



# Request for Quotation for Conference Services (including Hotel Accommodation, Conference Rooms, Meals and Catering Services)

2003-RFQ-2024/0007

July 3, 2024 (ext.)

Dexis Interactive Incorporated, Washington,  
Chisinau Branch of Dexis Consulting Group  
8/1 Calea Iesilor str., of 9A,  
Chisinau, Republic of Moldova, MD-2069

dexis

## SUBJECT: REQUEST FOR QUOTATIONS FOR CONFERENCE SERVICES (INCLUDING HOTEL ACCOMMODATION, CONFERENCE ROOMS, MEALS AND CATERING SERVICES)

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Dexis Interactive Incorporated, Washington, Chisinau branch, invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following **Conference Services (including Hotel Accommodation, Conference Rooms, Meals and Catering Services)**. Dexis reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not oblige Dexis to enter into a contract nor does it oblige Dexis to pay any costs incurred in the preparation of submission of any Response.

Dexis anticipates that this Request for Quotation (RFQ) will result in a Blanket Purchase Agreement (agreement) or possibly multiple agreements.

Offerors are responsible for ensuring that their offers are received by Dexis in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

### BACKGROUND

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Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

Dexis is currently implementing multiple US government funded projects in the Republic of Moldova. Our Moldovan projects focus on rule of law, justice sector reform and anti-corruption activities to support Moldovan citizens access to justice, improve services and the institutional capacity of justice sector agencies to serve all citizens.

As part of project implementation, Dexis requires the purchase of as-needed conference services (including hotel accommodation, conference rooms, meals, and catering services) to support planned activities.

### DESCRIPTION OF SERVICES

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With this RFQ, Dexis is seeking proposals from qualified service providers (including hotels, catering companies, and other public food service providers) for hotel accommodation, conference rooms, and meals for Field Office Projects' events. These events, which include conferences, workshops, seminars, meetings, trainings, and travel missions, are held regularly at national and regional levels throughout the

July 3, 2024 (ext.)

year. Dexis Field Office Projects aim to establish contracts with multiple service providers to ensure comprehensive services, including hotel accommodation, conference rooms, catering, internet services, and other related needs as approved by the Field Office Projects.

## INSTRUCTIONS TO OFFERORS

1. Service providers can quote prices that include coordination and administrative charges for delivering all required services.
2. The service provider will be responsible for offering hotel accommodation, conference rooms, meals, and catering services to participants on behalf of Field Office Projects. Payment will be made to the service provider after the successful completion of the event and receipt of the invoice within one month. All prices must be VAT 0% (zero). Dexis will provide documentation confirming VAT exemption.
3. To achieve cost efficiency through economies of scale from a long-term agreement while ensuring outstanding service quality, Field Office Projects aim to establish a Blanket Purchase Agreement with one or more conference service provider organizations (the Contractors) to meet all its needs. Field Office Projects reserves the right to award one or more service providers per Lot and sub-Lot, where relevant, based on the highest-ranking technically compliant offers.
4. The successful service provider(s) will be contracted for an initial period of 12 months, with the option to extend for an additional 2 years (at the discretion of Field Office Projects) on an annual basis, subject to satisfactory contract performance, ongoing needs, and budget availability.
5. During the contract validity, when a need for services arises, the awarded service provider will be invited to submit an offer to serve a given event and confirm the availability of services for the specific event/requirements within 2-5 business days. The offer price should match the rates/fees set in the quotation (Annex 3 to this RFQ).
6. Field Office Projects will not commit to purchasing any minimum quantity of services. Purchases will be made only as actual requirements arise. Field Office Projects will provide the service provider with necessary information when a service is requested, within this contract's scope.
7. Field Office Projects will make payment to the service provider within 30 days after satisfactory receipt of goods/services and submission of payment documentation, which must be accepted by Field Office Projects.
8. The service provider should clearly specify which Lot(s)/sub-Lot(s) they are applying for from the list below and provide the rates for that location.
9. The list of Lots and related locations is listed below:

Lot no.	Location
Lot 1, including sub-Lot 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7	Chisinau city, central area

July 3, 2024 (ext.)

