

REQUEST FOR QUOTATION NO RfQ25/03113

Organization of study visits to Estonia for the EU4EDU and Model Schools project beneficiaries

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through its “Transforming education in Moldova through Model Schools” and “Advancing Quality Education and Lifelong Learning Opportunities for All” projects, kindly requests your quotation for the **RfQ25/03113: Organization of study visits to Estonia for the EU4EDU and Model Schools project beneficiaries**, as detailed in this RFQ.

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

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-00802** 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/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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&_adf.ctrl-state=8godmwdd9_239&_afLoop=7321111756612874&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1920&_afMFH=880&_afMFDW=1920&_afMFDH=1080&_afMFC=8&_afMFCL=0&_afMFM=0&_afMFR=96&_afMFG=0&_afMFS=0&_afMFO=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	<p>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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
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	Must be submitted directly in the portal using the messaging functionality. 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.
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 for Contract . Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> 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 or Romanian
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"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of services for each study visit
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. <u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u> Requests for clarification from bidders will not be accepted any later than 2 (two) 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"/> List of completed and/or ongoing contracts for similar services undertaken within the past 5 (five) years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <p>Note: Copies of the contracts might be requested.</p> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Quality Certificates (e.g. ISO), if any <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023, 2024) <input checked="" type="checkbox"/> Completed and signed CV for the proposed Key Personnel
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<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 a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> At least 5 (five) years of practical experience organizing study visits, conferences, trade missions etc. <input checked="" type="checkbox"/> At least 2 projects/assignments related to the organization of study visits <input checked="" type="checkbox"/> Proposed Key Personnel with the minimum required academic and professional qualifications, proven by CV submitted: <p><u>Study Visit Coordinator (one):</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Education Sciences, Economics, Public Administration, Law, Political Sciences, Social Sciences, or related field; • Proven experience in conducting of at least 3 (three) activities (workshops and/or trainings and/or implementing study visits) similar to the assignment in the last 5 (five) years; • Fluency in Romanian and English languages is required.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet
Expected date for contract award.	22 September 2025

ANNEX 1: SCHEDULE OF REQUIREMENTS

A. PROJECT TITLE: Advancing Quality Education and Lifelong Learning Opportunities for All/ Transforming education through Model Schools

B. PROJECT DESCRIPTION

General Background:

Education system of the Republic of Moldova faces persistent challenges in delivering relevant, high-quality and equitable learning conditions leading to good education outcomes. The 2022 PISA results showed over half of students failing to meet minimum competency levels in math, reading, and science. Recent monitoring of gymnasium graduation exams results revealed significant declines in passing rates in several districts, especially for exact science disciplines.

To address these systemic issues, in early 2024 the Ministry of Education and Research (MER), with support from development partners, including UNDP, launched the [Model Schools Initiative](#) (hereinafter Initiative). This Initiative aims to transform **90 schools** selected by MER into modern, inclusive and high-quality educational establishments. The transformation envisages infrastructure upgrades, acquisition of modern learning equipment, provision of free transportation for rural students, and improved teaching and school management practices.

As part of a Joint Programme, UNDP committed to contribute to the implementation of the Initiative by providing support to **15 schools** (hereinafter referred to as “Programme Schools”) out of the selected 90 schools.¹

During 2024 – 2028, UNDP is implementing the programme “*Transforming education in Moldova through Model Schools*”, funded by the Government of Norway. The overarching programme objective is to enhance the quality and effectiveness of Moldova's education system through the transformation of district schools into Model Schools. The interventions under this programme are built on and are complimentary to the activities of the EU-funded “*Advancing Quality Education and Lifelong Learning Opportunities for All*” programme implemented jointly by UNDP and UNICEF. Both programmes (hereinafter referred to as “Joint Programme” or Programme) are anchored into the national priorities set in the *Development Strategy Education 2030* and are set to empower all stakeholders to contribute to the advancement of the quality of education through enhanced human capacities, upgraded learning environments, relevant lifelong opportunities, and increased digital literacy skills. Specifically, the Programme will contribute to improving equitable access for all children to quality education, promoting the development of an inclusive, digital, and resilient society and upgrade of learning environments through renovation and equipping of science labs, to facilitate the development of the 21st century skills. In addition, it will support continuous professional development of teachers through training teachers in STEAM and interdisciplinarity, as well as the use of digital educational technologies for education, supporting the reconceptualization of continuous development of teachers training through the INEL (National Institute for Education and Leadership).

