

REQUEST FOR QUOTATION NO. RFQ25/02984

ISO Standards Certification of companies Clusters-members

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the EU4Moldova: Focal Regions Programme kindly requests your quotation for the: **ISO Certification of companies Clusters-members** as detailed in line items section of this **Request for Quotation no. RFQ25/02984**.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex A: Companies' list for:

- LOT 1. ISO 9001:2015 Quality Management System Certification
- LOT 2. ISO 22000:2018 Food safety management system (FSMS) Certification
- LOT 3. GLOBALG.A.P V6 SMART and GRASP Certification

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

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00655** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

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

<https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

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.

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 bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, 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 bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid 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.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>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</p> <p>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.</p> <p>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.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_afdf.ctrl-state=8godmwdd9_239&_afrLoop=7321111756612874&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1920&_afrMFH=880&_afrMFDW=1920&_afrMFDH=1080&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=96&_afrMFG=0&_afrMFS=0&_afrMFO=0</p> <p>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.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.

Contact Person for correspondence, notifications and clarifications	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.



SECTION 2: SPECIAL INSTRUCTIONS

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: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	N/A
Liquidated damages	Liquidates damages shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
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: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
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 ultimate beneficial owners, 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.
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Permitted per LOT
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL. Requests for clarification from bidders will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.

Documents to be submitted	<input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> Copies of at least two (2) relevant contracts in certification on the Quality Management System ISO 9001:2015 (LOT 1), ISO 22000:2018 Food safety management system implementation (LOT 2), GLOBALG.A.P and GRASP implementation (LOT 3) undertaken within the past 5 (five) years <input checked="" type="checkbox"/> List of completed and signed CVs for the proposed Key Personnel (Auditor) and accreditation Certificates <input checked="" type="checkbox"/> Statements of satisfactory Performance from the top 2 (two) clients with assignments in implementation and/or certification of the ISO 9001:2015 (LOT 1), ISO 22000:2018 (LOT 2), GLOBALG.A.P and GRASP (LOT 3) <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 (three) years (2021, 2022 and 2023)
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer per LOT
Evaluation criteria per LOT	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> Be an accredited body, recognized and accredited as a company qualified to issue ISO ratings certificates <input checked="" type="checkbox"/> Have in its portfolio at least 2 institutions certified according to the international standards from target groups <input checked="" type="checkbox"/> Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates submitted: <ul style="list-style-type: none"> • 1 (one) Auditor with experience in ISO standards audit and certification <u>Minimum requirements for the Auditor:</u> <ul style="list-style-type: none"> • The Auditor must be a lead auditor for at least one of the above-mentioned ISO standards and show proof of certifications. • Successfully complete an ISO 9001:2015/ ISO 22000:2018/ GlobalG.A.P. & GRASP auditor course, as per each LOT. • At least 5 years' experience as an ISO 9001:2015/ ISO 22000:2018/ GlobalG.A.P. & GRASP auditor, as per each LOT. Working knowledge of English and Romanian languages.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	15 March 2025

ANNEX 1: SCHEDULE OF REQUIREMENTS

ISO Standards Certification of companies Clusters-members

1. BACKGROUND

The purpose of the EU4Moldova: Focal Regions Programme is strengthening the economic, territorial, and social cohesion in the Republic of Moldova by facilitating smart, green, inclusive, sustainable, and integrated socio-economic local development and improving the living standards of citizens in the focal regions: Cahul and Ungheni. To achieve this major goal, the EU4Moldova: Focal Regions Programme aims, among other things, to address the urban-rural gap and regional disparities, stimulate economic growth, create jobs for men, women and young people in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs through the development of clusters in the region.

The development of clusters focuses on attracting, creating new businesses and prosperity of existing companies. The EU4Moldova: Focal Regions Programme aims to support and improve businesses, create, and stabilize start-ups, stimulate existing companies for cluster cooperation, as well as new investment opportunities in the region. Special attention will be paid to projects that will address social needs and improve the local economic environment. Initiatives should focus on stimulating the efficient use of resources by moving to a clean and circular economy, restoring biodiversity, and reducing pollution.

