**Instructions to tenderers**

Application Form and Terms of Reference, are posted on the IPIS website (http://www.ipis.md). These documents can also be received by sending a request to Victoria Olari at the following e-mail: [victoria.olari@ipis.md](mailto:victoria.olari@ipis.md)

The application documents can be sent either by mail to [info@ipis.md](mailto:info@ipis.md) titled as “RfQ-IPIS-2021”, or by post, or delivered physically in a sealed envelope (marked “RfQ-IPIS-2021”) to the following address: Institute for Strategic Initiatives, 51/18. Kogalniceanu street, Chisinau MD-2019, Moldova.

Deadline for submission of proposals is August 6, 2021, 18:00.

For additional information on the application process, please contact Victoria Olari at [victoria.olari@ipis.md](mailto:victoria.olari@ipis.md).

1. selection and evaluation procedures:

Upon expiration of the deadline, an evaluation committee will verify whether the Application Form is properly filled in, the package is complete and the stated criteria are met. Then, proposals will be evaluated according to the following grid:

1. EVALUATION CRITERIA OF THE PROPOSALS

|  |  |  |
| --- | --- | --- |
| Selection criteria | Description | Weighting points (out of total 50) |
| General experience | At least five years of experience in the organization of events in Moldova and abroad.  Proof of working experience with international organizations. | 10  10 |
| Specific experience | Experience in offering logistical and consulting support for the organization of trainings, seminars/workshops, conferences in Moldova and abroad involving large numbers of participants. | 15 |
| Financial proposal | Financial proposal for the Transnistrian dialogues project. The lowest price will serve as the baseline and will be awarded the maximum points; others will be awarded points in a descending order on the basis of a percentage formula | 15 |

*The company with the maximum number of points will be awarded the contract.*