Under this Programme, UNDP will support:

1. Transforming Fifteen Programme Schools into [Model Schools](#)²: These schools will undergo significant renovations, to create modern, inclusive learning environments with upgraded infrastructure, including redesigning existing STEAM learning spaces to facilitate better learning, provision of modern technologies and teaching-learning

¹ <https://mec.gov.md/ro/content/reteaua-scolilor-model-se-extinde-pana-la-90-de-institutii>

resources and support the roadmaps for continuous development of digital learning space, and new furniture, enabling better learning outcomes and improved efficiency of the school network. Green school principles will be incorporated to reduce environmental impact.

2. Facilitating the development of 21st century skills of students through improving education quality and school management: This includes supporting the curricular reform, supporting the professional development of teachers, and enhancing local education governance. Activities will focus on developing relevant curricula, providing initial and continuous professional development for teachers in the implementation of STEAM and interdisciplinary approaches, use of active teaching methods such as project-based learning, problem-based learning, inquiry-based learning and others, with special focus on science disciplines, integration of green and sustainability practices into the curricula; improving local level education governance and school management and autonomy to enhance the quality of education.

In this context, the Joint Programme's overall goal is to contribute to enhancing the quality and efficiency of Moldova's education system.

Specific context

Model School Concept

The "Model School" concept was launched by the Ministry of Education and Research (MER) in February 2024 and at the first phase involved the renovation and endowment of 35 general schools across the country. In July 2025 the Ministry of Education and Research has decided to expand the Network of Model Schools to 90 educational institutions across the country. The concept aims to ensure equitable access to quality education for all students, but especially for students in rural areas, by creating a stimulating learning environment that would foster the development of cognitive and socio-emotional skills.

The "Model School" concept was formulated based on the problem of low results of students from the Republic of Moldova at international and national assessments. Every second student in the Republic of Moldova does not reach the minimum level of competence in the international PISA assessment. The PISA 2022 results showed a decline in the students performance across all three domains. 55.8% of students in mathematics, 48.4% of students in reading and 48.5% of students in science³ are below the minimum level of the basic competency threshold. The monitoring measures of the gymnasium graduation exams, carried out by the MER and NACE⁴ in over 180 institutions in 8 districts this year, have attested a decrease in the exam passing rate, in some districts the passing rate dropped by 36%, from 100% to 64%.

Organizational Development

An important component of the "Model Schools" concept is the organizational transformation of schools. The managers of the Model Schools are responsible for the development of the institutions they lead and will guide the implementation of the mission associated with their status as Model Schools. Ensuring a stimulating learning environment for all students, including those from rural areas who will be transferred to these schools is the central objective of the Model Schools. All processes related to infrastructure modernization, organizational development, and teacher training will be aligned with this goal.

³ Report: Republic of Moldova in the Programme for International Student Assessment (PISA) 2022: [pisa_2022_raport_mda.pdf](#)

⁴ National Agency for Curriculum and Evaluation

The management teams of the 15 Model Schools participating in the *Programme Schools* will be equipped with the necessary skills in areas such as change management, evidence-based decision-making, and data literacy. Each school team will receive mentoring support to effectively translate a specific goal from their school development strategy into practical action. Through a mentoring program, schools will learn how to operationalize their vision, goals, and values.

Principals will be supported in organizing work and administrative processes to foster professional dialogue, collaboration, and knowledge sharing — all essential components for driving change and innovation.

The programme will also include a mentor training component focused on using evidence to understand the factors that influence student performance, with the aim of improving teaching and learning practices. These trained mentors will be involved in mentoring the Model Schools.

As part of the Organizational Development Programme implemented in the *Programme Schools*, one of the key activities will be the organization of **four study visits to Estonia scheduled as follows**:

- **Three study visits for School Teams** – in the second and fourth weeks of October 2025, and one study visit in the second week of March 2026.
- **One study visit for Institutional Mentors** – in the third week of November 2025.

The study visit will offer participants from Moldova the opportunity to learn from Estonia's experience in implementing innovative, student-centered, and future-ready learning environments. The visits will showcase successful models of school-university collaboration in using data and action research to improve student learning outcomes and schools overall, and the promotion of teacher agency as a driver of school transformation. This exchange is organized as part of the efforts to strengthen the capacity of Moldovan schools to adapt the Future School approach to their local context, with a focus on familiarization with good practices in school leadership, organizational transformation and teachers' professional development.

SCOPE OF WORK

UNDP Moldova intends to contract a specialized and experienced company/ organization (hereinafter "*Contractor*") to support the organization and implementation of **four Study Visits** to Estonia to showcase best practices and relevant examples of schools' organizational transformation and professional development of principals and teachers.

