



REQUEST FOR QUOTATION NO. RfQ26/03378

Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Common Services Account Project** in Republic of Moldova, kindly requests your quotation for the **Request for Quotation no. RfQ26/03378: Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city** 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

Annex 4: Format for CVs for personnel

Pre-bidding meeting information:

Time and time zone: 10:00 AM (Moldova time / GMT+2)

Date: 20 October 2026

Venue: UN House Conference Room, 131, 31 August 1989 street

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-01116** 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=TUW16eK6gsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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	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 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: Supplier Portal, using the profile you may have in the portal. 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: Supplier Registration. 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. • 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 facilitated review. • All files must be free of viruses and not corrupted.
Cost of preparation of quotation	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.
Supplier Code of Conduct, Fraud, Corruption,	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 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
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	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. 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. 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.
Currency of Quotation	Quotations shall be quoted only in the currency indicated in the system: Moldovan Leu (MDL) for local suppliers and US Dollars (USD) for international suppliers. For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange (to be found at https://treasury.un.org/operationalrates/OperationalRates.php) indicated in the portal. In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
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 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 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 3: 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: ☒ General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days ☒ Liquidates damages shall be imposed as follows: Percentage of contract price: 0.33% per day of delay up to a maximum of 30 days, 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: ☒ be VAT inclusive
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, Romanian or Russian Including supporting documentation as applicable.
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not Permitted
Alternative Quotes	☒ Not permitted
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL. Requests for clarification from bidders will not be accepted any later than 3 days before the

	submission deadline. Responses to request for clarification will be communicated directly in the portal.
Pre-bid conference	Will be conducted as below: ▪ Time and time zone: 10:00 AM (Moldova time / GMT+2) ▪ Date: 20 October 2026 ▪ Venue: UN House Conference Room, 131, 31 August 1989 street The Pre-bid conference is: Not Mandatory but highly recommendable. Minutes of the Pre-bid conference will be disseminated by direct communication to prospective Bidders via Quantum and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed and in accordance with list of requirements in Annex 1 ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 detailing the experience of the company, proposed methodology, approach and expertise to complete the assignment ☒ Company Profile, including detailed portfolio/previous experience related to the assignment ☒ Copy of registration documents confirming that the company is legally registered in the Republic of Moldova and authorized to provide security services, as evidenced by registration with the Public Services Agency and inclusion in the State Register of Legal Entities. ☒ Copy of a valid Authorization for Private Security Activities issued by the competent, specialized subdivision of the General Police Inspectorate under the Ministry of Internal Affairs of the Republic of Moldova, in accordance with Law No. 283-XV of 4 July 2003 on Private Detective and Security Activities. The authorization shall cover, as a minimum, the physical protection of people, premises, buildings and property. ☒ List and value of completed and/or ongoing contracts for similar security provision services to embassies, diplomatic missions, international organizations, governmental institutions, or facilities of similar complexity and value during the last 7 (seven) years including the following information: • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <i>Copies of contracts might be requested during evaluation stage.</i> ☒ Statement of Satisfactory Performance (Certificates) from the top 2 (two) clients in terms of Contract value that demonstrate at least 7 (seven) years of relevant experience in providing physical security and fire-safety support services ☒ List of qualified key personnel (including 1 (one) Supervisor Security Guard and 4 (four) Security Guards), together with: • duly completed and signed CVs (as per Annex 4: Format for CVs for personnel) per each member; • professional certificates (valid at the date of presentation) per each member; as well as • evidence of education per each member. Each CV shall be duly signed by each Key-personnel proposed. <i>The CVs of all proposed personnel shall clearly highlight their relevant experience that conforms with personnel requirements listed in Annex 1, p. 7.2. Personnel Requirements.</i>

	☒ Copy of signed Declaration confirming that, in the event of being awarded the Contract, the Bidder shall provide for each proposed security personnel the following valid supporting documentation prior to the deployment of the respective personnel: • Valid criminal-record certificate, confirming the absence of criminal convictions, in accordance with the requirements of Law No. 283/2003; • Valid medical certificate, confirming that the individual is medically fit to perform security duties, including night-shift duties, where applicable; • Evidence of fire-safety training; and • Evidence of first-aid training issued by a recognized training provider. The Bidder shall further confirm that all submitted documentation will be valid and up to date at the time of deployment and throughout the period during which the respective personnel perform security services, as applicable. ☒ Written confirmation of acceptance of working schedule or the justified counteroffer (best alternative offer). ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2023-2025).
Evaluation method	☒ UNDP will award a contract to one Bidder. The Contract will be awarded to the lowest price and substantially compliant offer based on the conducted evaluation.
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Be a legally registered entity officially authorized to provide security services, as evidenced by registration with the Public Services Agency and inclusion in the State Register of Legal Entities. ☒ Hold a valid Authorization for Private Security Activities issued by the competent, specialized subdivision of the General Police Inspectorate under the Ministry of Internal Affairs of the Republic of Moldova, in accordance with Law No. 283-XV of 4 July 2003 on Private Detective and Security Activities. The authorization shall cover, as a minimum, the physical protection of people, premises, buildings and property. ☒ Minimum 7 (seven) years of relevant experience in the provision of security services. ☒ Minimum 2 (two) finalized or ongoing contracts for similar security provision services to embassies, diplomatic missions, international organizations, governmental institutions, or facilities of similar complexity and value during the last 7 (seven) years, each backed up by Statements of Satisfactory Performance (Certificates). ☒ Sufficient human resources capacity to perform the services in a timely and satisfactory manner, in full compliance with the requirements specified in Annex 1. <i>The CVs of all proposed personnel shall clearly highlight their relevant professional experience corresponding with personnel requirements listed in Annex 1, p. 7.2 Personnel Requirements.</i>
Type of Contract to be awarded	☒ Contract for Provision of Security Services (Please check template at https://popp.undp.org/document/771/download/en?v=1779236687)
Expected date for contract award.	01 December 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

