



RFP25/03072: Company to conduct a Pre-feasibility study on the development of charging station infrastructure for electric vehicles for public and private transportation in the Republic of Moldova

United Nations Development Programme, through its **Greening the future, advancing rights and stability Moldova Project** hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

- Section 1: This Letter of Invitation
 - Section 2: Instruction to Proposers
 - Section 3: Data Sheet
 - Section 4: Evaluation Criteria
 - Section 5: Terms of Reference
 - Section 6: Conditions of Contract and Contract Forms
 - Section 7: Proposal Forms
-
- Form A: Proposal Confirmation
 - Form B: Checklist
 - Form C: Technical Proposal Submission
 - Form D: Proposer Information
 - Form E: Joint Venture/Consortium/Association Information
 - Form F: Eligibility and Qualification
 - Form G: Format for Technical Proposal
 - Form H: Format for CV of proposed key personnel
 - Form I: Statement of Exclusivity and Availability
 - Form J: Financial Proposal Submission
 - Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00789**. Once subscribed to the tender, you will be able to receive notifications in



case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password).

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova



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1 Overview

1.1 General Information

Title	RFP25/03072:GTF/Company to conduct a Pre-feasibility study on charging station
E-Mail	sc.md@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0140787/RFP25/03072
Beneficiary Country	MDA
Introduction	

RFP25/03072: Company to conduct a Pre-feasibility study on the development of charging station infrastructure for electric vehicles for public and private transportation in the Republic of Moldova

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- Form A: Proposal Confirmation
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We look forward to receiving your proposal.

UNDP Moldova

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date 08/08/25 13:48 PM
Close Date 05/09/25 13:30 PM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

1.4 Attachments

File Name or URL	Type	Description
Request for Proposal	File	
User Guides	File	
PROPOSAL FORMS	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

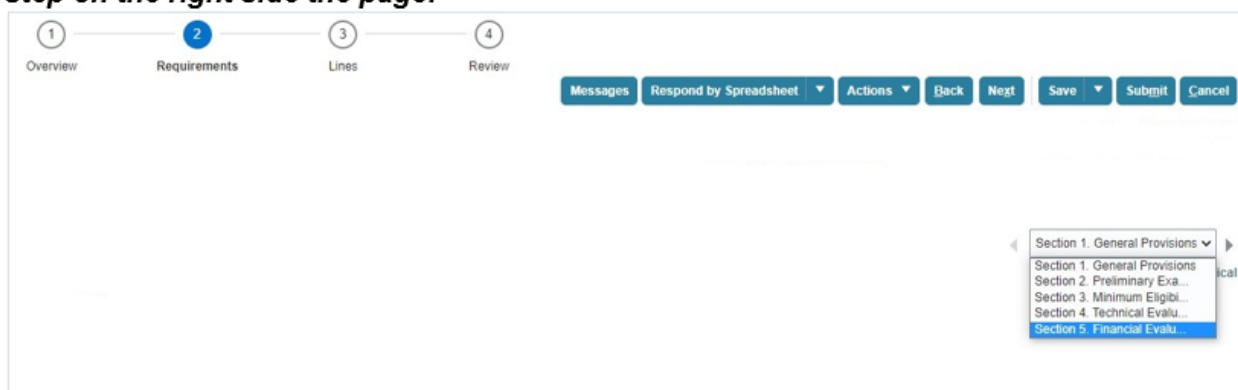
Dear supplier,

Please carefully review the requirements and questions in this section.

Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).

Kindly note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines".

Please note that there are several Sections to be filled in, under the "Requirements" (2) step on the right side the page:



2.1 Section 1. General Provisions

*1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Target: Have read and understood provisions in BDS

3. Criteria for Evaluation and Contract Award

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

Technical Proposal (70%)

- Bidder's Qualification, Capacity and Experience



- Methodology, Approach and Implementation Plan
- Management Structure and Key Personnel

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

2.2 Section 2. Evaluation Criteria - Preliminary Examination

***1. General Conditions of Contract**

Do you accept the General Conditions of Contract as specified in Section 6: Conditions of Contract and Contract Forms?

Target: Accept General Conditions of Contract.

***2. Proposal Validity**

Do you accept that your proposal is valid for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

Target: Accept Proposal Validity Conditions.

***3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.**

Target: Proposal Forms Submitted

***4. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.

Target: Company profile provided

***5. Legal documents**

Please provide Certificate of Incorporation/ Business Registration.

Target: Legal documents provided

6. List of Shareholders and Other Entities Financially Interested in the Firm

Please provide the 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

Response attachments are optional.

7. Official Letter of Appointment or Power of Attorney

Please provide an Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country or the Power of Attorney.



Response attachments are optional.

***8. TaxRegistration/Payment Certificate**

Please provide Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

***9. Financial Statement**

Please provide the Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024)

Target: Financial Statements provided

***10. Statement of Satisfactory Performance**

Please provide the Statements of Satisfactory Performance (references) from the Top three 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 5 (five) years, by each intended participant

Target: Statement of Satisfactory Performance provided

11. Copy of preliminary Agreement

Please upload a Copy of preliminary Agreement in case of Consortium

Response attachments are optional.

***12. Methodology, Approach and Implementation Plan**

Please provide a 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

Target: Methodology, Approach and Implementation Plan provided

***13. Copies of contracts**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)

***14. CVs and Statements of Exclusivity and Availability**

Please provide list of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), including experience relevant to the required skills

Target: CVs and Statements of Exclusivity and Availability provided

15. Quality Certificates

Please provide (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

Response attachments are optional.

16. Environmental Compliance Certificates

Please provide Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer's practices which contributes to the ecological sustainability of reduction of environment impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.)



2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1. Evaluation Criteria - Minimum Eligibility

Eligibility 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.

Eligibility Criteria

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair	Form C: Technical Proposal Submission



its operations in the foreseeable future	
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***2. Compliance with Minimum Eligibility Criteria**

Do you confirm that you comply with the Minimum Eligibility Criteria?

2.4 Section 4. Evaluation Criteria - Qualification

1. Evaluation Criteria - Qualification

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.

Qualifications Criteria

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience	
Minimum 5 years of experience in developing business plans, feasibility studies. (For JV/Consortium/Association, Lead company should meet requirement).	Form F: Eligibility and Qualification
Minimum of 3 similar assignments successfully implemented in the past 5 years, preferably in Moldova or Eastern European countries, with comparable complexity, scope, and investment	Form F: Eligibility and Qualification



levels (total contract value or budget size). (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
Minimum Key Personnel	
<p>The Key personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> • Team Lead/Technical Expert • Economist/Financial Expert • Legal Expert <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Attach required documents to Form H: Format for CV of proposed Key Personnel</p>
Financial Standing	
<p>Turnover: Minimum average turnover of USD 75,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
<p>Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

*2. Compliance with Minimum Qualification Criteria

Do you confirm that you comply with the Minimum Qualification Criteria?

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria



The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set.
 Evaluation team will score each criteria based on the information provided in the proposal.
 To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

Summary of Technical Proposal Evaluation Forms

Summary of technical proposal evaluation sections		Points obtainable
1	Proposer's qualification, capacity and experience	250
2	Proposed methodology, approach and implementation plan	400
3	Management structure and key personnel	350
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1	Reputation of organisation and staff credibility / reliability / industry standing. Organization / Company profile – 25 points: <ul style="list-style-type: none"> - The company is a well-known market player with a good standing – 25 pts - The company is well-known but lacks a good standing in the field – 10 pts 	25
2	General organisational 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. <ul style="list-style-type: none"> - Age of the legal entity (5 years – 15 pts, 2.5 pts for each additional year, up to 20 pts) - Project management support mechanism (no – 0 pts, yes -10 pts.) - Project management controls (up to 15 pts.) 	45
3	Relevance of specialised knowledge and experience on similar engagements done in the region / country: <ul style="list-style-type: none"> - A minimum of 5 years of experience in developing business plans, feasibility studies (5 years – 30 pts, with 5 pts for each additional year, up to 50 pts). - Minimum 3 similar assignments in the past 5 years, preferably in Moldova or Eastern European 	130



	<p>countries, rendering a combined total investment of at least 75,000 USD or equivalent (3 contracts – 30 pts, with 5 pts for each additional contract, up to 50 pts).</p> <ul style="list-style-type: none"> - Demonstrated experience in working with UNDP and other international development partners, 10 pts for each relevant project, up to 30 pts). 	
4	<p>Quality assurance procedures and risk mitigation measures</p> <ul style="list-style-type: none"> - Quality assurance framework and policies in place, supported by recognized certifications or accreditations (Comprehensive quality assurance framework and policies in place up to- 10 pts, Limited or no evidence of quality assurance procedures or certifications – 0 pts) - Risk management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools up to- 10 pts, Limited or no evidence of risk management strategies or tools – 0 pts). 	20
5	<p>Organisation Commitment to Sustainability</p> <ul style="list-style-type: none"> - Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points - Organisation is a member of the UN Global Compact – 5 points - Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points 	30
Total Section 1		250

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	To what degree does the Proposer understand the task?	90

	<ul style="list-style-type: none"> - The Proposer has full understanding of the assignment. The presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 61 to 90 pts - The Proposer has good but not comprehensive understanding of the assignment. The framework covers key components, but some aspects could be further elaborated or clarified – 41 to 60 pts - The Proposer has basic or partial understanding of the assignment. The conceptual framework addresses some of the requirements but lacks depth or contains inconsistencies – 21 to 40 pts - The Proposer has limited understanding of the assignment. The presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 to 20 pts 	
2.2	<p>Is the proposed technical offer or/and methodology and tools appropriate for the task?</p> <ul style="list-style-type: none"> - The proposed approach fully meets the ToR and adds value beyond the minimum scope with well-justified, context-aware and innovative activities – 81 to 110 pts - The proposed approach and methodology adequately meet the ToR requirements, demonstrating a sound understanding of the tasks, though with limited innovation or added value beyond the minimum scope– 51 to 80 pts - The proposed approach and methodology are closely interlinked with ToR, but require some adjustments to properly address all the tasks – 21 to 50 pts - The proposed approach and methodology only partially meet the ToR requirements, requiring major adjustments to adequately address the tasks – 0 to 20 pts 	110
2.3	Does the proposal introduce innovative, efficient or	60



