style-type: none"> <i>detailed and logical description - 31 to 50 pts;</i> <i>limited description which requires improvements – 11 to 30 pts,</i> <i>no description or somehow touched upon – 0 to 10 pts</i> 	50
2.3	<p>Does the project life-cycle meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>project life cycle is detailed and clear, for each task, and promise effective implementation of the assignment - 31 to 50 pts;</i> <i>limited description, not for each task and requires improvements – 11 to 30 pts,</i> <i>no description or limited description – 0 to 10 pts</i> 	50
2.4	<p>Does the proposed Methodology demonstrate knowledge and understanding of the local public administration system from the Republic of Moldova' specific environment and its challenges?</p> <ul style="list-style-type: none"> <i>full understanding and deep knowledge. The LPA system from Moldova' specific environment and challenges are well described and addressed into sufficient details – 31 to 50 pts</i> <i>the understanding and knowledge of the LPA system from Moldova is satisfactorily addressed. The specific environment and challenges are somehow addressed without providing many details – 11 to 30 pts</i> <i>the understanding and knowledge of LPA system from Moldova is not addressed at all or only touched upon. The specific environment and challenges not addressed at all or only touched upon – 0 pts to 10 pts</i> 	50
2.5	<p>Does the proposal contain performance monitoring and evaluation mechanisms and tools?</p> <ul style="list-style-type: none"> <i>the performance monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the performance monitoring and evaluation mechanisms are weak – 0 to 5 pts</i> 	20
2.6	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology and local environment – 14 to 20 pts</i> <i>the risk assessment and proposed mitigation measures are inconsistent and</i> 	20

	<p><i>require some adjustments to properly address all the tasks – 6 to 13 pts</i></p> <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are weak and not connected to the local environment – 0 to 5 pts</i> 	
2.7	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> <i>extensive and logical distribution - 5 to 10 pts</i> <i>to some extent - 1 to 4 pts,</i> <i>Limited or lack of any such details - 0 pts.</i> 	10
Total Section 2		250

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	1 (one) TEAM Leader/Project Manager (can be cumulated with other positions)		115
	University degree or equivalent in Economics, Management, Business Administration, IT/Computer Science, or Engineering (<i>whichever 10 pts</i>)	10	
	Minimum of 5 years of experience in managing projects related to the development and delivery of integration platforms for SMART cities and intelligent transportation systems at the local and/or central level (<5 – 0 pts, 5 years - 30 pts, >5 years – 5 pts each additional year up to max. 45 pts)	45	
	Set-up of at least 5 (five) SMART city platforms and/or IT projects up to successful completion (<5 projects – 0 pts, 5 projects/contracts - 20 pts, >5 projects/contracts – 5 pts each additional projects/contract up to max. 30 pts)	30	
	Possession of PMP, Prince 2 Practitioner or alternative internationally recognized certificates with validity and certification process through testing centers (<i>no certificate – 0 pts, Yes - 10 pts</i>)	10	
	Experience working with donor-funded organizations (i.e. UN Agencies, EU Delegation, WB, USAID, etc.) (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in English required (5 pts). Romanian or Russian would be considered and asset (2.5 pts each additional language).	10	
3.2	1 (one) IT Expert		100
	University degree or equivalent in IT/Computer Sciences, Engineering, and other connected fields (<i>whichever 10 pts</i>)	10	
	At least 3 years of experience in IT project management in private or public sectors (<3 – 0 pts, 3 years - 20 pts, >3 years – 5 pts each additional year up to max. 35pts)	35	
	At least 3 projects in conceptualization and managing development of enterprise-level ICT systems (<3 – 0 pts, 3 projects - 15 pts, >3 projects – 5 pts each additional project up to max. 25 pts)	25	
	Experience/record in drafting User Guides for system administrators, ensuring technical overview and deployment guide for administrators and/or main users of SMART City platform (<i>no experience – 0 pts, 1 guide - 10 pts</i>)	10	

Section 3. Management Structure and Key Personnel			Points obtainable
	Experience with software development lifecycle, enterprise architecture, cloud computing and Service Oriented Architecture (SOA) concepts (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: English required (5 pts). Romanian or Russian would be considered and asset (<i>2.5 pts each additional language</i>).	10	
3.3	1 (one) Specialist in charge of Citizen Engagement module		95
	University degree or equivalent in Economic, Management, Business Administration, IT/Computer Science, or Engineering and other connected fields (<i>whichever 10 pts</i>)	10	
	At least 3 years of experience in managing projects related to the development and delivery of integration platforms for SMART cities and intelligent transportation systems at the local and/or central level (<i><3 – 0 pts, 3 years - 20 pts, >3 years – 5 pts each additional year up to max. 35 pts</i>)	35	
	Set up of at least 3 SMART city platforms (any of the followings Citizen Engagement) modules and/or IT projects up to successful completion will constitute an advantage (<i><3 – 0 pts, 3 projects - 20 pts, >3 projects – 5 pts each additional project up to max. 30 pts</i>)	30	
	Working experience with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: English required (5 pts). Romanian or Russian would be considered and asset (<i>2.5 pts each additional language</i>)	10	
3.4	1 (one) Specialist in charge of Urban Functional Cadaster, Water Metering, Waste Management modules		95
	University degree or equivalent in Economic, Management, Business Administration, IT/Computer Science, or Engineering and other connected fields (<i>whichever 10 pts</i>)	10	
	At least 3 years of experience in managing projects related to the development and delivery of integration platforms for SMART cities and intelligent transportation systems at the local and/or central level (<i><3 – 0 pts, 3 years - 20 pts, >3 years – 5 pts each additional year up to max. 35 pts</i>)	35	
	Set up of at least 3 SMART city platforms (any of the followings Urban Functional Cadaster, Water Metering, Waste Management) modules and/or IT projects up to successful completion will constitute an advantage (<i><3 – 0 pts, 3 projects - 20 pts, >3 projects – 5 pts each additional project up to max. 30 pts</i>)	30	
	Working experience with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: English required (5 pts). Romanian or Russian would be considered and asset (<i>2.5 pts each additional language</i>)	10	
3.5	1 (one) Specialist in charge of SMART Public Transportation and Public Lighting modules		95