Title: RfQ26/03378: Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city

Reporting to: UNDP Operations Manager and UN House Administrative Associate

Contract duration: 01 December 2026 – 31 December 2027 with the possibility of extension under UNDP's rules and regulations.

1. GENERAL INFORMATION

The UN House building in Chişinău, with a total area of 1,466.96 square meters, is located at the following address: 31 August 1989 Street, No. 131, Chişinău, MD 2012, Republic of Moldova. The building consists of two parts: (1) the old part – from 1951 – a two-story section located at the corner of 31 August and Sfatul Țării streets, and (2) the new part – from 1997 – a four-story building along 31 August Street.

The Government of the Republic of Moldova has made available a state-owned building of approximately 1,466.96 sq. m., pursuant to Decision No. 317-d dated 2 December 1992 and Decision No. 326-d dated 19 July 1996, and the Lease Agreement No. 19 dated 5 July 2010, for use as a United Nations Common Shared Premises ("UN House") in Chisinau.

The United Nations Development Programme (UNDP) in Chisinau, Republic of Moldova, acts as the "Lead Agency" for the UN House and, in this capacity, has signed a Memorandum of Agreement with the other UN House agencies located on the premises. The UN House provides office space and facilities for meetings, training, conferences and other official activities to UN entities operating within the premises.

The UN House currently accommodates:

- United Nations Development Programme (UNDP)
- United Nations Children's Fund (UNICEF)
- United Nations Population Fund (UNFPA)
- Resident Coordinator's Office (RCO)

The premises also host meetings, training activities, conferences, and other official events attended by visitors, partners, contractors and government counterparts. The selected Contractor shall provide security services for all authorized occupants and users of the UN House.

UNDP Moldova, on behalf of the UN House participating agencies (UNDP, UNICEF, UNFPA, UNRCO) is looking for a service provider via the Common Services Account Project to ensure effective provision of physical security services for its premises of approximately 1,466 m2 or the UN House.

In accordance with the above, the selected security service provider (hereinafter referred to as the "Contractor") shall provide professional security and protection services for the personnel, premises, and assets of the United Nations Development Programme and other UN agencies operating from the UN House.

Under the guidance and supervision of the UNDP Operations Manager and the UN House Administrative Associate, the Service provider shall demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural background.

According to the Scope of Services, the Service provider shall provide professional physical security services for the protection of United Nations personnel, visitors, premises, information, and assets at the United Nations House in Chisinau, Republic of Moldova.

2. SCOPE OF SERVICES AND EXPECTED OUTPUTS

In order to achieve satisfactory professional security services in the UN House Moldova as specified below, the Service provider shall provide competent and trained workforce to ensure a safe and secure environment for all personnel, visitors, assets, within the UN House through the provision of effective access control, security monitoring, emergency response, incident reporting, coordination with relevant authorities and security support services on a continuous 24-hour basis.

The Contractor shall provide comprehensive, professional and unarmed security services for the building and perimeter in accordance with the applicable policies and procedures detailed in the requirements of the internal UN House Security Standard Operational Procedures (SOP) in place.

The scope of services shall include but not limited to the following: access control, visitors management, security screening, CCTV and electronic security system monitoring, building and perimeter security, security patrols, incident response, emergency response and support, fire safety monitoring and response, security reporting and record keeping, evacuation and crisis management support, participation in emergency exercises and drills, coordination an liaison with emergency services and law enforcement authorities when required.

