

REQUEST FOR PROPOSAL

Provision of Housing Repair Works in Moldova

Country / Location	Republic of Moldova
Project	Housing 2026 / Housing for All
Procurement Method	Request for Proposal
Submission Email	procurementmd@crs.org
Submission Deadline	31 July 2026, 17:00 local time

1. Invitation

Dear Sir or Madam,

Catholic Relief Services - United States Conference of Catholic Bishops (CRS), under its Accommodation Program in Moldova, is issuing this Request for Proposal (RFP) for the provision of housing repair works in selected locations in Moldova. The housing units and facilities included in this procurement require repair and rehabilitation works to improve safety, adequacy, and minimum habitability conditions.

The works may include, but are not limited to, interior repair works, replacement of doors and windows, wall, ceiling and floor works, sanitary and plumbing works, heating systems, electrical works, selected exterior works, and other related construction activities as described in Annex 1/Exhibit A - the Scope of Work and the Annex 2 - Technical Specifications / Caie de Sarcini.

This RFP contains the instructions and requirements for interested bidders. Submission of an offer does not oblige CRS to award a contract, nor does it commit CRS to reimburse any costs incurred in preparing or submitting proposals. CRS reserves the right to reject any or all offers, cancel the procurement process, request clarifications, negotiate, split awards, or make no award, if such action is considered to be in the best interest of CRS.

2. Introduction

CRS Moldova is seeking qualified construction contractors to perform repair works in accordance with the attached Scope of Work, Technical Specifications, and required standard tender forms. Contractors shall provide all labor, materials, tools, equipment, transportation, supervision, site cleaning, debris removal, and documentation required to complete the works in accordance with CRS requirements and applicable laws and standards.

All works shall be implemented only following CRS approval and in accordance with the final contract, approved Bills of Quantities, and any Purchase Orders or work authorizations issued by CRS.

3. General Requirements

- Bidders must be legally registered and authorized to conduct business in the Republic of Moldova.
- Bidders must comply with applicable tax, labor, construction, environmental, health and safety, and other legal requirements.
- Bidders must demonstrate relevant experience, technical capacity, staffing, financial capacity, and ability to perform works of a similar nature and scale.

- All prices shall be submitted in Moldovan Lei (MDL) and shall include all applicable taxes, materials, labor, tools, transportation, equipment, overheads, debris removal, site cleaning, and any other costs required to complete the works.
- Submitted prices shall remain valid for at least ninety (90) calendar days from the submission deadline and the validity period shall be clearly stated in the offer.
- CRS may request certificates of origin, certificates of conformity, technical documentation, or other evidence of compliance for materials before, during, or after execution of works.
- Bidders shall use certified materials and shall provide certificates of conformity or equivalent documentation upon request by CRS.

4. Site Visit Requirement

Bidders are required to conduct a site visit prior to submitting their proposals, in coordination with CRS. The purpose of the site visit is to allow bidders to review site conditions, understand the technical scope of works, assess access and logistical constraints, and ensure that all required costs are accurately reflected in their technical and financial proposals.

Bidders shall arrange the site visit directly with CRS using the focal point indicated below. By submitting an offer, the bidder confirms that the site conditions have been adequately reviewed and that the proposal reflects all costs and requirements identified during the site visit. Failure to conduct an adequate site review shall be at the bidder's own risk and may result in an incomplete or non-responsive proposal.

Technical / Site Focal Point	Butucel, Vadim
Organization	Catholic Relief Services (CRS)
Email	Vadim.Butucel@crs.org
Phone number	+373 68 058 698

The site visit focal point is responsible only for site visit coordination and technical facilitation. Formal procurement clarifications must be submitted through the official procurement email listed below.

5. Clarifications and Official Communication

All official communications, requests for clarification, and bid submissions shall be sent exclusively to:
procurementmd@crs.org

The subject line for requests for clarification shall be: Request for Information - RFP # 2016501- [Name of Company].

The subject line for bid submission shall be: Submission – LOT.[LOT applied for] - RFP # 2016501- [Name of Company].

Questions submitted to any other address or individual may not be considered official. CRS may share responses to relevant clarification questions with all interested bidders to ensure fairness and transparency.

6. Terms and Conditions

Annex 4 – CRS Contract Form Construction: The attached draft contract forms part of this solicitation. By submitting a proposal, the bidder acknowledges review of the draft contract and accepts its terms and conditions, subject to any exceptions clearly identified in the proposal.

7. Bid Requirements

The bid shall be submitted in three separate electronic packages or zipped folders, clearly marked as follows:

1. Eligibility Documents
2. Technical Proposal
3. Financial Proposal

Modifications or withdrawals must be submitted before the deadline using the same official procurement email. In the event of modification, the bidder shall submit a complete revised proposal clearly marked as modified.

