

Request for Quotations (RFQ)**IMPACT EVALUATION SURVEY OF THE OPTIM PROJECT, PHASE II**

Helvetas invites interested parties to provide services as described below.

1. Contract description

The overall goal of OPTIM Project - “Opportunities through Technologies and Innovation in Moldova” - is to contribute 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.

By the end of 2026, the OPTIM Project will conclude Phase II, implemented during the period 2023 - 2026. Implemented under a Market Systems Development (MSD) approach, an impact evaluation plays a critical role in assessing not only the results achieved, but also the extent to which systemic change has been initiated or advanced within the targeted market systems.

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

2. Timetable

	DATE	TIME - EEST
RFQ submission to companies/organisations via email	From 16.06.2026 to 24.06.2026	-
Inquiries from invited companies/organisations to email or phone	From 16.06.2026 to 22.06.2026	16:00
Answers to inquiries via email or phone	From 17.06.2026 to 23.06.2026	16:00
Deadline for submitting offers to email account ¹	24.06.2026	16:00

3. Nature of the contract

Service contract (agreement).

4. Negotiations

Helvetas 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 country.

6. Costs for preparing offers

No costs incurred by the company/organisation in preparing and submitting the offers are

¹ Any application received after this deadline will not be considered.

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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

01.07.2026.

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

Services are to be provided between 01.07.2026 and 30.11.2026.

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 virtual 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.*

Eligibility criteria

Only the companies/organisations that provide signed Eligibility Documentation Form (**See ELIGIBILITY DOCUMENTATION part below**) will be processed for evaluation.

Evaluation criteria of eligible offers

Criteria for evaluation of the Technical Offer

Requirements	Documentary evidence
1. <i>Relevance of previous impact evaluation experience</i>	<i>Portfolio of relevant assignments, surveys, and evaluation reports (maximum five A4 pages using links, brief project descriptions, screenshots, or other supporting evidence), demonstrating experience in applying mixed-methods approaches and evaluating economic development, private sector development, and market systems development (MSD) interventions.</i>
2. <i>Team qualifications and expertise</i>	<i>CVs of the proposed team members, including the Team Leader and key experts, and the responsibility matrix outlining each member's role and responsibilities.</i>
3. <i>Experience in assessing donor-funded projects</i>	<i>Portfolio of relevant assignments, surveys, and evaluation reports (maximum five A4 pages using links, brief project descriptions, screenshots, or other supporting evidence), and reference letters from donor-funded projects.</i>

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The companies/organisations that do not pass the Technical Evaluation (**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 the company	Financial offer in MDL

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

Criteria	Max points
Technical Offer	70
1. <i>Relevance of previous impact evaluation experience</i>	30
2. <i>Team qualifications and expertise</i>	25
3. <i>Experience in assessing donor-funded projects</i>	15
Financial Offer	30
Total maximum score	100

After evaluation of offers, Contract will be awarded to the economically most advantageous offer based on above criteria. Helvetas 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 email in electronic format only in two separate files.

The Technical Offer file shall contain:

- 1. Signed Eligibility Documentation Form²** – as per ELIGIBILITY DOCUMENTATION part below.
- 2. Technical Offer** – as per Criteria for evaluation of the Technical offer table above –

The name of the file should have the bidder’s name, Reference No: 3Q0032026 and the text ‘Technical offer documents’ (*for example **My Company 3Q0032026 technical offer documents***).

and

The Financial Offer file shall contain:

- 1. Financial Offer** – as per Criteria for evaluation of the financial offer table above.

The Financial offer must be presented in MDL. The fees proposed in this offer should be all inclusive; the contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). Helvetas is exempt from VAT, thus the fees offered should be without VAT. The contractor is responsible for all other taxes and duties in compliance with the legislation of the country.

The name of the file should have the bidder’s name, Reference No: 3Q0032026 and the text ‘Financial offer documents’ (*for example **My Company 3Q0032026 financial offer documents***).

The **subject of email** should contain only the RFQ reference number (**3Q0032026**).

² Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

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The **body of the email** should contain bidder's official name, address and telephone number.

Offers must be submitted in English language exclusively to the following email address: procurement@optimproject.md. Offers submitted after the deadline mentioned under point 2 Timetable of this RFQ will not be considered. The counted official receipt time is the time showing on the email received from the bidder to procurement@optimproject.md.

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 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 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 3 days of receipt of the contract already signed by the Helvetas, 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 may award the RFQ to another bidder or cancel the RFQ procedure.

15. Terms of payments

Helvetas 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 – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to re-formulate the Request for Quotation (RFQ) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas 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. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas 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

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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 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 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 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 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 reserves the right to annul this RFQ procedure at any time, without any liability on its side.

20. Annexes**20.1 Annex 1 TERMS OF REFERENCE**

ELIGIBILITY DOCUMENTATION FORM
LIST OF REQUIRED DOCUMENTS

Requirements	Documentary evidence
The company/organisation is registered in the Republic of Moldova	The full Registration certificate
VAT number	VAT certificate (if applicable)
The total turnover of the company/organisation over the past 3 years	Financial statements (submitted to the authorities)
The company/organisation has no open case of a dispute, an execution procedure, reorganisation, bankruptcy, or insolvency procedure	Declaration on own responsibility
All taxes paid	A valid tax administration certificate or a valid agreement signed with the Tax Administration to repay the outstanding debts

STATEMENT³

I, the undersigned (for consortiums, **every consortium member should sign a separate statement as part of this application**) hereby declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

Name	
Signature	
Date	

³ Statement should be signed by each member of consortium, if a consortium.