

## REQUEST FOR QUOTATION

RFQ Reference: **RFQ-MD002-26**

Date: **13 January 2026**

Subject of RFQ: **Venue and catering for an upcoming training session.**

International Organization for Migration kindly requests your quotation for the provision of the services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

### RFQ INFORMATION

<b>Deadline for the submission of quotation</b>	20 January 2026
<b>Method of submission</b>	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Contractual Terms</b>	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> or IOM standard contract templates.
<b>Documents to be submitted</b>	Bidders shall submit and sign the-bid submission form below.
<b>Quotation validity period</b>	The quotation shall remain valid for <a href="#">Click or tap here to enter text.</a> days from the deadline for the submission.
<b>Price</b>	Quotations shall be in <b>MDL at VAT 0%</b> for the services stated in the TOR below
<b>Partial quotations</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <a href="#">Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids</a>
<b>Clarifications</b>	Contact person for correspondence, notifications and clarifications Contact person: Ina DABIJA E-mail address: idabija@iom.int
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotations, nor award a contract or purchase order
<b>Expected date for contract/PO award.</b>	10 February 2026

Thank you and we look forward to receiving your quotation.

Issued by:

Signature: \_\_\_\_\_

## Requirement (TOR)

### Period:

- 16 - 27 February 2026 (10 full days)

### Number of Participants:

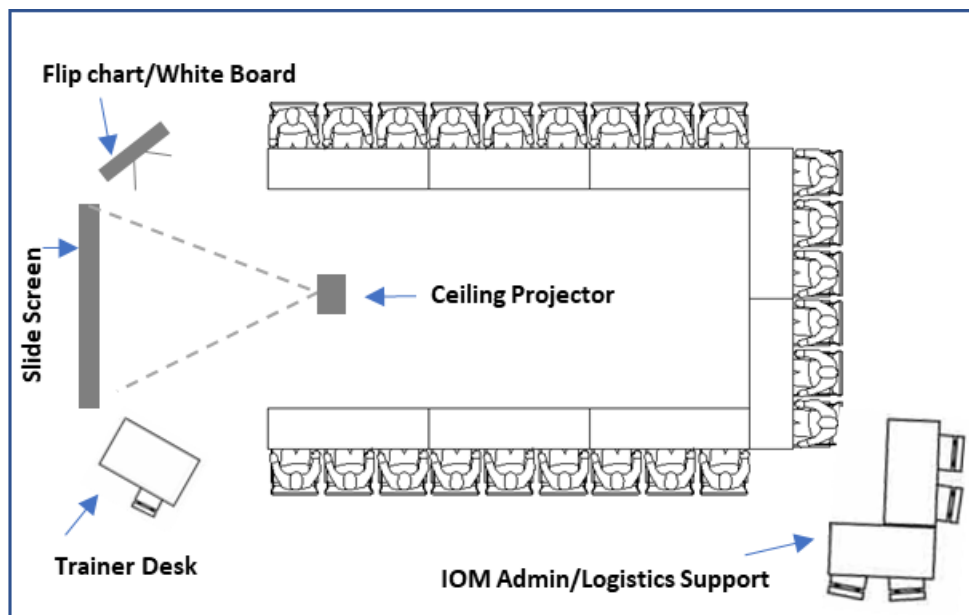
- around 18 participants (16 beneficiary employees + 1 trainer + 1 IOM organizational)

### Location:

- Chisinau, Moldova

### Requirements for Capacity and Layout:

- The venue must accommodate approx. 18 people.
- Flexible furniture arrangement, allowing desks to be organized in U-shape.



- Should as well permit darken the room, when necessary, either, by dimming lights or shutting curtains/blinders for screening presentations

### Equipment requirements:

- Projector, screen and pointer for presentations.
- Whiteboard or flipchart board with filter pens
- Internet access
- Technical support to be provided

NB! The trainer will use personal laptop

**Meals:**

- 2 coffee-breaks (tea and coffee with milk, cookies/pastries/ fruits).
- 1 lunch per day (salad, 1st and 2nd course)
- Water on desks for participants and trainer (1 l bottled water for each participant per day or water cooler)
- Advantage - possibility to accommodate some participants upon request