Section 3. Management Structure and Key Personnel			Points obtainable
	University degree or equivalent in Economic, Management, Business Administration, IT/Computer Science, or Engineering and other connected fields (<i>whichever 10 pts</i>)	10	
	At least 3 years of experience in managing projects related to the development and delivery of integration platforms for SMART cities and intelligent transportation systems at the local and/or central level (<3 – 0 pts, 3 years - 20 pts, >3 years – 5 pts each additional year up to max. 35 pts)	35	
	Set up of at least 3 SMART city platforms (including SMART Public Transportation and Public Lighting) modules and/or IT projects up to successful completion will constitute an advantage (<3 – 0 pts, 3 projects - 20 pts, >3 projects – 5 pts each additional project up to max. 30 pts)	30	
	Working experience with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: English required (5 pts). Romanian or Russian would be considered and asset (<i>2.5 pts each additional language</i>)	10	
Total Section 3			500

Section 5. Terms of Reference

A. PROJECT TITLE: EU4Moldova: Focal Regions Programme (EU-funded)

B. PROJECT DESCRIPTION

General Background

The EU4Moldova: focal regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and UNICEF.

The **overall objective** of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the pilot focal regions and improve the attractiveness of the pilot regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

Specific Context

Cahul² and Ungheni³ are small and medium-sized cities. According to the Republic of Moldova legislation local public authorities (LPA) leading these cities have certain competences and roles, including public services provision. Public sector innovation is a multi-dimensional effort, and SMART development and technology plays a crucial role in the generation and dissemination of innovation at the LPAs level. The internet⁴ and

² [Cahul | Pagina web oficială a Primăriei oraşului Cahul](#)

³ [Ungheni | Pagina web oficială a Primăriei oraşului Ungheni](#)

⁴ [Business Internet Access Services In Moldova | Brodynt Global](#)

other digital technologies⁵ have proved to be powerful enablers of innovation, changing the way governments innovate. However, at the local level still most of the administrative public and communal services are traditionally provided, and a lot of procedures are cumbersome, bureaucratic, or obsolete.

Within the latest years, Moldova benefitted out of the support from different donors⁶ organizations aiming to contribute to the country development⁷. Moldova Government⁸ has applied an integrated approach to reform governance and public service delivery through business process simplification and digitization, institutionalization of innovative initiatives and practices, policy and legal redesign, capacity building and knowledge sharing across the government, communication and awareness building. Diverse initiatives launched and financially covered by the donors⁹ organizations at the central or local level¹⁰ have a focus on digital transformation or SMART development, aim at improving the user experience, implementing innovative practices and tools for service delivery.

In anticipation of this necessity, the modernization and transformation of the local governments' processes and service delivery through SMART elements has gained ground in the EU4Moldova: focal regions Programme as well.

Digital transformation for the two focal regions will be key to operational efficiency, public safety, economic strength and sustainability, improved livability, and appeal for new investment and talent. Yet these efforts are often complex and challenging, especially with the growing number of connected services, systems and devices, and their data. The choices are many and can be overwhelming. Often these results in an ad-hoc solution approach leading to implementation silos, duplication, and significant administration overhead and cyber-security risks. A different, more strategic, and innovative approach is needed, based on a proven and secure digital transformation architecture that can meet today's needs and scale for future projects of both focal regions.

SMART City Concept and Roadmaps for the SMART sustainable city implementation. Every region, city or municipality is different, with different challenges and a different culture - for cities to become really smart they must embrace their unique context. Each region/city therefore develops its own smart vision, to use smart the local resources and technology, but preserving the regional, urban, or rural identity.

In 2020 the Local Public Authorities (LPAs) of Ungheni and Cahul municipalities were assisted in elaboration of the SMART City Concept and Roadmaps for the SMART sustainable city implementation. The SMART Roadmaps further being used to design IT infrastructure backbone for the digital transformation of the two focal regions, thus, including description of the reference model of the main components (i.e. infrastructure, communication, sensors, open data platforms, applications).

To facilitate SMART integrated development in a short, medium, and long term, the above-mentioned documents envisaged clear implementation objectives, indicators, and timelines, describing necessary actions to be undertaken for the digital transformation of Cahul and Ungheni into SMART sustainable cities, also including the activities to cover neighborhood communities or entire region. Jointly with the LPAs the key pillars for the Smart City framework were identified: *SMART Mobility*, *SMART Built Environment*, *SMART Utilities*

⁵ [Digital Moldova 2020 | Ministry of Economy and Infrastructure \(gov.md\)](#)

⁶ [Fact Sheet: Moldova ICT Excellence Center | Fact Sheet | Moldova | U.S. Agency for International Development \(usaid.gov\)](#)

⁷ ICT Companies [ATIC \(ict.md\)](#)

⁸ [e-Government Agency \(egov.md\)](#)

⁹ [MiLab | UNDP in Moldova](#)

¹⁰ [EU4MOLDOVA: start-up city Cahul | EU4Digital \(eufordigital.eu\)](#)

and Public Infrastructures, SMART Public Services, and Programme Activities.

The proposed SMART Roadmaps have identified a framework that provides a holistic view of the functions of the city and how these can be focused to address the strategic objectives: Skills development, Sustainable Development Goals (SDG), community engagement, and infrastructure and services development. Through consultations with local and national stakeholders, international best practices, and mapping to current and planned activities across each region, along with new ideas that have emerged from these sources, a portfolio of activities is proposed. These SMART activities are shown to fit into a core pillar of the functions of the city and region (Public Services, Mobility, Built Environment, Utilities and Public Infrastructures, Program Activities), which are then identified by the timescales that they can be delivered on. The selection of projects is intended to be ambitious, beyond the current planning, provide an opportunity to develop further, and reflect the opportunities for open information flows, interconnected public infrastructure, digital services, and reflecting the spatial requirements of the region from villages to towns, and the central municipalities.