In the context of the above stated purpose and objectives, a Non-Reimbursable Financial Assistance Program for clusters in Cahul and Ungheni focal regions is launched. Existing clusters benefit from financial assistance through the management institution/entity. Financial support is provided for the acceleration and development of existing clusters in urban and rural areas, especially those run or having a positive impact on women, men and young people, a higher degree of innovation and digitization of activities, and a positive impact on the environment.

2. OBJECTIVES OF THE ASSIGNMENT

The overall objective is to support EU4MOLDOVA: Focal regions Programme in its efforts to provide clusters development assistance and build capacities of Clusters' members. This activity is directly related to cluster support in the implementation of 'Cluster Development Plans' aiming at supporting the key sectors of local economies to grow, expand and succeed.

Alongside the increase of credibility and confidence in front of customers and partners, the main benefit of holding ISO Certificates refers to improving the image of the institution and placing it into an advantageous position as compared to other institutions which do not have such certificates. The existence of the evidence that institution's activity and organization comply with the international standards facilitates obtaining loans, confidence, and sustainable competitive advantages of the institution in relation to international financing structures and corporate or private investors, as well as facilitating access to diverse financing sources, through an advantageous positioning. The image of an institution with "added value" and "integrity", the trust of the business sector, international financing institutions, internal and external development partners is ensured by ISO certificates, as it is an incontestable evidence that the institution is organized and operates based on principles of quality management and ensures provision of safe, qualitative and reliable services. ISO certificates provide an image of "international brand", and represent de jure and de facto a "disguised advertising" of an "Institution with added value". This fact ensures the entry ticket for the company in some select networks of dynamic and trustful partners (institutions and organizations from public and private organizations, banking sector and financing organizations, networks of investments and investors), which consequently open wide opportunities and possibilities to create partnerships and cooperation.

The standards are developed to guarantee that organization operates based on an internationally recognized quality system, which would be representative for quality of products and services, as well as for coordination. By implementing the ISO Standards, the companies will get aligned to the requirements of the European Community where this European standard was adopted by the European Committee for Standardization on September 23, 2015.

ISO/CEI 2 Guide:2004 defines the standard as a document, established by consensus and approved by a recognized certified body, that provides, for common and repeated use, rules, guidelines or characteristic for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

ISO standard is a document issued by the International Organization of Standardization providing for requirements, specifications, guidelines and characteristics that may be used to ensure that materials, products, processes and services correspond to their ultimate purpose.

3. SCOPE OF WORK AND EXPECTED OUTPUTS

The EU4Moldova: Focal Regions Programme intends to contract an accredited body, a Company/Consortium of Companies which will provide Certification services to Cahul and Ungheni companies (member of clusters), which have already assessed their current processes of organization and provision of services, development and implementation of standard ISO 9001:2015 Quality Management System implementation (**LOT 1**), ISO 22000:2018 Food safety management system implementation (**LOT 2**), GLOBALG.A.P and GRASP implementation (**LOT 3**).

The General goal of the assignment is to audit and certificate the quality management system according to the standards ISO 9001:2015 Quality Management System (**LOT 1**), ISO 22000:2018 Food safety management system (**LOT 2**), GLOBALG.A.P V6 SMART and GRASP (**LOT 3**).

*The list of companies per each LOT is attached in Annex D.

LOT 1. ISO 9001:2015 Quality Management System Certification

Quality Management System represents a set of organizational structures, responsibilities, procedures, processes and resources, aiming to keep an organization under control in quality area. The Quality Management System is a management system focused on observance by the service/product provided to the client of all its requirements. Regardless of the fact if it is institutionalized or not, the quality management system is efficient only if helps the organization to constantly satisfy the clients/beneficiaries requirements. From practical point of view, the quality management system is a modality of organizing and leading the organization focused on the beneficiary or better said oriented towards observing by the provided product/service of all beneficiary's requirements.

The quality of management influences directly the processes of an institution, representing a decisive factor for carrying out activities in a society with continuously developing dynamics.

