



**RFQ22/02460: Company to provide trainings on ISO Standards for personnel of the National Centre for Judicial Expertise, Police Forensic Centre and Centre for Legal Medicine of Republic of Moldova**

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: RFQ Instructions and Data

Section 2: Documents to be submitted

Annex 1: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in **NextGenERP supplier portal** following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using **Negotiation ID: UNDP-MDA-00007**

In case you have never registered before, follow this link to register a profile:



[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_af.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=screen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCL=0&\\_afMFM=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_af.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



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1 Overview

1.1 General Information

<b>Title</b>	RFQ22/02460: Provision of trainings on ISO Standards for forensic institutions
<b>Contact Point</b>	Anna Soltan
<b>Outcome</b>	Purchase Order
<b>E-Mail</b>	anna.soltan@undp.org
<b>Reference Number</b>	RFQ22/02460
<b>Beneficiary Country</b>	Republic of Moldova
<b>Introduction</b>	

**United Nations Development Programme** hereby invites you to submit your quotation for **Provision of trainings on ISO Standards for personnel of the National Centre for Judicial Expertise, Police Forensic Centre and Centre for Legal Medicine of the Republic of Moldova**, as detailed in this RFQ.

Quotations may be submitted on or before **30 May 2022, 12:00 (Moldova local time / GMT+3)**.

It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in **NextGenERP supplier portal** following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using **Negotiation ID: UNDP-MD-00007**

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them.

In case you have never registered before, follow this link to register a profile:

[https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&af](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&af)



[rMFM=0& afrMFR=144& afrMFG=0& afrMFS=0& afrMFO=0](#)

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

**Contact for clarifications:**

Ms. Anna Soltan, e-mail: [anna.soltan@undp.org](mailto:anna.soltan@undp.org)

**1.2 Tender Timeline**

**Preview Date**  
**Open Date** 16-May-2022 11.47.23  
**Close Date** 30-May-2022 12.00.00  
**Estimated Award Date** 14-Jun-2022 12.00.00  
**Time Zone** Eastern European Time

**1.3 Response Rules**

*This negotiation is governed by all the rules displayed below.*

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

**1.4 Terms**



**Negotiation Currency**    USD (US Dollar)

**1.5 Attachments**

File Name or URL	Type	Description
Quantum Supplier Portal User Guide	File	
UNDP General Terms and Conditions for goods and services	File	
Annex 3 - Technical and Financial Offer	File	
Annex 2 - Quotation Submission Form	File	
Annex 1 - Terms of Reference	File	



## 2 Requirements

*\*Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

### 2.1 Section 1. RFQ General Instructions and Data sheet

#### 1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
RFQ General Instructions to Bidders	File	RFQ General Instructions to Bidders

#### 2. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

##### **Applicable GTC:**

**General Terms and Conditions for de minimis contracts (services only, less than \$50,000)**

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

#### 3. Special Conditions of Contract

Cancellation of PO/Contract if the delivery/completion is delayed by 30 days

*Target: 30 days*

#### 4. Duties and taxes



*Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.*

**All prices must:  
be exclusive of VAT and other applicable indirect taxes**

#### **5. Language of quotation**

Quotation must be in English and or/Romanian

Including documentation including catalogues, instructions and operating manuals.

#### **6. Payment Terms**

- 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
- The payment will be done based on the actual number of participants undertaking each training

#### **7. Quotation validity period**

Quotations shall remain valid for **90 days** from the deadline for the Submission of Quotation.

#### **8. Conditions for Release of Payment**

Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

#### **9. Partial Quotes**

- Permitted by LOT (training)

#### **10. Clarifications**

Requests for clarification from bidders will not be accepted any later than the date indicated below.  
Responses to request for clarification will be communicated directly with messages in the portal.

*Target: 26-May-2022*

#### **11. Evaluation Method**

The Contract or Purchase Order will be awarded **per LOT (training)**, depending on the following factors:

Availability of requested trainings and condition that the supplier is eligible (qualified), technically responsive





and offered the lowest price for the respective LOT (training).

