

REQUEST FOR QUOTATION NO. RFQ26/03267:
TITLE: Provision of Event Management and Capacity-Building Services for
Central Electoral Commission Staff

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Strengthening Democratic Resilience in Moldova (EDMITE) project**, kindly requests your quotation for the **Request for Quotation no. RFQ26/03267: Provision of Event Management and Capacity-Building Services for Central Electoral Commission Staff** as detailed in line items section of 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- 00982** 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>

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&_afdf.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> <p>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.</p> <p>All files must be free of viruses and not corrupted.</p>
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	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 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	<p>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</p> <p>Applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 5 days.</p>
Duties and taxes	<p>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.</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Eligibility	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted per Lot</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote 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, Click or tap here to enter text. 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"</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>

Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
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 and license to operate <input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services undertaken within the 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 <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years. <input checked="" type="checkbox"/> A brief approach and implementation plan, with proposed team and team-building programme and workflow (for Lot 2 only)
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<p>The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of consortiums, all criteria listed below shall apply towards the Lead Member.</p> <p>LOT 1: Companies applying must comply with the following requirements:</p> <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"/> Minimum of five (5) years of proven experience in organizing events of similar size and complexity (i.e. 80–95 participants), including conferences and workshops (event management). <input checked="" type="checkbox"/> Proposed key personnel with the required professional qualifications, proven by CVs: <ul style="list-style-type: none"> • Event coordinator: <ul style="list-style-type: none"> - Minimum of five (5) years of proven experience in organizing events of similar size and complexity (minimum 80-100 participants) with a focus on event management activities; - Fluent in Romanian and Russian. <p>LOT 2: Companies applying must comply with the following requirements:</p> <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"/> The applicant shall demonstrate at least five (5) years of proven experience in organizing events of similar size and complexity (minimum 80-100 participants), including, trainings and workshops with a focus on capacity and team-building activities. <input checked="" type="checkbox"/> Proposed key personnel with the required professional qualifications, proven by CVs: <ul style="list-style-type: none"> • Moderators/Trainers: <ul style="list-style-type: none"> - Minimum of 4-5 persons, with one designated as the lead. - Minimum three (3) years of proven experience in moderating or delivering training for events of similar size and complexity (minimum 80-100 participants) with a focus on capacity-building activities. - Fluent in Romanian and Russian.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	10 June 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

1. GENERAL INFORMATION

The UNDP “Strengthening Democratic Resilience in Moldova” (EDMITE III) project aims to fortify Moldova’s democratic processes against internal and external threats such as cyber operations, disinformation, and illicit political financing. Running from August 2024 to December 2028, the project is structured around three core objectives: improving oversight of political finance to enhance transparency and accountability; strengthening electoral institutions to resist digital and information threats; and promoting inclusive civic engagement to foster an informed and participatory electorate.

The project is fully aligned with the recommendations of the OSCE/ODIHR and the Venice Commission, and it directly supports the implementation of the Strategic Plans (2024-2027) of both the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CICDE). Through close collaboration with electoral institutions, civil society, and international partners, EDMITE III seeks to reinforce the integrity, transparency, and resilience of Moldova’s electoral processes.

In line with the above-mentioned objectives and building on the strong partnership with the Central Electoral Commission, UNDP will support the organization of a capacity-building and experience exchange activity for CEC staff. This initiative will bring together representatives of the CEC to enhance institutional preparedness for the upcoming local elections and to ensure a comprehensive understanding of the recently revised electoral legislation.

The activity is designed to strengthen the operational and institutional capacities of the CEC by facilitating the transfer of knowledge, the sharing of good practices, and the promotion of peer-to-peer learning. It will also foster stronger collaboration within the CEC core team and District Electoral Commissions (CECEs), thereby enhancing internal coordination and ensuring greater coherence in the electoral process.