The **overall objective** of the assignment is to facilitate the transfer of best practices in education from Estonia and share experiences in school-university collaboration and collaborative professional development practices in Estonian schools. The aim is to strengthen the capacities of Moldovan Institutional Mentors and School Teams for implementing new education and school management practices in their schools. To ensure adequate achievement of the specific objectives and implementation of all planned activities, the *Contractor* will be responsible for the implementation of the study visit programme according to the tentative agenda in close cooperation with the UNDP Programme team and the Estonian partners, managing logistical arrangements, and organizing the study visit for members of working groups in the following fields:

- a) Sharing experiences, lessons learned, and best practices related to the key factors contributing to the success story of the Estonian educational system, with a focus on its core qualities, school governance and autonomy, and quality assurance.

- b) High standards of teacher education, continuous professional development of teachers, responsiveness of teacher professional development to the changes in the system and society, Future School Programme and teachers' autonomy.
- c) Organisational culture and the theoretical framework behind the successful *Future School Programme*. Best practices with regards to university-schools collaboration. Visiting two schools participating in *Future School Programme* supported by Tallin University.
- d) High impact influences on students learning, meta-analysis in education and Estonian system of introducing innovations in education.
- e) School level changes: Collective efficacy, teachers' professional development, distributed leadership, lesson observations.
- f) Student-centred teaching, learning and evaluation methods in Estonia.
- g) Estonian STEAM education and pedagogy, implementing STEAM in practice, STEAM educational spaces in schools
- h) Monitoring and evaluation of learning outcomes, students' wellbeing and other key indicators on the school level, and the role of university research in supporting schools to collect and analyze relevant data.

The main location of the visits is Tallinn, Estonia.

The tentative plan for the study visits, as outlined in Annex 1.1: *Draft Agenda for the Study Visit to Estonia for School Teams*, and Annex 1.2: *Draft Agenda for the Study Visit to Estonia for Institutional Mentors*.

- **1st day:** Flight Chisinau – Tallinn, Estonia
- **2nd day:** Workshops, training and working group (for all participants)
- **3rd day:** School visit, classroom observation and workshop (for all participants)
- **4th day:** Training and school visit (for all participants)
- **5th day:** Training and Study Visit conclusions
- **6th day:** Flight Tallinn – Chisinau

C. KEY TASKS/ACTIVITIES AND EXPECTED OUTPUTS

The *Contractor* is expected to deliver the following key results under the assignment for organizing and implementing four study visits to Estonia:

- Effective coordination and planning of study visits;
- Logistical arrangements successfully managed;
- Study visit program fully delivered;
- Language access and communication facilitated;
- Participant safety and support ensured;
- Quality assurance and feedback captured.

To achieve the expected results, the *Contractor* shall take full responsibility for the execution and delivery of the following tasks and outputs as described below:

Task 1. Assignment initiation:

- Coordination with the Programme Team and finalization of the tentative agenda for the study visits, which must include but not be limited to the minimum requests indicated below:
 - **Target groups of the assignment and number of participants:**
 - i) Three study visits for School Teams: The three study visits will include 72 participants, as follows: School Teams representing 15 Model Schools. Each School Team will be composed of 1 manager and 3 teachers per school (selected from a science subject). Each Study Visit will

include 24 participants per group – representatives of selected Model Schools and Ministry of Education and Research. **Note: Each study visit will be accompanied by a UNDP representative. All associated costs with the participation of the UNDP representative will be covered separately by the UNDP.**

ii) One study visit for Institutional Mentors. The Study Visit will include 24 participants per group, as follows: 20 Institutional Mentors, and 4 representatives of the Ministry of Education and Research/ National Institute for Education and Leadership.

▪ Visit and trip arrangements:

- ✓ Make reservations and purchase air tickets (economy class, including one piece of checked luggage up to 20 kg) Chisinau-Tallin-Chisinau.

Note: The Contractor shall book the most direct economy-class flight options (up to four (4) hours) and research alternative itineraries to provide the lowest appropriate fares that comply with UN travel policy. To demonstrate both the lowest applicable fares and the most direct economy-class flights selected, the Contractor shall compare at least three (3) flight options/offers and submit them to UNDP as part of the reporting for each Study Visit.