3. GENERAL RESPONSIBILITIES OF THE SERVICE PROVIDER

1. **24/7 Security Coverage:** The security services will be performed on a 24/7 basis.
2. **Required Personnel:** The Contractor shall provide the following personnel:
 - **Five (5) core security guards**, including:
 1. **One (1) designated Supervisor/Security Guard.** The Supervisor shall preferably be assigned to the **day shift, when two (2) security personnel are present on duty**, and shall perform the regular duties of a security guard while additionally coordinating and monitoring the performance of the security personnel assigned to the shift. The Supervisor shall not be relieved of operational security duties solely for the purpose of performing supervisory functions and shall ensure that such functions are carried out without compromising the required security coverage.
 2. **Four (4) core Security Guards.**
 - **Additional personnel** (at least two (2) replacement security guards), who shall be available to support events, cover leave, absences, illness, emergencies, or other operational requirements when core personnel are unavailable.
 - The Contractor is encouraged to include at least **one female Security Guard** among the core personnel, where feasible.
 - This is the recommended number of personnel required to carry out the assignment. However, bidders should assess the security service requirements and may propose a different staffing arrangement, provided that it is clearly described and justified in their Technical Offer.
3. **Staffing Model / Working Schedule and Coverage:** The Contractor shall organize the work schedule and rotation of the five core Security Guards to ensure uninterrupted 24/7 coverage, while complying with all applicable requirements on working hours, rest periods and occupational health and safety. No Security Guard shall work more than twelve (12) consecutive hours, and each shift shall be followed by the legally required rest period. Additional Security Guards shall be deployed when required for events, leave coverage, illness, training, emergencies or other operational requirements. The staffing and deployment plan shall ensure that all designated security functions and critical posts can be always maintained, including during check of premises, breaks, incidents and emergency response.

Coverage Period	Number of Guards on duty
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Normal Working Hours – Day shift	
<i>* The Supervisor/Security Guard shall be one of the five core guards and shall be preferably assigned to the day shift.</i>	2
After Working Hours, Weekends and Holidays	1
Events / Periods Requiring Additional Coverage	3

3. **UN House security governance / UNSMS alignment.** UNDP, as Lead Agency, will administer the contract on behalf of the participating UN House agencies. Security services shall be delivered in accordance with applicable UNSMS requirements, approved security measures, UN House security procedures, approved UN House SOPs and Post Orders, and instructions issued through the designated UN security management arrangements, in coordination with UNDSS and participating UN entities as appropriate. The Contractor shall implement these requirements within the scope of its contracted services and shall cooperate with UNDP, UNDSS and other designated UN security personnel as required.
4. **Unarmed Security Services:** The security services under this Contract shall be provided on an unarmed basis. Security personnel shall not carry firearms or other prohibited weapons while performing duties under the Contract. Security personnel shall perform their duties only within the powers granted under the applicable legislation of the Republic of Moldova and in accordance with the approved UN House SOPs, Post Orders and applicable security measures. Any use of force shall be limited to what is legally permitted and strictly necessary in the circumstances.
5. **Post Orders and SOPs.** UNDP shall develop and maintain Post Orders for each security position, consistent with approved UN House SOPs and security measures. These shall include, as applicable, access control and screening, emergency response, fire and medical emergencies, suspicious packages, evacuation, loss of communication or power, incident escalation, and after-hours procedures. Post Orders shall be reviewed and updated when operational requirements or applicable security measures change. The Contractor shall ensure that all personnel assigned to the contract receive, understand and sign the applicable Post Orders and comply with them at all times.
6. **Safeguarding and conduct.** All personnel assigned to the contract shall comply with applicable UN standards of conduct, including requirements relating to prevention of sexual exploitation and abuse (PSEA), safeguarding, respectful conduct and appropriate interaction with children and other vulnerable people.
7. **Information and confidentiality.** All Contractor personnel shall maintain strict confidentiality regarding information obtained in the course of their duties, including CCTV footage, access and visitor records, personnel movements, emergency information and security incidents. Such information shall not be disclosed, photographed, copied, shared through social media or otherwise used except for authorized official purposes. The Contractor's personnel shall only access information and areas necessary for the performance of their assigned duties.
8. **Performance assurance.** The Contractor's performance shall be monitored against agreed service standards set out in this TOR, including staffing compliance, training completion, incident reporting, supervisory checks, and corrective-action follow-up. UNDP as the lead agency may conduct announced or unannounced inspections, drills, and performance tests to verify compliance with contractual and operational requirements. The contractor shall submit service reports as required, immediately report serious security incidents in accordance with the applicable Post Orders and SOPs and submit written incident reports as required, participate in periodic performance reviews, implement corrective actions when deficiencies are identified, cooperate fully with UNDP and UNDSS investigations, reviews and inspections.
9. **Emergency preparedness.** The Contractor shall participate in emergency response planning and evacuation drills, train their personnel in emergency preparedness and procedures, maintain current and accurate emergency contact lists, liaise and coordinate with police, ambulance and fire services when required.
10. **Training Requirements.** The Contractor shall certify that all personnel assigned to the contract have successfully completed appropriate security training prior to deployment. Training shall include at minimum: Access control and management procedures, Visitor Access Management, Security screening procedures, CCTV and alarm monitoring, Fire safety and fire response, First aid and emergency response, Radio and communications

procedures, Incident reporting, Human rights and professional conduct, Prevention of harassment and discrimination, Integrity and ethical conduct, Conflict de-escalation techniques, Cultural awareness, Security awareness and emergency procedures relevant to the UN House SOP. The Contractor shall maintain a documented refresher training programme throughout the contract period.

