



Invitation For Submission of Offers For Selection of Companies For Evaluating the Good Economic and Financial Reputation and Risk Assessment Regarding Public Order and Security for Stateless Persons or Foreign Citizens (Due Diligence Companies)

1. Invitation To Due Diligence Tender and Conditions

- 1.1. The Commission for the examination of the citizenship file by participating in the investment program in the Republic of Moldova (the “**Commission**”) announces the tender for awarding contracts to specialized companies for the purpose of producing due diligence investigations for the Citizenship by Investment Program for the Government of the Republic of Moldova (the “**Program**”).
- 1.2. Companies receiving such invitations (“**Company/ies**”) are invited to submit proposals (“**Proposals**”) to provide due diligence services (“**Services**”) for applicants of the Program. Such Proposals must contain all the required information as requested in Sections 2 below.
- 1.3. Address and deadline for tender submission: Tenders completed in accordance with the invitation must be received by 17:00 (local time of the Republic of Moldova) on **30 August 2018** at:

Postal address: Ministry of Economy and Infrastructure, Office 235.
National Assembly Square, No. 1, Chisinau,
Republic of Moldova, MD 2033

Responsible person: Tatiana Pîrgari, Secretary of the Commission
Phone: (+373 22) 250 656;
E-mail: tatiana.pirgari@mei.gov.md

- 1.4. Delivery instructions: Proposals must be sent by registered mail, delivered in person in a sealed envelope (opening hours are weekdays between 8:00 - 17:00), or transmitted electronically before the deadline. Documents transmitted / received later will not be accepted and will be returned unopened.

2. Instructions Regarding Proposal

Please provide the following information regarding the Company. Note that in some instances, you may wish to send additional informational/supporting documents.

- 2.1. Background Questions including total size of due diligence, legal, and management team
 - Provide background on the company.
 - Provide the Company’s human resources structure and a brief description of functions, including a headcount (lawyers, DD staff and regional on site resources) and location of individuals (excluding independent contractors). Identify any division or business unit that provides services specific to this invitation.
 - Provide an organizational chart specific to the Company’s organizational structure, showing clearly the relationship between the business unit(s) responsible for providing Services under the Proposal to other business units within the Program.
- 2.2. Competitive Advantage
 - This section should be no more than a 3-page summary providing all relevant

information regarding the Company's unique capabilities that differentiate the Company from its competitors

2.3. Coverage by Geographic Area

- Provide an overview, no more than 2 pages, summarizing the Company's current position in the world markets, including delivery centres and/or centres of expertise, number of local staff, and future plans for the geography.

2.4. Sample Reports

- Provide sample reports

2.5. Compliance and Governance

- Provide the Companies policies relating to compliance and governance

2.6. Questionnaire

- Provide a completed questionnaire, as annexed to this invitation.

3. Scoring Criteria

The following scoring criteria will be used in evaluation of the Proposals:

Nr. d/o	Evaluation criteria	Maximum score
A1	Organisational profile, qualifications, skills in Applicant's native language(s), and depth of jurisdictional coverage by geographic area	15
A2	Total size of due diligence, legal, and management team employed to provide reports, to ensure best practices and compliance with international and EU standards	15
A3	Experience and expertise in the provision of services	10
A4	Methodology for determine and critically evaluating the good economic and financial reputation and risk assessment regarding public order and security	15
A5	Time frames for delivery and ability to meet special deadlines and exigencies	10
A6	Method and security of implementation and delivery of reports. Guarantees for protection of personal data of applicant.	10
A7	Costs, seperated by Geographical location, and value-added propositions (additional no-fee services and/or systems)	10
A8	Compliance and governance standards	5
A9	Sample due diligence reports	10
	Total score	100