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| **Name of Tender :****Organization of 3 days event for CRS office in Moldova** **Tender Number:18062024****Deadline Submission date: 1/07/2024****For further information or inquiries please contact:** **hristina.strisca@crs.org****, adding** **procurementmd@crs.org** **in CC** | **Denumirea licitației:****Organizare de evenient cu durata de 3 zile** **pentru CRS in Moldova****Număr licitație: 18062024****Termen limită Data depunerii: 1/07/2024****Pentru mai multe informatii va rugam sa contactati:** **hristina.strisca@crs.org****, cu** **procurementmd@crs.org** **in CC** |

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| **Dear Sir / Madam,****CRS Moldova Programs is looking for suppliers to provide the items shown in Annex 1 at competitive price and high quality.****General Requirements**1. **Must be registered to conduct business and in compliance with Moldovan government tax regulations.**
2. **Experience supplying International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.**
3. **CRS retains the right to reject, cancel, negotiate, amend, split and accept any offer, without consideration of the lowest offer.**
4. **This is an invitation to vendors and is not a promise or obligation that CRS will contract with suppliers through the submitted offers.**
5. **Relevant bid committee may request for physical samples of some items during the evaluation process of bids.**
 | **Stimata Doamnă / Domnul**,**Programele CRS in Moldova caută furnizori care să furnizeze articolele prezentate în Anexa 1 la preț****competitiv și de înaltă calitate. Cerințe generale:**1. **Trebuie să fie înregistrat pentru a desfășura afaceri și în conformitate cu reglementările fiscale al Republicii Moldova**
2. **Experiența în aprovizionarea organizațiilor**

**internaționale, organizații neguvernamentale sau companii private mari va constitui un avantaj.**1. **CRS își rezervă dreptul de a respinge, anula, negocia, modifica, împărți și accepta orice ofertă, fără a lua în considerare oferta cea mai mică.**
2. **Aceasta este o invitație către vânzători și nu este o promisiune sau obligație pe care CRS o va contracta cu furnizorii prin ofertele depuse.**
3. **Comitetul de licitație relevant poate solicita mostre fizice ale unor articole în timpul procesului de evaluare a ofertelor.**
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| **Payment Terms**1. **Quotation should remain valid for a period of at least ninety (90) days from the submission closing date and this period should be reflected in the quotation by indication of last day of validity.**
2. **Payment shall be after delivery, within 15 working days of receiving correct & detailed invoice.**
3. **Payment shall be via bank transfer.**
4. **Payment shall be made upon verification and acceptance of goods per contract and upon presentation of correct, itemized invoice.**
 | **Termeni de plată**1. **Cotația trebuie să rămână valabilă pentru o perioadă de cel puțin nouăzeci (90) de zile de la data limită de depunere și această perioadă trebuie reflectată în cotație prin indicarea ultimei zile de valabilitate.**
2. **Plata se va face după livrare, în termen de 15 zile lucrătoare de la primirea facturii corecte și detaliate.**
3. **Plata se face prin transfer bancar.**
4. **Plata se va efectua la verificarea și acceptarea bunurilor conform contractului și la prezentarea unei facturi corecte si detaliate.**
 |
| **The submission must include:** | **Depunerea trebuie să includă:** |
| * **Full legal address and contact details of the company.**
* **Copy of company registration certificate**
* **Copy of Tax Registration Certificate**
* **Reference from previous similar business experience with reference contact**

**information.*** **Bank account information.**
* **The vendor must read, sign & stamp the Annex (2) related to CRS SUPPLIER CODE OF CONDUCT**
 | * **Adresa juridică completă și datele de contact ale**

**companiei.*** **Copia certificatului de înregistrare a companiei**
* **Copie a certificatului de înregistrare fiscală**