11. **Uniforms and equipment.** The Contractor shall provide personnel with professional summer and winter security uniform sets, identification badges, flashlights, if needed and or any additional equipment necessary to perform contractual duties. UNDP shall provide communication device(s), such as a telephone, and duty equipment, such as one hand metal detector. The Contractor shall ensure that all personnel use the provided equipment properly and responsibly. All uniforms and Contractor-provided equipment shall be subject to UNDP approval.
12. **Overall Responsibilities of the Contractor:** The Service Provider shall have overall responsibility for the effective, continuous and professional delivery of the security services and shall:
 - Provide all supervisory, management, security and operational personnel necessary to deliver the security services in accordance with the requirements of this TOR and approved staffing plan.
 - Ensure continuous operational readiness and uninterrupted security coverage throughout the contracted service period.
 - Ensure adequate staffing at all times.
 - Develop duty rosters, shift schedules and replacement arrangements.
 - Provide suitably qualified and trained replacement personnel promptly during leave, illness or absence.
 - Ensure compliance with applicable Laws and Regulations of the Republic of Moldova.
 - Maintain effective communication and coordination with UNDP and designated security personnel.
 - Maintain insurance coverage required by applicable law and the Contract.
 - Immediately replace personnel deemed unsuitable for assignment to the UN House upon UNDP request.
 - Ensure personnel comply with UN standards of conduct, ethics and professionalism.
 - Take prompt corrective action in response to deficiencies identified by UNDP or through the Contractor's own supervisory and quality-control processes.
 - Cooperate fully with UNDP in performance reviews, investigations of incidents, drills, and other activities undertaken to monitor or improve the quality and effectiveness of the security services.

The Contractor shall remain fully responsible for the management, supervision, discipline, remuneration, welfare, and employment of its personnel and for ensuring that its personnel comply with the requirements of the contract and applicable legislation.

4. DUTIES OF THE SECURITY PERSONNEL

The Security personnel shall be professional in performing the following security duties:

Table 1. Security Supervisor Guard duties

	Duties and responsibilities
Access Control and Screening	Security Supervisor Guard shall: • Control and monitor access to the UN House premises. • Verify the authorization of staff, visitors, contractors and service providers entering the premises. • Register visitors and issue/manage temporary visitor passes in accordance with established procedures. • Monitor and control the entry and exit of deliveries, contractors and service providers. • Conduct security screening of persons, packages, bags and deliveries using approved procedures and equipment. • Monitor compliance with procedures for the issuance, return and control of keys, access cards and other access devices. • Ensure that any lost, missing or unauthorized access device is reported promptly to the Contractor and the designated UN House/UNDP focal point.

	• Ensure that access control procedures are consistently applied by security personnel during the shift.
Security Monitoring	Security Supervisor Guard shall: • Monitor CCTV, alarm systems and other electronic security systems, where applicable. • Monitor the main entrance, perimeter and other designated access points. • Identify and promptly report suspicious or unusual activities. • Identify and report physical security vulnerabilities, unsafe conditions or breaches of established security procedures. • Ensure that unauthorized vehicles do not block access points or enter restricted areas. • Monitor compliance of security guards with established security procedures and Post Orders.
Shift Schedule, Coordination and Supervision	Security Supervisor Guard shall: • Coordinate the day-to-day activities of the security guards assigned to the shifts. • Conduct a briefing at the beginning of the shift and communicate relevant instructions, scheduled visitors, deliveries, events and other operational information. • Ensure that all designated security posts remain continuously covered during the shift. • Coordinate breaks and temporary replacement of guards without compromising security coverage. • Monitor the attendance, punctuality, uniform, identification and professional conduct of security personnel during the shift. • Conduct regular supervisory checks of security posts and ensure compliance with Post Orders and SOPs. • Report any absence, late arrival, early departure or other staffing deficiency to the Contractor and UN House Administrative Associate.
Incident and Emergency Response	Security Supervisor Guard shall: • Respond to security incidents occurring on or affecting the UN House premises. • Respond to fire alarms, medical emergencies, suspicious packages, criminal acts, safety incidents and other emergencies in accordance with established procedures. • Coordinate the immediate response of security personnel during the day shift. • Support safe evacuation of the premises when required. • Assist with communication and coordination between UN personnel, security personnel and emergency responders. • Notify the designated Un House Administrative Associate and emergency services, as appropriate. • Provide first-response assistance within the limits of their training. • Maintain order and secure the affected area pending the arrival of emergency services or designated responders.
Visitors, Contractors and Events	Security Supervisor Guard shall: • Coordinate security arrangements for scheduled visitors, contractors, service providers and deliveries during the day shift. • Ensure that relevant security instructions are communicated to security guards. • Support security arrangements for meetings, events and other activities taking place at the UN House. • Ensure appropriate access control and security coverage during events and activities requiring additional attention.
Reporting and Handover	Security Supervisor Guard shall: • Maintain and/or verify the daily occurrence/security log.