7.1 Eligibility Documents

- Company profile, including full legal name, legal address and contact details.
- Copy of company registration certificate.
- Copy of company statute, charter, or equivalent company by-laws, if applicable.
- Copy of tax registration certificate and VAT registration, if applicable.
- Evidence of authority of the legal representative or authorized signatory.
- Relevant licenses, permits, certificates, professional authorizations, quality/safety/environmental certifications, or equivalent documents required under Moldovan law or relevant to the proposed works.
- Annual income declaration or equivalent financial documentation for the latest available years, as applicable.
- Bank account information and recent bank statements, where requested by CRS.
- Evidence of adequate financial resources to perform the works.
- Completed, signed and stamped annexes, including CRS Code of Conduct (Annex 3) and Certification and Disclosure (Annex 7).

7.2 Technical Proposal

- Description of Works/Services: outline how activities will be carried out and define execution stages;
- Methodology: specify applied technologies, procedures, and standards;
- Implementation Schedule: define timelines, phases, and total duration;
- Human Resources: describe project team, qualifications, and experience;
- Material and Technical Resources: list machinery, equipment, and materials;
- Quality Assurance: indicate applicable standards, certifications, and control procedures;
- Legal Compliance: ensure adherence to safety and regulatory requirements.

Forms and Supporting Documents:

- Annex 2 - Technical Specifications;
- Annex 5 - Supplier Form;
- Annex 6 - Past Experience;
- Any other technical documents requested in the RFP or its annexes.

7.3 Financial Proposal

- Formular 3 (General Estimate): presents the total investment value, consolidated by cost chapters;
- Formular 5 (Object Estimate): groups costs for a specific object within the project;
- Formular 7 (Local Estimate): details works and resources by specific categories of activities within the object.
- All unit prices and totals must be stated in Moldovan Lei (MDL).

- No lines or columns in the prescribed financial forms shall be deleted or altered unless explicitly permitted by CRS.
- If a line item is not applicable, bidders shall indicate N/A only where permitted by the form instructions.
- All financial proposal forms shall be duly completed, signed, dated, and stamped where applicable by the authorized representative of the bidder.
- Offers that are incomplete, unsigned, submitted after the deadline, missing required documents, or not submitted in the prescribed structure may be considered non-responsive and rejected regardless of price.

8. Evaluation Criteria

Proposals received by the submission deadline will be evaluated in stages. CRS may first review eligibility and responsiveness on a pass/fail basis. Only proposals considered complete and responsive may proceed to technical and financial evaluation.

Evaluation Stage	Criteria	Points / Basis
Eligibility and responsiveness	Completeness of submission, required annexes, legal registration, required documentation, signed/stamped forms, and compliance with submission instructions.	Pass / Fail
Technical evaluation 60%	Relevant experience in similar projects	15 points
	Implementation methodology and work organization	15 points
	Key personnel and technical capacity	10 points
	Available equipment and resources	5 points
	HSSE Plan and quality control measures	10 points
	Understanding of requirements and compliance with timelines	5 points
	Total Technical Score	60
Financial evaluation 40%	Competitiveness of the total price	25 points
	Cost breakdown and justification	10 points
	Compliance of financial documentation and realism of the cost estimate	5 points
	Total Financial Score	40
Grand Total RFP Score		100

Experience working with international organizations, non-governmental organizations, public institutions, or large private clients may be considered an advantage where relevant to the evaluation criteria.

9. Offer Delivery Instructions

- Bids shall be submitted only to procurementmd@crs.org
- Bids submitted to any other email address may be disqualified.
- The bid shall be submitted in three separate electronic packages or zipped folders: Eligibility Documents, Technical Proposal, and Financial Proposal.
- The subject line shall be: Submission – LOT.[LOT applied for] - RFP # 2016501 - [Name of Company].
- Files should be named clearly and organized according to the requested package structure.

- The company profile should not exceed ten (10) pages unless otherwise requested by CRS.
- Email accounts with extensions or domains that may be blocked by CRS systems should not be used for submission.

10. Indicative Timeline

Activity	Date
RFP issuance date	20 July 2026
Site visit period	23-24 July 2026
Deadline for clarification questions	28 July 2026
Submission deadline	31 July 2026 17:00 local time
Evaluation completion (indicative)	14 August 2026

The dates above are indicative and may be amended by CRS. CRS reserves the right to modify any part of this RFP, including submission deadlines, clarification dates, and evaluation timelines.

11. List of RFP Annexes

- Annex 1/Exhibit A - Scope of Work
- Annex 2 - Technical Specifications / Caiet de Sarcini
- Annex 3 - CRS Supplier Code of Conduct
- Annex 4 - CRS Contract Form Construction
- Annex 5 - Supplier Form
- Annex 6 - Past Experience
- Annex 7 - Certification and Disclosure
- Annex 8 - Financial Proposal

12. Reservation of Rights

- CRS may reject any or all offers if considered to be in the best interest of CRS.
- CRS may request clarifications before award.
- CRS may negotiate, amend, split, or cancel the procurement process.
- CRS is not obligated to award to the lowest-priced offer.
- CRS is not responsible for costs incurred by bidders in preparing, submitting, modifying, or negotiating proposals.

13. Acknowledgement

By submitting a proposal, the bidder confirms acceptance of the instructions and requirements set out in this RFP and its annexes.