ISO 9001:2015 for private institutions/organizations specifying the general requirements for development, implementation and improvement of quality management systems for the purpose of satisfying the requirements of clients/beneficiaries. The ISO 9001 Standard is obtained by institutions/organizations/authorities willing to improve their operation, regardless of the range of provided services and it is the most widely spread management standard at the world level.

The fulfilment of ISO 9001 standard, which is internationally recognized, certifies the Quality Management System as an important part of the institution's management system is:

- compliant with international standards and the best management practice in the area,
- focused on satisfying the needs, expectations, and requirements of the customers, and
- oriented towards employees and workers.

Holding the ISO 9001 Certificate certifies in a practical way that:

- there are correct managerial rules, processes and procedures in the company;
- there is an efficient system for documents' management in the company;
- there is a system for preventing risks and errors in the activity of the company;
- the company works efficiently and effectively;
- the leadership and the entire team are attentive to the needs of the customers, trying continuously to improve the quality of services provided to them.

LOT 2. ISO 22000:2018 Food safety management system (FSMS) Certification

Whatever their size, or product, all food producers have a responsibility to manage the safety of their products and the well-being of their consumers. The consequences of unsafe food can be serious. ISO's food safety management standards help organizations identify and control food safety hazards, at the same time as working together with other

ISO management standards. Applicable to all types of producer, ISO 22000:2018 provides a layer of reassurance within the global food supply chain, helping products cross borders and bringing people food that they can trust.

Food safety management system (FSMS) is a set of written procedures which define the range of actions taken by the food business operator to ensure that the food produce is safe to eat, of the required quality, and legally compliant. Hazard Analysis and Critical Control Points (HACCP), a Food safety management system, have been developed over recent decades to provide the industry with excellent tools for the control of food safety. The framework of risk analysis has been proposed as the common way to evaluate risks and determine appropriate risk management interventions relating to societal public health goals.

Hazard Analysis and Critical Control Points (HACCP) certification instantly demonstrates to customers the company commitment to producing or trading in safe food. This evidence-based approach can be particularly beneficial when the company is subjected to inspection by regulatory authorities or stakeholders.

LOT 3. GLOBALG.A.P V6 SMART and GRASP Certification

GLOBALG.A.P. (Global Good Agricultural Practices Integrated Farm Assurance for fruit and vegetables) and **GRASP** (Global Risk Assessment on Social Practice) standards are globally recognized for food safety, health and workers' well-being and environmental protection.

The GLOBAL G.A.P. standard is the result of some years of intensive research in collaboration with industry experts, manufacturers and retailers worldwide. Compliance requirements of this standard, retailers and their suppliers can be sure that they meet the requirements the demanding legislation of the European Union regarding food safety, health and welfare of workers and environmental protection or the requirements of other target markets.

Good agricultural practices (GAP) are “practices that address environmental, economic and social sustainability for on-farm processes, and result in safe and quality food and non-food agricultural products” (FAO 2003). GAP codes, programmes or standards exist because of growing concerns about food quality and safety worldwide. Their purpose varies from fulfilment of trade and government regulatory requirements, in particular with regard to food safety and quality, to more specific requirements of specially or niche markets.

Their objectives range from ensuring safety and quality of produce in the food chain; capturing new market advantages by modifying supply chain governance; improving natural resources use, workers’ health and working conditions to creating new market opportunities for farmers and exporters in developing countries.

The benefits of GAP codes, standards and regulations are numerous, including food quality and safety improvement; facilitation of market access and reduction in non-compliance risks regarding permitted pesticides, and other contamination hazards.

GLOBALG.A.P. is a business-to-business standard for safe and sustainable food production.

The GlobalG.A.P. cultivating the idea of sustainable agriculture at all levels: food safety, the environment, animal welfare and workers’ health, well-being and safety at work.