Furthermore, this initiative aligns with the objectives of the EDMITE III project, supporting ongoing efforts to reinforce the resilience, transparency, and effectiveness of electoral management in Moldova. By promoting adherence to international standards and recommendations, the activity will contribute to building a more robust, credible, and inclusive electoral framework.

By investing in such targeted capacity development activities, UNDP continues to reinforce its commitment to supporting sustainable, inclusive, and credible democratic processes in Moldova.

2. OBJECTIVE

In this context, the EDMITE project aims to contract qualified service providers, through a competitive procurement process, for the provision of accommodation, conference facilities, catering services, and capacity and team-building activities for a two-day event taking place on **10–11 July 2026**.

The procurement procedure is structured into two separate lots:

- ✓ Lot 1: Event management services (Accommodation, catering, and conference facilities)
- ✓ Lot 2: Group-Based Interactive Workshop Session (Capacity-building and team-building activities)

Bidders may submit an offer for either one lot or both lots, in accordance with the Application Modality. Each lot will be awarded to only one service provider. A bidder may be awarded both lots, provided that all requirements applicable to each lot are fully met.

The objective of this process is to identify service provider(s) capable of delivering the required services in a timely, efficient, and professional manner, in full compliance with the Technical Requirements relevant to the awarded lot(s).

3. SCOPE OF WORK AND EXPECTED OUTPUTS

To achieve the above objective, the selected service provider(s) will be responsible for delivering the services corresponding to the lot(s) awarded, as outlined below.

Lot 1: Event management services (Accommodation, Catering, and Conference Facilities)

The service provider awarded Lot 1 will be responsible for:

- ✓ Provision of accommodation for approximately 82 participants (70 participants in twin rooms and 12 participants in single rooms), in accordance with the specified room distribution and quality standards;
- ✓ Provision of full catering services, including breakfast, coffee breaks, lunch, and dinner for all participants, ensuring quality, variety, and accommodation of dietary requirements;
- ✓ Provision of two fully equipped conference rooms, including all required technical equipment and on-site technical support;
- ✓ Ensuring the continuous availability and proper delivery of all agreed services for the full duration of the activity, in line with the schedule and requirements communicated by the EDMITE Project.

Lot 2: Group-Based Interactive Workshop Session (Capacity and Team-Building Activities)

The service provider awarded Lot 2 will be responsible for:

- ✓ Designing and facilitating a comprehensive, group-based capacity and team-building programme for approximately 90–95 participants;
- ✓ Delivering inclusive, interactive, and well-structured activities aimed at promoting collaboration, enhancing communication, and strengthening trust among participants from different regional offices;
- ✓ Implementing the activities in coordination with the EDMITE Project team and, where applicable, in event coordination with the Lot 1 service provider.

4. MINIMUM QUALIFICATION REQUIREMENTS

Companies applying for **LOT 1** must comply with the following requirements:

- ✓ The applicant must be a legally registered entity, duly authorized to operate in accordance with national legislation.
- ✓ The applicant shall demonstrate a minimum of five (5) years of proven experience in organizing events of similar size and complexity (i.e. 80–95 participants), including conferences and workshops. The applicant shall provide confirmation letters from at least three (three) clients, corresponding to the largest contracts of similar nature implemented within the past five (5) years.
- ✓ The event coordinator - a minimum of five (5) years of proven experience in organizing events of similar size and complexity (minimum 80-100 participants) with a focus on capacity-building activities. Fluent in Romanian and Russian.
- ✓ A brief approach and implementation plan.

Companies applying for **LOT 2** must comply with the following requirements:

- ✓ The applicant must be a legally registered entity, duly authorized to operate in accordance with national legislation.
- ✓ The applicant shall demonstrate at least five (5) years of proven experience in organizing events of similar size and complexity (minimum 80-100 participants), including conferences and workshops with a focus on capacity and team-building activities. The applicant shall provide confirmation letters from at least three (3) clients, corresponding to the largest contracts of similar nature implemented within the past five (5) years.

