

Request for Quotation (RFQ)

FROM	NORWEGIAN REFUGEE COUNCIL (NRC)
Address	Bucuresti Street, No 41
City	Chisinau
Country	Moldova
Phone #	373 – 76 – 030 038
Email	md.procurement@nrc.no

RFQ Subject: 2-years Framework Agreement for the provision of Cleaning Services in Moldova.

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. We protect displaced people and support them as they build a new future.

The aim of this Request for Quotation (RFQ) is to fix the prices of the services & supplies proposed throughout the period of the Framework Agreement. There is no fixed value attached to this Framework Agreement and NRC is under no obligation to contract any specific value of goods and/or services under this Agreement. However, NRC is expecting suppliers to quote their best price considering the length of the agreement and the quantities expected to be ordered under this agreement.

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following items in accordance with the requirements detailed below. You may use your company format or fill up the table below. Please read carefully the instructions below.

Request for Quotation Requirements (To be filled by NRC Procurement staff)			
RFQ #:	RFQ/ROM0/CO/23/053	Currency	MDL
RFQ Issuing Date:	22 November 2023	Bid Validity Period (days):	2 years
RFQ New Closing Date:	6 December 2023	Required Delivery Date:	Multiple
RFQ Closing Time:	18:00	Required Delivery Destination:	Multiple within Moldova
Questions to the RFQ	md.procurement@nrc.no	Required Delivery Terms:	At place

RFQ Terms & Conditions

Manner of Submission:

- By hand in **1 SEALED ENVELOPE** to NRC office as mentioned above.
OR
- By email to the dedicated and secured email address: **md.tenders@nrc.no** (offers received on other email addresses will not be considered)
- The envelope / email shall be marked with RFQ reference number **RFQ/ROM0/CO/23/053**
- The offer shall be submitted before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered

Valid offers should include:

- Administrative document – Company's Extras from State Register
- Filled and signed RFQ
- Signed Scope of Work – LOT 1 – Providing Staff for Cleaning - Annex No 1 (if applicable)
- Signed Scope of Work – LOT 2 – Cleaning services including materials - Annex No 2 (if applicable)
- Filled and signed technical and financial offer (Annex No 3)
- Signed Ethical declaration (Annex No 4)



Please answer the following questions:

- | | |
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| ✓ Were you able to submit all the required supportive documents? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 1. Do you accept the conditions as per Scope of Work for LOT1 (if applicable)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Do you accept the conditions as per Scope of Work for LOT2 (if applicable)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Do you provide services to all cities of Moldova? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Did you apply for at least 1 full LOT? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Did you provide at least 2 reference contacts? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Do you comply to NRC payment terms? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Requirements:

- All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests differently
- Bids must be submitted in the currency indicated in the RFQ. Bids in other currency might not be accepted
- Bids must be valid for the validity period indicated in the RFQ. Bids not meeting this validity period might be disqualified
- All enquires and questions should be addressed to the email given in the RFQ details section. All questions and answers will be shared with all invited suppliers.
- NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Assessment Criteria:

- All bids received and accepted will be evaluated based on the following:
- Step 1: Administrative compliance check: Each bid will be checked to ensure compliance with all the RFQ requirements (Pass / Fail)
- Step 2: Technical Evaluation: All bids will be technically evaluated = 45%
- Step 3: Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality = 55%

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.

NRC also expects suppliers who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.

If the activities of the contract take place in areas with Explosive Hazards, NRC accepts no liability for injury and/or death to contractor's staff or damage to contractor's property. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.

NRC aims to purchase products and services with minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

All suppliers doing business with NRC should maintain high standards on ethical and environmental issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Suppliers will be required to sign and submit an Ethical Standards Declaration,



together with their bid. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Bidder's general business details

A) General Information: Supplier Information

Company Name: "Elina Service" SRL

Address: Mun Chişinău, str. Prigoreni 5, ap 20

Company Registration No.: 1014600019204

Contact Person: Creciun Oleg

Contact Telephone No.: 373 68 179 996

Email: elinaservice8@gmail.com

Bank Name: BC Moldindconbank SA suc. Centru

Bank Address / Branch: Chişinău, str. Armenească 38

IBAN: MD38ML000000022511094127

Tax No.: 0610371

Date: 01.12.2023

Stamp:



B) Owners/Managers

Please fill in the below table with the full names and the year of birth of the company's owner(s) and manager(s)*:

Full Name	Date of Birth (dd/mm/yyyy)
Creciun Oleg, Founder 50%	18.09.1985
Creciun Elena, Founder 50%	28.05.1985
Taran Andrei Manager	31.03.1977
Cotofana Irina Manager	27.04.1979

Name	Creciun Oleg
Position	Administrator



Date
Signature
Stamp

01.12.2023