- ✓ Organize and pay for accommodation in a minimum 3-star hotel in Tallin in close proximity to the city center (5 nights, twin room sharing) with breakfast included.
- ✓ Arrange and provide lunch for 24 participants for 4 consecutive days (one lunch per participant per day).
- ✓ Arrange and provide a welcome dinner for 30 people per group (25 participants from Moldova and 5 partner representatives from Estonia) in Tallinn, including study visit participants and Estonian partners.
- ✓ Arrange and provide dinner for 24 participants for 3 consecutive days (one dinner per participant per day).
- ✓ Provide refreshments (filter coffee, tea, and cookies available throughout the day) on the first and fourth day indicated in the agenda when indoor workshops and training sessions are scheduled.
- ✓ Reimburse the participants for travel expenses between their place of residence and the Chisinau Bus/Railway Station (round trip), in accordance with the official public transportation rates available on autogara.md as specified in **Annex 1.3. List of localities eligible for local transportation reimbursement.**
- ✓ Arrange local transportation in Tallinn for airport-to-hotel and hotel-to-airport transfers on both arrival and departure days.
- ✓ Arrange local transportation in Estonia for two school visit days (one school per day) as per draft agenda, with each destination located at a maximum distance of 50 km one way from Tallin.
- ✓ Arrange simultaneous interpretation for 25 participants (Estonian–Romanian–Estonian or Estonian–Russian–Estonian) for four full days, as per the agenda, and provide tour guide equipment accordingly. Interpretation in Estonian–Romanian–Estonian is preferable.

- ✓ Provide travel insurance for 24 study visit participants.

Task 2. Study Tour Organization.

The organization of the study visits for the **96 Moldovan participants** envisions:

- Study visit will envisage: i) visits to **at least two schools** to observe all aspects of the *Future Schools Programme*; ii) visits **at least two STEAM educational spaces/ laboratories** in Estonian schools (which may include Future Schools); iii) meetings at **Tallinn University**; iv) meetings with **at least one NGO/organization/ project** collaborating with schools to promote STEAM/ interdisciplinary approaches, including: the use of active teaching methods such as project-based learning, inquiry-based learning etc; practical examples of Estonian STEAM education both inside and outside the classroom; models of school–community collaboration etc., v) meetings with one institution engaged in teacher professional development and the promotion of teaching strategies in primary and secondary education.

The *Contractor* will support the organization of study visits under the following requirements:

- Total days required for study tour: max. 6 days (including the travel to and from the destination to Chisinau).
- Identification and reservation of hotel rooms (including breakfast); implementation of the study visit program as per provided agenda by the Programme; coordination of all logistical arrangements for carrying out the visits as per required visit and trip arrangements.
- Period requested for the study visits: three study visits for School Teams – **in the second and fourth weeks of October 2025**, and the **second week of March 2026**; one study visit for Institutional Mentors – **in the third week of November 2025**.
- Coordinate with all study tour participants logistic details, gather required information, and provide them with travel arrangements.

Task 3. Reporting and further steps: *Contractor* will be required to present to the Programme team as well as to the participants:

- All study tour materials and media outcomes, evaluations form and results of the evaluation/ feedback collected from participants.

D. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

Deliverables	Indicative timeframe
Task 1. Project Initiation. 1. Finalize the study tour agenda and logistics note for the participants, including the list of experts/relevant institutions to be visited as per draft agenda provided by the UNDP Programme. Deliverable 1: Study visit final agenda and logistics note provided	1 week since contract signature
Task 2: Study Visit No. 1 Organize the first study visit to Estonia for School Teams and Institutional Mentors. Carry out logistic arrangements: - Make reservations and purchase air tickets Chisinau-Tallin-Chisinau;	2 nd week of October, 2025

Deliverables	Indicative timeframe
<ul style="list-style-type: none"> - Organize local transport in Estonia (Tallin); - Organize and cover hotel accommodation (min. 3 stars, double occupancy rooms with twin bed arrangements, with breakfast included); - Arrange simultaneous interpretation and provide tour guide accordingly; - Other requests as reflected in the visit and trip arrangements in the Key Tasks/Activities and expected outputs. <p>Deliverable 2: Study Visit No. 1 Report, containing:</p> <ul style="list-style-type: none"> - Final endorsed agenda - Evidence of selected most direct economy-class flight options and lowest available fare - Copies of boarding passes for all participants - Daily attendance lists signed by each participant during the study tour - Proof of reimbursement for travel expenses between participants' places of residence and the Chisinau bus/railway stations (round trip) - Recommendations, conclusions, and lessons learned 	
<p>Task 3: Study Visit No. 2</p> <p>Organize the first study visit to Estonia for School Teams and Institutional Mentors. Carry out logistic arrangements:</p> <ul style="list-style-type: none"> - Make reservations and purchase air tickets Chisinau-Tallin-Chisinau; - Organize local transport in Estonia (Tallin); - Organize and cover hotel accommodation (min. 3 stars, double occupancy rooms with twin bed arrangements, with breakfast included); - Arrange simultaneous interpretation and provide tour guide accordingly; - Other requests as reflected in the visit and trip arrangements in the Key Tasks/Activities and expected outputs. <p>Deliverable 3: Study Visit No. 2 Report, containing:</p> <ul style="list-style-type: none"> - Final endorsed agenda - Evidence of selected most direct economy-class flight options and lowest available fare - Copies of boarding passes for all participants - Daily attendance lists signed by each participant during the study tour - Proof of reimbursement for travel expenses between participants' places of residence and the Chisinau bus/railway stations (round trip) - Recommendations, conclusions, and lessons learned 	4 th week of October, 2025
<p>Task 4: Study Visit No. 3</p> <p>Organize the first study visit to Estonia for School Teams and Institutional Mentors. Carry out logistic arrangements:</p> <ul style="list-style-type: none"> - Make reservations and purchase air tickets Chisinau-Tallin-Chisinau; - Organize local transport in Estonia (Tallin); - Organize and cover hotel accommodation (min. 3 stars, double occupancy rooms with twin bed arrangements, with breakfast included); - Arrange simultaneous interpretation and provide tour guide accordingly; - Other requests as reflected in the visit and trip arrangements in the Key Tasks/Activities and expected outputs. 	3 rd week of November, 2025