The potential for wider community engagement, developing the connections between education and business, in the fields of citizen engagement, skills and entrepreneurship can provide some early-stage activities, that can feed into the strategic plans around public service, public placemaking initiatives, urban and inter regional mobility systems, utilities and physical infrastructures.

The prior, current, and planned initiatives in Cahul and Ungheni municipalities and region provide great opportunities to develop Smart Cities initiatives, to leverage these already established investments. These projects serve as strong guidance to the prioritization that has taken place over the last decade, and where attention needs to reside in the delivery of the Smart Cities conceptualization.

SMART City Platform and Software Overview. The development of the regions, municipalities or cities towards the SMART City paradigm is one of the challenges facing today's society. This means, among other things, continuously developing and adopting ICT technologies in order to create platforms on which governments, businesses and citizens can communicate and work together and providing the necessary connections between the networks (of people, businesses, technologies, infrastructures, energy and spaces) that are the base for the services of the municipality. The incredible vastness and diversity of applications that are emerging in this context generates an enormous amount of data of different types and from heterogeneous sources to be shared and exchanged.

In the digital era, the two municipalities can move significantly towards a better place to live and improve the quality of life for its residents, strengthen transparency, accountability of local public authorities and citizen participation in local governance processes if using SMART scenarios, deploying a central integration platform, re-using the collected data, efficiently managing the cities from one application or software integration SMART city platform.

SMART cities software provides assistance with configuring, managing, and monitoring internet of things (IoT) devices used in a city infrastructure. SMART technology allows city planners and public officials to optimize resource usage, improve resident safety, and automate certain routine processes, while generating valuable data across the covered area. SMART cities solutions may include unique hardware or assets that are specially designed for use in these areas. In some cases, the IoT solutions sync with other connected devices that are preconfigured for IoT or that are connected using third-party sensors. Smart cities software may offer features of or integrate with other IoT-related software solutions, such as IoT platforms and IoT device management software. A number of these solutions may also offer features similar to those provided by public works software and public transportation software and may integrate with these tools to share data and form a unified approach in intelligent city design and operations.

The ambitious approach for the transformation of Cahul and Ungheni into SMART sustainable cities, with a focus on the use of SMART technology and innovative solutions for economic infrastructure development and service delivery will require the acquisition of a modular product ready for use and implementation of the innovative SMART city platform integrating selected city technologies and data to effectively manage resources of Cahul and Ungheni municipalities and its municipal companies', thus allowing citizens, visitors, private companies and NGOs to benefit from the data and information.

The Internet of Things (IoT) is a vital enabler of Smart Cities. As nodes of such a vast network get more and more intelligent, IoT becomes the backbone of smartification and the grounds of innovation. To qualify for inclusion in the Smart Cities category, a product must: (1) Sync with IoT-enabled city assets such as traffic sensors, street lighting fixtures, and waste receptacles; (2) Assist with some combination of asset tracking, device configuration, remote access/control, and data generation; (3) Integrate with IoT networks and software solutions to enable intelligent functionality and device workflows; (4) Include Open APIs, data sharing regulatory compliance approach.

C. SCOPE OF WORK

The EU4Moldova: Focal Regions Programme (hereinafter the Programme) is looking for a Company/Consortium of companies (further Contractor) to offer a modular solution (in which it will be possible to make developments that expand its possibilities) and implementation of an innovative technological solution and a tool - **SMART City Platform** for the integration of urban technologies and efficient municipalities/cities management - that will enable it to effectively manage different resources of Cahul and Ungheni Municipalities and activities in the fields of governance mobility, utilities and public infrastructure, energy, and environment.

Additionally, to the modular solution provided, the Contractor will be responsible for the:

1. **Capacity building** (minimum 60 hours of trainings and/or tailor-made specialized virtual study visits, and analytical part of the project to ensure better acknowledgement and implementation of the platform, also sharing best practices) for the LPAs representatives responsible for the good functioning of the platform. The focus will be on the use of SMART technologies and innovative solutions following a new approach to the trainings and the exchange of experience activities with other cities and public bodies where the platform is functional, using virtual study tours or e-learning tools.
2. **Maintenance** and provision of the necessary support in the maintenance of the platform at least 18 months after the handing over and commissioning of the SMART city solution, including performance optimization of the running platform, database consistency check, elimination of errors reported by users, update of each module to the latest versions, general support to customer queries activities and further developments.

Platform Benefits. Cahul and Ungheni will become among the first LPAs/municipalities in Moldova to benefit from its own purpose-built SMART city operating system/platform (a universal collaboration, visualization, and measurement tool), using a software built on the principles of functionality, simplicity, accessibility, user-friendliness, openness, attractive appearance and easy implementation and maintenance.

Using an Internet of Things foundation to its SMART City Concept and Roadmaps for the SMART sustainable city implementation, the SMART City Platform to be provided by (in partnership with)

Contractor, will enable both regions to:

- Become programmable municipalities, able to deliver SMART development and digital transformation ambitious plans;
- Connect essential local public/municipal services;
- Increase efficiency of management of resources;
- Centralize information that can be analyzed and used to promote a better quality of life for residents;
- Offer the opportunity to work with public and private sector partners to deliver real benefits to communities, businesses, and visitors to the two focal regions;
- Become leading SMART municipalities in Moldova;
- Scale up the platform with adding further data sources and modules in the future, and
- Replicate the experience to other municipalities in Moldova and neighbor countries.

The Platform will include *operator interface/dashboard* for Cahul and Ungheni, and *public portal dashboard* where selected data will be available to the main stakeholders - citizens, tourists, businesses, and NGOs.

The platform should allow connecting urban technologies, systems and services to generate a comprehensive view of the urban big data and provide the municipalities with a complex tool for observing both historical data, as well as the current situation and trends.

The data management platform will quickly visualize and manage the municipalities' data from the lighting, parking, traffic, and Wi-Fi deployments, etc. around the two focal regions. The LPAs will get access to information and data through the *public portal interface*. Thus, being able to develop new projects and applications based on these data and engage stakeholders into citizen-driven initiatives.

