



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RfQ21/02385: EU4MD/ Study visit - conceptualization and development of sustainable business clusters**

Date: 02 November 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

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 using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Denis Suschevici

Signature: _____

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 02 November 2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

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 publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>12 November 2021, 15:00, EET (Eastern European Time, GMT+3)</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><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <p>Insert BU Code: MDA10 and Event ID number: 0000010819</p> <p>If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:</p> <ul style="list-style-type: none"> · Username: event.guest · Password: why2change <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</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_an_dinvestigation.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>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</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	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 calendar months.
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 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>
Currency of Quotation	<p>Quotations shall be quoted in USD United States Dollar.</p> <p>United States Dollar will be also the contract currency and the currency of performance and maintenance securities. Payments under the contract will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php</p>
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.
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 below: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	Romanian, Russian or English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <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 (short info up to 2 pages) - a short description of the Company and relevant experience to this assignment; <input checked="" type="checkbox"/> A brief methodology, approach and implementation plan; <input checked="" type="checkbox"/> Team composition and CVs of key personnel; <input checked="" type="checkbox"/> Copy of Company's Registration certificate; <input checked="" type="checkbox"/> List of relevant projects, as per TOR requirements (Please indicate the e-mail addresses or telephone numbers of contact persons for reference check); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	<input checked="" type="checkbox"/> The Contractor shall submit a final invoice within 30 days from the signature of the Receipt Act.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Upon delivery of study tour and products
Contact Persons for correspondence, notifications and clarifications	Victoria JOSAN, victoria.josan@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	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 by publishing directly on eTendering.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance to requirements as specified in Annex 1 and lowest price ¹ <input checked="" type="checkbox"/> Compliance to qualification requirements: <ul style="list-style-type: none"> • At least 5 years of practical experience organizing study visits, conferences, trade missions aiming to stimulate local economic development, smart specialization, and value chains analyses in Romania and/or Republic of Moldova; • At least 2 projects/assignments related to cluster initiation/development/capacity building or value chain development; • At least 1 project/assignment of cooperation with Public Authorities (Central, Local), Public Institutions/Agencies; • Average turnover for the past three (3) years shall not be below 30,000 US\$ (in case of consortium applicable for lead company only). <i>Detailed projects description must be described and attached to the Company Profile, indicating project, year, other details as may be relevant.</i> <input checked="" type="checkbox"/> Minimum key-personnel proposed including: 1 (one) Agri food expert 1 (one) Tourism expert 1 (one) Light industry expert. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions
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 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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services)
Expected date for contract award.	15 November 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more 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.

¹UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specification.

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ANNEX 1: SCHEDULE OF REQUIREMENTS

RfQ21/02385: EU4MD/ Study visit - conceptualization and development of sustainable business clusters requires the delivery of the following services as detailed in the ToR.

Terms of Reference

A. PROJECT TITLE: EU4MOLDOVA: FOCAL REGIONS PROGRAMME

B. PROJECT DESCRIPTION

General Background:

The EU4Moldova: Focal regions Programme (further on referred as Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and United Nations Children's Fund.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

Specific context

Focal regions Cahul and Ungheni are currently being assisted to become more attractive for investment, job creation and entrepreneurship. Each focal region is supported to rise above their current status of 'declining economic periphery' and implement a consistent package of 'economic turnaround' measures, aiming to improve their domestic and international image as 'emerging regional growth poles' with conducive business

environment and amplified investment and entrepreneurship activities. The business development component of the programme is focusing on attracting new business and existing companies to flourish. The activities of the programme aim to support and improve business environment and a number of start-ups created and stabilized, existing companies stimulated for expansion and growing, as well as new entrants to look into the regions' investment opportunities. This activity will complement and correlate with cluster creation and consists of providing support in the implementation of 'Cluster Development Plans' directed towards supporting the key sectors of local economies to grow, expand and succeed.

Along the above, each focal region will be supported to improve the competitiveness of its territorial economy through restructuring and strengthening its major economic sectors into strong and dynamic territorial clusters, oriented towards exporting to the EU market and integrated into stable and high-margin value chains. More specifically, the assistance will focus on:

- Identification of economic area vs. administrative area
- Identification of key relevant value chains (4 for each Focal Region)
 - Cahul region¹– tourism, shepherding, table grapes, wine making.
 - Ungheni region² – tourism, carpet production, furniture production, strawberries
- Identification of motivated stakeholders
- Identification of bottom-up realistic initiatives
- Further steps for implementation of Local Economic Development (LED) initiatives

C. SCOPE OF WORK

The EU4MD: Focal regions Programme seeks a local or international company (hereinafter the Contractor) to organize a study tour in Romania to showcase best practices and relevant examples of developing associations/cluster chains.

