

# Request for Proposal

<b>FROM</b>	<b>NORWEGIAN REFUGEE COUNCIL</b>
Address	Bucuresti str.41
City	Chisinau
Country	Republic of Moldova
Phone #	076030038
Email	<a href="mailto:md.procurement@nrc.no">md.procurement@nrc.no</a>
<b>To be Filled by the Supplier / Service Provider</b>	
<b>Supplier / Service Provider</b>	<b>Technovator</b>
Address	Lazo 38, Business center Avenue
City	Chisinau
Country	Republic of Moldova
Phone #	+373 68425248
Email	mary@technovator.world

**RFP Subject:** 14 Months Framework Agreement for the provision of Vocational Trainings in Chisinau & North of the Republic of 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 Proposal (RFP)** 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 proposal for all the vocational trainings that your Company / Center provides** in accordance with the requirements detailed below. You may use your company format or fill up the table below. Please carefully read the instructions on page 2.

Request for Quotation Requirements (To be filled by NRC Procurement staff)			
<b>RFQ #:</b>	RFQ/ROMO/CO/23/052	<b>Currency</b>	MDL
<b>RFQ Issuing Date:</b>	29/9/2023	<b>Bid Validity Period</b>	For the whole period of the Agreement – until Dec 2024
<b>RFQ Closing Date:</b>	8/10/2023	<b>Required Delivery Date:</b>	Multiple Deliveries During 2023 & 2024
<b>RFQ Closing Time:</b>	23:59	<b>Required Delivery Destination:</b>	Chisinau & North of the Republic of Moldova
<b>Questions to the RFQ</b>	To <a href="mailto:md.procurement@nrc.no">md.procurement@nrc.no</a>	<b>Required Delivery Terms:</b>	In the Venue of the Supplier / Service provider premises

- Before Completing the below table:
  - Please refer to **“Annex No.2 – TOR for the Vocational Training (English or Romanian Version)”** for additional information about the type of the project and the requested services.
  - Feel free to add more columns or to use your own format but with ensure having all the required information mentioned there.
  - Make sure that the prices should include the Training Fees including all required materials & taxes.
  - Please note that Training Materials might be requested for NRC review.

**To be filled by Supplier**

No #	Name / Type of the Vocational Training	Details on what topics / Areas the training covers	Duration of the training (Days or months)	Do you provide a Credited / Recognized Certificate? (if yes, please provide the name of the certificate)	Unit Price in MDL Per one Participant Including all taxes	
	CV review	How to design a great CV, including tips on profile design, templates, and other important aspects. Also a practical analysis of participants' CVs online, with feedback provided for each participant.	1 day		100 MDL	price per CV
	Job searching	With emphasis on freelance platforms, tips and tricks, and how to successfully complete an interview, including soft skills and technical interview techniques. Also includes a practical interview simulator online.	1 day			
	CV builder	Personalized CV creation by an HR Expert, based on your individual profile and ensuring a personal touch that reflects your unique abilities, experiences and career aspirations. It is optimized for industry-specific requirements and keyword-rich to maximize your CV's visibility.	1 day		400 MDL	price per CV

	Interview simulation	<p>Increase your chances of landing your ideal job with our interview simulation. ■ Simulation of a real job interview ■ Possibility to practice and improve your interview skills in a safe and controlled environment</p> <p>■ Mock questions ■ Feedback on your body language and communication skills</p>	1 day		550 MDL	price per interview

<b>Bid Validity Period – Should be for covering the whole period of the FWA which is until 31<sup>st</sup> December 2024</b>	
Name	Maria Erhan
Position	CEO
Date Signature Stamp	16/10/2023

### RFP Terms & Conditions

#### **Manner of Submission:**

- By hand in a sealed envelope to NRC office located in Chisinau, Bucuresti str.41
- By email to the dedicated and secured email address: [md.tenders@nrc.no](mailto:md.tenders@nrc.no) (offers received on other email addresses will not be considered)
- Before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered.

#### **Valid offer should include the following documents:**

- Filled & Signed RFP
- Signed Annex # 1 – Ethical Standard Declaration
- Signed Annex # 2 – TOR for Vocational Training
- Extras of the Company's Registration

#### **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 RFP requirements.
- Step 2: Technical Evaluation: All bids will be technically evaluated based on "Pass / Fail Criteria".
- Step 3: Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality.

#### **Payment terms:**

- Payment will be made within 15 days of receipt of services, by bank transfer only.

<p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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. <b><u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></b></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p>
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*Signature & Stamp*

**Please Answer the below questions:**

No.	Question	Answer (Yes / No)	Comments (if required)
Q1	<b><i>Do you have a suitable venue / location / Facility for providing the offered trainings?</i></b>	Yes	
Q2	<b><i>For the Vocational trainings that require tools, equipment, or consumable materials, is your company able to cover the required materials for the training?</i></b>	Yes	
Q3	<b><i>Is your company able to provide AT LEAST a "Completion Certificate" (Attendance Certificate) for the trainings that does not have Accredited Certificate?</i></b>	Yes	
Q4	<b><i>Is your Company able to comply with all the requirements &amp; terms of our project as per "Annex #2 – TOR for Vocational Training"?</i></b>	Yes	

<b>Bidder's general business details</b>
<b>A. General Information: Supplier Information</b>
<b>Company Name:</b> Technovator
<b>Address:</b> Str 31 august 78 Chisinau
<b>Company Registration No.:</b> 1021620005333
<b>Contact Person:</b> Maria Erhan
<b>Contact Telephone No.:</b> +373 68 425 248
<b>Email:</b> mary@technovator.world
<b>Bank Name:</b> B.C. MOLDOVA-AGROINDBANK S.A.



<b>Bank Address / Branch:</b> Sucusala nr. 1, Chisinau
<b>IBAN:</b> MD88AG000000022514439690
<b>Tax No.:</b> 2005043002536
<b>Date:</b> 16/10/2023
<b>Stamp</b>

**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)\*:

<b>Full Name:</b> Maria Erhan	<b>Date of Birth:</b> 25/03/1991
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*Signature & Stamp*