- ✓ Moderators/Trainers - a minimum of 3 years of proven experience in moderating events of similar size and complexity (minimum 80-100 participants) with a focus on capacity-building activities – minimum 4-5 persons. Fluent in Romanian and Russian.

5. APPLICATION MODALITY:

Bidders may apply for either one or both lots.

- ✓ Bidders applying for only one lot will be evaluated solely against the criteria established for that respective lot.
- ✓ Bidders applying for both lots must meet all applicable requirements, including those specific to both Lot 1 and Lot 2.

UNDP Moldova is committed to workforce diversity. Entities employing 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. Applicants demonstrating equitable gender representation and diversity within the team will have an advantage.

During the assignment, the Service Provider's team of experts 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.

6. SERVICE REQUIREMENTS

Item No	Required services	Unit	Quantity
LOT 1 Event management services			
	Accommodation services for 10-11 July 2026 Location: Touristic Complex Codru, Republic of Moldova <i>*The number of participants may be subject to minor adjustments due to final logistical arrangements. The service provider will be notified at least one week in advance regarding the confirmed number of participants, as well as any corresponding adjustments required in the number of rooms.</i>		
1.	35 twin rooms for 70 persons Requirements: Rooms must include - two single beds, private bathroom, air conditioning, free and reliable Wi-Fi access, daily housekeeping services. Minimum 4* Hotel standard or similar standard applicable to the category of accommodation unit.	Double rooms	35 Twin rooms 1 night, 10 July
2.	12 single rooms Requirements: Rooms must include - private bathroom, air conditioning, free and reliable Wi-Fi access, daily housekeeping services. Minimum 4* Hotel standard or similar standard applicable to the category of accommodation unit.	Single rooms	12 Single rooms 1 night, 10 July
3.	Conference Facilities The service provider shall ensure the provision of one fully equipped conference room with a capacity to comfortably accommodate between 80 and 95 participants , arranged in a flexible seating format (such as theatre and U-shape). The room shall be spacious enough to allow free movement of participants and facilitators, while ensuring clear visibility of presentations from all seating positions.		

	<p>The conference room shall be equipped with a high-quality projector or screen suitable for presentations, as well as a sound system that ensures clear audio coverage throughout the room. A minimum of three fully functional wireless microphones; the service provider shall supply at least three flipcharts, each equipped with sufficient paper and markers for the entire duration of the activity.</p> <p>Reliable, high-speed wireless internet access shall be available in the conference room at all times and capable of supporting simultaneous connections for all participants without disruption. The room shall benefit from adequate natural or artificial lighting and proper ventilation or air conditioning to ensure a comfortable working environment throughout the event. Furthermore, at least one fully functional laptop, connected with the projector or screen, compatible with standard presentation software shall be made available for use by the organizers and facilitators.</p> <p><i>The service provider shall provide continuous on-site technical support for the full duration of the activity to promptly address any technical issues related to the equipment or facilities.</i></p>	Conference room	1 room 1,5 days
4.	<p>The service provider shall ensure the provision of one fully equipped conference room with a capacity to comfortably accommodate 40-50 participants, arranged in a flexible seating format (such as theatre style). This room will be used for group work sessions. All technical requirements should be identical to those of the main conference room designed to accommodate 80-95 participants.</p>	Conference room	1 room 0,5 day on 11 July
5.	<p>The venue shall offer access throughout the day to its outdoor facilities such as terraces (at least three), squares, sports grounds (at least two) etc. for workshops and teambuilding activities</p>	Outside space	1 day, 10 July
	<p>Catering services <i>*The number of participants may be subject to minor adjustments due to final logistical arrangements. The service provider will be notified at least one week in advance regarding the confirmed number of participants.</i></p>		
6.	<p>Breakfast shall be served daily at the hotel premises and shall be organized in a buffet format to ensure efficiency and accommodate the full number of participants within the scheduled timeframe. The menu should contain vegetarian options. At a minimum, the breakfast shall include tea, natural coffee (freshly brewed, not instant), mineral water, and a selection of juices. The food menu shall include a combination of items such as fresh bread and bakery products, dairy products (including milk, yogurt, and cheese), eggs prepared in different styles, cereals, seasonal fruits and vegetables, and other appropriate breakfast items.</p>	persons	95 persons, 2 days
7.	<p>Lunch shall be served daily at the hotel in a buffet format ensuring efficient service and the ability to accommodate all participants within the allocated time. The arrangement shall allow participants to be served promptly without excessive waiting time and in a comfortable dining environment. The lunch menu shall include a well-balanced and varied selection of dishes, comprising at a minimum of soup, a selection of starters (such as salads, vegetables, finger foods etc.), a selection of main courses with at least one vegetarian option, appropriate side dishes, and dessert. These may include, but are not limited to, meat skewers, fish, grilled vegetables, meat or vegetable rolls, mini sandwiches, tartlets, mini-cakes, seasonal</p>	persons	95 persons, 2 days