The **overall objective** of the assignment is to facilitate the transfer of Romanian knowledge and experience in developing associations/clusters chains, adapting to the value chains approach and build capacities of private sector to Ungheni and Cahul Focal Regions. To ensure adequate achievement of the specific objectives and implementation of all planned activities, the Contractor will be responsible for the development of the study visit programme/agenda, logistic activities, organizing the study visit for members of working groups in the fields of:

1. Tourism
2. Agri-food (table grapes, wine making, strawberries)
3. Carpet/furniture productions

KEY TASKS/ACTIVITIES AND EXPECTED OUTPUTS

Expected Results to be achieved during the study visit:

- Familiarization with cluster operation models with different forms of organization and association with different numbers of members.
- Familiarization with the legislative regulations regarding the activity of clusters, sources, and models of financing possibilities.

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¹ https://eu4cahul.md/wp-content/uploads/2021/03/Cahul_LCED_RoadMap_final-converted.pdf

² http://eu4ungheni.md/wp-content/uploads/2021/03/Ungheni_LCED_RoadMap_final-converted.pdf

- Familiarization with the background and history of the establishment, development, and collaboration within and between clusters through the formation of networks.
- Familiarization with the specific work of the entity that ensures the management of the cluster.
- Familiarization with activities for the accreditation / certification of clusters.

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

Task 1. Project initiation:

- Elaboration and coordination with the Programme of the tentative agenda for the study visit, which must include but not be limited to the minimum requests indicated below:
 - **Target groups of the assignment** – i) Tourism, ii) Agri-food (table grapes, wine making, strawberries) and iii) Carpet/furniture productions.
 - **Number of participants per each group** - 8 representatives of the above-mentioned business sectors from both Focal Regions (Cahul and Ungheni) which will form the future associations or clusters. The 24 participants will be selected with the support of the EU4Moldova Focal Region Programme from companies/experts in the region; however, the Contractor is expected to formulate recommendations for the selection criteria for participants/types of companies/areas of activity for the study tour participants.
 - **Visit and trip arrangements:**
 - ✓ Accommodation in a minimum 3-star hotel (4 nights, Single numbers, with breakfast included)
 - ✓ Refreshments (2 coffee breaks per working day, depending on working program)
 - ✓ Lunch and dinner locations (5 days, 2 meals per day)
 - ✓ Per-diem (first and last day of the trip for participants according to Moldovan Legislation rates)
 - ✓ Insurance for study tour participants (including COVID coverage)

Task 2. Study Tour Organization. The Contractor will support the organization for the Moldovan participants of three distinct study visits to Romania under the following requirements:

- Study visit should envisage visits to: i) at least 3 members companies of each cluster; ii) at least 2 clusters per domain; iii) at least one institution in the field of research, innovation, and technology transfer; iv) at least one National / Regional Support Association
- Period requested for the study visit: November 25, 2021 – December 10, 2022; all three tours could be organized simultaneously. **N.B.** Depending on pandemic restrictions imposed by Romanian and Moldovan Governments, timing of the study visits should be preliminary agreed with the Programme.
- Total days required for study tour: max. **5 days** (including the travel to and from the destination country)
- Daily driving distance: max. 400 km (excluding travel to and from the destination country)
- Hotel reservation, and lunch and dinner venues, assignment of a person to accompany each group, preparation of workshop synopsis, lectures, textbooks, information materials, list of relevant literature, presentations and other training materials, carrying out of lectures and site visits, etc.
- The programme will organize and cover the transportation costs.

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

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- All study tour materials and media outcomes, evaluation form and results of the evaluation/ feedback collected from participants, lessons learnt, database with contact details of experts and relevant institutions (incl. at least 6 contacts per each group) which can be used for further consultations and networking, recommendations, and suggestions of possible follow up activities.
- Recommendations, conclusions and brainstorming on possible next steps, setting premises for long lasting partnerships between all counterparts.

Dedicated workshops, training and meeting events will be also focused on stimulating the efficient use of resources by moving to a clean, circular economy and to restore biodiversity and cut pollution.

D. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

Deliverables	Indicative timeframe
<p>Task 1. Project Initiation.</p> <ol style="list-style-type: none"> 1. Preliminary agenda of the study tour and logistics note for the participants, including preparation of database of experts and relevant institutions to be visited. 2. Presenting the list of participants <p>Deliverable 1: Study tour concept and methodology. Preliminary report to study tour, including detailed agenda and logistic note.</p>	1 week since contract signature
<p>Task 2. Study Tour Organization.</p> <ol style="list-style-type: none"> 1. Organize 3 different study visits to Romania for participants from Moldova which can be organized simultaneously (5 working days for a group of 3*8=24 persons). 2. Logistic arrangements carried out: organize hotel accommodation (min. 3 stars, single rooms,) meals (lunch and dinner) for participants. 3. Meetings with relevant Romanian counterparts for strengthening partnerships and cooperation between Moldovan and Romanian actors from associations/clusters chains. <p>Deliverable 2: Endorsed Final Study Visit Agenda. Study Visit in Romania conducted.</p>	2 weeks since submission of Task 1
<p>Task 3. Report and further steps.</p> <ol style="list-style-type: none"> 1. Recommendations, conclusions and brainstorming on possible next steps 2. Final Report – comprising the above-mentioned deliverables, all training materials and working visit materials and participants’ evaluation forms to be submitted <p>Deliverable 3: Final Report</p>	1 week since submission of Task 2

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

E. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services and will work under the guidance of designated Project Officer and supervised by the Project Manager/Business Development, reporting to the Programme Manager. The Programme will provide all available relevant documentation for the good organization of the study visits, while the Contractor will be in charge of **arranging all necessary**

logistics arrangements, obtaining all needed permissions, medical insurance for study tour participants (including COVID coverage) as well as establishing and maintaining of good working relationships with all involved parties. The Contractor shall budget and cover all local expenses related to the study tour for the participants: accommodation, meals (lunches, coffee breaks, and dinners), handouts and other informative materials.

F. DURATION OF WORK

- a) The estimated duration of the assignment is maximum 1 month.
- b) UNDP will require maximum of 5 (five) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

G. QUALIFICATION REQUIREMENTS

The assignment will be undertaken by a reputable company/institution as per the requirements below:

1. At least 5 years of practical experience organizing study visits, conferences, trade missions aiming to stimulate local economic development, smart specialization, and value chains analyses in Romania and/or Republic of Moldova;
2. At least 2 projects/assignments related to cluster initiation/development/capacity building or value chain development;
3. At least 1 project/assignment of cooperation with Public Authorities (Central, Local), Public Institutions/Agencies;
4. Average turnover for the past three (3) years shall not be below 30,000 US\$ (in case of consortium applicable for lead company only).

Detailed projects description must be described and attached to the Company Profile, indicating project, year, other details as may be relevant.

The key-personnel must include a minimum of:

- 1 (one) Agri food expert
- 1 (one) Tourism expert
- 1 (one) Light industry expert.

The Contractor could consider other non-key personnel if it is required for the successful implementation of the present assignment.

Tenderers shall provide information on the Project Team proposed to manage this assignment outlining details including:

- a) Extent of experience of each of the proposed team members.
- b) Details of their respective qualifications and relevant experience.

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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:	RfQ21/02385: EU4MD/ Study visit - conceptualization and development of sustainable business clusters	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 E-mail	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy	<input type="checkbox"/> Yes <input type="checkbox"/> No

documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience:				
2 contracts related to cluster initiation/development/capacity building or value chain development and 1 project/assignment of cooperation with Public Authorities (Central, Local), Public Institutions/Agencies				
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.

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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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 methodology, 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.

Currency of Quotation: USD

Ref	Description of Deliverables	Price
1.	Deliverable 1: Study tour concept and methodology. Preliminary report to study tour, including detailed agenda and logistic note.	
2.	Deliverable 2: Endorsed Final Study Visit Agenda. Study Visit in Romania conducted.	
3.	Deliverable 3: Final Report	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
1 (one) Agri food expert	day			
1 (one) Tourism expert	day			
1 (one) Light industry expert	day			
Other expenses				
Accommodation in a minimum 3-star hotel (4 nights, Single numbers, with breakfast included)	night	4*24=96		
Refreshments (2 coffee breaks per working day, depending on working program)	unit	10		
Lunch and dinner (5 days, 2 meals per day)	unit	10		

Per-diem (first and last day of the trip for participants according to Moldovan Legislation rates)	unit	24		
Insurance for study tour participants	unit	24		
Other Costs: (please specify)				
Total				

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></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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