Lot 2, including sub-Lot 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7	Surrounding Area of Chisinau, within approximative 50 km radius from the city
Lot 3, including sub-Lot 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7	Drochia city, preferably central area
Lot 4, including sub-Lot 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7	Hîncești city, preferably central area
Lot 5, including sub-Lot 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7	Strășeni city, preferably central area
Lot 6, including sub-Lot 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7	Criuleni city, preferably central area

The service provider shall, upon request and receipt of duly authorized instructions, facilitate the organization and make all necessary arrangements for events. Specifically, the contractor shall perform some or all the following activities:

1. Provide Formal Quotations: The service provider must submit a detailed formal quotation for each event, including information on suitable and available rooms, conference facilities, and related services. This should be tailored to meet the specific requirements of Field Office Projects. Each request will include specific details that must be agreed upon in writing before services commence.
2. Ensure Minimum Requirements: The quoted offer must meet the minimum specific requirements for accommodation, conference rooms, catering, and other necessary services. Each request will outline these specific needs, which must be agreed upon in writing before the services begin.
3. Meals and Catering Services Compliance: The service provider must deliver meals and catering services in strict adherence to national sanitary norms and regulations. This ensures that all food and beverage offerings are safe and comply with health standards.
4. Advising on Deadlines and Information: The service provider must keep Field Office Projects informed of all relevant deadlines and necessary information to avoid any cancellations or issues with bookings. This includes timelines for confirmation, payment, and any other critical details.
5. Internet Access and Venue Arrangements: The service provider must arrange for reliable internet access in the venue areas, ensuring appropriate bandwidth to support event needs. Additionally, the provider must handle seating arrangements, venue layout, and installation of directional signage. Specific requirements for each event will be provided and must be agreed upon in writing before services commence.
6. Timely Meal Arrangements: The service provider must ensure that meals (lunch, coffee breaks, dinner) are served punctually and in accordance with the specifications provided by Field Office Projects. This includes coordinating mealtimes and menus to align with the event schedule. Each request will detail specific requirements that must be agreed upon in writing before services commence.

July 3, 2024 (ext.)

7. **Accommodation of Special Dietary Needs:** The service provider must be capable of accommodating attendees with special dietary needs, such as vegetarian, gluten-free, or kosher diets. Menu options must be inclusive and cater to these dietary restrictions, ensuring that all attendees' needs are met.

By addressing these requirements, the service provider will ensure the smooth execution of events organized by Field Office Projects, providing a seamless and professional experience for all participants.

## **SERVICE REQUIREMENTS**

The service provider is requested to offer the following services to the Dexis Field Office Projects for events held in the following locations:

### *Lot 1 – Chisinau City Center*

1. **Accommodation:**

- Provide accommodation in a minimum 4-star hotel (please submit photos).
- Offer single and double rooms for varying numbers of participants
- Ensure that all rooms meet high standards of comfort and amenities as expected from a 4-star establishment.

2. **Conference Rooms:**

- Offer conference room facilities to accommodate: 0-20 participants, and/or 20 – 50 participants and/or over 50 participants (based on the seating plan (a round table, class, conference, U-shaped, or other options). Please submit photos.
- Ensure that conference rooms are equipped with necessary audiovisual and other equipment (projector, screen/LCD Monitor, minimum of two (2) wireless microphones, laser pointer, sound system, flip chart with paper-pad and a set of markers, extension, adaptors, etc.), comfortable seating, adequate lighting, and climate control.
- Stable high-speed internet connection (Wi-Fi) in the rented facilities.
- Power outlets and extension cords if needed (minimum 2 per room).
- Provide IT specialist/Focal Point for each event for equipment setup and maintenance of the conference.
- There must be adequate fire-safety measures in place (emergency exits, fire alarms, fire extinguishers on all floors etc.)

3. **Meals:**

- Provide coffee breaks, lunch, and dinner services close to the conference room, but in a separate designated area.
- Submit three menu options for each meal type (coffee break, lunch, fourchette and dinner) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.

4. **Catering Services:**

- Submit at least three menu options for each meal type (coffee break and fourchette) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.
- Prices should include coordination and administrative charges for delivering all required services.

**5. Beverage Services:**

- Supply sparkling and/or still water in 0.5-liter bottles, available in the conference room and/or coffee breaks. Each request will outline these specific needs.
- Provide a coffee machine that is easy to use and well-maintained, offering high-quality coffee to participants.

*Lot 2 – Surrounding Area of Chisinau, within approximative 50 km radius from the City Center*

**1. Accommodation:**

- Provide accommodation in a minimum of 3-star hotels.
- Offer single and double rooms for varying numbers of participants.
- Ensure that all rooms meet high standards of comfort and amenities as expected from a 3-star establishment.

