

## Secțiunea 1

### Invitație pentru prezentarea ofertelor

**Data:** 10.10.2014

**Denumirea Contractului:** Prestarea serviciilor de consultanță

**Angajatorul:** Unitatea Consolidată pentru Implementarea Programelor IFAD

**Adresa angajatorului:** or.Chîșinău, bd. Ștefan cel Mare, 162, oficiul 1303

E-mail: [office@ifad.md](mailto:office@ifad.md) ; [nicolae.babara@ifad.md](mailto:nicolae.babara@ifad.md)

Stimate Domn / Stimate Doamnă,

Unitatea Consolidată pentru Implementarea Programelor IFAD (UCIP-IFAD), din numele beneficiarilor programului, vă invită să prezentați oferte sigilate destinate participării la licitație pentru **prestarea serviciilor de elaborare a proiectelor investiționale pentru grupurile-client care au depus cereri de finanțare pentru anul 2014.**

1. Ofertele se primesc la adresa UCIP-IFAD menționată mai sus până la **04 noiembrie 2014, ora 10.00,** când va avea loc deschiderea și evaluarea acestor oferte.
2. Mai multe detalii despre servicii sunt prezentate în Termenii de Referință anexați.
3. Companiile vor fi selectate în conformitate cu procedurile de Selectare în baza Calității și Costurilor, descrise în documentele anexate.
4. Următoarele documente sunt anexate:

Secțiunea 1: Scrisoare de invitație

Secțiunea 2: Date despre licitație

Secțiunea 3: Oferta tehnică – Forma Standard

Secțiunea 4: Oferta Financiară – Forma Standard

Secțiunea 5: Termeni de referință

## Secțiunea 2

### DATE DESPRE LICITAȚIE

1. Angajatorul este: **UCIP-IFAD** (Unitatea Consolidată pentru Implementarea Programelor -IFAD)
2. Metoda de selectare este: **SBCC** (Selectarea în Bază de Calitate și Cost)
- Titlul recomandărilor este: **„Recomandări pentru Procurarea Bunurilor, Lucrărilor și Serviciilor de Consultanță din contul Împrumuturilor și Granturilor IFAD”**
3. Sunt solicitate Oferte tehnice și financiare: **Da, în plicuri separate.**
4. Ofertele vor fi prezentate în următoarele limbi: **Limba de stat.**
5. Impozite: **Remunerarea primită în baza acestui Contract de către Consultanți va fi scutită de impozite în conformitate cu legislația în vigoare a Republicii Moldova.**
6. Consultanții vor indica prețul serviciilor propuse în **USD.**
7. Consultanții vor depune un **original** și încă **o** copie a fiecărei oferte: **Tehnice și Financiare.**
8. Ofertele vor fi depuse nu mai târziu de următoarea dată și oră: **04 noiembrie 2014, ora 10.00.**
9. Adresa la care oferta va fi trimisă Angajatorului este:  
Unitatea Consolidată pentru Implementarea Programelor IFAD,  
or.Chişinău, bd. Ștefan cel Mare, 162, oficiul 1303.  
E-mail: [office@ifad.md](mailto:office@ifad.md) ; [nicolae.babara@ifad.md](mailto:nicolae.babara@ifad.md) .
10. Numărul de puncte care vor fi acordate în baza fiecărui dintre criteriile de evaluare este:

#### Puncte pentru Serviciile acordate

(A)	Experiența concretă a firmei, în legătură cu Lucrarea	<b>35</b>
(B)	Graficul activităților a proiectelor de infrastructură	<b>15</b>
(C)	Calificările și competența personalului cheie pentru Lucrare	<b>50</b>
	<b>Total:</b>	<b>100</b>

Numărul de puncte care se va acorda în baza fiecăror sub-criterii de evaluare pentru experiența concretă a firmei sunt:

- Numărul de studii de fezabilitate în ultimii 5 ani **15**
- Numărul de studii de fezabilitate la obiectele de infrastructură **15**
- Vîrsta Companiei **5**

Numărul de puncte care se va acorda în baza fiecăror sub-criterii de evaluare pentru calificările personalului sunt:

- Calificările și experiența Conducătorului Echipei **25**
  - a) Studii în domeniu **5**
  - b) Grad științific **10**
  - c) Experiența de lucru, ani **10**
- Calificările și experiența celorlalți membri **25**
  - a) Calificarea generală **10**
  - b) Corespunderea pentru proiect **15**

Punctajul tehnic minim necesar pentru a fi admis: **70**

Formula pentru determinarea punctajului financiar este:

$$Pf = 100 \times Fm/F,$$

*Unde:*

***Pf** – este punctajul financiar,*

***Fm** – este cel mai mic preț, și*

***F** – este prețul ofertei examinate*

Punctajul acordat Ofertelor Tehnice este: **0.7**

Punctajul acordat Ofertelor Financiare este: **0.3**

**Secțiunea 3**  
**Oferta Tehnică**  
**(Formular tip)**

- 3A. Formularul de prezentare a Ofertei tehnice
- 3B. Datele companiei.
- 3C. Structura echipei și anexarea CV-urilor.
- 3D. Graficul activităților.
- 3E. Criteriile de evaluare.