**Referință din experiența anterioară de afaceri similară cu informații de contact de referință.*** **Informații despre contul bancar.**
* **Vânzătorul trebuie să citească, să semneze și să ștampileze Anexa (2) legată de COD DE CONDUITĂ FURNIZOR CRS**
 |
| **Bid Requirements:****Offers that do not meet the following will be automatically rejected regardless of price:**1. **Offers must be received before the scheduled deadline.**
2. **Offers must include all mentioned specifications.**
3. **Unit prices must be provided for all line items. In case it is not possible to provide a reference, please, indicate N/A in price column vis-à-vis of this reference.**
4. **Any missing documents may cause the rejection of the entire offer.**
5. **The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.**
 | **Cerințe de licitație:****Ofertele care nu îndeplinesc următoarele vor fi automat respinse indiferent de preț**1. **Ofertele trebuie primite înainte de termen limita programat.**
2. **Ofertele trebuie să includă toate specificațiile menționate.**
3. **Prețurile unitare trebuie furnizate pentru toate pozitiile. In caz cand nu e posibil sa**

**livrati careva pozitii, puneti N/A in coloana pretului vis-a-vis de referinta data**1. **Lipsa oricarui document poate cauza respingerea întregii oferte.**
2. **Vânzătorul trebuie să semneze și să ștampileze lângă corecțiile scrise de mână sau corecțiile făcute cu corector.**
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| 1. **Offers must be complete, signed in a clear date, and stamped on all pages.**
 | 1. **Ofertele trebuie să fie complete, semnate cu indicarea clară de data de completared și ștampilate pe toate paginile.**
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| **Offer’s Delivery Instructions:****Completed and stamped offers can be submitted by email to** **procurementmd@crs.org** **as PDF file. The file should not exceed 15 MB and the company biography should not exceed 10 pages.****The offers submitted via emails with the extension mail.ru are rejected by the system. Kindly make sure that you are not using this kind of extension when submit your offer.** | **Instructiuni de livrare a ofertelor:****Completate și ștampilate, ofertele pot fi trimise prin e-mail** **procurementmd@crs.org** **ca fișier****PDF. Fișierul nu trebuie să depășească 15 MB, iar biografia companiei nu trebuie să depășească 10 pagini**.**Ofertele transmise prin e-mailuri cu extensia mail.ru sunt respinse de sistem. Vă rugăm să vă asigurați că nu utilizați acest tip de extensie atunci când trimiteți oferta.** |

# Past Experience Reference List

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| --- | --- | --- | --- | --- |
| **#** | **Name of Organization** | **Name of Person that can give feedback** | **Phone number** | **Email Address** |
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| **Company name:****(denumirea companiei )** |  |
| **Legal address : (adresa legală)** |  |
| **Telephone Number:****(număr de telefon)** |  |
| **Email:** |  |
| **Representative Name (numele reprezentantului )** |  |

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| **Business Certificate Registration Number: (certificate de înregistrare)** |  |
| **Tax registration Number: (număr TVA)** |  |
| **Do you have partnerships with any other companies (such as shared management / staff / office / bank account)? Do you cooperate with any other companies in preparing offers or providing of goods or services?****Aveți parteneriate cu alte companii (cum ar fi management partajat / personal / birou / cont bancar)? Cooperați cu alte companii în pregătirea ofertelor sau furnizarea de bunuri****sau servicii?** |  |
| **If the answer for previous question is yes, please provide details here including the names of partner companies.****Dacă răspunsul la întrebarea anterioară este da, vă rugăm să furnizați detalii aici, inclusiv numele companiilor partenere.** |  |
| **Other comments:****Comentarii adiționale:** |  |
| **Experience / references for the related work of experience (Please attached any related contract, purchase order,****certificate, etc.) that does not exceed 10 pages. References MUST include contact information.****Experiență/referințe de experiență de colaborare relevanta (Vă rugăm să atașați orice contract aferent, comandă de achiziție, certificat etc.) care nu depășește 10 pagini.****Referințele TREBUIE să includă informații de contact**. |  |

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| **Signature** |  |
| **Date** |  |

**Important Notes**

1. **CRS shall sign the PO with the selected vendor(s) and pay for the services supplied only.**
2. **The vendor agrees that the prices submitted through his/her tender shall remain without any increase for this scope of work.**
3. **Any negligence on the distribution site due to a shortage of workers will be the vendor’s responsibility.**