	- Record and report security incidents, unusual activities, security observations and breaches of procedures. - Prepare or contribute to incident reports as required. - Immediately report significant security incidents to the designated UNDP focal point. - Provide a proper handover to the incoming security team, including information on incidents, visitors, contractors, outstanding issues and other relevant security matters. - Cooperate with and support investigations, inspections, drills and other security-related activities conducted by UNDP and/or UNDSS.
Compliance and Professional Conduct	Security Supervisor Guard shall: - Perform all duties in accordance with the approved Post Orders, UN House SOPs and applicable security measures. - Comply with applicable UN standards of conduct, including confidentiality, PSEA, safeguarding, respectful conduct and professional behaviour. - Maintain confidentiality of information obtained in the course of duty, including visitor records, CCTV information, personnel movements and security incidents. - Properly use and safeguard security equipment provided for the performance of duties. - Participate in required security training, briefings, drills and exercises.
Coordination with the UN House Administrative Associate	Security Supervisor Guard shall: - The Supervisor should be the day-to-day operational contact for security matters. - Respond to requests in a timely manner. - Communicate operational issues, staffing problems and security concerns.
Continuous monitoring of service quality	Security Supervisor Guard shall: - Monitor the performance of security guards during the shift. - Check compliance with Post Orders/SOPs of the UN House. - Identify deficiencies and report them to the Contractor/UNDP.
Staffing and absence monitoring	Security Supervisor Guard shall: - Monitor attendance of security personnel. - Immediately report absences or insufficient staffing. - Ensure that no security post is left uncovered. - Coordinate with the Contractor regarding replacement personnel. The Security Team Supervisor shall implement the approved duty roster and shall immediately notify the Contractor, the UN House Administrative Associate and UNDP Operations Manager of any absence, late arrival, early departure or other staffing deficiency. The Supervisor shall ensure that no security post is left unattended and that appropriate replacement coverage is arranged without interruption of security services.
Personnel compliance	Security Supervisor Guard shall: - Ensure that only approved security personnel are deployed. - Report any unauthorized personnel or changes in personnel to UNDP. - Ensure guards comply with applicable security procedures and training requirements.
UNSMS/security requirements	Security Supervisor Guard shall: - Ensure, at operational level, that guards follow the applicable UNSMS-related procedures and Post Orders as per UN House internal SOP. - Ensure that personnel perform their duties according to their approved training and instructions.
Communication and reporting	Security Supervisor Guard shall: - Maintain communication with the UN House Administrative Associate. - Report incidents, deficiencies and operational issues.

	• Provide relevant information for the Contractor's reports to UNDP on a monthly basis, preferably at the beginning of the month.
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Table 2. Security Guards Personnel duties

Area of expertise	Duties
Access Control	Security personnel shall: • Control and monitor access to the premises. • Verify employee and visitor authorization. • Implement and maintain visitor registration and access procedures. • Manage temporary visitor passes. • Ensure compliance with access control procedures. • Monitor and control deliveries of contractors and service providers entering the premises. • Conduct security screening of persons, packages, bags and deliveries using approved methods and authorized screening equipment. • Maintain control of keys, access cards and other access devices entrusted to security personnel, in accordance with established procedures. • Record the issuance and return of keys, access cards and other access devices, where applicable. • Immediately report any lost, missing or unauthorized use of keys or access devices.
Security Monitoring	Security personnel shall: • Monitor CCTV, alarm systems and electronic security systems in accordance with established procedures. • Monitor perimeter areas and access points. Ensure that unauthorized vehicles are not parked inside the perimeter or block the access points. • Identify and promptly report suspicious or unusual activities • Report physical security vulnerabilities. • Observe and report to UN House Administrative Associate non-compliance with security procedures.
Patrols	Security personnel shall: • Conduct regular internal and external patrols within UN House perimeter. • Inspect building entrances, exits and perimeter areas. • Conduct and verify building security checks after office hours. • Report on safety and security concerns immediately. • Monitor building security, fire, and general safety conditions after working hours
Incident Response	Security personnel shall: • Respond to security incidents occurring on or affecting the UN premises. • Respond to fire alarms, medical emergencies, suspicious packages, criminal acts and safety incidents. • Support safe building evacuations when required. • Assist with coordination and communications as required between UN personnel and emergency responders. • Notify both the UN House Administrative Associate and emergency services, as appropriate. • Provide first-response assistance within the limits of their training. Maintain order pending arrival of emergency services
Reporting	Security personnel shall:

	● Maintain daily occurrence logs. ● Record all incidents and security observations. ● Prepares and submit incident reports. ● Report safety and security incidents immediately. ● Cooperate with and support investigations when requested by UNDP and or UNDSS.
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5. ORGANIZATIONAL SETTING

The timeframe for the work of the Company is planned for the period **1st of December 2026 until 31st of December 2027**. The Company will receive the necessary information and materials for the fulfilment of the assignment.