The collected data would contribute to the municipality decision-makers to set efficient and further development plans and strategies. The platform should give the operators the option to monitor and manage urban technologies, devices and systems from one place. The platform will connect all technologies into unified views, prepare the operating workplaces and allow to control, for example, devices' reliability or a breakdown rate, and enables planned maintenance.

SMART City Platform initiatives start generating data important for all parties involved. However, the data could be scattered in different individual systems, thus lacking, or ensuring very limited or only partially the exchange between them. Therefore, interoperable software platforms, with which all kinds of data will be combined, analyzed, and processed with the aim of improving urban services or launching new ones should be considered. Since the access to data is crucial, it is very important to ensure the access to data in a way that:

- Each implemented technology or system has to be able to share its data to another third-party system via a communication protocol (REST API, direct access to a database storage etc.)
- A supplier of each implemented technology or system has to be synergistic with the integration of their system's data into a third-party system.

Selected city technologies and data sources will be integrated into a comprehensive platform which will fully benefit from synergies between individual systems and data, share information between them in a structured way and assure interoperability. Thus, the SMART City Platform shall be open and ready for enhanced interoperability with numerous IT systems, which include but not limited to national systems and registers. It could operate on the MCloud Platform and consider the information systems and platforms built so far at the national/central public authority level and utilize back-end integration. This requires interconnected and

interoperable public registries and databases, exchanged across agencies through Governmental MConnect Data Exchange Platform. However, the Contractor could suggest the necessary equipment and the system the platform would operate based on the assessment made at the early stage of implementation.

Via this initiative Cahul and Ungheni and their municipal companies shall benefit from data integration and interoperability between different systems enabling them to effectively control and manage their resources and activities. The platform will be pulling together information that currently sits within separate municipal computer systems to enable city wide management of the municipal/city's public assets in real time using state-of-the-art technology. Residents of the two focal regions will receive better information to make choices about public services, utilities and infrastructure, energy, environment, transport, traffic, and parking, etc.

In close cooperation with the Agency for Public Services (APS) and the Electronic Governance Agency (EGA), the Contractor jointly with the LPAs will make use of the extensive network and integrated data that they are building.

Note: The communication with the APS and EGA will be facilitated by the Programme Team.

The SMART City solution should be programmed in such a way as **to offer** the two cities **the following possibilities:**

Municipalities/LPAs

- Online information about the municipality
- Data context among connected devices and systems
- Interoperability among connected systems ('smart scenarios')
- Unified data collection and evaluation needed for further strategic decision making and planning
- Analysis of historical data, define current situation and trends
- Statistics, indexes, indicators, and reports
- Economies generated due to the effective use and management of the public resources

Operators

- Central monitoring of all connected devices and systems
- Notifications via email and SMS on breakdowns/malfunctions/bugs
- Maintenance and service work planning
- Online equipment status and analysis
- Technology command and control from one platform

Citizens

- Online information about traffic or parking status, mobility aspects, or environment issues
- Digital interaction, use of technologies for navigation to free parking spots, optimal waste management connecting planning, etc.
- Through a CRM module to be offered updated information about citizens to the rest of the information systems of the two town halls, and 'capture' from the rest of the information systems the history of citizens' interaction with local administration.
- Engagement and participation in the municipality's decision-making processes via e-participation platform
- Predictions and warning systems
- Improved people's lives through better management of activities and resources, access to services and data concerning public transportation and lighting, parking, water, waste, etc.

D. KEY TASKS AND ACTIVITIES

The Contractor will serve to integrate, view, manage and respond to information from a range of local public/municipal services, sensors and systems, using a **single and unified intelligent dashboard** or **SMART city platform** that will consider innovative solutions for infrastructure development and service delivery based on the specific context in each region and will allow the two municipalities to add and connect new SMART, sustainable technology solutions into the next development stages, and also value the human and community dimension, well-working and development processes transposed into an effective city management at the local level.

*The SMART City Platform **IMPLEMENTATION** process includes several distinctive **STAGES and TASKS**:*

- Scop the availability and access to data in the technical consultation phase, identify technologies that would lead to more efficient, responsive and sustainable cities to achieve a higher quality of life;
- Prepare and approve an implementation plan, detailing step by step each of the Implementation Stages, including the Methodology and Work Plan for each tasks;
- Jointly with the LPAs redefine and agree on the Use Cases;
- Define and agree on the modules/preselected systems to be integrated into the platform at the early stage;
- Design and/or develop the platform, adjusting to the local context and situation;
- Integrate preselected systems and data;
- Ensure the training of the main stakeholders/LPA's personal;
- Provide assistance to the Programme and LPAs in organizing dissemination/public awareness campaigns to make the platform known to the citizens, companies and NGOs and ensure the use/uptake of the public portal and data;
- Ensure maintenance of the platform;
- Hand over the platform to Cahul and Ungheni Municipalities;
- Provide recommendations on future integration of further technologies and data.

Following the above-mentioned phases and tasks, for the development and implementation of the SMART city platform, the Contractor should consider:

Task 1: Inception of Activities, preparation and approval of SMART City Platform implementation Plan in the Municipalities of Cahul and Ungheni.

During this stage, the Contractor shall:

- Develop an Inception Report, detailing the analysis of launched initiatives, preselected systems and data to be integrated into SMART city platform in the Municipalities of Cahul and Ungheni.
- Prepare and discuss with beneficiary LPAs and the Programme the Implementation Plan, detailing step by step each of the Implementation Stages, Approach to Implementation, including the Methodology and Work Plan for each tasks;
- Use Cases redefined and agreed with LPAs;
- Endorse and validate the Implementation Plan with LPAs of each municipality.

Note 1. Assessment will be performed in close cooperation and support from the Programme Team, specifically SMART Development and Digital Transformation Officer, Cahul and Ungheni Local Project Coordinators, and Public Services Improvement Officer. Additional information, initial plans, local socio-economic development strategies or statistics required for a successful implementation of the task will be provided by the EU4Moldova Programme and LPAs teams.