Deliverables	Indicative timeframe
<p>Deliverable 4: Study Visit No. 3 Report, containing:</p> <ul style="list-style-type: none"> - Final endorsed agenda - Evidence of selected most direct economy-class flight options and lowest available fare - Copies of boarding passes for all participants - Daily attendance lists signed by each participant during the study tour - Proof of reimbursement for travel expenses between participants' places of residence and the Chisinau bus/railway stations (round trip) - Recommendations, conclusions, and lessons learned 	
<p>Task 5: Study Visit No. 4</p> <p>Organize the first study visit to Estonia for School Teams and Institutional Mentors. Carry out logistic arrangements:</p> <ul style="list-style-type: none"> - Make reservations and purchase air tickets Chisinau-Tallin-Chisinau; - Organize local transport in Estonia (Tallin); - Organize and cover hotel accommodation (min. 3 stars, double occupancy rooms with twin bed arrangements, with breakfast included); <p>Arrange simultaneous interpretation and provide tour guide accordingly; Other requests as reflected in the visit and trip arrangements in the Key Tasks/Activities and expected outputs.</p> <p>Deliverable 5: Study Visit No. 4 Report, containing:</p> <ul style="list-style-type: none"> - Final endorsed agenda - Evidence of selected most direct economy-class flight options and lowest available fare - Copies of boarding passes for all participants - Daily attendance lists signed by each participant during the study tour - Proof of reimbursement for travel expenses between participants' places of residence and the Chisinau bus/railway stations (round trip) - Recommendations, conclusions, and lessons learned 	March, 2026

All deliverables should be endorsed by UNDP and shall be provided in Romanian, both in hard and electronic copies.

E. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services and will work under the guidance of Education Component Manager and supervised by the Project Manager.

The Programme will provide all available relevant documentation for the good organization of the study visits, informative materials and the cost of international travel (air tickets to/from destination) will be covered by the Programme.

The Contractor will be in charge of: **all logistics arrangements, obtaining all needed permissions, as well as establishing and maintaining of good working relationships with all involved parties. The Contractor shall timely deliver all above-mentioned tasks under Section C. The Contractor shall budget and cover the expenses related to the study tour for the participants.**

The payments will be made upon the successful completion of each study visit, based on the actual number of participants.

F. DURATION OF WORK

- a) The estimated duration of the assignment is between September 2025 and April 2026. The expected time of commencement of contract is 22 September 2025.
- b) UNDP will require maximum of 5 (five) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

G. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The offers will be evaluated based on their compliance with the general requirements specified below:

1. Be a legally registered entity.
2. At least 5 (five) years of practical experience organizing study visits, conferences, trade missions etc.
3. At least 2 projects/assignments related to the organization of study visits;
4. Availability of a study visit coordinator with the following qualifications:
 - Bachelor's degree in Education Sciences, Economics, Public Administration, Law, Political Sciences, Social Sciences, or related field;
 - Proven experience in conducting of at least 3 (three) activities (workshops and/or trainings and/or implementing study visits) similar to the assignment in the last 5 (five) years;
 - Fluency in Romanian and English languages is required.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal.

During the assignment, the Key personnel should prove 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.

Annex 1.1 Draft agenda for Study Visit in Estonia (visits No. 1, 2, 4)

Organizational transformation and professional development in Estonia: lessons for adapting the Future School Model in Moldova

Location: Tallinn, Estonia

Duration: 6 days (including travel)

Period: October 2025 for two school groups and March 2026 for one school group

Aim of the Study Visit:

The study visit aims to facilitate the transfer of best practices from Estonia in school leadership, organizational transformation, and professional development. It will focus on enhancing the capacities of Moldovan school teams to adapt and implement the *Future School* approach within the local context. Participants will explore successful models of school-university collaboration in using data to improve schools and student learning outcomes through action research, evidence-based innovation in education, and teacher agency as drivers of transformation. The visit will highlight practical examples of Estonian schools' experience in building student - centered and future-ready learning environments.