The Contractor shall assign a Supervisor who will be responsible for coordinating the work with the UN House Administrative Associate, responding requests in a timely manner and for continuous monitoring of the quality of security services on behalf of the Contractor. Any report related to the services provided should be submitted to UNDP Operations Manager.

During the contract period, the Contractor is responsible for hiring and maintaining sufficient security staff to fulfil the tasks outlined in the contract.

The Contractor must comply with all applicable national legislation regarding remuneration, benefits, working hours, rest periods and other employment conditions applicable to its personnel.

The contractual relationship is exclusively between the Contractor and UNDP. No individual employment relationship shall be established between UNDP and the security staff/Contractor's personnel. The Contractor shall recruit, train, and remunerate the necessary personnel to perform the security services described in the contract, ensuring that they have the required experience to fulfil their duties according to the national legislation.

UNDP reserves the right to conduct background checks and to approve or reject any security staff member designated by the Contractor to work within the UN House premises. If any of the Contractor's staff do not meet the required qualifications, the Contractor must replace them immediately.

The Contractor shall inform UNDP in writing about the identity of the staff assigned to perform activities on the UNDP's premises by providing a copy of their identification document, in accordance with applicable security and data protection requirements.

Only UNDP-approved personnel may be assigned to the Contract. Any planned change to the deployed personnel shall be communicated to UNDP in advance and shall be subject to UNDP approval. In case of absence, illness, leave or any other reason preventing an assigned security staff member from performing the duties, the Contractor shall provide a qualified replacement without undue delay and shall ensure uninterrupted provision of security services. Replacement personnel shall also be subject to UNDP approval before deployment, except in urgent circumstances where immediate replacement is necessary to maintain security coverage, in which case UNDP shall be informed as soon as possible.

The Contractor shall seek to minimize unnecessary staff turnover during the contractual period e.g. avoid the frequent change of the security staff without consultation with UNDP. Each staff should be engaged under respective contract for at least 6 months prior to any changes.

The Contractor's personnel shall not remove, use or otherwise take any items belonging to the UNDP or other UN House occupants without authorization.

UNDP, together with other UN House located agencies, according to Memorandum of Understanding, may discuss performance reviews of the Contractor through the UN House Management Committee meetings to ensure the services are meeting the agreed requirements and standards.

The Contractor will liaise with UNDP as the lead agency for UN House Management under the Common Services Account Project regarding all the services provided under the Contract. All communications and documentation related to the assignment will be in Romanian or English.

UNSMS Compliance Confirmation: After the Contract signature and before deployment of personnel, the Contractor shall provide written confirmation of the understanding of UNSMS requirements as below:

1. Personnel screening has been completed in accordance with the applicable requirements.
2. All assigned personnel meet all mandatory contractual and legal requirements.
3. All assigned personnel have completed required training.
4. The Contractor and its personnel comply with applicable UNSMS requirements relating to private security service provider.

The Contractor shall maintain appropriate records supporting the above and make them available to UNDP or the designated UN security authority for verification, as required.

Payments: The payment shall be settled on monthly basis for services satisfactorily rendered. The Contractor shall prepare and send a monthly invoice together with the required supporting document(s) confirming receipt and satisfactory provision of the services.

5. CONFIDENTIALITY

All materials, information, documents and records provided to the UNDP or accessed by the Contractor and its personnel in connection with the Contract shall be regarded as confidential, both during and after the service delivery. Any breach of confidentiality requirements may result in appropriate contractual measures, including termination of the contract in accordance with its terms.

Security personnel are strictly prohibited from participating in organizational activities or accessing sensitive documents or information. Strict confidentiality measures shall apply. The Contractor's staff are prohibited from becoming aware of any information, documents, or data to which they may have access during the performance of this contract and activities within the UN House premises.

The Contractor shall ensure that all personnel assigned to the Contract understand and comply with the confidentiality requirements. The confidentiality obligation applies to the Contractor and its employees both during and after the contract period and, where applicable, after the personnel's employment or engagement with the Contractor has ended.

The Contractor must obtain **signed confidentiality declarations** from all personnel involved in executing this contract and provide copies to the UNDP at the start of the contract and/or staff deployment. The declarations shall confirm the personnel's obligation to respect the confidential nature of any information accessed during their work and not to disclose or make such information public to third parties, nor use it for personal purposes during or after employment.

The Contractor shall not use the UNDP's premises, equipment, or materials for purposes other than the execution of this contract and exclusively for office-related needs.

