

REQUEST FOR QUOTATION

RFQ Reference: **RFQ-MD009-26**

Date: **04 March 2026**

Subject of RFQ: **Catering services for an upcoming training session.**

International Organization for Migration kindly requests your quotation for the provision of the services described in the requirements 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

Deadline for the submission of quotation	10 March 2026
Method of submission	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email
Cost of preparation of quotation	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.
Contractual Terms	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 https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 30 days from the deadline for the submission.
Price	Quotations shall be in MDL at VAT 0% for the services stated in the TOR below
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Ina DABIJA E-mail address: idabija@iom.int
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	16 February 2026

Thank you and we look forward to receiving your quotation.

Issued by:

Signature: _____

Requirement (TOR)

Period:

- **16 – 20 March** and **6-8 April** 2026 - *8 full days for 8 different groups*

Number of Participants:

- around 20 participants per group

Locations (exact addresses will be later established):

- Lipcani/Costesti (16, 17, 18 March), Cahul (19, 20 March), Chisinau (6 April), Palanca (7 April), Ungheni (8 April).

Meals:

- 2 coffee-breaks (tea and coffee with milk, cookies/pastries/sandwiches/fruits).
- 1 lunch per day (salad, 2nd course, juice/compote)
- Water on desks for participants (1 l bottled water for each participant per day or water cooler)
- cutlery, plates and napkins.

NB. The training locations have tables and chairs