

Instructions to Bidders

A. Introduction

1. General

Purpose of RFP

The purpose of this Request for Proposals (RFP) is to call for proposals from the qualified companies for delivery of services on PRTR elaboration for the Ministry of Agriculture, Regional Development and Environment, according to the TOR ANNEX III.

The offers shall be comprised of two parts: technical and financial.

Each part is presented in sealed envelopes marked respectively: “PRTR software technical proposal” and “PRTR software financial proposal”.

The Offers are accepted from local companies only.

The Offers from Consortia formed by foreign companies and companies registered in Moldova (as lead Bidder) will be accepted for evaluation.

The Contract will be awarded to the Company (Consortia) with the proposal that will reach the highest score according to evaluation criteria. In case of Consortia, the contract award shall be given to local company.

2. Cost of proposal

The Bidders shall bear all costs associated with the preparation and submission of the Proposal, the EPPO will not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. The Bidders is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

Prospective Bidders requiring any clarification of the Solicitation Documents may notify the EPPO in writing at the mailing address or fax number indicated in the RFP no later than August 12, 2017.

The EPPO will respond in writing to any request for clarification of the Solicitation Documents that it receives prior August 17, 2017. Written copies of the organisation’s

response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that has received the Solicitation Documents.

In case of necessity, EPPO shall organize clarification meeting and shall inform all the bidders that provided written confirmation regarding their intend to submit the proposal, but not later than August 17, 2017.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, EPPO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidders, modify the Solicitation Documents by amendment.

All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the EPPO may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Bidder and all correspondence and documents relating to the Proposal exchanged by the Bidder and EPPO shall be written in English language. Any printed documents furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

The copies of the official documents for the local companies can be submitted in Romanian language and do not require translation in English.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) **Proposal submission form – Annex III;**
- (b) **“PRTR Software - Technical Proposal”**, comprising of both operational and technical part of the Proposal, including documentation to demonstrate that the Bidder meets all requirements;
- (c) **“PRTR Software - Financial proposal”**, completed in accordance with clauses 8 and 9;

8. PRTR Software - Technical Proposal form

The Bidder shall structure the “**PRTR Software - Technical Proposal**” as follows:

(a) Management plan

This section should provide corporate orientation to include a brief description of the Bidder’s present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Bidder should comment on its experience in similar projects and identify the person(s) representing the Bidders in any future dealing with the EPPO.

(b) Resource plan & Key staff involved

This should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Bidder’s current capabilities/facilities and any plans for their expansion. A CV/ Resume of leading staff member that shall work under this task shall be annexed in English.

(c) Proposed methodology

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

“**PRTR Software - Technical proposal**” should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the “**PRTR Software - Financial Proposal**”.

Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly.

(d) Technical capacity

The Bidder must comply with the minimum requirement, stated in point 18 of the present RfP.

(e) Time of execution

The Bidder shall consider as maximum period for execution of the PRTR 180 (one hundred eighty) calendar days starting with the date of contract signatory.

9. The Bidder shall structure the “PRTR Software - Financial Proposal” as follows:

- (a) The Bidder shall indicate on an appropriate “PRTR Software Financial proposal”, the lump sum price of services it proposes to supply under the contract.
- (b) The Bidders will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder.
- (c) Bidder shall include in the technical offer the specifications of the appropriate hardware and software applications for the offered solution.
- (d) The cost of the hardware equipment shall not be included in the price quotation.
- (e) The cost of any licenses used in the proposed solution should be included in price quotation.
- (f) **Proposal maximum amount**

Based on the grant contract provisions under the project the maximum amount for this task is estimated as **USD\$40.000 (VAT exempted)**.

(g) **Proposal currencies**

For all bidders the prices shall be quoted in US Dollars (VAT exempted).

10. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by the EPPO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the EPPO on the grounds that it is non-responsive.

In exceptional circumstances, the EPPO may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Bidder granting the request will not be required nor permitted to modify its Proposal.

11. Format and signing of proposals

The Bidder shall prepare **one original hard copy** of the Proposal, comprising of Annex III, PRTR Technical Proposal and PRTR Financial Proposal.

All forms shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.

12. Payment

EPPO shall effect payments to the Contractor after acceptance by EPPO /of the invoices submitted by the contractor, upon achievement of the corresponding milestones, indicated in of ToRs (Annex II). As regards of invoices in USD, EPPO shall use the official USD-MDL exchange rate on the date of transfer of the commercial bank Moldova-Agroindbank, based on contractual provisions.

D. Submission of Proposals

13. Sealing and marking of proposals

The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below. Annex II and PRTR Technical Proposal shall be submitted in sealed envelope together, PRTR Financial Proposal shall be submitted separately in a sealed envelope.

(a) The outer envelope shall be:

- addressed to –

Tatiana TUGUI, manager

Environmental Pollution Prevention Office (EPPO)

Ministry of Agriculture, Regional Development and Environment of the Republic of Moldova

- marked with –

“RFP: “**Services for PRTR Software elaboration**”

(b) Both inner envelopes shall indicate the name and address of the Bidder. The first inner envelope shall contain the information specified in Clause 8 (*Annex II and PRTR Software Technical Proposal*)

(c) The second inner envelope shall contain the information specified in Clause 9 (PRTR Software Financial Proposal) duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the EPPO will not assume responsibility for the Proposal’s misplacement or premature opening.

14. Deadline for submission of proposals

Proposals must be received by the EPPO at the address specified under clause *Sealing and marking of Proposals* no later than **21 August 2017, 15:00.**

The EPPO may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the EPPO and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Late Proposals

Any Proposal received by EPPO after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

16. Modification and withdrawal of Proposals

The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by EPPO prior to the deadline prescribed for submission of Proposals.