Task 2: Implementation of the SMART city platform development (design and adjustment to the local context and needs), technology and data integration, installation.

The SMART City platform is an opportunity to improve services with technology, use combined data insight from those services to create a holistic, actionable view for local authorities. The platform will enable the municipalities to become 'programmable municipalities' and move from outdated siloed service driven technologies to a central platform to improve service delivery, reduce costs and to make the most of new technologies such as IoT, AI and machine learning algorithms.

The SMART City platform/system will be built around reputable Smart Cities platforms which has the purpose to normalize and aggregate data from a range of IoT sensor types into a certified set of urban service domains such as Water, Waste, Lighting, Transportation, Parking, Urban Functional Cadaster/GIS and Public Services.

For this purpose, the platform might consider the modular approach, SMART building blocks that will allow management of the basic data of entities and their interrelationships be associated with the SMART City platform. The modular key feature structure should refer to managing items, users, roles, events, domains, and rules. It will detail information about the selected items; add and manage all users who have access to the SMART city platform; monitor events occurred and displayed; view and manage the roles embedded in the SMART city platform; view images from all integrated devices within the SMART city platform; manage and view rules for user' specific roles; display software information for the current overview.

The modular and scalable multi-layered ICT platform should address the problem of cross-domain interoperability in the context of SMART city applications. Deploying the modular key features would lead to monitoring and management of all items included into the SMART city platform; determine the operating status of a certain item; clear search and filtering according to selected parameters; display item icons and device details on the map; overview events associated with a given item; List of all bugs/defects occurred; manage and view all users with access into the platform; manage, view and monitor roles and events, etc.

The SMART City Platform will be focused on the principles of software integration, data collection and digitalization. The partnership with the Contractor will give the two municipalities the ability to manage sensors from multiple vendors in one place removing the reliance on legacy systems and their associated costs.

The dynamic data could be displayed on the public web portal and in the mobile app. The responsible team would be able to monitor connected devices in detail and streamline diverse scenes in the municipality.

Based on the defined key pillars (SMART Mobility, SMART Built Environment, SMART Utilities and Public Infrastructures, and Programme Activities) for the SMART City framework, but also a preliminary analysis and agreement with Cahul and Ungheni municipalities the first services to be integrated into the SMART City Platform were identified. The recent/future deployments **at the early stage** will refer to the following modules per region:

CAHUL

- (1) *Urban Functional Cadaster*
- (2) *Public Lighting*

(3) *Citizen Engagement (i.e. alerte.md Cahul)*

UNGHENI

(1) *Urban Functional Cadaster*

(2) *Public Lighting*

(3) *Water Metering*

(4) *Waste Management*

(5) *Public Transportation (i.e. Bus Station Management)*

Smart City Modules, Use Cases and Data Requirements for: Urban Functional Cadaster (GIS)

Use cases:

- ✓ Central platform should be able to adapt an external map base from the GIS server. The data/digital maps (if available) should be provided by the City Halls.
- ✓ City operator has to be able to select a map base in each Central platform module and to project this specific module data over the GIS layout of various interests (green map, traffic signs map, engineering network management map, etc.)

Data requirement:

- ✓ GIS server has to support WMS (Web Map Service) for sharing geographical information in the form of raster maps.

SMART Water Metering

Use cases:

- ✓ The module shows data from water sensors - current water level consumption in the buildings owned by the municipality. The sensor should send this data periodically, at least 12 times in a day.
- ✓ In the Central platform, there has to be a tool for creating notification rules. In a case of water level exceeds a defined threshold the platform has to send an email or SMS to a specified recipient.
- ✓ The module shows data from a hydrometer in a building. The city operator can see a value of the last measurement, historical data (list of all realized measurements).
- ✓ In the Central platform, there has to be a tool for creating notification rules. The city operator can create a notification for events such as:
 - there is a water consumption in daily time when the consumption shouldn't be (i.e. at night in a school building)
 - there is a backflow of water - some problem in water grid
 - there is higher water consumption than daily 'normal' value

Data requirement:

- ✓ Sensors for water level measurement or water consumption measurement which send data 6-12 times a day.
- ✓ This data includes at least attributes timestamp, identification and measured value.

Public Lighting

Use cases:

- ✓ Adjustment and control of individual devices (lamps via a lamp controller)
- ✓ Display of the outputs of all street lights displayed above the map base
- ✓ Monitoring of energy consumption and setting manual notifications
- ✓ Automatic notification of a communication or device error
- ✓ Connection and management of other connected devices (Christmas decorations, lightboxes)
- ✓ Precise control over street lights, leading to safe operation and the safety of citizens

Data requirement:

- ✓ Street lamps or street controllers have to be continuously under the electricity. It means that turning on/off the lights has to be realized by a data signal, not by turning on/off the electricity.
- ✓ There has to be two-way communication with the light controllers
 - The light controllers have to be able to send data to the external system. Data should contain current operation status, energy consumption value
 - The light controllers have to be able to receive commands from the external system for turn on/off the connected lamps and set their luminosity value

Waste Management

Use cases:

- ✓ Visualization of all smart bins, including their nests above the map base
- ✓ Information on the fullness of individual bins and information on their operational status
- ✓ Details about the last waste collection across the city or a historical view of the individual bins
- ✓ Setting notifications indicating a full bin, or detecting a blocked door at the container
- ✓ Smart scheduler used to plan the optimal route of vehicles providing waste collection
- ✓ Optimization and indicators of vehicle load during waste collection
- ✓ Historical data giving an overview for operators and the possibility of exporting the necessary data

Data requirements:

- ✓ Waste management system
- ✓ Garbage cars on-boards units
- ✓ Smart bins.

Important Notice: Other Use Cases based on the selected and agreed modules will be defined/reconfirmed and validated jointly with the LPAs before the Implementation Phase of the Smart City Platform.