Target group: 25 participants per visit

- Moldovan school teams participating in the Model Schools Programme (principals, deputy principals, STEAM and general subject teachers)
- Representatives from the Ministry of Education and Research and UNDP Moldova

Key themes of the study visit:

1. **Success factors in the Estonian education system**
 - Governance, autonomy, and quality assurance mechanisms
 - Education strategy and leadership culture
2. **Teacher education and continuous professional development**
 - High standards and responsiveness to societal and systemic change
 - The role of teacher agency and autonomy within the *Future School* framework
3. **Organizational culture and school transformation**
 - Theoretical basis and practical implementation of the *Future School* model
 - University-school collaboration in practice (site visits to Future Schools)
4. **Innovation and evidence use in education**
 - High-impact influences on student learning and meta-analysis in practice
 - Innovation adoption strategies at the system and school levels
5. **School-level change and distributed leadership**
 - Collective efficacy, lesson observation, and leadership development
 - Creating professional learning communities
6. **Student-centered learning and assessment**
 - Pedagogical approaches and inclusive evaluation methods
7. **STEAM education in Estonia**
 - Implementation of interdisciplinary learning and use of STEAM-specific educational spaces
8. **Monitoring and evaluation at school level**
 - Using data to track learning outcomes, student wellbeing, and school improvement
 - The role of university research in supporting school-level data use

Day 1: Arrival and Welcome

Sunday

- Arrival of participants in Tallinn
- Check-in at hotel
- Evening: 18:00
Welcome Dinner & Cultural Briefing (Peppersack Restaurant or similar)
 - Introduction to the Study Visit Objectives
 - Sharing expectations

Facilitated informal networking and orientation

Day 2: The Estonian Education System and Future School Programme

Focus: National Educational Strategy, Future School Programme and Educational Innovation

Monday

Tallinn University – (TBC) Building

- **09:00 – 09:30** Registration and welcome coffee
 - **09:30 – 10:00** Welcome Address – Estonian and UNDP representatives
 - **10:00 – 12:00** *Session 1:* Estonian education system - key success factors
Guest speaker: TBD
Q&A
 - **12:00 – 13:00** Lunch
 - **13:00 – 15:00** *Session 2:* Future School Programme in Estonia -
core concepts, organizational culture, vision, implementation and impact
Guest speaker: TBD
 - **15:00 – 15:30** Coffee break
 - **15:30 – 17:00** *Session 3:* University - School collaboration models in practice. Guest speaker: TBD
 - **17:00 – 18:00** Group Reflection & Preparation for School Visits
-

Day 3: School Visit - Future School in Practice. Shadowing

Focus: Organizational Culture, School Leadership, STEAM Integration

Tuesday

Pelgulinna Gymnasium, Mahtra School or similar Future School

- **09:00** Departure from hotel
- **09:30 – 10:00** Welcome by school management
- **10:00 – 11:30** *School guided tour:* learning spaces, STEAM Labs, student-centered spaces
- **11:30 – 13:00** *Classroom observations:* Interdisciplinary & Project-Based Learning
- **12:00 – 13:00** Lunch (TBC)
- **13:00 – 15:00** *Workshop:* Teacher Professional Development, Professional Learning Communities, and Change Management
Led by school leaders and teacher mentors (TBC)
- **15:00 – 16:30** Facilitated group reflection and Q&A

- **17:00** Return to hotel
-

Day 4: STEAM Education and Evidence-Based Practices

Focus: STEAM in practice

Wednesday

Tallinn University & visit to STEAM-focused school (Tallinn House State Upper Secondary School or similar)

- **09:00 – 10:30** *Session 1: Implementing STEAM: Strategy, Design and Pedagogy*
 - **10:30 – 12:00** *Session 2: Active Learning & Interdisciplinary Methods (PBL, Inquiry-Based Learning)*
 - **12:00 – 13:00** Lunch (TBC)
 - **13:00 – 13:30** Transfer to school
 - **13:30 – 16:00** School Visit: STEAM Educational Spaces & Collaborative Planning
 - **16:00 – 18:00** Visit to an NGO/project promoting collaboration in STEAM education between schools, various organizations (NGOs) and educational institutions, including universities
 - **18:00** Evening cultural activity (Estonian folk music/ museum visit/ Tallin old town)
-

Day 5: Distributed Leadership and Teacher Agency

Focus: Change management, student learning outcomes, data-driven practices and next steps

