

REQUEST FOR QUOTATION (RFQ)
RFQ 2014335 – Professional Training Services

Country / Location	Republic of Moldova / Chisinau, Balti, Cahul, Stefan-Voda
Project	Livelihoods and Economic Inclusion Project in Moldova
Procurement Method	Request for Quotation
Submission Email	procurementmd@crs.org
Submission Deadline	13 August 2026, 17:00 local time

1. Invitation

CRS Moldova invites qualified training providers, including accredited and non-accredited professional training centers, vocational schools, NGOs, or educational institutions, to submit quotations for the delivery of vocational training courses under the Livelihoods and Economic Inclusion Project (see Training Areas below), targeting Ukrainian refugees and vulnerable Moldovan host-community members, including NEET youth.

The purpose of this RFQ is to identify service providers capable of delivering high-quality, practical training aligned with labour market needs and tailored to the profile of beneficiaries. Training should prioritize practical skills development through a dual education approach, combining theoretical instruction with workplace practice and hands-on learning opportunities. Trainings shall be delivered primarily in Russian.

2. Training Areas, Participants and Timeframe

Training Areas

Providers may apply for one or more of the following training areas:

Culinary Arts (Chef Cook)
Sewing and Tailoring

IT and Digital Skills
Beauty and Personal Care

Detailed requirements for each training area are provided in the respective ToRs (Annex A to D – Terms of Reference / TOR / for each specific area).

Participants and Geographic Distribution

The total target number of participants is approximately 35 persons, distributed as follows:

- Chişinău: 10–12 participants
- Bălţi: 7–9 participants
- Cahul: 7–8 participants
- Ştefan Vodă: 7–8 participants

In-person trainings shall be delivered in accessible locations within the target areas, ensuring reasonable access for participants (e.g. proximity to public transport)

Training groups are expected to consist of approximately:

- 3–7 participants per course/location for Culinary, IT, and Beauty courses
- 7–10 participants per course/location for Sewing and Tailoring

Actual group size may vary depending on provider capacity and participant demand.

Duration and Timeframe

Training is expected to be implemented between **September and December 2026**, with the following indicative durations:

- Culinary Arts (Chef Cook): approximately 2.5–4 months
- IT and Digital Skills: approximately 2.5–4 months
- Beauty and Personal Care: approximately 1–4 months
- Sewing and Tailoring: approximately 3–5 months

The implementation period and start dates are indicative and will be agreed and coordinated with the selected providers, based on participant selection and group formation. Final schedules will be coordinated and confirmed jointly with the selected providers.

2. Requirements for Providers

- Legally registered vocational school, accredited or non-accredited professional training center, academy, NGO, educational institution, or specialized training provider.
- At least 1 year of experience in delivering vocational, technical, or professional training programmes.
- Experience working with adult learners and vocational education programmes.
- Appropriate training facilities and/or equipment necessary for course delivery, including practical training.
- Proven capacity to deliver practical, labour market-oriented training.
- In relevant areas (Culinary Arts, Sewing and Tailoring, Beauty), training methodology shall include structured hands-on practical learning with direct participant involvement in practical activities
- Experience facilitating internships, practical workplace exposure, or employment-oriented training will be considered an advantage.
- Relevant qualifications and/or certifications of proposed trainers and/or the institution.
- Strong communication and facilitation skills of proposed trainers.
- Ability to deliver training in Russian (knowledge of Romanian is an asset).
- Compliance with CRS Code of Conduct and CRS Supplier Terms and Conditions.

Area-specific requirements

Additional area-specific requirements for each training area are detailed in the respective Terms of Reference

Key Conditions

- Providers must clearly indicate the minimum number of participants required to start a training group. Where pricing depends on group size or other conditions, this must be clearly specified in the financial offer.
- Prices must include all costs related to training delivery (materials, equipment, consumables, trainers, certification, administrative costs, and venue costs where applicable)
- Quotations with incomplete or unclear pricing may not be considered.

3. Submission Requirements

Quotations must include the following:

1. Profile and Capacity (Annex 1: Supplier information)

- Company Information including supporting documentation as company registration certificate and relevant licenses

- Training area(s) and experience – capacity to deliver the selected training area(s), including facilities, equipment, venue, practical arrangements, and supporting documents (e.g. photos)
- 2. Technical Proposal - (Annex 3 – Technical Offer Form)
 - Short description of the proposed training (content, curricula, methodology, duration, and proposed training schedule)
 - Trainer(s) Information (CV or short profile of proposed trainers)
- 3. Financial Proposal (Annex 2 – Commercial Offer)
- 4. References from similar previous assignments (Annex 3 – References)
- 5. Recommendation letters from other organizations and/or former students who have successfully completed similar courses. (if available).
- 6. Samples of certificates issued upon completion of previous courses (if available).
- 7. Disclosure (Signed Annex 4)
- 8. Acceptance of CRS Code of Conduct and CRS Contract Terms and Conditions (confirmation in Annex 1 – Supplier information)

4. Submission Instructions

Offers shall be submitted electronically to: procurementmd@crs.org

Subject line: RFQ 2014335 – Professional Training Services – [Training area] – [Company Name]

Bidders may apply for one or more training areas.

Late or incomplete submissions may not be considered.

6. Evaluation Approach

- All quotations will first be reviewed to confirm compliance with the submission requirements of this RFQ.
- Only quotations that pass the administrative compliance review will proceed to technical and financial evaluation.
- Technical evaluation will be based on the quality of the proposed training, the provider's capacity and experience, and the relevance of the approach to the requirements of this RFQ.
- Financial evaluation will be based on the proposed cost and value for money.

Note: Preference will be given to training providers that can complement the course with practical employment opportunities, such as workplace practice, internships, employer linkages, or pathways to self-employment, etc.

7. Annexes

Annex 1 – Profile and Capacity

Annex 2 – Commercial Offer

Annex 3 – Technical Offer

Annex 4 – References

Annex 5 – Disclosure

Annex 6 – CRS Supplier Terms and Conditions

Annex 7 – CRS Supplier Code of Conduct

Annex A – Terms of Reference: Culinary Arts

Annex B – Terms of Reference: Sewing and Tailoring

Annex C – Terms of Reference: IT and Digital Skills

Annex D – Terms of Reference: Beauty and Personal Care

8. Terms and Conditions

Submission of an offer does not oblige CRS to award a contract.

CRS reserves the right to cancel, amend, or modify the RFQ at any time.

CRS may request clarifications during the evaluation process.

All costs incurred in preparing and submitting the quotation are borne by the bidder.

CRS may award contracts to one or multiple providers based on technical merit, capacity, geographic coverage, and value for money.

9. Acceptance

By submitting a quotation, the bidder confirms that it:

- Has read and understood the requirements of this RFQ.
- Accepts the terms and conditions contained herein.
- Confirms the accuracy and completeness of the information provided.