Other Modules (i.e. Public Transportation, Parking Management, Traffic Events Control/Accident Information/Traffic Violation Detection, Traffic Lights Management, Wi-Fi Monitoring, Video Monitoring/CCTV Management, Open Data Portal, Charging Stations, SMART Buildings, Environment Monitoring/Air pollution/Water Quality, etc.) could be added as building blocks **at next stages** of the SMART projects and products developed at the local level.

The software should open the door for several exciting innovation projects and developments. The information brought together should become available, on an open platform, for the public to use to drive new ideas and solutions to directly benefit the local economy.

Additionally, with open APIs, local and global independent software vendors and city application developers can plug into the management infrastructure and provide public service capabilities.

During the implementation of the SMART city platform some technical challenges might occur. These could be caused by the impossibility to integrate some technologies into the platform due to the missing data, API or communication protocol from the technology supplier or due to other technical reasons. Therefore, the parties involved should be able to mitigate the risk and assure the access to the data through APIs or communication protocols from technology suppliers. If the data, API or communication protocol will be missing for some module and its integration will be impossible, the EU4Moldova and LPAs teams will agree to either replace it by another module or to include the module anyhow and prepare it for future data integration.

The EU4Moldova Programme requires inclusion of both Acceptance and Support periods for the system. Acceptance will take 6 weeks and during this period the EU4Moldova Programme jointly with LPAs will operate the system and report any non-conformity. Acceptance criteria will be based on current requirements and will be agreed upon during analysis and design stages of the project.

Non-conformities must be addressed in full by the Supplier. Critical non-conformities will extend the acceptance period for 2 weeks after a fix is delivered. The EU4Moldova Programme requires at least 18 months of Support and Maintenance of the Smart city platform. The level of support will be proposed by the Contractor. It should take into account the fact that the system is operational 24 hours and the Contractor must specifically address this aspect in its Support offering.

- SMART City platform designed and/or developed considering the local context and uniqueness;
- Integration of the preselected systems and data:
- The operation mode will be based on web technology, so that all users use only one web browser in operation to access all the functionalities of the system, without the need to install third-party applications on client computers;
- The Platform should have a user-friendly, intuitive interface, designed with an emphasis on how easy it is to complete, validate, access, view and associate data;
- The installation, use and maintenance documentation of the system, together with the training materials will be delivered in Romanian language;
- The Platform will be developed in accordance with the requirements imposed by the European Union through the General Regulation on the Protection of Personal Data (GDPR), local Law on personal data protection and other relevant regulations.

Task 3: Training and Awareness Campaigns Support.

The Contractor will ensure the training of the main stakeholders/LPA's personnel, such as the designated person responsible for the further development of the SMART City area and digital transformation (i.e. Smart City manager, Deputy Mayor on Digital Transformation), in charge of communication with people across the city hall authority, but also with representatives of other cities ensuring exchange of experiences, heads of departments whose technologies and systems are or will be integrated into the SMART City platform, IT department to support the operation of the system, etc.

For a better acknowledgement and implementation of the platform and sharing best practices these trainings will be extended within a period of minimum 3 to up to 6 months to fully enhance the competencies of the LPAs and ensure the adequate transfer of knowledge based on system complexity.

Within this period the focus of the parties involved will be on absorbing successful experiences from other cities around the world. Before the actual implementation of the platform the LPAs guided by the Contractor will be envisioning the analytical part of the project, helping to identify technologies to integrate, analyze the

data and expectations from processing it, and preparing for further development.

Minimum 60 hours of trainings and analytical part of the project (at least 10 hours/months within a period of maximum 6 months) and at least 2 tailor-made specialized virtual study visits (exchange of experience activities with other cities and public bodies where the platform is functional) will be considered.

The Contractor will provide assistance to the Programme and LPAs in organizing dissemination/public awareness campaigns to make the platform known to the citizens, companies and NGOs and ensure the use/uptake of the public portal and data.

Task 4: Maintenance and Technical Support.

The Contractor will provide technical support, including minor changes over a period of six months to system users out of the 18 months of maintenance period and will provide monthly reports signed by the Local Public Authorities on provided technical support for relevant staff.

Based on suggested changes and improvements during the first three months of system operation, the Contractor will allocate at least 240 hours of developer time/per region to implement these. This time does not include work related to fixing vendor's errors in all modules, as identified under the warranty.

The **maintenance period** includes activities such as performance optimization of the running platform, database consistency check, elimination of errors reported by users, update of each module to the latest versions, general support to customer queries.

For the financial offer, the Vendor should detail the **three (3) types of maintenance costs**:

1. **Regular maintenance** of the system, trouble shooting and finetuning. Might be covered as a fixed fee/*lump sum*.
2. **Minor changes**, such as changes of interface, adding new filters, update of output forms generated to changes of legislation, etc. Measured as per *event fee (service tickets)*.
3. **Costs of data transfer from sensors**. Due to the complex system combining IT to the remotely located sensors the issue of data transfer cost appears it is necessary to evaluate **costs of data transfer from sensors** to IT system (sensor to controllers). If applicable, the Contractor should also envisage and include the need of some investment in the access network.

Optional costs should be provided into Table 2: Cost Breakdown by Cost Component as Major Changes.

4. **Major changes**, related to introduction of new services, adding new modules to the interface, changes to the logic of service delivery requiring extensive programming. The request for quotation and evaluation of effort in Days will be filed as days of effort (LoE) to the maintenance company. The fee for day of effort should be estimated and introduced under the maintenance clause.

Sustainability. Once implemented, the project shall generate economies for Ungheni and Cahul municipalities due to more effective management of its resources.

To ensure the sustainability, continuity, and necessary support in the maintenance of the platform after 18 months (post-warranty maintenance) the costs for running the platform and hosting will be assured and co-funded by Ungheni and Cahul Municipalities starting this period of the project implementation.

The project will thus be financially sustainable and beneficial for the two focal regions and its citizens, companies and NGOs.

In the future, further technologies and data sources could be integrated into the Smart city platform

according to development and needs of Ungheni and Cahul Municipalities, citizens, legal entities and NGOs. The costs for platform extension would be beared by municipalities or other donors.