**2. Conference Rooms:**

- Offer conference room facilities to accommodate: 0-20 participants, and/or 20 – 50 participants and/or over 50 participants (based on the seating plan (a round table, class, conference, U-shaped, or other options). Please provide photos.
- Ensure that conference rooms are equipped with necessary audiovisual and other equipment, comfortable seating, adequate lighting, and climate control.
- Stable high-speed internet connection (Wi-Fi) in the rented facilities.
- Power outlets and extension cords if needed (minimum 2 per room).
- Provide IT specialist/Focal Point for each event for equipment setup and maintenance of the conference.
- There must be adequate fire-safety measures in place (emergency exits, fire alarms, fire extinguishers on all floors etc.)

**3. Meals:**

- Provide coffee breaks, lunch, and dinner services close to the conference room, but in a separate designated area.
- Submit at least three menu options for each meal type (coffee break, lunch, fourchette and dinner) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.

**4. Catering Services:**

- Submit at least three menu options for each meal type (coffee break and fourchette) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.
- Prices should include coordination and administrative charges for delivering all required services.

**5. Beverage Services:**

- Supply sparkling and/or still water in 0.5-liter bottles, available in the conference room and/or coffee breaks. Each request will outline these specific needs.
- Provide a coffee machine that is easy to use and well-maintained, offering high-quality coffee to participants.
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*Lot 3,4,5,6 – Drochia, Hîncești Strășeni, Criuleni city, preferably central area*

**1. Accommodation:**

- Provide accommodation in a minimum of 3-star hotels.
- Offer single and double rooms for varying numbers of participants.
- Ensure that all rooms meet high standards of comfort and amenities as expected from a 3-star establishment.

**2. Conference Rooms:**

- Offer conference room facilities to accommodate: 0-20 participants, and 20 – 50 participants and over 50 participants (based on the seating plan (a round table, class, conference, U-shaped, or other options). Please provide photos.
- Ensure that conference rooms are equipped with necessary audiovisual and other equipment, comfortable seating, adequate lighting, and climate control.
- Stable high-speed internet connection (Wi-Fi) in the rented facilities.
- Power outlets and extension cords if needed (minimum 2 per room).
- Provide IT specialist/Focal Point for each event for equipment setup and maintenance of the conference.
- There must be adequate fire-safety measures in place (emergency exits, fire alarms, fire extinguishers on all floors etc.)

**3. Meals:**

- Provide coffee breaks, lunch, and dinner services close to the conference room, but in a separate designated area.
- Submit at least three menu options for each meal type (coffee break, lunch, fourchette and dinner) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.

**4. Catering Services:**

- Submit at least three menu options for each meal type (coffee break and fourchette) during the solicitation period. The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
- Ensure that meals are served punctually and in a professional manner.
- Prices should include coordination and administrative charges for delivering all required services.

**5. Beverage Services:**

- Supply sparkling or still water in 0.5-liter bottles, available in the conference room and/or coffee breaks. Each request will outline these specific needs.
- Provide a coffee machine that is easy to use and well-maintained, offering high-quality coffee to participants.
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The offeror must bid per sub-Lot. An evaluation of offers will be conducted per sub-Lot, based on the number of participants the service provider can cater to and/or accommodate. Service providers are encouraged to bid on as many sub-lots as possible, depending on their capacity to provide catering and lodging at each location.

## REQUIREMENTS

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*All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Republic of Moldova.*

*Please see [ADS Chapter 310](#) for additional information.*

*Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.*

*Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.*

By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Dexis will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.



All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for award:

1. **Cover letter (Annex 1)**, signed by an authorized representative of the offeror, which contains general information about the contractor, including full legal name and address of the company, full name of the legal representative of the company, a contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
2. **Company profile** -general information about the contractor's history and experience, description of past experiences providing similar services. A prospective contractor must have at least 2 years' experience in Conference Services: Hotel Accommodation, Conference Rooms, and/or Catering services.
3. **Price Quotation Form (Annex 3)**. The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country (Republic of Moldova). No such Cooperating Country taxes, VAT, charges, tariffs, duties, or levies will be paid under an order resulting from this RFQ. Dexis will provide the selected offeror with the VAT exemption letters.
4. A prospective contractor must submit at least three menu options for each meal type (coffee break, lunch, and dinner). The menus should offer a variety of choices to cater to diverse tastes and dietary requirements, as outlined in Annex 3 of this RFQ.
5. A prospective contractor bidding for hotel accommodation and conference room must submit a detailed accommodation description for both hotel room and conference room's amenities.
6. Contain detailed cost in MDL with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. **Copy of offeror's registration documents**: Extract from the state register of legal entities (Extras din Registrul de stat al persoanelor juridice). Prospective contractor must be legally registered under the laws of the Republic of Moldova.
8. A prospective contractor must demonstrate the availability of authorization or license in hotel and public food services.
9. A minimum of **three references letters** (with name and contact information) indicating the relevant services carried out that best illustrate organization qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out.
10. **Evidence of Responsibility (Annex 2)**
11. Copy of offeror's bank details information
12. **Unique Entity Identifier (UEI), if applicable**. Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration

July 3, 2024 (ext.)

for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Dexis upon request. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected.

