

**Request for Quotations (RFQ)**  
**Hotel and venue services**

HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau invites interested parties to provide services as described below.

### **1. Contract description**

The OPTIM Project – “Opportunities through Technologies and Innovation in Moldova” – is a market systems development (MSD) project aiming at contributing towards the creation of improved economic opportunities for Moldovan women and men, with particular focus on excluded groups, through addressing the constraints of the economy in a sustainable and inclusive manner. OPTIM is a project of the Swiss Agency for Development and Cooperation, implemented by *HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau*.

OPTIM project is part of HELVETAS Regional Advocacy Network (RAN). In 2025, RAN is focusing on International Advocacy in Changing Times: Strategies for Policy Influence and Impact. In this regard, RAN is planning to organize a series of webinars and online training sessions, as well as a face-to-face event in Chisinau, Republic of Moldova, in cooperation with HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau/OPTIM Project and implementing partners.

The events in Chisinau will consist of:

- **9-10 September: two days training on policy influencing and advocacy.**
- **11 September: International Forum: Policy Dialogue - a Catalyse for Sustainable Growth.**

*In this regard, HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau/OPTIM Project would like to contract accommodation and venue services for above mentioned events, including coffee breaks and lunch services.*

The overall objective of this initiative is to contract a company that provides hotel and venue services.

The required services are listed in the article 20 in this document.

### **2. Timetable**

|                                                | DATE                          | TIME - CET |
|------------------------------------------------|-------------------------------|------------|
| RFQ submission to companies/organisations      | From 04.06.2025 to 13.06.2025 | -          |
| Inquiries from invited companies/organisations | From 04.06.2025 to 09.06.2025 | 16:00      |
| Deadline for submitting offers                 | 13.06.2025                    | 16:00      |

### **3. Nature of the contract**

Service contract (agreement).

### **4. Negotiations**

HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau reserves the right to enter into negotiations with all or part of eligible companies/organisations in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

## 5. Eligibility

Invited companies/organisations should be registered in the Republic of Moldova.

## 6. Costs for preparing offers

No costs incurred by the company/organisation in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the company/organisation, including the costs incurred during negotiating and interviewing process.

## 7. Sub-contracting

Sub-contracting to another legal person is not allowed.

## 8. Provisional commencement date of the contract

23.06.2025.

## 9. Initial period of execution and possible extension of the contract

Services are to be provided between 8<sup>th</sup> September 2025 and 12<sup>th</sup> September 2025.

## 10. Evaluation of offers

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below.

*The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in closed session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the companies/organisations who submitted the offer nor to any party other than Helvetas Swiss Intercooperation Zurich Sucursala Chisinau.*

### Eligibility criteria

| Requirements                                                                                                                          | Documentary evidence                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1. Offers submitted on time as per point 2 - Timetable                                                                                | Applicable                                                             |
| 2. The company/organisation is registered in RM                                                                                       | The full Registration certificate and/or Statement from State Register |
| 3. VAT number                                                                                                                         | VAT certificate (if applicable)                                        |
| 4. The total turnover of the company/organisation over the past 3 years                                                               | Financial statements                                                   |
| 5. The company/organisation has no open case of a dispute, an execution procedure, reorganisation, bankruptcy or insolvency procedure | Declaration on own responsibility                                      |
| 6. All taxes paid                                                                                                                     | A valid tax authority certificate                                      |

The companies/organisations that pass the eligibility criteria will be processed for further evaluation.

**Evaluation criteria of eligible offers**
Criteria for evaluation of the Technical offer

| Requirements                                                                                                                           | Documentary evidence                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Accommodation</b>                                                                                                                   |                                                             |
| 1. The accommodation must be officially classified as a 4- or 5-star property, in accordance with national or international standards. | Official star rating certificate                            |
| 2. Located in the historical city center, within 15 min. of walking distance (about 1.5 km) to the Government building.                | Address of the hotel within the signed hotel offer          |
| 3. Availability of 25 single rooms or double rooms for single use to host the participants.                                            | Signed hotel offer                                          |
| <b>Conference Room</b>                                                                                                                 |                                                             |
| 4. Available meeting/conference room to host approximately 30 participants.                                                            | Signed venue offer                                          |
| 5. The conference/meeting room is equipped with necessary technical equipment (including microphone, projector/screen, flipcharts).    | Signed venue offer                                          |
| 6. Adequate fire-safety measures in place (emergency exits, fire alarms, fire extinguishers on all floors etc.).                       | A valid certificate issued by the relevant public authority |
| <b>Catering services</b>                                                                                                               |                                                             |
| 7. Provide coffee breaks and lunch services close to the conference room, but in a separate designated area.                           | A floor plan of the venue or/and photos                     |
| 8. Menu options with a variety for vegan and gluten-free diets.                                                                        | Signed menu offer                                           |

The companies/organisations that do not pass the Technical evaluation (**YES's** in all technical specifications/items or **min 50% of technical evaluation scoring**) may not be processed for further evaluation.