	<p>fruits, and similar items. The selection shall be varied, fresh, and suitable for a diverse group of participants.</p> <p>Beverages shall include mineral water (still and sparkling), coffee, and tea.</p>		
8.	<p>Dinner shall be provided at the hotel in a buffet format ensuring a relaxed and comfortable environment suitable for informal interaction among participants. The service shall be organized to accommodate all participants efficiently within the scheduled time, avoiding delays or overcrowding.</p> <p>The dinner menu shall include a well-balanced and varied selection of dishes, comprising a selection of starters (such as salads, vegetables, finger foods etc.), a selection of main courses with at least one vegetarian option, appropriate side dishes, and dessert. These may include, but are not limited to, meat skewers, fish, grilled vegetables, meat or vegetable rolls, mini sandwiches, tartlets, mini-cakes, seasonal fruits, and similar items. The selection shall be varied, fresh, and suitable for a diverse group of participants.</p> <p>Beverages shall include mineral water (still and sparkling), juices, coffee, and tea.</p>	persons	95 persons, 1 day
9.	<p>Light Coffee break</p> <p>Coffee breaks shall be provided twice daily scheduled at times agreed with the Project team. The service shall be organized to allow all participants to be served efficiently and comfortably, with sufficient space for informal networking and interaction. Each coffee break shall include: tea, natural coffee, milk, sugar, sandwich/bruschetta, croissants, mini-cakes, seasonal fruits, cups, spoons or wooden sticks.</p> <p>The service provider shall ensure that vegetarian options are available and clearly labeled.</p>	persons	95 persons x 2 days x 2 coffee breaks per day
10.	<p>The Service provider shall ensure the continuous availability of drinking water, tea and freshly brewed coffee for all participants throughout the entire duration of the activity. A minimum of 2 liters of water per participant per day shall be provided, including both still and sparkling options. Water, tea and coffee shall be accessible in the conference room and working spaces.</p>	liters	2 liters x 95 persons x 2 days
11.	<p>Transportation services:</p> <p>First day, 10 July</p> <p>11.1 Trip 1: Transportation of 80 persons: Chisinau - Complex Codru (departure time: 08:30)</p> <p>11.2 Trip 2: Transportation of 24 persons: Complex Codru - Chisinau (departure time: 19:00)</p> <p>Second day, 11 July</p> <p>11.3 Trip 3: Transportation of 24 persons: Chisinau - Complex Codru (departure time: 08:00)</p> <p>11.4 Trip 4: Transportation of 80 persons: Complex Codru - Chisinau (departure time: 16:00)</p>	km	Total kilometers per trip, specified by each vehicle (van, minibus).
12.	<p>Travel reimbursement</p> <p>Travel reimbursement costs shall be provided for 50 persons, based on submitted transportation tickets or the official fare indicated on autogara.md.</p>	persons	50 persons