6. QUALIFICATIONS REQUIRED

7.1. Company requirements

Bidders meeting the following requirements may participate in the competition:

- Be a legal entity duly registered in the Republic of Moldova with the Public Services Agency officially authorized to provide security services and included in the State Register of Legal Entities.
- Hold a valid Authorization for Private Security Activities issued by the competent, specialized subdivision of the General Police Inspectorate under the Ministry of Internal Affairs of the Republic of Moldova, in accordance with Law No. 283-XV of 4 July 2003 on Private Detective and Security Activities. The

authorization shall cover, as a minimum, the physical protection of people, premises, buildings and property.

Romanian translation of the Authorization for Private Security Activities: *Autorizație pentru activitatea particulară de pază, eliberată de subdiviziunea specializată competentă a Inspectoratului General al Poliției din cadrul Ministerului Afacerilor Interne al Republicii Moldova, care să includă cel puțin paza fizică a persoanelor, încăperilor, clădirilor și bunurilor.*

- Have at least 7 (seven) years of experience in provision of security services.
- Minimum 2 (two) finalized and/or ongoing contracts for similar security services provision to embassies, diplomatic missions, international organizations, governmental institutions, or facilities of similar complexity and value during the last 7 (seven) years. Experience with international organizations, United Nations entities, diplomatic missions, government institutions or other premises of comparable nature, complexity and value will be considered particularly relevant. The Bidder shall provide information on the client, contract period, scope of services and contract value.
- Statement of satisfactory Performance (Certificates) from the top 2 (two) clients in terms of Contract value in similar field, that demonstrate at least 7 (seven) years of relevant experience in similar security services provision.
- Have adequate organizational, supervisory and operational capacity, including sufficient trained replacement personnel, to ensure uninterrupted service during annual leave, sick leave, emergencies, training or other absences.

7.2. Personnel requirements:

The Selected Bidder shall propose:

- **Five (5) core security guards**, including:
 1. **One (1) designated Supervisor/Security Guard.**
 2. **Four (4) core Security Guards.**
- **Additional personnel** (at least two (2) replacement security guards), who shall be available to support events, cover leave, absences, illness, emergencies, or other operational requirements when core personnel are unavailable.
- The Contractor is encouraged to include at least **one female Security Guard** among the core personnel, where feasible.
- This is the recommended number of personnel required to carry out the assignment. However, bidders should assess the security service requirements and may propose a different staffing arrangement, provided that it is clearly described and justified in their Technical Offer.

The proposed guards shall meet the minimum requirements below and shall be available for assignment under the Contract. **Replacement personnel shall meet the same qualification and experience requirements as the core team.**

The proposed personnel shall meet the following **minimum requirements**:

- At least 3 (three) years of relevant professional experience in physical security, access control and protection of premises for each proposed Security Guard and Supervisor Security Guard.
- Completion of at least secondary education.
- Completion of the specialized training required for employment as a security guard, issued by a competent or accredited specialized training institution in accordance with Moldovan legislation.

Romanian translation of the required certificate to prove compliance: *Certificat de absolvire a cursurilor speciale de pregătire pentru activitatea de gardian, eliberat de o instituție sau un centru specializat de instruire competent/acreditat, în conformitate cu legislația Republicii Moldova.*

- Certification or attestation of proposed guards for the performance of private security duties, where such certification or attestation is required under applicable Moldovan legislation.

Romanian translation of the required certificate to prove compliance: *Document care confirmă certificarea sau atestarea angajatului pentru desfășurarea activității particulare de pază, în cazurile prevăzute de legislația Republicii Moldova.*

- Ability to communicate effectively in Romanian. Knowledge of basic English and Russian is desirable due to the international working environment of the UN House.
- Possession of basic computer skills.

The above requirements shall be clearly reflected in the CVs of the proposed personnel, using the format provided in Annex 4. Each CV shall clearly demonstrate the required relevant professional experience and shall be signed by the proposed personnel.

For each proposed security guard, the Bidder shall confirm that the individual **already meets the below additional mandatory requirements at the time of submission of the Proposal:**

- has no criminal convictions, in accordance with the requirements of Law No. 283/2003;
- is medically fit to perform security duties, including night-shift duties where applicable;
- has completed the required fire-safety training, covering at a minimum fire prevention, initial response to a fire alarm, evacuation procedures and the proper use of portable firefighting equipment; and
- has completed first-aid training from a recognized training provider.

Possession of the above qualifications/training by each proposed security is mandatory at the time of Proposal submission. However, to avoid the submission of personal documents at the proposal stage, the Bidder shall submit, as part of their Proposal and for the purposes of evaluation, a **signed declaration confirming that each proposed security guard meets these mandatory requirements and that the corresponding valid supporting documents will be provided before contract signature and, in any event, before the respective personnel are deployed at the UN House premises.**

The declaration shall identify each proposed Security Guard and confirm compliance with each of the above mandatory requirements. **The evaluation at the proposal stage will be based on the submitted declaration.** The corresponding supporting documents shall be provided by the Selected Bidder **before contract signature and, in any event, before the respective personnel are deployed at the UN House premises.**

Therefore, before contract signature, the Selected Bidder shall provide, for each proposed Security Guard::

- A valid criminal-record certificate confirming the absence of criminal convictions, in accordance with the requirements of Law No. 283/2003.
- A valid medical certificate confirming that the person is medically fit to perform security duties, including night-shift duties where applicable.
- Evidence of fire-safety training covering, as a minimum, fire prevention, initial response to a fire alarm, evacuation procedures and the proper use of portable firefighting equipment.

