

**User:** European Network of Election Monitoring Organizations (ENEMO)

**Subject:**

**Call to submit a formal offer for purchase of 18 return airline tickets for short-term observers**

Respected,

Enclosed is the call to submit a formal offer for purchase of 18 return airline tickets for short term observers within the project *International Observation of the Presidential Elections in Moldova 2024*. The project envisages the purchase of 18 return airline tickets for short-term observers.

With this invitation we will provide you with a description of the task, along with the stated minimum technical specifications as well as additional conditions necessary for participation in the call to submit a formal offer:

**a) Description of task:**

European Network of Election Monitoring Organizations (ENEMO) in accordance with the project *International Observation of the Presidential Elections in Moldova 2024*, and in accordance with ENEMO's rules and procedures is purchasing 18 return airline tickets for short-term observers in economy class. The departure date to Moldova is **October 17<sup>th</sup>**, while departure date from Moldova is **October 22<sup>nd</sup>**.

**Technical conditions:**

Service name	Requested Specification
<p><b>Procurement of air tickets</b></p>	<ul style="list-style-type: none"> <li>• 1 return airline ticket for destination Warsaw-Chisinau-Warsaw</li> <li>• 2 return airline tickets for destination Bishkek-Chisinau-Tbilisi</li> <li>• 2 return airline tickets for destination Podgorica-Chisinau-Podgorica</li> <li>• 2 return airline tickets for destination Belgrade-Chisinau-Belgrade</li> <li>• 4 return airline tickets for destination Zagreb-Chisinau-Zagreb</li> <li>• 1 return airline tickets for destination Skopje-Chisinau-Skopje</li> <li>• 2 return airline tickets for destination Yerevan-Chisinau-Yerevan</li> <li>• 1 return airline tickets for destination Ivano-Frankivsk-Chisinau-Ivano-Frankivsk</li> <li>• 3 return airline tickets for destination Tirana-Chisinau-Tirana</li> </ul>

**Due to the possibility of any international travel restrictions, or negotiations with the donors, information and listed destinations contained in this call are subject to change at any time.**

## **Proposal and bidder requirements**

- **Submit the proposal by 06/10/2024 at 16PM, by email to [info@enemo.eu](mailto:info@enemo.eu).**
- All bidders must ensure that any proposed flight itineraries, including connections and layovers, do not exceed a total duration of 7 hours between flights. Exceptions to this rule will only be considered under special circumstances.
- The offer must include all of the listed destinations, those with incomplete destinations list will not be considered.
- Immediately upon information receipt about cancellation of the purchased ticket, the bidder should offer the most economical way for its compensation. In case it is not possible to find an adequate flight ticket for the listed destinations, the bidder should offer the ticket that meet the needs of the originally request.
- In addition to the offer, the bidder should send the following documents (templates attached):
  - General information about the bidder
  - Financial data
  - Registration document
  - Technical specification and technical offer
  - Budget proposal

Please note that all written communications for this tender procedure and contract must be in English. Tenders must be presented in Euro.

## **4. Calendar**

The following is a list of projected key dates for this Request for Proposal:

03/10/2024 Call for offer issued  
06/10/2024 Due date for offers  
07/10/2024 Selection process  
07/10/2024 Expected start of contract

## **Selection and Award Criteria**

### a. Review of Proposals:

The Evaluation Committee will evaluate submitted proposals.

### b. Selection method:

Selection will be driven by Price Competitiveness (criteria weight is 70%), by Service Quality and Reliability (criteria weight is 20%) and Compliance with Preferences (criteria weight is 10%).

### c. Notification

All the participating firms will be notified, in writing, whether the firm was awarded the contract by 07/10/2024.

### **Contact person:**

Dubravka Tomic, Head of Operations, +38269727207dubravka.tomic@enemo.eu

Dubravka Tomic  
Head of Operations



Podgorica, October 3rd, 2024