# Notele importante

1. **CRS va semna un PO cu furnizorul selectat și va plăti numai pentru serviciile furnizate.**
2. **Vânzătorul este de acord ca prețurile transmise prin oferta sa să rămână fără nicio majorare pentru acest domeniu de activitate.**
3. **Orice neglijență pe locul de distribuție din cauza lipsei de muncitori va fi responsabilitatea vânzătorului.**

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| **No** | **Service** | **Reference** | **Unit of measure** | **Quantity** | **Unit price including VAT (MDL)** | **Amount including VAT (MDL)** |
| 1 | Conference room 20 people capacity outside Chisinau (not far from, max 30 min distance) | 24 chairs, portable tables, projector, Flipchart with 30 pages, markers | day | 3 |  |  |
| 2 | Welcome coffee | Snacks, sandwiches | portion | 60 |  |  |
| 3 | Lunch | Vegetarian and non-vegetarian options are required to attach to offer.  | portion | 60 |  |  |
| 4 | Afternoon coffee break | Fruits and biscuits | portion | 60 |  |  |

 **Quarterly Reflection Agenda / SOW**

**Day 1: Monday, July 22, 2024**

|  |  |  |
| --- | --- | --- |
| **Time** |  | **Facilitator** |
| 9:00 – 9:30am | **Welcome Coffee** |  |
| 9:30 – 9:40am | Mentee Meter Agenda Overview  | Gaby |
| 9:40 - 10:00am | **Session 1: Quarterly Reflection Overview**Objectives Program OverviewActivity Overview  | Svetlana |
| 10:00 – 12:00pm | **Session 2: Progress to Goals**MEAL Plan OverviewIPPT – Data PresentationQ&A | Tatiana and Gleb |
| 12:00-12:30 | Group Activity |  |
| **12:30 - 2:00pm** | **Lunch** |  |
| 2:00 – 4:00pm | **Session 3: Reflection Activity** Groups - by Activity 1. Cash for Rent
2. Small Repairs
3. Cash for Host Families
4. Case Management (Diana, Irina)
5. Program Management (Svetlana, Danu, Gaby)

*Group Presentations* (5-*10 mins each*) | Gaby |
| 4:00 - 4:45pm | **Session 4**: Issues Log |  |
| 5:00pm | **Return to Chisinau** |  |

**Day 2: Tuesday, July 23, 2024**

|  |  |  |
| --- | --- | --- |
| **Time** |  | **Facilitator** |
| 9:00 – 9:30am | **Welcome Coffee** |  |
| 9:30 – 10:00am | Agenda Overview Mentee Meter  | Svetlana/Gaby |
| 10:00 – 11:00 am | **Session 5:** TBD | Gaby |
| 11:00 - 11:45am | **Session 6:** C4H Round 13 PDM-Refugees | Nicoleta |
| 11:45 - 12:30pm | **Session 7:** FCRM Quarterly Overview |  |
| **12:30 - 2:00pm** | **Lunch** |  |
| 2:00 - 4:00pm | **Session 8:** TBD |  |
| 4:00 – 4:45pm | Group Activity | All |
| 5:00pm | **Return to Chisinau** |  |

**Day 3: Tuesday, July 24, 2024**

|  |  |  |
| --- | --- | --- |
| **Time** |  | **Facilitator** |
| 9:00 – 9:30am | **Welcome Coffee** |  |
| 9:30 – 10:00am | Agenda Overview Mentee Meter  | Svetlana/Gaby |
| 10:00 – 11:30 am | **Session 9:** TBD |  |
| 11:30 - 12:30pm | **Session 10:** TBD |  |
| **12:30 - 2:00pm** | **Lunch** |  |
| 2:00 - 4:00pm | **Session 11:** DIP Review (Jan-March) and Planning (May-July)Priorities for Next Quarter * Each Activity 5 mins (25mins)
 | All |
| 4:00 – 4:45pm | Leave Plans & Next Steps | All |
| 5:00pm | **Return to Chisinau** |  |

Furnizorul nu va oferi, promite sau încerca să influențeze angajații CRS în achiziția de bunuri și servicii.

Am citit cu atenție Codul de conduită pentru furnizori al CRS și l-am înțeles. Sunt conștient că orice abateri de la standardele etice enumerate mai sus nu sunt permise în nicio tranzacție de achiziție.