## 12. Evaluation Criteria

- Full compliance with all requirements as specified in Annex 1;
- Full acceptance of the General Conditions of Contract;
- Be a legally registered entity or a consortium of firms/organizations;
- Minimum 5 years of experience in designing and providing trainings related/similar to the implementation of the ISO standards in the region of Central and Eastern Europe;
- Previous experience in providing training services related to the implementation and certification of the ISO standards for public institutions;
- Availability of documents, diplomas or appropriate license issued by established certified organizations that would confirm the ability to provide trainings on international standards ISO 9001, ISO 14001, ISO 17025 and ISO 17020;
- Qualified trainers, proven by CVs and accreditation certificates;
- Maximum delivery period not to exceed 150 calendar days upon signature of contract.

## 13. Eligibility

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

## 14. Type of Contract to be awarded

Contract Face Sheet (Goods and-or Services)

## 15. Expected date for contract award

Expected date for contract award is indicated in the system.

*Target: 14-Jun-2022*

## 2.2 Section 2. Documents to be submitted

Section Maximum Score: 10

### \*1. Company Profile

Have you attached the company profile highlighting areas of expertise, capacity, and experience?

Maximum Score: 1



Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*
- ☐ b. No (Score: 0) *(Response attachments are optional)*

**\*2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*
- ☐ b. No (Score: 0) *(Response attachments are optional)*

**\*3. List of recent projects (for the last 5 years)**

Have you provided the list and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*
- ☐ b. No (Score: 0) *(Response attachments are optional)*

**\*4. Statements of Satisfactory Performance (Certificates) from the top 3 clients**

Have you provided Statements of Satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*
- ☐ b. No (Score: 0) *(Response attachments are optional)*

**\*5. Offer validity**

Confirm validity of your offer from deadline of RFQ.

Maximum Score: 1

*Target: At least 90 days*

Select one of the following:-

- ☐ a. At least 60 days *(Response attachments are optional)*
- ☐ b. At least 90 days *(Response attachments are optional)*
- ☐ c. At least 120 days *(Response attachments are optional)*

**\*6. Documents, diplomas or appropriate license**

Have you attached documents, diplomas or appropriate license issued by established certified organizations that confirm the ability to provide trainings on international standards ISO 9001, ISO 14001, ISO 17025, ISO 17020?



Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*  
☐ b. No (Score: 0) *(Response attachments are optional)*

**\*7. Company's internal quality assurance standards (if any)**

Have you attached company's internal quality assurance standards, if available?

Select one of the following:-

- ☐ a. Yes *(Response attachments are optional)*  
☐ b. No *(Response attachments are optional)*

**\*8. Detailed description of proposed services**

Have you provided a detailed description of the trainings proposed and the number of days per each training for a successful accomplishment of the assignment?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*  
☐ b. No (Score: 0) *(Response attachments are optional)*

**\*9. Implementation Timeline**

Have you provided the proposed timeline for conducting the trainings?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*  
☐ b. No (Score: 0) *(Response attachments are optional)*

**\*10. Key Personnel**

Have you provided the completed and signed CVs for the proposed trainers as well as their accreditation certificates issued by the institutions in force proving that the proposed trainers are fit to provide the training assigned to conduct?

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes (Score: 1) *(Response attachments are required)*  
☐ b. No (Score: 0) *(Response attachments are optional)*

**\*11. Mandatory Attachments**

Please attach:

- Annex 2: Quotation Submission Form duly completed
- Annex 3: Technical and Financial offer duly completed



Maximum Score: 1

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)
- ☐ b. No



3 Lines

Instructions

The Request for Quotation is divided in **5 LOTS** as below. Bidders can submit partial quotes - per LOT.

Bidders are requested to fill in the offered price in the applicable lines below based on the LOT(s) applied to.

Additionally, Bidders are requested to complete the hereby attached Annex 3: Technical and Financial Offer - Services, sign it and return it as part of their quotation along with Annex 2: Quotation Submission Form.

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-LOT 1 - Training "Introduction to ISO/IEC 17020:2012 for Inspection Bodies" or similar to	Training planning, facilitation and delivery services					
2-LOT 2 - Training "Understanding ISO 17020 Training Course for Forensic Inspection Bodies" or similar to	Training planning, facilitation and delivery services					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
3-LOT 3 - Training "ISO/IEC 17020:2012 Preparation for Forensic Service Providers" or similar to	Training planning, facilitation and delivery services					
4-LOT 4 - Training "ISP 17020 Implementation Training Course - Forensic Applications" or similar to	Training planning, facilitation and delivery services					
5-LOT 5 - Training "Forensic ISO/IEC 17020:2012 Internal Auditor Training" or similar to	Training planning, facilitation and delivery services					