## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES – LOT 1**

*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: | **RfQ22/02477** | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference;*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel.*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services.

**Currency of Quotation: USD**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | **Deliverable 1:** Study tour concept and methodology. Preliminary report to study tour, including detailed agenda and logistic note. |  |
| 2. | **Deliverable 2:** Endorsed Final Study Visit Agenda. Study Visit in Romania conducted. Copies of the legislative and internal regulations regarding the activity of OSS and templates of OSS operation models, used softs for internal document management systems - provided. |  |
| 3. | **Deliverable 3:** Final Report |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| 1 (one) Project and study visits coordinator  | day |  |  |  |
| 1 (one) Project coordinator assistant, expert in the area of local public administration and public services delivery at local level.  | day |  |  |  |
| 1 (one) Project coordinator assistant, expert in the area of local public administration and public services delivery at local level. | day |  |  |  |
| Other expenses |  |  |  |  |
| Accommodation in a minimum 3-star hotel (5 nights, Single numbers, with breakfast included) for **12** representatives | night | 5\*12=**60** |  |  |
| Refreshments (5 days, 2 coffee breaks per working day) for **12** representatives | unit | 5\*2\*12=**120** |  |  |
| Lunch and dinner (5 days, 2 meals per day) for **12** representatives | unit | 5\*2\*12=**120** |  |  |
| Per-diem (first and last day of the trip for participants according to Moldovan Legislation rates) for **11** representativesThe Programme will cover per-diem for 1 (one) UN representative | unit | 2\*11=**22** |  |  |
| Insurance for **12** study tour participants | unit | **12** |  |  |
| Local transportation costs | km |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
| **Requirements** | **Your 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. |
| Full acceptance of the Contract General Terms and Conditions |[ ] [ ]  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. |