13. **Subcontractor/Vendor UEI and Executive Compensation Self-Certification, if applicable.** This form shall be completed only if the value is over \$30,000 and will be required before the agreement signature. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected.
14. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
15. The Offeror must agree to keep the bid valid for a minimum of 60 calendar days.
16. The prices must be valid for the entire duration of the contract.

## EVALUATION

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The award will be made to offerors whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for Dexis.

Dexis will evaluate bids based on the following criteria:

- a. Technical responsiveness/Full compliance to requirements (as specified in Annex 3 to this RFQ) and lowest priced technically qualified offer/s.
- b. Minimum 2 years' experience in provision of Conference Services: Hotel Accommodation, and Conference Rooms, and/or Catering services.
- c. Availability of authorization or license in hotel and public food services.

The award will be made on a pass/fail above-mentioned criteria to the lowest priced technically qualified offer per sub-Lot. Evaluation may be followed by site visits to inspect the availability and suitability of the facilities stated in the offers.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Dexis reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, Dexis reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to the award.

Please note that in submitting a response to this RFQ, the offeror understands that USAID/INL is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Dexis for consideration, as USAID/INL will not consider protests regarding

July 3, 2024 (ext.)

procurements carried out by implementing partners. Dexis, at its sole discretion, will make a final decision on the protest for this procurement.

#### 1. Schedule of Events

Release of RFQ	July 3, 2024
Questions Due	July 11, 2024
Answers from Dexis	July 12, 2024
RFQ Closes – Responses Due	July 15, 2024, 17:00 local time
Estimated Date of Award	August 15, 2024

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be for the attention of [moldova@dexisonline.com](mailto:moldova@dexisonline.com).

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of [moldova@dexisonline.com](mailto:moldova@dexisonline.com). Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

### SUBMISSION INSTRUCTIONS

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Bids must be received via email by **July 15, 2024, 17:00 local time**. Offerors should send their bids by email to the individuals identified above (10 MB limit per email).

Offers must be on the company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFQ reference number (2003-RFQ-2024/0007) and the Offeror's name.

### GENERAL TERMS AND CONDITIONS

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1. Dexis will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written, or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
4. All procurement will be subject to Dexis contractual terms and conditions, contingent on the availability of client funding.

5. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
6. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
7. All information provided by Dexis in this RFQ is subject to change at any time. Dexis makes no certification as to the accuracy of any item and is not responsible for or liable for any reliance on or use of the information or for any claims asserted therefrom.
8. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
9. The RFQ does not oblige Dexis to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Dexis.
10. Offerors responding to this RFQ must include the following as part of the proposal submission:
  - Disclose any close, familial, or financial relationships with Dexis or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
  - Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
  - Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
  - Certify that all information in the proposal and all supporting documentation are authentic and accurate.
11. This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Dexis to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.
12. This solicitation is subject to Dexis' standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:
  - Dexis standard payment terms are 10 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
  - No payments are made in advance.
  - No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
  - United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
  - A copy of the full terms and conditions is available upon request.

July 3, 2024 (ext.)

Dexis has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.

**ANNEX 1: COVER LETTER**

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*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

TO: Dexis Interactive Incorporated, Washington, Chisinau Branch  
of Dexis Consulting Group  
[moldova@dexisonline.com](mailto:moldova@dexisonline.com)

Reference: 2003-RFQ-2024/0007

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm - as well as the firm's principal officers, and all commodities and services offered in response to this RFQ - are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Dexis staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Dexis' prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company UEI Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

2003-RFQ-2024/0007

July 3, 2024 (ext.)

## ANNEX 2: EVIDENCE OF RESPONSIBILITY

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Company Name

Company Name makes the following statements with respect to Contractor Responsibility:

- 1) Company Name has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) Company Name is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) Company Name has a satisfactory performance record;
- 4) Company Name has a satisfactory record of integrity and business ethics;
- 5) Company Name has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors);
- 6) Company Name has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) Company Name is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title, Company Name

July 3, 2024 (ext.)

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### ANNEX 3: PRICE QUOTATION FORM

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Please see Excel file “Annex 3 Price Quotation Form”