The GLOBALG.A.P. standard requires that producers establish a complete control and monitoring system. Products are registered and can be traced back to the specific farm unit where they were grown. GLOBALG.A.P. rules are relatively flexible about field practices such as soil fumigation and fertilizer usage. There are strict regulations about pesticide storage and pesticide residue limits. In addition, it is important to record and justify how the product was produced, so detailed records must be kept about farm practices.

Key benefits are:

- Demonstrate to clients (retailers, product traders, importers) that your product is produced using good agricultural/fish farming practices
- Inspire consumer confidence
- Ensure access to your markets

- Enhance operating efficiency and competitive market appeal
- Implement processes for continual improvement
- Reduce the number of second party inspections to farms as more major retailers accept the scheme

4. DELIVERABLES AND TIMEFRAME

LOT 1. ISO 9001:2015 Quality Management System Certification (Please see Annex A attached to ToR) – 3 companies (2 from Ungheni Region and 1 from Cahul Region)

LOT 2. ISO 22000:2018 Food safety management system (FSMS) Certification (Please see Annex A attached to ToR) – 5 Companies (2 from Ungheni Region and 3 from Cahul Region)

LOT 3. GLOBALG.A.P V6 SMART and GRASP Certification (Please see Annex A attached to ToR)- 3 companies (3 from Cahul Region)

To fulfil the General goal, the Contractor will seek to ensure the achievement of the following main objective at the level of the mentioned companies by the end of the contract:

Provide audits for list of companies (Clusters’ members) located in Ungheni and Cahul regions of Republic of Moldova and signing the certification contract, as per each LOT standards.

The Contractor must fulfil the following tasks:

Task 1. Perform the certification audit stage 1.

Task 2. Perform the certification audit stage 2.

Task 3. Sign the certification contract with each beneficiary and provide the Certificate original to each beneficiary.

Task 4. Finalizing Activities. The Contractor will summarize all implemented activities and obtained results and will submit a final Activity Report, describing, as well, the obtained results, lessons learned, and recommendations for the Programme.

Certificates per each beneficiary will be issued for one (1) year.

The Company shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

Deliverables	Expected Period
<p>Deliverable 1: Progress Report 1 (Tasks 1 and 2)</p> <p>The Contractor shall perform the certification audit stages 1 and 2, including certification audits of the management systems for identifying the compliance of organization, regulatory framework and processes in the companies with documented systems, and the following annexes:</p> <ul style="list-style-type: none"> • Audit reports stage 1 and stage 1 per each beneficiary; • Confirmation photo and/ or video materials of the beneficiaries’ visits. 	<p>4 weeks since the contract signature</p>
<p>Deliverable 2: Final Report (Tasks 3 and 4)</p> <p>The Contractor shall carry out the certification procedures.</p> <p>The Company shall submit the Final Report with the following annexes:</p> <ul style="list-style-type: none"> • Certification contract with each beneficiary (including identified nonconformities, if detected) • Certificates per each beneficiary for one (1) year 	<p>4 weeks since submission of Deliverable 1</p>

Note: Continued compliance audits for further years are not included in this ToR.

This Deliverable shall be negotiated and paid by the beneficiaries directly.

Language for deliverables' submission for all LOTS: The deliverables will be submitted in Romanian language. The Certificates shall be submitted in English and Romanian languages.

Before starting the implementation of envisaged tasks, the Company shall be invited to participate in a kick-off meeting with the participation of representatives from EU4Moldova: Focal Regions Programme to agree upon the approach.

5. INSTITUTIONAL ARRANGEMENTS FOR ALL LOTS

The duration of the assignment is two months.

The Contractor will coordinate all the activities under this contract with the EU4Moldova Investment Attractions Analyst, under the overall supervision of the EU4Moldova Programme Manager.

The EU4Moldova: Focal Regions Programme will provide all available relevant documentation, facilitate first contacts, access to the site and communication with stakeholders while the **Contractor will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties. All kind of translation costs (written and oral) shall be arranged by the Contractor.**

The respective assignment is an activity to be partially carried out remotely (from office/ from home) with trips in the field, considering the epidemiological conditions. All the trip costs from and to the assignment location (2 trip days per each company) shall be under the responsibility of the Company, hence should be included in the financial offer.