Criteria for evaluation of the financial offer:

| Requirements                         | Documentary evidence   |
|--------------------------------------|------------------------|
| Financial offer provided by supplier | Financial offer in MDL |

The weighting of the criteria for evaluation of technical and financial offers are as follows:

| Criteria                                                                                                                                     | Max points |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Technical offer*</b>                                                                                                                      | <b>70</b>  |
| Accommodation (4- or 5-star rating, location in the historical city center, availability of 25 single rooms or double rooms for single use). | 25         |
| Conference room (availability to host approximately 30 participants, technical requirements, compliance with fire-safety measures).          | 25         |
| Catering services (designated area, suitable menu options).                                                                                  | 20         |
| <b>Financial offer</b>                                                                                                                       | <b>30</b>  |
| <b>Total maximum score</b>                                                                                                                   | <b>100</b> |

After evaluation of offers, Contract will be awarded to the economically most advantageous offer based on above criteria. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau reserves the right to contract only part of required services, or cancel this procedure should it not be satisfied with the quality of offers.

#### 11. Submission of offers

Offers must be submitted via e-mail.

Offer shall contain:

1. Eligibility documents – as per eligibility criteria table above;
2. Technical and Financial offer – as per Criteria for evaluation of the Technical and financial offer table above.

The Financial offer must be presented in MDL. The fees proposed in this offer should be all inclusive; the supplier/contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). The supplier/contractor is responsible for all other taxes and duties in compliance with the legislation of the Republic of Moldova.

Offers must be submitted in English language exclusively to the following e-mail address: [procurement@optimproject.md](mailto:procurement@optimproject.md)

*Offers submitted after the deadline mentioned under point 2 Timetable of this RFQ will not be considered.*

#### 12. Alteration or withdrawal of applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of offers. No offer may be altered after this deadline.

HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau retains ownership of all offers, which have not been withdrawn. Consequently, companies/organisations do not have the right to have their offers returned to them.

**13. Validity of offers**

Companies/organisations are bound by their offers for 90 days after the deadline for submitting them. In exceptional cases, before the period of validity expires, HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

**14. Signature of the service contract**

Within 7 days of receipt of the contract already signed by the Helvetas Swiss Intercooperation Zurich Sucursala Chisinau, the selected company/organisation shall sign and date the contract. Failure of the selected company/organisation to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau may award the RFQ to another bidder or cancel the RFQ procedure.

**15. Terms of payments**

**HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau is not a payer of value added tax (VAT).**

Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in MDL within a maximum of 30 working days from the date of acceptance of services. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

**16. Terms of cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau– HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau– Service provider contract. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau has the right to increase or decrease the number of ordered items. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau has the right to choose a supplier/ implementer on the given offer according to its own discretion. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau has the right to re-formulate the Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ, ITB or RFP documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau signs a contract with the winning bidder. The contract will come into force upon signature by both parties.

**17. Ethics clauses/Corruptive practices**

Companies/organisations making false declarations may be subject to financial penalties representing 10% of the total value of the contract being awarded. This rate may be increased to 20% in the event of a repeated offence. Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau during the process of examining, clarifying, evaluating and

comparing offers will lead to the rejection of its offer and may result in penalties as described above. Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau reserves the right to suspend or cancel the RFQ procedure and/or contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation. Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau may refrain from concluding the contract and/or terminate the contract.

#### **18. Operational language**

All written communications for this RFQ procedure and contract must be in English.

#### **19. Additional information**

The conclusion of the RFQ and the award of any contract are subject to the availability of funds. HELVETAS Swiss Intercooperation Zurich Sucursala Chisinau reserves the right to annul this RFQ procedure at any time, without any liability on its side.

#### **20. Annexes**

##### **1. Annex 1 TERMS OF REFERENCE**