## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | ***RfQ22/02460 Company to provide trainings on ISO Standards for personnel of the National Centre for Judicial Expertise, Police Forensic Centre and Centre for Legal Medicine of the Republic of Moldova*** | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;*
* *a brief methodology (training description), approach and implementation plan;*
* *list of proposed trainers as assigned for delivery of a specific training, their CVs and accreditation certificates;*
* *documents necessary to prove compliance with the qualifications for the Bidder and other documents listed at Section 2 “Documents to be Submitted”.*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference for your technical offer. The lump sum should include all costs of preparing and delivering the Services, and allow the possibility to clearly identify the fee per participant as well as price for the group of up to 20 participants.

**Currency of Quotation: USD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Description of Deliverables/ Online Training** | **Number of participants/ training** | **Unit Price /participant, USD** | **Total price/ training, USD** |
| **Lot 1** | | | | |
| 1. | Training “Introduction to ISO/IEC 17020: 2012 for Inspection Bodies” or similar to | 20 |  |  |
| **Total per Lot 1, USD** | | | |  |
| **Lot 2** | | | | |
| 1. | Training “Understanding ISO 17020 Training Course for Forensic Inspection Bodies “or similar to | 20 |  |  |
| **Total per Lot 2, USD** | | | |  |
| **Lot 3** | | | | |
| 1. | Training “ISO/IEC 17020:2012 Preparation for Forensic Service Providers” or similar to | 20 |  |  |
| **Total per Lot 3, USD** | | | |  |
| **Lot 4** | | | | |
| 1. | Training “ISO 17020 Implementation Training Course - Forensic Applications” or similar to | 20 |  |  |
| **Total per Lot 4, USD** | | | |  |
| **Lot 5** | | | | |
| 1. | Training “Forensic ISO/IEC 17020:2012 Internal Auditor Training” or similar to | 20 |  |  |
| **Total per Lot 5, USD** | | | |  |
| **Total Price, USD** | | | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |