



Request for Proposal (RFP) Amendment no. 1

Ref. no. **RfP12/00531**

Date: **25 May 2012**

Dear Sir/Madam,

Subject: RFP for the Assessment of Financial and Procurement Management Capacities of Partners (micro-assessment).

1. Pursuant to Clause 5 of the Instructions to Offerors, UNDP Moldova is hereby amending the solicitation documents.
2. Now therefore, the relevant Clauses of the solicitation documents indicated below are hereby amended to read as follows:
3. Clause 16 of the Instructions to Offerors (pg. 6) shall be changed to now read as follows:

16. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address or e-mail address specified under clause Sealing and marking of Proposals no later than **11 June 2012, 16:30**, local time.

The procuring UNDP entity 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 procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

4. Section "Scope" of the Terms of Reference (pg. 15) shall be changed to now read as follows:

Scope

As many as 5 entities are subject of the micro-assessment as per the attached list.

The assessments will provide an overall assessment of each institutions: (i) financial management capacity and review of funds flow, staffing, accounting policies and procedures, internal audit, external audit, reporting and monitoring and information systems; and, (ii) procurement management capacity involving such areas as procurement strategy, procurement strategy, procurement planning, procurement organization and practice, documentation, handling of complaints, internal and external control and others relevant.

The assessment will also cover the reporting, monitoring and information systems established between the Implementing partners (IPs) and Responsible partners (RPs).

5. The table "List of Implementing Partners / Responsible Parties" of the Terms of Reference (pg. 18) shall be changed to include the fifth entity. The amended table is attached to the present Amendment.
6. Annex V, "Price Schedule / Financial Proposal" (pg. 42) is replaced by the Amended Annex V attached to the present Amendment.
7. All other terms and conditions of the solicitation documents, except as amended herein, shall remain unchanged and shall continue in full force and effect.

List of Implementing Partners/Responsible Parties

Institution's name	Contact person (incl. contact details)	Project title	Planned annual project budget in 2012 (US\$)	UN Agencies working with IP
1. Ministry of Environment	<i>Ms. Maria Nagornii, Head of DAMEP, Ministry of Environment 9, Cosmonautilor str., of. 614, Chisinau, Republic of Moldova Tel.: 022-204520</i>	Strengthening capacities to undertake environmental fiscal reform to meet national and global environmental priorities	Up to 80,000	UNDP
1a. Ministry of Environment				
1b. Environment Pollution Prevention Office	<i>Ms. Tatiana Tugui, Director, 9, Cosmonautilor str., of. 736, Chisinau, Republic of Moldova Tel: 022- 222542</i>	Mainstreaming of Sound Management of Chemicals into National Development Planning Process	112,000	UNDP
1c. Biodiversity Office	<i>Mr. Alexandru Teleuta, Director 156A, Dosoftei str., of. 303, Chisinau, Republic of Moldova Tel: 022-523898</i>	National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan in Moldova	102,000	UNDP
2. 2KR Project Implementation Unit (The Implementation and Administration Unit of the Agro-Food Competitiveness Enhancement Project)	<i>Mr. Valeriu Bulgari, Director of 2KR str. Calea Basarabiei, 18, Chisinau, Republic of Moldova Tel: 27-84-63, 54-98-81</i>	Moldova Energy and Biomass Project	400,000	UNDP
3. Ministry of Foreign Affairs and European Integration	<i>Natalia Gherman, Deputy Minister of Foreign Affairs and European Integration of RM MD-2012 Republica Moldova, Chişinău, str. 31 August 1989, 80, Telefon:(+373 22) 57-82-06, 57-82-05; Fax:(+373 22) 23-23-02 E-mail: secdep@mfa.md</i>	Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration	300,000	UNDP

Amended Annex V

PRICE SCHEDULE/FINANCIAL PROPOSAL

The Contractor is asked to prepare the Price Schedule/financial proposal and submit it in a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors. All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18. The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples. In addition to the hard copy, if possible please also provide the information in electronic format on CD or diskette.

Price Schedule:		
Request for Proposals for Assessment of Financial Management Capacity of Partners (micro-assessment)		
Description of Activity/Item	Total Fee per Assignment, MDL	Logistical expenses, (provide estimates in under point # 2)
A. Implementing Partner – Ministry of Environment		
1.	Remuneration	
1.1.	Task Manager	
1.2.	Team members/Experts	
1.3.	Other	
	Sub-total	MDL
2.	Logistical expenses (printing costs, transportation, rent, other costs associated with the assignment)	
2.1.	Communications	
2.2.	Transportation	
2.3.	Multiplication, reproduction and reports	
2.4.	Equipment and other items	
2.5.	Other	
	Sub-total	MDL
3.	Other costs (please specify)	
3.1.		
	Sub-total	MDL
Total A (1 + 2 + 3)		MDL
B. Implementing Partner – 2KR Project		
1.	Remuneration	
1.1.	Task Manager	
1.2.	Team members/Experts	
1.3.	Other	
	Sub-total	MDL
2.	Logistical expenses (printing costs, transportation, rent, other costs associated with the assignment)	
2.1.	Communications	
2.2.	Transportation	
2.3.	Multiplication, reproduction and reports	
2.4.	Equipment and other items	
2.5.	Other	
	Sub-total	MDL
3.	Other costs (please specify)	
3.1.		
	Sub-total	MDL
Total B (1 + 2 + 3)		MDL
C. Implementing Partner – Ministry of Foreign Affairs		
1.	Remuneration	

1.1.	Task Manager		
1.2.	Team members/Experts		
1.3.	Other		
	Sub-total	MDL	
2.	Logistical expenses (printing costs, transportation, rent, other costs associated with the assignment)		
2.1.	Communications		
2.2.	Transportation		
2.3.	Multiplication, reproduction and reports		
2.4.	Equipment and other items		
2.5.	Other		
	Sub-total		MDL
3.	Other costs (please specify)		
3.1.			
	Sub-total		MDL
Total C (1 + 2 + 3)			MDL
GRAND TOTAL (A + B + C)			MDL