	The service provider is required to present a table including the following information: participant's name and surname, reimbursement amount, IDNP number, and the corresponding ticket or a screenshot from autogara.md. and signature.		
13.	<p>Photo services</p> <p>The service provider shall ensure the provision of professional photo services throughout the duration of the activity. The photo coverage should include key moments of the programme, such as opening and closing sessions, group activities, interactive workshops, networking moments, and official group photos. The service provider shall ensure high-quality images that reflect the atmosphere, engagement, and objectives of the event.</p>	days	1.5 days
14.	<p>Registration of Participants</p> <p>The service provider shall ensure the smooth and efficient registration of participants in the first day. This includes setting up and managing a dedicated registration desk at the venue, staffed with qualified personnel to assist participants in a timely and professional manner.</p>	list	1 list
15.	<p>Event Report</p> <p>The report shall strictly reflect the services provided in accordance with the Terms of Reference and applicable legislation. It shall include all required supporting documentation, including but not limited to: photographic evidence, daily list of participants, travel reimbursement records, transportation service details, and the Act of Service Acceptance, as applicable.</p> <p>Deliverable: Event Report</p>	report	1 report
16.	<p>One event coordinator</p> <p>The coordinator would be responsible for transportation (including gathering everyone onto the bus, both pick up and return trip), managing the groups and ensuring everyone is accounted, liaison with participants, hotel arrangements, conference rooms, necessary facilities, catering, inquiries and ad hoc issues, if any)</p>	person	1 person, 2 days
LOT 2 - Group-Based Interactive Workshop Session			
1	<p>Workplan and detailed agenda of the programme in accordance with the requirements of the Terms of Reference (please see the details from point 2 of LOT 2).</p> <p>The workplan shall include a detailed agenda and programme for the one-day event, clearly outlining the objectives, expected outcomes, and facilitation approach. It will describe the proposed concept, team-building components, and overall workflow for implementation.</p> <p>Deliverable: Workplan and detailed agenda (shall be submitted in advance for review and approval)</p>	workplan	1 workplan
2	<p>Coordination and overall management of the Group-Based Interactive Workshop Session</p> <p>The service provider shall design and deliver a comprehensive, group-based team-building programme tailored for 90–95 participants from the</p>	service	1 day

	<p>same organization, representing various regional offices. The programme should be engaging, inclusive, and well-structured to strengthen collaboration, communication, and trust among participants who may have had limited prior interaction.</p> <p>The activities should incorporate a balanced mix of indoor and outdoor components, as appropriate, and be adaptable to ensure the full and active participation of all attendees, regardless of their backgrounds or abilities.</p> <p>The programme should include, but not be limited to, the following elements: icebreakers, active group games, and energizer activities. Additional components that foster teamwork, problem-solving, and interpersonal connection are strongly encouraged.</p> <p>The session shall be organized on the first day of the programme, from 10:00 to 17:00.</p> <p>The service provider shall ensure that:</p> <ul style="list-style-type: none"> • Activities are facilitated by experienced trainers with proven expertise in delivering large-group interactive and team-building sessions; • The design promotes cross-team collaboration and creates meaningful opportunities for participants from different offices to interact and build professional relationships; • All necessary materials, professional team-building equipment (if any), and logistical arrangements are provided; Pictures of the equipment will be requested. • The duration, flow, and intensity of the activities are well-balanced and aligned with the overall agenda of the event. <p>The service provider shall assume full responsibility for the organization and delivery of this activity, ensuring thorough preparation of all materials, proper arrangement of the space, and smooth implementation in all logistical and operational aspects.</p>		
3	<p>Final Activity Report</p> <p>The Contractor shall submit a Final Activity Report documenting the implementation of all activities in accordance with the approved workplan and agenda. The report shall provide evidence that all contractual activities and outputs were delivered as approved. At a minimum, the report shall include: (i) a summary outlining the activities implemented and key outputs achieved; (ii) the approved workplan and agenda; (iii) photographic documentation of activities conducted; (iv) questionnaires and supporting materials used; and (v) lists of participants. The report shall clearly demonstrate compliance with the approved workplan.</p> <p>Deliverable: Final report</p>	report	1 report