Nerespectarea codului de conduită al furnizorului poate constitui o încălcare a contractului meu cu CRS, iar semnătura mea de mai jos îmi confirmă înțelegerea și acordul. Înțeleg și confirm că niciun personal al CRS nu a primit sau i se va oferi niciun beneficiu direct sau indirect care decurge din orice acorduri semnate cu CRS.

Numele companiei

Numele și semnatura reprezentantului

Data

**ANNEX (2)**

**CRS SUPPLIER CODE OF CONDUCT**

**Preamble**

This Supplier Code of Conduct is applicable to, and binding upon, all Catholic Relief Services’ suppliers, service providers, and consultants in service to CRS.

CRS is committed to the Code of Conduct and suppliers are expected to comply with these regulations, except when donor requirements, such as the [**UN Supplier Code**](http://www.wipo.int/export/sites/www/procurement/en/pdf/un_code.pdf)[**of Conduct**](http://www.wipo.int/export/sites/www/procurement/en/pdf/un_code.pdf) an[d **Global Fund’s Code of Conduct for Suppliers**,](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf) supersede this code. Consequently, ethical business standards shall govern all transactions. Suppliers must be aware of situations and circumstances requiring prudent action, including the following:

**Forced Labor:** CRS requires its suppliers to prohibit forced, bonded and involuntary prison labor. Suppliers shall not require workers to lodge “deposits” or their identity papers with their employer or any recruiting agency. Workers shall be free to leave their employer at any time, given reasonable notice.

**Child Labor:** CRS requires that its suppliers do not recruit or employ children, as defined by the law of the country or countries where work takes place. Suppliers shall not employ children under age 18 at night or subject them to hazardous working conditions.

**Fair Wages:** CRS requires that its suppliers pay wages and benefits that meet, at a minimum, national legal standards or industry benchmark standards. Suppliers shall pay wages in legal tender and in regular intervals. Deductions from wages shall only be permitted under conditions and to the extent prescribed by the applicable law, regulations or collective agreements. Suppliers shall inform their workers of such deductions at the time of each payment. Suppliers shall provide all workers with written and understandable information about their employment conditions in respect to wages, before they enter employment.

**Working Hours:** CRS requires that the working hours provided by suppliers comply with national laws and collective agreements. Overtime work must be voluntary.

**Healthy, Safe and Hygienic Conditions:** CRS requires that its suppliers ensure that all working and, where applicable, living environments are safe and healthy. Suppliers shall take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work. Suppliers shall provide access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage.

**Anti-Discrimination:** CRS requires that its suppliers do not discriminate in hiring, compensation, access to training, promotion, termination or retirement on the basis of race, class, national origin, religion, age, disability, sex, or political affiliation.

**Freedom of association and right to employee representation:** CRS requires its suppliers to recognize workers’ right to freely form and join organizations of their own choosing.

**Harsh or Inhumane Treatment:** CRS suppliers shall treat all CRS’ staff, program participants and community members with whom they have contact with as a result of this contract with respect, actively prevent harassment, abuse and exploitation, and ensure they do no harm to the communities in which CRS works. This includes sexual harassment and abuse, which is a specific type of harassment and abuse which may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature.

**Environment:** At minimum, CRS requires its suppliers to comply with all applicable laws and regulations relating to environmental impact. Suppliers, wherever possible, shall support a precautionary approach to environmental matters and undertake initiatives to promote greater environmental responsibility.

Where speed of deployment is essential in saving lives, CRS will purchase necessary goods and services from the most appropriate available source. The supplier shall not offer, promise, or attempt to influence CRS employees in the procurement for goods and services.

I have carefully read CRS’ Supplier Code of Conduct and understand it. I am aware that any deviations to the ethical standards listed above are not allowed in any procurement transactions. Failure to abide by supplier code of conduct may constitute breach of my contract with CRS, and my signature below acknowledges my understanding and agreement.

I understand and confirm that no personnel of CRS have received or will be offered any direct or indirect benefit arising from any agreements I sign with CRS.

## Company Name

**Representative Name and Signature Date**