

► Request for Quotation¹ for the Procurement of Services

Communication campaign with a focus on combating undeclared work and OSH

RFQ Description: To contract a local communication company (hereinafter referred to as "the Supplier"). The Supplier will be responsible for designing and supporting the implementation of a comprehensive and targeted communication campaign on undeclared work, with a focus on the most affected sectors: agriculture, construction, and trade. The campaign will contribute to raising awareness, changing behaviours, and promoting formal employment relationships, in line with national efforts to reduce informal work and ensure decent working conditions.

Responses to be received by 31 Jul 2025, 00:00, GMT+2:00

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pert@ilo.org indicating "Personal Data Protection – RFQ No. xx/20xx" in the subject.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: **Communication campaign with a focus on combating undeclared work and OSH**

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Date: **18 July 2025**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in this document, Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex III) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **31st of July 2025**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

Moga Iuliana

Project Coordinator of EU support to Inclusive Labour Markets in the Republic of Moldova Project

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by **email**. You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

To be eligible for consideration, submissions must include:

- **All signed documentation attached to this RfQ and required in ToR.**

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **31st of July 2025** to the following email addresses:

moga@ilo.org

juncu@ilo.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to moga@ilo.org and juncu@ilo.org by **26 July 2025**.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- **Annex I-ToR**
- **Annex II- Offer Submission Form (To be completed by the Bidder);**
- **Annex III- ILO Vendor Selection Procedure: Certification (To be signed by the Bidder);**
- **Annex IV- Terms and Conditions applicable to ILO Contracts.**
- **Annex V- RfQ Communication campaign with a focus on combating undeclared work and OSH**

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

9. COST OF BID

The bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of this solicitation process.