Thursday

Tallinn University

- **09:00 – 10:30** *Session 1: Distributed leadership & collective efficacy in schools. Role of principal in school transformation. Practical examples, tools and models*
 - **10:30 – 12:00** *Session 2: Change management in schools - tools and strategies*
 - **12:00 – 13:00** Lunch (TBC)
 - **13:00 – 14:30** *Interactive session: Using data to improve schools and student learning outcomes through action research*
 - **15:00 – 16:00** *Group work: Drafting data driven school-level action plans*
 - **16:00 – 17:00** *Elevator pitch: Presenting school transformation ideas. Feedback from Estonian experts*
 - **17:00 – 18:00** *Closing Session: Reflections, Certificates, and Group Photo*
-

Day 6: Departure

Friday

- Breakfast and hotel checkout
- Transfer to airport
- Flight Tallinn - Chişinău

Annex 1.2 Draft Agenda Study Visit to Estonia of School mentors (visit No. 3)

Study Visit Objectives & Agenda		
	Arrival date	17 November 2025
	Departure Date	22 November 2025
	Participants	24 future school mentors from the Republic of Moldova and INEL representatives
	Language	Estonian/ Romanian/Russian
Objectives of the visit		
	Areas of special interest	Moldovan mentors acquire knowledge and practical examples of the Estonian comprehensive school educational system and the Future School concept. Based on that, draft a preliminary strategy to apply this knowledge to support Moldovan schools' organizational development.
Draft Agenda		
	Day 1: Arrival, Monday, 17. November	Arrival in Tallinn Transfer by bus from airport to the hotel
	Day 2: Tuesday, 18. November Focus: School improvement towards student-centered teaching approach	10.00 –12.00 Introductory Seminar: Overview of the Estonian Education System 12.00 – 13.00 Lunch 13.00 – 14.00 School Visit. Lesson observations 14.00 – 16.00 Discussion with school leaders (teachers' learning, development planning etc.). Reflection and discussion on the day's experiences.
	Day 3: Wednesday, 19. November Focus: University-school partnership, Future School improvement programme	10.00 – 12.00 Observation of school improvement programme work and discussion with mentors and school teams Topics: Teacher education and school leadership training in Estonia 12.00 – 13.00 Lunch 13.00 – 16.00 School Visit 2: Innovative School – Visit to Upper-Secondary School Topics: Educational organisation and student support
	Day 4: Thursday, 20. November Focus: Local municipality as educational provider, developing students' choices in learning process Location: Tallinn City municipality, Tallinn Education Unit (Tallinna Haridusamet)	09.30 – 12.00 Monitoring the quality of general education. 12.00 – 13.00 lunch 13.00 – 16.30 Evidence and data in education. Collective efficacy. Discussion with school leaders regarding using data in decision making and the collective efficacy in Estonian schools (teachers' learning, development planning etc)
	Day 5: Friday, 21. November Focus: Preparation of teachers and leaders, conclusions Location: Tallinn University, Institute of Educational Sciences with the Educational	9.30 – 11.00 Meeting at Tallinn University, Institute of Educational Sciences with the Educational Leadership Academy team. Evidence-based Future School methodology and implementation opportunities. 11.00 – 12.00 Preparation of school leaders and mentoring of beginning leaders. 12.00 – 13.00 lunch 13.00 – 14.00 Teacher education at TLU 14.00 – 15.00 Final Seminar: Sharing learning experiences and drafting future plans for Moldova. Feedback and planning for the future.

Annex 1.3. List of localities eligible for local transportation reimbursement, per visit**Visit No. 1 (second week of October 2025)**

No	Model school	Locality	Number of participants per locality
1.	„Grigore Vieru” Theoretical High School	Briceni town	4
2.	„Ion Creangă” Theoretical High School	Făleşti town	4
3.	„Alexei Mateevici” Theoretical High School	Donduşeni town	4
4.	„Mihai Eminescu” Theoretical High School	Drochia town	4
5.	„Mihail Ceachir” Theoretical High School	Ceadâr-Lunga town	4
6.	Other partners	Chisinau – no reimbursement required	4

Visit No. 2 (fourth week of October 2025)

No	Model school	Locality	Number of participants per locality
1.	„Onisifor Ghibu” Theoretical High School	Orhei town	4
2.	„Mihail Sadoveanu” Theoretical High School	Ocnîţa town	4
3.	„Boris Dînga” Theoretical High School	Criuleni town	4
4.	„M. Costin” Theoretical High School	Floreşti town	4
5.	„B. P. Hasdeu” Theoretical High School	Bălţi town	4
6.	Other partners	Chisinau – no reimbursement required	4

Visit No. 3 (third week of November 2025)

No	Locality	Number of participants per locality
1.	Chisinau – no reimbursement required	15
2.	Cahul	1
3.	Sipoteni, Calarasi	1
4.	Calarasi	1
5.	Drochia	1
6.	Straseni	1