Romanian translation of the required certificate to prove compliance: *Certificat, adeverință sau proces-verbal de instruire în domeniul apărării împotriva incendiilor, care să confirme instruirea privind prevenirea*

incendiilor, acțiunile inițiale în caz de incendiu, procedurile de evacuare și utilizarea mijloacelor primare de stingere a incendiilor.

- Evidence of first-aid training from a recognized training provider. If this evidence is not available at the proposal stage, the Selected Bidder shall ensure that all proposed personnel complete the required first-aid training before deployment.

The Selected Bidder shall ensure that all required personnel documentation is valid and up to date at the time of deployment and throughout the period during which the respective personnel perform security services, as applicable.

Failure to submit the required declaration, or failure of the declaration to confirm that a proposed Security Guard meets any of the mandatory requirements at the time of Proposal submission, shall render the proposed personnel non-compliant with the personnel requirements.

If the required supporting documentation is not provided within the timeframe specified by UNDP, or if the documentation does not confirm compliance with the mandatory requirements, the respective personnel shall not be permitted to perform security services under the Contract.

The Bidder shall also ensure that the proposed personnel are available for the required working schedule and are able to perform duties on a 24-hour basis, including night shifts, weekends and public holidays, as applicable.

Only personnel approved by UNDP may be deployed under the Contract.

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:	RfQ26/03378: Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city	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?	☐ Yes ☐ 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):	☐ Yes ☐ 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):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability	☐ Yes ☐ No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	☐ Yes ☐ No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 2 (two) finalized and/or ongoing contracts for similar security provision services to embassies, diplomatic missions, international organizations, governmental institutions, or facilities of similar complexity and value during the last 7 (seven) years, each backed up by Statements of Satisfactory Performance (Certificates)				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value <i>(insert currency)</i>	Period of activity <i>(year, month)</i>	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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

Yes	No	
		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.
☐	☐	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.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.
☐	☐	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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	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

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:	RfQ26/03378: Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city	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 Annex 1.
- A brief methodology, approach and implementation plan.
- Team composition and CVs of key personnel.

Table 1: Financial Offer to Provide Services Compliant with Breakdown of Requirements

Provide a lump sum for the provision of the services stated in the requirements from Annex 1 of your technical offer. The lump sum should include all costs of the Services.

Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies, including VAT 20%

No.	Description	Unit	No. of months	Unit price per month, incl. VAT 20% (Please indicate the currency)	Total price, incl. VAT 20% (Please indicate the currency)
1.	Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city (FIXED PRICE)	Lump sum/per month	13		
2.	Value added tax	Lump sum/per month	13		
Total price (Please indicate the currency)					

Table 1.2. Breakdown of Fees for the personnel (included in the monthly rate). Please list all proposed staff.

Personnel/other elements	UOM	Qty	Unit price, incl. applicable taxes (Please indicate the currency)	Total price, incl. applicable taxes (Please indicate the currency)
Supervisor/Security Guard 1	Day			

Security Guard 2	Day			
Security Guard 3	Day			
Security Guard 4	Day			
Security Guard 5	Day			
(Please add as required)				
Total price (Please indicate the currency)				

Table 1.2. Breakdown Other costs (included in monthly rate)

Description	Unit of Measure	Quantity	Unit price , incl. VAT 20% (Please indicate the currency)	Total price, incl. VAT 20% (Please indicate the currency)
(Please add as required)				
Total price (Please indicate the currency)				

Compliance with Requirements

Requirements	Your responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications (as per Annex 1: Schedule of requirements)	☐	☐	Click or tap here to enter text.
Compliance with national legislation in terms of fair remuneration, benefits, and the standard number of working hours per week	☐	☐	Click or tap here to enter text.
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Payment terms: on a monthly basis	☐	☐	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	☐	☐	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.

<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. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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ANNEX 4: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2: Quotation Submission Form and 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.

IMPORTANT: The CVs of all proposed personnel shall clearly highlight their relevant professional experience corresponding with personnel requirements listed in Annex 1, p. 7.2 Personnel Requirements. Additionally, each CV shall be supported by required evidence to confirm previous experience, education and certifications.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03378: Provision of physical security services in the UN House building located at 131, 31 August 1989 street, Chisinau city	Date: Click or tap to enter a date.

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.	
Professional Certifications	Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.	
References:	Provide names, addresses, phone and email contact information for two (2) references.	

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Summarize professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature: _____

Date: _____