**3A. FORMULARUL DE PREZENTARE A OFERTEI TEHNICE**  
*[Pagina cu antet a Consultantului]*

Data: \_\_\_\_\_

Către:  
Unitatea Consolidată pentru Implementarea Programelor IFAD  
or. Chișinău, bd. Ștefan cel Mare, 162, oficiul 1303

Stimate Domn / Stimate Doamnă,

Noi, subsemnații, ne oferim să acordăm servicii de consultanță privind elaborarea proiectelor investiționale pentru grupurile-client care au depus cereri de finanțare pentru anul 2015 în corespundere cu invitația Dvs. și Propunerea noastră.

Prin prezenta vă remitem Propunerea noastră care include, Oferta Tehnică și Oferta Financiară sigilată într-un plic aparte.

Noi înțelegem că nu sunteți obligați să acceptați orice Propunere pe care o primiți.

Cu respect,

Semnătura Autorizată: \_\_\_\_\_

Numele și funcția semnatarului: \_\_\_\_\_

Denumirea Companiei: \_\_\_\_\_

Adresa: \_\_\_\_\_

L.Ș.

### 3B. DATELE COMPANIEI

**Acest capitol va include informații despre experiența companiei și serviciile similar celor propuse relevante efectuate în ultimii cinci ani care ilustrează cel mai bine Calificarea**

Semnătura Autorizată: \_\_\_\_\_

Numele și funcția semnatarului: \_\_\_\_\_

Denumirea Companiei: \_\_\_\_\_

Adresa: \_\_\_\_\_

L.Ș.

**3C. COMPONENTA ECHIPEI ȘI SARCINILE DE PROIECT. ESTE OBLIGATORIE ANEXAREA CV-URILOR.**

<b>Personalul Tehnic/Managerial propus pentru prestarea serviciilor</b>		
Numele	Funcția	Sarcini

Semnătura Autorizată: \_\_\_\_\_

Numele și funcția semnatarului: \_\_\_\_\_

Denumirea Companiei: \_\_\_\_\_

Adresa: \_\_\_\_\_

L.Ș.

### **3D. GRAFICUL ACTIVITĂȚILOR (PENTRU 1 PROIECT INVESTIȚIONAL).**

Noi, subsemnații ne angajăm să elaborăm un proiect investițional (inclusiv vizita în teren) în termen de (zile calendaristice): \_\_\_\_\_ zile calendaristice.

Semnătura Autorizată: \_\_\_\_\_

Numele și funcția semnatarului: \_\_\_\_\_

Denumirea Companiei: \_\_\_\_\_

Adresa: \_\_\_\_\_

L.Ș.



### 3E. CRITERIILE DE EVALUARE.

Denumirea Criteriile și sub-criteriilor	Specificații
(A) Experiența concretă a firmei, în legătură cu Lucrarea: <ul style="list-style-type: none"> <li>• Numărul de studii de fezabilitate în ultimii 5 ani</li> <li>• Numărul de studii de fezabilitate la obiectele de infrastructură</li> <li>• Vîrsta Companiei</li> </ul>	? ? ?
(B) Graficul activităților pentru a proiectelor de infrastructură (zile calendaristice)	?
(C) Calificările și competența personalului cheie pentru Lucrare <ul style="list-style-type: none"> <li>• Calificările și experiența Conducătorului Echipei               <ul style="list-style-type: none"> <li>a) Studii în domeniu</li> <li>b) Grad științific</li> <li>c) Experiența de lucru, ani</li> </ul> </li> <li>• Calificările și experiența celorlalți membri               <ul style="list-style-type: none"> <li>a) Calificarea generală</li> <li>b) Corespunderea pentru proiect</li> </ul> </li> </ul>	? ? ? ? ?