The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

17. Opening of proposals

EPPO Evaluation Committee will open the Proposals in the presence of Bidders on **August 21, 2017, 15:00.**

The EPPO will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, the EPPO will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations.

To assist in the examination, evaluation and comparison of Proposals, EPPO may at its discretion, ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

A Proposal determined as not substantially responsive will be rejected by EPPO and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

EPPO may exclude suppliers, contractors and consultants from tendering for procurement opportunities in EPPO-supported programmes or projects if the Bidder in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Bidder and their affiliates are disqualified from subsequently providing goods and works under EPPO financing for the same project.

18. Minimum requirements for Bidder

The Company / Consortia will be eligible for the work if it has:

- **Company Profile**
 - The average annual turnover of the bidder should be not less than equivalent of USD **100,000.00 (one hundred USD)** or equivalent, for the most recent three (3) years and this turnover must have been derived solely through the provision of Information Technology (IT) Systems and services. Where the bidder is a Joint Venture the Partner in charge must have had an average turnover equivalent to at least half of the amount required for the most recent three (3) years. The Bidder should provide financial statements and balance sheets for the last three complete financial years demonstrating the soundness of the Bidder's financial position and demonstrating that it has the financial resources to handle the requirements of the proposed Contract.
 - It should have been in operation for at least 3 years with an important part of its business being the provision of Information Technology (IT) Systems, including software and services.
 - It should have been in operation for at least 2 years with an important part of its business being the provision of Information Technology (IT) Systems, including software and services.
 - The bidder must have demonstrated experience in successfully implementing at least 1 contract of similar nature (similar platforms) and complexity in the past 3 years;
 - The Bidder shall have experience in training end-users and IT specialists under similar projects.

- **Staff qualification (confirmed by presented CVs)**
 - The bidder project team must include at least following staff qualifications:
 - The project manager
 - At least two certified technical staff in the proposed solution(s).
 - The **Project Manager** with at least 3 years proven tracked experience in the area of project management and at least one successfully delivered project of similar complexity.
 - The **Information System Specialist** must have experience and certifications in installation of at least 2 similar information systems.
 - The **Software Developer** specialist
 - Minimum 3 years of activity/experience in developing IT products

List of mandatory documents to be presented by Bidder:

- Certificate of registration
- CVs of proposed staff
- Reference Letters (at least 2 references)
- IT Licenses and Certificates/Proof of works:
- Financial Balance Sheet for the last 3 fiscal years / last Audit Report
- Certificate from FISC or other proving authority on non-existence of debt towards the State

19. Evaluation and comparison of proposals

A two-stage procedure will be utilized by EPPO Evaluation Committee in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The Financial Proposal will be opened for at only for submissions that passed the minimum technical score of 30% (of 60% of maximum technical proposal score) in the evaluation of the technical proposals.

The PRTR Technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

In the second stage PRTR Financial Proposal of all contractors, who have attained minimum 30% score (of 60% of maximum technical proposal score) in the technical evaluation, will be compared.

The **cumulative analysis scheme** will be applied a total score being obtained upon the combination of weighted technical and financial attributes. A Bidder's response to the requested document is evaluated and points are attributed based on how well they meet the defined desirable criteria.

Evaluation Criteria

Evaluation criteria		Score Weight (%)	Bidder				
			A	B	C	D	E
1.	Similar Expertise of Bidder	25					
2.	Proposed Methodology and Approach	15					
3.	Personnel	10					
4.	Time of execution	10					
5.	Financial Offer	40					
Total		100					

The EPPO Evaluation Committee shall operate with the following evaluation factors as described below:

The points for the evaluation factor "**Similar experience of Bidder**" is given as follows:

- a) one similar project - 10 points,
- b) 2-3 similar projects - 15 points,
- c) more than 3 similar projects - 25 points

Within this factor **similar services** mean- services to develop information systems for central public administration authorities granted with a value equal to or more than the value of the future contract under this RFP.

The points for the evaluation factor „**Proposed Methodology and Approach**” is given as follows:

- a) for presence of appropriate conceptual framework of task – 5 points;
- b) for presentation of clear and in the sequence of activities and the planning logical, realistic and promise efficient implementation of task – 10 points.

The points for the evaluation factor "**Personnel**" is given as follows:

- a) 3 experts with minimum experience of one project in the similar services – 7 points;
- b) 4 or more experts with minimum experience of one similar services - 10 points

The points for the evaluation factor "**Time of execution**" is given as follows:

- a) for the lowest time period will be given the maximum score;
- b) for the next term of the smallest but not exceeding the maximum accepted formula will apply:

$$\text{Pct.} = \frac{T \text{ min}}{T \text{ proposed}} \cdot 10$$

Within this formula Pct means the score obtained for execution time, T min - represents the lowest limit proposed by the Bidder; T proposed the following is the term proposed by the following bidder, but not exceeding the maximum accepted term according to Clause 8 of present RFP.

The points for the evaluation factor "**Financial Offer**" is given as follows:

- a) for the lowest of prices for granted the maximum score for the evaluation factor, respectively;
- b) for different price than that stated above are rated as follows:

$P(n) - (\text{minimum cost / price } (n) \times \text{maximum score allocated}).$

$$\text{Pct.} = \frac{P \text{ min}}{P \text{ proposed}} \quad 40$$

F. Award of Contract

20. Award criteria, award of contract

The EPPO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the EPPO's action

Prior to expiration of the period of proposal validity, the EPPO will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

The Contract will be awarded to the Contractor offering the cumulative highest total score.

21. Purchaser's right to vary requirements at time of award

The EPPO reserves the right at the time of award of contract to supplement or adjust the Terms of Reference on the mutual agreement of the Parties in order to bring the provisions in line with the provisions of the project document.

22. Signing of the contract

Within 30 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the EPPO.