## 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: | *RfQ/02488: Company to deliver quality assurance services during the implementation ofthe Forensic Case Management System of the Republic of Moldova* | 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**

**Currency of Quotation: USD / US Dollar**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | **Inception Report** which shall reflect the project plan, company’s working approach, communication methods, tentative structures of the testing reports developed and submitted. |  |
| 2. | **Testing documentation for the FCMS developed and submitted.** The documentation should include:* Test plan;
* Test strategy;
* Test reports.
 |  |
| 3. | **Report on each System performance testing conducted and retesting after the system improvement, if any.** The report should include: * System readiness report;
* Improvement proposals.
 |  |
| 4. | **Report on application software security audit and retesting after the system improvement**. The report should include:* System security test report;
* Improvement proposals;
* Activity Progress Reports.
 |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| **Personnel** |  |  |  |  |
| 1 (one) Team Leader | day |  |  |  |
| 1 (one) Security Testing Consultant | day |  |  |  |
| 1 (one) Testing consultant | day |  |  |  |
| 1 (one) Business Analyst | day |  |  |  |
| **Other expenses (as applicable):** |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
|  |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
| **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 – 90 days |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Full acceptance of the General Conditions of Contract |[ ] [ ]  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. |