**Secțiunea 4**  
**Oferta Financiară**  
**(Formular tip)**

**4A. FORMA DE PREZENTARE A OFERTEI FINANCIARE**

*[Pagina cu antet a Consultantului]*

Data: \_\_\_\_\_

Către:

Unitatea Consolidată pentru Implementarea Programelor IFAD  
or. Chișinău, bd. Ștefan cel Mare, 162, oficiul 1303

Stimate Domn / Stimate Doamnă,

Noi, Subsemnații, ne oferim să acordăm servicii de consultanță pentru elaborarea proiectelor investiționale pentru grupurile-client care au depus cereri de finanțare pentru anul 2015 în conformitate cu invitația Dvs. și Propunerea noastră (Oferta Tehnică și Financiară). Oferta financiară va include costurile aferente elaborării proiectului investițional.

Oferta noastră financiară este prezentată în tabelul de mai jos:

N/O	Proiectul de infrastructură	Prețul (USD)
1	Satul Mereșăuca raionul Ocnîța – Segment de drum	
2	Satul Dîngeni raionul Ocnîța – Segment de drum	
3	Satul Lalova raionul Rezina – Segment de drum cu pod	
4	Satul Logănești raionul Hîncești – Segment de drum	
5	orașul Criuleni – Rețea de aprovizionare cu apă	

Noi înțelegem că nu sunteți obligați să acceptați orice Ofertă pe care o primiți.

Cu respect,

Semnătura Autorizată: \_\_\_\_\_

Numele și funcția semnatarului: \_\_\_\_\_

Denumirea Companiei: \_\_\_\_\_

Adresa: \_\_\_\_\_

L.Ș.

## Secțiunea 5

### Terms of Reference

**Location:** Republic of Moldova, Chisinau

**Background:**

Inclusive Rural Economic & Climate Resilience (IRECR), financed by the International Fund for Agriculture Development and implemented by Consolidated IFAD Program Implementation Unit, is designed to contribute to reducing rural income poverty in Moldova, through promoting access to a full range of appropriate and mainstreamed financial services, with a particular emphasis on products that support the development of sustainably improved incomes for the most vulnerable and poorest groups in rural areas.

**Scope of work:**

The investment infrastructure projects should design the economical and financial impact of it. It will help the Committee to make the right investment decision with the objective to obtain the major economical impact for the most vulnerable and poorest groups in rural areas.

**Tasks of the assignment:**

The investment infrastructure project should include:

- (i) Briefly describe the current socio-economic conditions of applicants area (village/association);
- (ii) Describe the current condition of the client group and beneficiaries of the project;
- (iii) Describe the proposed investment (including preliminary estimation of investment cost);
- (iv) Identify anticipated investment costs and benefits;
- (v) Assess the financial/economic feasibility of the proposed investment;
- (vi) Appraise the possible production patterns and existing/potential marketing channels;
- (vii) Assess the proposed operation and maintenance practice; and
- (viii) Include written commitment of applicants for contribution (at least 15%).

*The investment infrastructure projects should include all technical, agricultural, financial and other data used during the assessment for CPIU-IFAD staff to review and verify proposals during the qualification stage.*

The proposed content of the investment infrastructure project is as follows:

- Introduction
- Background and Proposal
  - existing socio-economic conditions
  - detailed description of the client-group and beneficiaries
  - detailed description of proposed infrastructure investment
- Anticipated cost and benefits
  - Identification of the costs and benefits that would arise “with” the proposed investment and the situation as it would be “without” the investment
- Marketing Assessment
  - Production
  - Processing
  - Export
- Financial Analysis
- Infrastructure Operation and Maintenance
- Written Commitment of the Applicant for Contribution

- Conclusions and Recommendations

### **Brief description of the investment infrastructure project's content:**

#### ***Introduction***

Includes general information about the applicants area such as region, village, main geographical and climatic data, distance from main and regional cities, applicant's status (formal association, informal group of producers, village authority etc.), population served by proposed investment and other relevant information.