The Bidder shall have and ensure resources, support, and working materials necessary for the qualitative delivery of services at all the stages of the process of designing and implementing ISO standards.

The payment for services will be made in tranches upon submission of deliverables stated in point E. Key deliverables and indicative timeframe and certification by the Programme Manager that the services were satisfactorily performed. **All the deliverables envisaged in the Contract shall be coordinated and agreed upon with companies and further endorsed by the Programme Manager within 14 calendar days since the moment they are submitted.**

Before starting the implementation of the tasks, the Contractor will attend a kick-off meeting with the participation of the Programme representatives to agree on the implementation approach.

Travel

The work of the Contractor will be mainly home-based (office/home-based) applying online meetings and communication. All travel costs to and from the location of the contract (Cahul and Ungheni) will be covered by the Contractor(s), hence, transport costs must be included in the financial offer, Annex 3 TECHNICAL AND FINANCIAL OFFER, under the points International flights, Local transportation.

The EU4MD: Focal Regions Programme should not accept travel costs exceeding those of an economy class ticket. Should the Contractors' consultants wish to travel on a higher class they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Contractor, prior to travel.

Confidentiality

Materials provided to the Contractor and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy, and are only to be used in connection with the execution of these Terms of Reference. Violation of confidentiality requirements may result in immediate termination of contract. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP Moldova. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the UNDP Moldova.

Payments

Payments are based upon output, i.e. upon delivery of the services specified in the TOR and submission of deliverables, as to be agreed at contract signature stage. All envisaged costs must be included in the Annex 3. TECHNICAL AND FINANCIAL OFFER. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of costs (including the unit process, daily fee, taxes, number of anticipated working days, etc.).

The payment for services will be made in tranches upon submission of deliverables stated in point 4. Deliverables and timeframe, and certification by the Programme Manager that the services were satisfactorily performed. **All the deliverables envisaged in the Contract shall be coordinated and agreed upon with companies and further endorsed by the Programme Manager within 14 calendar days since the moment they are submitted.**

6. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER

Qualification of the Service provider:

Bidders should describe, in detail (Company Profile), their previous corporate experience in similar related to the project's assignment, if any. This Annex should include the corporate experience as well as the role of any subcontract organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor staff members, if applicable, should follow the format utilized for the Bidders organization. The Programme retains the right to accept or reject all proposed project personnel and to ask for replacement of the Project staff, as necessary.

The Service Provider should meet the following minimum qualifications criteria which make the applicant eligible for this assignment:

The offers will be evaluated based on their compliance with the general requirements specified below. The applicant Company (or Leader of Consortium) should:

- Be a legally registered entity.
- Be an accredited body, recognized and accredited as a company qualified to issue ISO ratings certificates;
- Have in its portfolio at least 2 institutions certified according to the international standards from target groups.

The proposal shall include the following minimum key-personnel aimed at implementing said contract:

1 Auditor

- The Auditor must be a lead auditor for at least one of the above-mentioned ISO standards and show proof of certifications.
- Successfully complete an ISO 9001:2015/ ISO 22000:2018/ GlobalG.A.P. & GRASP auditor course, as per each LOT.
- At least 5 years experience as an ISO 9001:2015/ ISO 22000:2018/ GlobalG.A.P. & GRASP auditor, as per each LOT.

All activities under this assignment shall be performed in a gender-sensitive manner and applying green principles as well as human rights-based approach.

The Contractor(s) shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Contractor expense.

Each bidder should develop and submit a technical offer containing requested information according to the Annex 3. TECHNICAL AND FINANCIAL OFFER. Proposed Work Plan should include all indicative dates for Deliverables as outlined above and a plan for meeting these and any additional deadlines.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ25/02984: ISO Standards Certification of companies Clusters-members	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Bank Information		Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.		
Previous relevant experience: 2 assignments in certification of the ISO 9001:2015 (LOT 1), ISO 22000:2018 (LOT 2), GLOBALG.A.P and GRASP (LOT 3)				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (indicate currency)	Period of activity (year/ month)	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

LOT 1. ISO 9001:2015 Quality Management System Certification

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ25/02984: ISO Standards Certification of companies Clusters-members	Date: Click or tap to enter a date.