Warranty. The expected warranty period for the software operation under the supervision of the selected Contractor is 18 months after the signature of the final act of transmittal/acceptance. The warranty will include technical assistance concerning software functionality. The Contractor undertakes to fix within 48 hours any technical problem related to proper use of software and the adopted modules. The warranty does not cover the development of any additional report or module according to amended legislation.

Licensing method (recurrent or perpetual licenses, etc.) and the copyrights related to the platform implementation should be described. The transfer of the modular solution source code and the rights to make developments that expand its possibilities and adapt the solution ensuring the extensibility of the system, as well as providing the intervention mechanisms in the existing solution have to be considered to avoid further the financial burden on the LPAs. The solution should not limit the number of users with access to the platform, thus not affecting the price.

Standards. The SMART City Platform solution should consider best practices and (at least 3) standards required to be supported both by the platform and the related equipment (sensors, controllers, smart meters, etc.), also the availability of such equipment on the local market. The solution offered by the Vendor will be taking into account the risk of using technical standards less popular in the local market which might increase the costs of purchase, installation and configuration. Standards from ETSI, FIWARE, EU-EIP-SCC and the Open and Agile Smart Cities initiative including EU SMART platform standards would be the most relevant.

It should be excluded proprietary interfaces (exclusive standards) that will provide a dependency to the sensors, controllers to be bought only from limited number of vendors.

The SMART City Platform vendor will be able to integrate any equipment if the suppliers of equipment give access to their devices and software through an open API. Therefore, each implemented technology or system has to be able to share its data to another third-party system via a communication protocol (REST API, direct access to a database storage etc.).

Task 5: Handover of SMART City Platforms to the Municipalities of Cahul and Ungheni.

The Contractor will provide within 1 months from the live deployment of the SMART City Platform, the following:

- All the necessary documentation stating the configuration options of the SMART City Platform, Guideline/Deployment Guide, and the extensive User Manual/User Guide (with snap shots) that covers key processes that are the responsibility of internal Administrators – using CMS to modify Platform content, accessing and interpreting, and business users.
- Transfer of the modular solution source code and the rights to make developments that expand its possibilities and adapt the solution ensuring the extensibility of the system, as well as providing the intervention mechanisms in the existing solution.
- Onsite training support (minimum of 60h) to Platform' Administrators with basic administration interfaces, understanding analytic reports and CMS use and procedures with regards to adding any dynamic content to the Platform – files, data bases, content etc.

Task 6: Final Report and Recommendations on future data to be integrated into SMART City Platform in the Municipalities of Cahul and Ungheni.

The Contractor will summarize all implemented activities and obtained results and will submit a Final Activity Report, describing, as well, the contribution provided in implementing activities, obtained results, lessons learned, good practices and recommendations for the Programme.

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

The Company shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

Deliverables	Expected Period
<p>Deliverable 1: Inception Report, the SMART City Platform implementation Plan in the Municipalities of Cahul and Ungheni.</p> <p>The Inception Report will have as annexes:</p> <ul style="list-style-type: none"> • The Working Methodology, approach, planned activities, expected results/deliverables of the contract, as well as the timeframe estimated to sending deliverables • Analysis with recommendations including the soft and hardware solutions for the platform, Implementation Plan, Use Cases. 	<p>3 weeks after contract signature</p>
<p>Deliverable 2: Progress Report no. 2. SMART city platform development</p> <p>The Contractor shall submit the Progress Report no 2. including detailed description of activities performed for development and implementation of the SMART City Platform (designed and adjusted to the local context and needs). technology and data integration, installation.</p>	<p>5.5 months since contract signature</p>
<p>Deliverable 3: Progress Report no. 3. Training and Awareness Campaigns Support</p> <p>The Contractor shall prepare and carry out the training sessions per each target municipality, submit the Progress Report on these activities and attaches:</p> <ul style="list-style-type: none"> • Description of contributions provided in the LPA capacity building to increase their competences, skills and knowledge in the area of reference; • Training program and materials (word version and PPPs) necessary to carry out the training sessions tackling the requested topics; • Agendas of trainings sessions and Lists of participants; • Photo, video and audio materials; • Results of the training sessions' evaluation questionnaires. <p><i>Note 1.</i> The Contractor shall submit the draft of the training materials and presentations to the Programme for review and approval prior to the events. The final duration of the trainings/informative sessions (i.e. on the functionality of the platform, user interphases, technical details, challenges, etc.) and virtual study tours, number of participants and other visit-related arrangements will be agreed upon with the Program during the Inception Phase of this assignment .</p>	<p>1 month since Deliverable 2 submission</p>
<p>Deliverable 4: Progress Report no. 4. Maintenance and Technical Support.</p> <p>The Contractor shall submit the Progress Report no 4. including description of contributions provided for maintenance and technical support.</p>	<p>Over a period of 6 months to system users out of the 18 months of</p>

Deliverables	Expected Period
	maintenance period
Deliverable 5: Handover of SMART City Platforms to the Municipalities of Cahul and Ungheni The Contractor shall hand over the SMART City platforms (including the necessary documentation, Guidelines and extensive User Manuals, source code and the rights to adopt the solution) each beneficiary municipality and submit the Progress Report.	1.5 months since submission of Deliverable 3
Deliverable 6: Final Report and Recommendations on future data to be integrated into SMART city platform in the Municipalities of Cahul and Ungheni. The Contractor shall submit Final Report on undertaken activities and Recommendations for the SMART City Platform good functioning.	2 weeks since submission of Deliverable 5

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by UDNP shall be the only criteria for Contractor's work being completed and eligible for payment/s.

Language for deliverables' submission: The Contractor shall submit Progress Reports every month (max 2 page length) which highlights the current status of performed activities and main findings, key issues, and preliminary conclusions. The Inception and Progress Reports, including all deliverables should be submitted in Romanian, in electronic version. The Final Report (including a summary) should be submitted in both Romanian and English languages. All the deliverables and reports must be endorsed by the EU4Moldova: Focal Regions Programme and the final beneficiaries.