#### ***Background and Proposal***

- The existing socio-economic conditions need to be described, including number of households, main agricultural activities and production pattern, arable land area (irrigated/non irrigated), average area of private land per household, cropping pattern, irrigation practice, livestock, number of acting agricultural and other businesses in the village, main source of income, availability of basic social and economic infrastructure such as fresh water supply, sewage network, natural gas and energy supply, telecommunication, public transport, schools, kindergartens, health care centers etc.
- Description of the proposed client-group should be made in accordance with the application documents supplied by the CPIU. Sufficient details about the financial and agricultural position of the members need to be included, at least covering: production, processing, transportation, yields, financial indicators and assets. The study should also reflect on the total Beneficiaries of the proposed project detailed per beneficiary in terms of:
  - Enterprises stated in the application form and their respective founders.
  - Employees separated per enterprise.
  - People and households living on both sides of the road, people and households that use this road as the only exit/access to their houses and a 15% share from the remaining population of the village(in case of a road construction project).
  - People that rent their land to be used for irrigation purposes under the respective project (in case of a water supply system for irrigation).
  - People and households, except the ones mentioned above, that are connected to the pipeline (in case of a drinking water supply system).
- Description of proposed infrastructure investment should be as detailed as possible. It should describe the infrastructure current condition including all institutional arrangements and possible technical data. For example, in case of irrigation the proposal should include information about the ownership of the scheme, current operation and maintenance practice, irrigation tariffs, source of water, technical characteristics and number of pumping stations, irrigation practice and on-farm equipment, length of the scheme and number of pumping stations proposed to rehabilitate, preliminary estimation of investment cost and other relevant data.

#### ***Anticipated Costs and Benefits***

Financial Analysis of infrastructure investment proposals to be undertaken to compare costs with benefits and determine which among alternative projects have an acceptable rate of return. In this section therefore the costs and benefits of a proposed infrastructure investment must be clearly identified and valued.

#### ***Marketing Assessment***

Based on the data collected (meetings with farmers, visits to local wholesale and retail markets, discussions with processing companies and on the data available from the other relevant sources) the main production pattern need to be identified.

#### ***Production***

- *Suitable agro-ecological zone*, e.g. to what extent the project area is suitable for particular agricultural production based on its agro-ecological conditions;
- *Possible revenue*, e.g. what could be the farmer's revenue if he/she would be involved in certain agricultural production (based on farm-gate prices and wholesale market prices);

- *Local capacity.* This criterion characterizes the extent to which the farmers in the project area are familiar with the technology of the proposed production in question.

#### **Processing**

- *Demand from processors,* e.g. to what extent the processors are prepared to purchase the proposed products from producers. For example, are the wineries of the region willing and ready to purchase more volumes of grapes than produced without investment/improvement;
- *Added value.* This criteria evaluates how deep the yield of a particular crop/livestock production can be processed and what will be the added value. For example, grapes are used to produce wine with a high added value. The most approximate estimate shows that the price of 1 kg of grape processed into wine increases by 5 – 6 times.

#### **Export**

- What is the nature of demand for certain products in the neighboring countries' market? What is the current wholesale marketing practice and what are the expectations? What are the main identified challenges concerning the agricultural production (traditional or new varieties of crops, availability of seeds and seedlings, current technologies, storage capacity, packaging, international quality and safety standards, competitiveness in Russia and other CIS countries markets with the growing intervention of Chinese, European Chilean and other producers)? What are the main opportunities?

#### ***Financial Analysis***

Based on the identified and valued proposed investment costs and benefits and market opportunities assessment the financial Analysis, including sensitivity Analysis, should be carried out and Internal Rate of Return (IRR) determined.

#### ***Infrastructure Operation and Maintenance***

The essential requirement for the competitive contributory infrastructure investment grant award is the proposal for operation and maintenance of infrastructure after investment completed. The investment infrastructure project shall describe the existing O&M practice and the proposed improvements (if any) and the way financial means required for O&M would be obtained. The applicants must present a formal agreement with the responsible local authority (owner and authority responsible for operation and maintenance) on revaluing the rehabilitated infrastructure (fixed assets) on their balance sheet as per legislation of the Republic of Moldova and redness to provide required operation and maintenance of the rehabilitated infrastructure. The agreement could be in a form of formal letter addressed to CPIU-IFAD Director.

#### ***Conclusions and Recommendations***

In this section conclusions of the Business Development Service Provider assisted in the investment infrastructure project preparation and recommendations for follow up steps should be presented concerning the proposed investment.

*The prime source for data and information for Business Development Service Providers for The investment infrastructure project preparation could be data provided by the applicant group, local processors, Primaria, other donor funded projects, Moldova Department of Statistics and Sociology, Ministry of Agriculture and Food Industry or other relevant sources.*

#### **Financial Analysis**

##### ***Methodology***

The internal rate of return (IRR) will be used in financial analysis to assess the viability and robustness of proposed investments. The IRR is a measure of the proposal's worth that in this case compares the return on the investment with the best alternative use of the funds, i.e., in this case if the money were deposited in a bank. The

selection criterion for the IRR is to accept all proposals for which the IRR is above the opportunity cost of capital (10% for the current case in Moldova). Using the IRR as the measure, the project's sensitivity to changes in parameters would be assessed by varying the cost of investments and estimated revenues (sensitivity analysis).

