



**RfP14/00755 Certification of the Central Electoral Commission of Moldova in accordance with ISO 9001:2008 and ISO/CEI 27001:2005
Clarification Questions and Answers**

Q1: Please specify what is the CEC number of employees (permanent, temporary, part-time)?

A1: According to its organigram, the CEC is composed of 40 full-time staff. At the moment the CEC has 34 full time employees, the vacant positions are being under recruitment.

Q2: Please specify the location/s for the audit; is it one location or multi-site?

A2: The audit will take place in one location – 119, Alecsandri str., Chisinau, Moldova, which is the only location of the CEC.

Q3: What are the activities that will be certified?

A3: The activities to be certified are organization of elections.

Q4: Should expenses related to travelling, accommodation and meals of the audit team be included in the financial offer?

A4: The Financial Proposal shall include all costs associated with the services. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

Q5: Shall the financial offer include only the certification of the CEC under the ISO standards, or certification and surveillance audits?

A5: The Financial offer must include the entire certification period (three years), broken down into costs by deliverables as per the table include din RfP Section 7: Financial Proposal Form.