All activities under this assignment shall be performed in a gender-sensitive manner, with respect of blue /green principles and applying human rights-based approach.

F. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work in close cooperation with EU4Moldova: Focal Region Programme team, specifically: Project Officers (SMART Development and Digital Transformation, Public Services Development) and Local Coordinators in Ungheni and Cahul focal regions, under the guidance and overall supervision of the Local Development Project Manager and the Programme Manager.

The EU4Moldova: Focal Regions Programme will provide all available documentation required for a successful implementation of the task, facilitate first contacts, access to the site and communication with stakeholders while the **Contractor will be responsible for arranging all necessary transportation arrangements, obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties. All kind of translation costs (written and oral) shall be arranged by the Contractor.** The interpretation (if needed) will be provided by the Programme and, therefore, shall not be included in the consolidated financial offer. The communication and connection for the virtual tours will be ensured via

ZOOM platform provided by the Programme.

The payment for services will be made in tranches upon submission of deliverables stated in point E. Key deliverables and indicative timeframe above and certification by the Programme Manager that the services were satisfactorily performed. **All the deliverables envisaged in the Contract shall be coordinated and agreed with Cahul and Ungheni Mayoralties and further endorsed by the Programme Manager within 14 calendar days since the moment they are submitted.**

G. DURATION OF WORK

The estimated duration of works is up to maximum **9 (nine) months**.

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

H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The offers will be evaluated based on their compliance with the requirements specified in Section 4: Evaluation criteria above.

The proposal shall include the following minimum key-personnel aimed at setting up the SMART city platform:

1. TEAM Leader/Project Manager
2. IT Expert
3. Specialist in charge of Citizen Engagement module
4. Specialist in charge of Urban Functional Cadaster, Water Metering, Waste Management modules
5. Specialist in charge of Public Transportation and Public Lighting modules

The proposed team of professionals must meet the professional qualifications as described in the Section 4: Evaluation criteria above, specifically Section 3. Management Structure and Key Personnel.

The tenderers could consider **other non-key personnel** if it is required for the successful implementation of the present assignment, however, their competencies will not be evaluated.

The Contractor shall take all reasonable measures necessary to ensure that the personnel deployed under this TOR shall respect local legislation and conform to the highest standards of moral and ethical conduct. UNDP may at any time request the withdrawal or replacement of any of the Contractor's personnel if these standards are not adhered to. Replacement will be at the Bidder expense.

Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope:

(Must be submitted in a separate file/password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) 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);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address E-mail, Phone	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. Please, ensure that such document provides detailed description of previously conducted similar consulting services (incl. project, year, other details as may be relevant) as well as detailed description of the technical capabilities (in terms of hardware and software) available for the fulfilment of the proposed tasks ▪ Certificate of Incorporation/ Business Registration ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register

- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2020, 2019, 2018)
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years
- 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, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person), of the Key personnel (listed in Section 4: Evaluation criteria)
- 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
- **Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal indicated in e-Tendering system line item must equal with 1 US\$.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

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	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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)

[Complete]

We have attached a copy of the below 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 UNDP for the fulfilment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		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 7 years.

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

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders 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.

Current contracts/commitments in progress

Complete information about all projects in progress

Name of Client	Project name and location	Contract Value	Project Start Date	Scheduled Completion Date	Completion percentage

Financial Standing

Annual Turnover for the last 3 years	Year 2020	USD
	Year 2019	USD
	Year 2018	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 2020	Year 2019	Year 2018
	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			

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, 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 specialized 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 bidder'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 and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Describe the expected results of the activities. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 **Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team. Subcontracting must not exceed 30% of the contract value.**
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization 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 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]'</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel (envisaged in the CV)

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02359		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. Your Financial Proposal file (comprising Forms F and G) must be password protected. The password shall not be disclosed unless required in written by UNDP.

DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING SYSTEM LINE ITEM. YOU MUST PUT PRICE AS 1\$ AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: US\$

Table 1: Cost Breakdown per Milestones

MILESTONE/DELIVERABLE	Percentage of Total Price	Price (Lump Sum, All Inclusive)
Milestone 1 (related to successful completion of Deliverable 1)	10%	
Milestone 2 (related to successful completion of Deliverable 2)	40%	
Milestone 3 (related to successful completion of Deliverables 3 and 4)	30%	
Milestone 4 (related to successful completion of Deliverables 5 and 6)	20%	

*Basis for payment tranches

Table 2: Cost Breakdown by Cost Component

Description of Activity	Unit of measure (day, unit etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
		A	B	C=A*B
I. Personnel Services				
a) Team Leader/Project Manager	Working days			
b) IT Expert	Working days			
c) Specialist in charge of Citizen Engagement module	Working days			
d) Specialist in charge of Urban Functional Cadaster, Water Metering, Waste Management modules	Working days			
e) Specialist in charge of SMART Public Transportation and Public Lighting modules	Working days			
f) Other staff if necessary (<i>please, list down</i>)	Working days			
Subtotal Personnel Services:				
II. Out of Pocket Expenses				
a) Transportation costs				
International transportation costs (<i>if any</i>)				
Local transportation costs to Ungheni	Trip			
Local transportation costs to Cahul				
Subsistence allowance (<i>if the case</i>)	Day			
Other Costs: (<i>please specify</i>)				
b) Translation costs (<i>if any</i>)				
Other Costs: (<i>please specify</i>)				
Subtotal Out of Pocket Expenses:				
III. Other Related Costs				
Other Costs: (<i>please specify</i>)				
Maintenance costs for a period of 18 months, including:				
- Regular maintenance cost (fixed fee/lump sum)				
- Minor changes cost per event fee (service tickets)				
- Cost of data transfer from sensors to IT system (sensor to controllers)				
Optional:				
- Major changes cost (day effort)				

240 hours of developer time/Cahul region				
240 hours of developer time/Ungheni region				
Subtotal Other Related Costs:				
TOTAL (all-inclusive, VAT 0%)				