7. DELIVERY REQUIREMENTS

Delivery Requirements	
Delivery date and time	Bidder shall deliver all required services on 10 - 11 July 2026.
Delivery Terms (INCOTERMS 2020)	Touristic Complex Codru, Republic of Moldova

Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Touristic Complex Codru, Republic of Moldova

8. DELIVERABLES AND INDICATIVE TIMEFRAME

Item	Deliverables	Deadline *
LOT 1 Event management services, 10-11 July 2026		
1	Event Management services organized and delivered	By 11 July 2026
2	Event report developed and submitted	By 14 July 2026
LOT 2 - Group-Based Interactive Workshop Session, 10 July 2026		
1	Workplan and detailed agenda containing the proposed activities developed and submitted for approval	By 8 July 2026
2	Group-Based Interactive Workshop Session organized and delivered	By 10 July 2026
3	Final activity report developed and submitted	By 14 July 2026

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:	Click or tap here to enter text.	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 documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<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: contracts for similar services (events of similar size and complexity) undertaken within the five (5) years, including the top three (3).				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	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.
<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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief approach and implementation plan;
- 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.

Currency of Quotation: MDL

Ref	Description of Services/Deliverables	No of units	Unit Price, TVA 0%	Total Price, VAT 0%
LOT 1 Event management services (event)				
1.	Twin rooms (35 rooms x 1 night)	35		
2.	Single rooms (12 rooms x 1 night)	12		
3.	Conference room for 80-95 participants (1.5 days), including the equipment	1.5		
4.	Conference room for 40-50 participants (half day)	0.5		
5.	All Outdoor facilities (1 day)	1		
6.	Breakfast (2 days x 95 participants)	190		
7.	Lunch (2 days x 95 participants)	190		
8.	Dinner (1 day x 95 participants)	95		
9.	Coffee break (2 coffee breaks x 2 days x 95 participants)	380		
10.	Drinking water (2 liters x 2 days x 95 participants), tea and coffee throughout the entire duration of the activity	380		
11	Transportation services			
11.1	Trip 1: Transportation of 80 persons (Chisinau-Complex Codru)	km		
11.2	Trip 2: transportation of 24 persons (Complex Codru-Chisinau)	km		
11.3	Trip 3: transportation of 24 persons (Chisinau-Complex Codru)	km		
11.4	Trip 4: transportation of 80 persons (Complex Codru-Chisinau)	km		
12	Travel reimbursement costs (for 50 travelers)	50		
13	Photo services (1.5 days)	1.5		
14	Registration of participants (1 list)	1		
15	Event Report (1 Deliverable)	1		
16	Event Coordinator (1 coordinator)	1		
Total LOT 1, VAT 0%				
LOT 2 Group-Based Interactive Workshop Session				
1	Workplan and detailed agenda (1 Deliverable)	1		
2	Coordination and overall management of the Group-Based Interactive Workshop Session (1 Event)	1		
3	Final Report of the work undertaken (1 Deliverable)	1		
Total LOT 2, VAT 0%				

Total Price

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Event Coordinator	day	2		
Moderator/Facilator 1	day	1		
Moderator/Facilator 2	day	1		
Moderator/ Facilator 3	day	1		
Moderator/ Facilator 4	day	1		
Other: (please specify)	day			
Other expenses				
Transportation costs				
Logistical arrangements (event costs)				
Other expenses (please specify)				
Total cost				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<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.
Other requirements [pls. specify]	<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> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____ _____ 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. Email Address: Click or tap here to enter text.</p>