	<p>added-value elements that enhance the assignment?</p> <ul style="list-style-type: none"> - Highly innovative, context-specific, and adds significant value – 41–60 pts - Some innovative or added-value components are included – 21–40 pts - Limited innovation or generic value-add – 1–20 pts - No added value or innovation demonstrated – 0 pts 	
2.4	<p>How well-structured and feasible is the implementation plan?</p> <ul style="list-style-type: none"> - The Implementation Plan is comprehensive, logically structured, and presents a clear, detailed sequence of activities with a sound methodology that requires no further clarification – 61 to 90 pts - The Implementation Plan is generally well-organized and includes a logical sequence of activities, but lacks some detail or requires minor clarifications – 26 to 60 pts - The description is not well structured and requires major clarifications – 0 to 25 pts 	90
2.5	<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"> - Extensive and logical distribution – 36 to 50 pts - To some extent – 11 to 35 pts - Limited or lack of any such details – 0 to 10 pts 	50
Total section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
1	Team Lead/Technical Expert		
	University degree in transport, transport infrastructure, energy and/or other related fields (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts).	15	135

	At least 5 years of professional experience in analysis of electric mobility, analysis of sustainable transport systems, development of infrastructure for electric mobility, energy or another relevant field (5 years – 20 pts, each additional year – 2.5 pts, up to 30 pts)	30	
	Minimum 2 previous assignments pertinent to conducting technical studies in the field of analysis of sustainable transport systems or other relevant fields, demonstrated by completed projects, reports, or deliverables outlining methodologies and results (2 assignments – 15 pts, each additional assignment - 5 pts, up to 25 pts).	25	
	Demonstrated experience and ability collaborating with public authorities and/or international organizations (3 assignments – 20 pts, each additional assignment – 5 pts, up to 30 pts)	30	
	Experience in presenting findings and communicating results, supported by deliverables such as published reports, conference presentations, stakeholder briefing materials, or training sessions (no experience – 0 pts, 5 pts for each documented assignment, up to 20 pts).	20	
	Proficient English. Proficiency in Romanian and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts.)	15	
2	Economist/Financial Expert		
	University degree in accounting, finance, business administration, law, economics other related fields (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts).	15	130
	At least 5 years of professional experience in public finance, accounting, data collection, analysis and research (5 years – 20 pts, each additional year – 5 pts, up to 30 pts)	30	
	Minimum 3 previous assignments pertinent to development of feasibility studies, economic modeling and investment planning projects (3 assignments – 15 pts, each additional assignment – 5 pts, up to 25 pts)	25	
	Professional experience in conducting analyses and/or market analysis. Experience in transport or energy related sector would be an advantage(2 projects – 10 pts, each additional project – 2.5 pts, up to 15 pts)	15	



	Demonstrated experience and ability collaborating with public authorities and/or international organizations (2 assignments – 15 pts, each additional assignment – 2.5 pts, up to 15 pts)	15	
	Experience in presenting findings and communicating results, supported by deliverables such as published reports, conference presentations, stakeholder briefing materials, or training sessions (5 pts for each documented assignment, up to 15 pts).	15	
	Proficient English. Proficiency in Romanian and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts.)	15	
3	Legal Expert		85
	University degree (bachelor's or master's degree) in law or public policies (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts).	15	
	At least 5 years of experience in jurisprudence, law practicing; giving legal advice. Experience in drafting legislative documents and policy brief would be an advantage. (5 years – 15 pts, each additional year – 5 pts, up to 30 pts)	30	
	Minimum 2 previous assignments pertinent to development of similar studies(2 assignments – 15 pts, each additional assignment – 5 pts, up to 25 pts)	25	
	Proficient English. Proficiency in Romanian and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts.)	15	
			350

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per Form K (Format for Financial Proposal) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Target: Cost breakdown provided

2.7 Section I-1.



2.8 Section I-2.

2.9 Section I-3.



3 PART: Schedule of Requirement and Price Schedule

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers (these forms shall be duly uploaded under the Commercial Section 6 in "Requirements"). The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to disqualification of the Proposer.

Additionally, the Proposer shall complete the item line pricing below including the total proposal amount.

The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal.

The proposer shall select the applicable currency of proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1. Initial analysis and general data collection	Feasibility studies or screening of project ideas						
2-Deliverable 2. Draft of the pre-feasibility study	Feasibility studies or screening of project ideas						
3-Deliverable 3. Recommendations for legislative update	Feasibility studies or screening of project ideas						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
4-Deliverable 4. Stakeholders' consultations and validation	Feasibility studies or screening of project ideas						
5-Deliverable 5. Final versions of the consulted documents	Feasibility studies or screening of project ideas						
6-Deliverable 6. Guiding framework for the full feasibility study	Feasibility studies or screening of project ideas						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.