**Key Assumption for Infrastructure Investment Financial Analysis**

Straight line depreciation of any Programme investment will be taken into account and included in the operation and maintenance cost of rehabilitated/constructed infrastructure.

**Main Steps in Financial Analysis**

1. The first step in Analysis, as it was mentioned earlier in this manual is identifying the costs and benefits associated with the proposed investment and value them using current market unit prices.
2. The second step is to calculate the *Net Revenue* per unit (e.g. per hectare for crops) “with” proposed investment and “without” it and to determine the *Incremental Net Revenue* per unit.
3. The third step is to determine the required investment costs.
4. The fourth step is to develop *Net Incremental Benefit Stream* (for infrastructure projects usually for 20-25 years).
5. The fifth step is to calculate the Net Present Value (NPV) and Internal Rate of Return (IRR) for the proposed investment.

The most straightforward discounted cash flow measure of investment worth is the net present value (NPV). This is simply the present worth of the incremental net benefit or incremental cash flow stream. NPV may be interpreted as the present worth of the income stream generated by an investment. In financial analysis, it is the present worth of the income stream accruing to the individual or entity from whose point of view the analysis being undertaken (farm family or processing firm). The formal selection criterion for the NPV measure of investment worth is to accept all investments with zero or greater NPV when discounted at the opportunity cost of capital (in our case 10%). The formal mathematical statement of the NPV is:

$$NPV = \sum_{t=1}^n \frac{B_t - C_t}{(1 + i)^t}$$

Where:

- B<sub>t</sub> – benefit in each year;
- C<sub>t</sub> – cost in each year;
- i – interest (discount) rate;
- n - number of years;
- t=1,2,3,...,n.

Another way of using the incremental net benefit stream or incremental cash flow for measuring the worth of the investment is to find the discount rate that makes the net present worth of the incremental net benefit stream or incremental cash flow equals zero or internal rate of return (IRR). In other words it is the maximum interest that a proposed investment could pay for the resources used if assuming that all investment funds are borrowed money. The formal selection criterion for the Internal rate of return measure of investment worth is to accept all investments having an internal rate of return equal to or greater than the opportunity cost of capital (in our case 10%). From the definition it is obvious that the mathematical statement of IRR is:

$$\sum_{t=1}^n \frac{B_t - C_t}{(1 + i)^t} = 0.$$

**Note:** The formulas are provided just for general idea about the NPV and IRR. Microsoft Excel software has functions for calculation of NPV and IRR, so in practice we just need to calculate the incremental net benefit stream or incremental cash flow.

One of the techniques of careful financial analysis of proposed investment is to test what would happen to the earning capacity of investment if events differ from guesses made about them in planning stage. How sensitive the NPV and IRR to increased construction costs, or to a fall in prices? In other words reworking an analysis (sensitivity analysis) to see what happens under these changed circumstances. In infrastructure investment projects usually increase in investment costs, decrease in anticipated revenue (benefit) and delay of construction period are assumed for sensitivity Analysis.

### **Request for proposals:**

**To be considered** interested companies would submit:

1. A proposal which will include technical and financial offer for the presented assignment, **in separate sealed envelopes**, in original and a copy.
2. The **Technical Offer** of the interested companies should include information about the qualification and performances related to this assignment (company profile, reports, brochures, description of similar assignments, experience, information about the involved team and CVs, etc.), as well as a preliminary training program according to above provided requirements.
3. The **Financial Offer** will include the cost per each of required areas. The cost of services will be provided in **US Dollars** by applying **0% VAT<sup>1</sup>**.

### **The evaluation criteria:**

- The consulting company will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines.
- Selection of companies to provide afore-said consulting services will be made based on selection method “Quality and Cost Based Selection” (QCBS), the final score obtained by each company being composed of 70% of the score for the parameter „Quality” (evaluated based on technical bid) and 30% - score obtained for the parameter „Cost” (established based on financial bid).
- Provided technical offers will be examined to ensure that they would pass the minimum technical score of 70 points, to allow the opening of financial offers.

### **Location and other aspects:**

- Payments will be disbursed in installments upon submission and approval of deliverables and certification by CPIU-IFAD coordinator, that the services have been satisfactorily performed.
- Proposal should be submitted no later than **04 november 2014, 10:00 a.m.** at the following address:  
CPIU-IFAD, office 1303,  
162, Stefan cel Mare si Sfint bld,  
MD-2004 Chisinau, Republic of Moldova

Any request for clarification must be sent in writing by standard electronic communication to [office@ifad.md](mailto:office@ifad.md) or [nicolae.babara@ifad.md](mailto:nicolae.babara@ifad.md) .