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in Table 1 & 2 in conformity with the specification and requirements of UNDP as per RFQ Reference 25/02984.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

TABLE 1: Currency of Quotation: US Dollars

Ref	Description of Deliverables	Price USD (VAT 0%)
1.	Deliverable 1: Progress Report 1 (Tasks 1 and 2)	
2.	Deliverable 2: Final Report (Tasks 3 and 4)	
Total Price		

Breakdown of Fees

Item No.	Description of item	Units	Unit Price USD (VAT 0%)	Total cost USD (VAT 0%)
Personnel				
1.	Auditor	1		
Other costs				
1.	ISO 9001:2015 app fee	3		

2.	ISO 9001:2015 stage 1	3		
3.	ISO 9001:2015 stage 2	3		
4.	Non-conformities off-site review (if applicable)			
5.	Estimated travel cost	6 (2 trip days per each company)		
6.	Other cost, if any (Please clarify)			
TOTAL COST				

TABLE 2: Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Technical responsiveness/Full compliance to requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation, 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms: 2 months after contract signature.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the UNDP General Terms and Conditions for Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Personnel available	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

LOT 2. ISO 22000:2018 Food safety management system (FSMS) Certification

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ25/02984: ISO Standards Certification of companies Clusters-members	Date: Click or tap to enter a date.

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in Table 1 & 2 in conformity with the specification and requirements of UNDP as per RFQ Reference 25/02984.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

TABLE 1: Currency of Quotation: US Dollars

Ref	Description of Deliverables	Price USD (VAT 0%)
1.	Deliverable 1: Progress Report 1 (Tasks 1 and 2)	
2.	Deliverable 2: Final Report (Tasks 3 and 4)	
Total Price		

Breakdown of Fees

Item No.	Description of item	Units	Unit Price USD (VAT 0 %)	Total cost USD (VAT 0%)
Personnel				
1.	Auditor	1		
Other costs				
1.	ISO 22000:2018 app fee	5		

2.	ISO 22000:2018 stage 1	5		
3.	ISO 22000:2018 stage 2	5		
4.	Non-conformities off-site review (if applicable)			
5.	Estimated travel cost	10 (2 trip days per each company)		
6.	Other cost, if any (Please clarify)			
TOTAL COST				

TABLE 2:

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Technical responsiveness/Full compliance to requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation, 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms: 2 months after contract signature.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the UNDP General Terms and Conditions for Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Personnel available	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____ _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

LOT 3. GLOBALG.A.P and GRASP Certification

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ25/02984: ISO Standards Certification of companies Clusters-members	Date: Click or tap to enter a date.

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in Table 1 & 2 in conformity with the specification and requirements of UNDP as per RFQ Reference 25/02984.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

TABLE 1: Currency of Quotation: US Dollars

Ref	Description of Deliverables	Price USD (VAT 0%)
1.	Deliverable 1: Progress Report 1 (Tasks 1 and 2)	
2.	Deliverable 2: Final Report (Tasks 3 and 4)	
Total Price		

Breakdown of Fees

Item No.	Description of item	Units	Unit Price USD (VAT 0%)	Total cost USD (VAT 0%)
Personnel				
1.	Auditor	1		
Other costs				
1.	GLOBALG.A.P V6 SMART and GRASP app fee	3		

2.	GLOBALG.A.P V6 SMART and GRASP stage 1	3		
3.	GLOBALG.A.P V6 SMART and GRASP stage 2	3		
4.	Non-conformities off-site review (if applicable)			
5.	Estimated travel cost	6 (2 trip days per each company)		
6.	Other cost, if any (Please clarify)			
TOTAL COST				

TABLE 2: Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Technical responsiveness/Full compliance to requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation, 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms: 2 months after contract signature.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the UNDP General Terms and Conditions for Professional Services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Personnel available]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <hr/> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>