7.	Petrunea, Glodeni	1
8.	Orhei	1
9.	Singerei	1
10.	Merenii Noi, Anenii Noi	1

Visit No. 4 (March, 2026)

No	Model school	Locality	Number of participants per locality
11.	"Emil Nicula" Theoretical High School	Mereni village, Anenii Noi	4
12.	"Mihai Eminescu" Gymnasium	Telenești town	4
13.	"Ion Creanga " Theoretical High School	Ungheni town	4
14.	„Mihai Eminescu” ” Theoretical High School	Cimișlia town	4
15.	„Mihai Eminescu” Gymnasium	Cantemir town	4

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:	RfQ25/03113	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) (If yes, provide a Copy of the valid Certificate):	<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? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No

documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
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: Please list 2 contracts for projects/assignments related to the organization of study visits within the past 5 (five) years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value (insert currency)	Period of activity (month, year)	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

Yes	No	
		of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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.

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:	RfQ25/03113	Date: Click or tap to enter a date.

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.

Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies

Ref	Description of Deliverables	Price, (VAT 0%) <i>(please indicate currency)</i>
1.	Task 1. Assignment Initiation Deliverable 1: Study visit agenda and logistics note provided	
2.	Task 2: Study Visit N1 Deliverable 2: Study Visit No. 1 Report	
3.	Task 3: Study Visit N2 Deliverable 3: Study Visit No. 2 Report	
4.	Task 4: Study Visit N3 Deliverable 4: Study Visit No. 3 Report	
5.	Task 5: Study Visit N4 Deliverable 5: Study Visit No. 4 Report	
Total Price		

Breakdown of fees

Expenses	Unit of measure	Quantity	Number of study visits	Unit Price, (excl. VAT) <i>(please indicate currency)</i>	Total Price, (excl. VAT) <i>(please indicate currency)</i>
International flights (Chisinau–Tallinn–Chisinau) economy class, checked 20kg luggage	roundtrip/participant	24 participants	4		
Accommodation (Twin Rooms) in close proximity to the city center	night/person	5 nights × 24 participants	4		
Lunch for 4 consecutive days	lunch/person	4 lunches × 24 participants	4		

Dinner for 3 consecutive days	dinner/person	3 dinners × 24 participants	4		
Welcome dinner (30 persons)	dinner/participant	1 dinner × 30 participants	4		
Local transportation in Estonia (airport–hotel–airport transfers)	Lumpsum/study trip	per study trip	4		
Local transportation in Estonia	Lumpsum/study trip	per study trip	4		
Refreshments for 2 study visit days	day/participant	2 days × 30 participants	4		
Interpretation services (simultaneous, 4 full days) – 2 interpreters	Interpreter/day	2 interpreters × 4 days	4		
Tour guide equipment rental (individual interpretation equipment)	day/participant	4 days × 25 participants	4		
Travel insurance	study visit/participant	24 participants	4		
Reimbursement of local transportation costs: local transportation to/from Chisinau Bus/Railway Station in accordance with the official public transportation rates available on autogara.md as specified in Annex 1.3 .					
Breakdown costs for transportation reimbursement, Study visit No. 1	Roundtrip/participant	Participants			
Briceni town	1	4			
Făleşti town	1	4			
Donduşeni town	1	4			
Drochia town	1	4			
Ceadîr-Lunga town	1	4			
Breakdown costs for transportation reimbursement, Study visit No. 2	Roundtrip/participant	Participants			
Orhei town	1	4			
Ocnîţa town	1	4			
Criuleni town	1	4			
Floreşti town	1	4			
Bălţi town	1	4			
Breakdown costs for transportation reimbursement, Study visit No. 3	Roundtrip/participant	Participants			
Cahul	1	1			

Sipoteni, Calarasi	1	1			
Calarasi	1	1			
Drochia	1	1			
Straseni	1	1			
Petrunea, Glodeni	1	1			
Orhei	1	1			
Singerei	1	1			
Merenii Noi, Anenii Noi	1	1			
Breakdown costs for transportation reimbursement, Study visit No. 4	Roundtrip/ participant	Participants			
Mereni village, Anenii Noi	1	4			
Telenești town	1	4			
Ungheni town	1	4			
Cimișlia town	1	4			
Cantemir town	1	4			
Total reimbursement of transportation costs to/from Chisinau Bus/Railway Station					
Coordination & Management Fee (%)	study visit		4		
Other costs if needed (please specify)				
Total					

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time – 5 weeks after the contract signature	<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.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<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.	
Exact name and address of company Company NameClick or tap here to enter text.	Authorized Signature: _____ _____

<p>Address: 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>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>
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