

REQUEST FOR QUOTATION NO. RFQ23/02603:

M4EG/PROFESSIONAL DEVELOPMENT AND TRAINING IN ICT FOR UKRAINIAN REFUGEES IN THE CITY OF BALTI (LOT 1) AND THE AUTONOMOUS TERRITORIAL UNIT OF GAGAUZIA (ATUG) (LOT 2)

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through **Mayors for Economic Growth Project** kindly requests your quotation for the **Request for Quotation no. RfQ23/02603: M4EG/Professional development and training in ICT for Ukrainian refugees in the city of Balti (LOT 1) and the Autonomous Territorial Unit of Gagauzia (ATUG) (LOT 2)** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements / Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00052** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that quotation shall be

submitted online through the Quantum system and any quotation sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Thank you and we look forward to receiving your quotation.

UNDP Moldova



SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=8godmwdd9_239&_afLoop=7321111756612874&_afWindowMode=0&_afWindowId=null&_af_rFS=16&_af_rMT=screen&_af_rMFW=1920&_af_rMFH=880&_af_rMFDW=1920&_af_rMFDH=1080&_af_rMFC=8&_af_rMFCI=0&_af_rMFM=0&_af_rMFR=96&_af_rMFG=0&_af_rMFS=0&_af_rMFO=0</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labor, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.



SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section</p> <p>Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: Percentage of contract price per day of delay: 0.1% up to a maximum of 30 days, after which UNDP may terminate the contract.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Language of quotation	<p>English, Romanian or Russian Including documentation including catalogues, instructions and operating manuals, as applicable.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Permitted per LOT: LOT 1: Professional development and training in ICT for Ukrainian refugees in the city of Balti LOT 2: Professional development and training in ICT for Ukrainian refugees in the Autonomous Territorial Unit of Gagauzia (ATUG)</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>

Documents to be submitted	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of References in Annex 1, detailing the experience of the company, proposed methodology, including description and curriculum of courses, implementation table and key personnel <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Registration certificate <input checked="" type="checkbox"/> List and value of relevant projects performed for the last 3 years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of activities undertaken <p>Copies of provided relevant projects/contract might be requested.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key Personnel <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 years (2021, 2020)
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> Minimum 3 (three) years in providing short-term professional offline training courses <input checked="" type="checkbox"/> Minimum 2 (two) projects of similar or higher complexity implemented in Moldova <input checked="" type="checkbox"/> Qualified trainers, with the minimum required academic and professional qualifications, proven by CVs submitted: <p>Project Manager:</p> <ul style="list-style-type: none"> - Bachelor's degree in Pedagogy, Education, Management, or other relevant fields; - Experience as Coordinator in at least 2 (two) similar projects; - At least 2 (two) years of experience in organizing and or managing an educational institution or an educational process; - Proven experience in working with UN Agencies and/or other international organizations will be an asset; - Excellent command of English and Russian languages. <p>Teaching staff – 2 experts per each lot (1 expert per course):</p> <ul style="list-style-type: none"> - Bachelor's degree in Pedagogy, Education, Management, or other relevant fields; - Experience as teacher in at least 2 (two) similar projects; - Proven formal qualification in the area relevant to the course; - At least 2 (two) years of experience in teaching professional courses programs in the area of relevant to the courses; - Proven experience in working with UN Agencies and/or other international organizations will be an asset; - Excellent command of Russian and English.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award	20 February 2023

ANNEX 1: TERMS OF REFERENCE

M4EG/Professional development and training in ICT for Ukrainian refugees in the city of Balti (LOT 1) and the Autonomous Territorial Unit of Gagauzia (ATUG) (LOT 2)

1. BACKGROUND

Since the outbreak of the war in Ukraine, Moldova became a destination for over 500k refugees transiting to other destination countries, and temporarily hosting circa 90k-100k of them, thus being one of the countries with the highest refugees per 100k inhabitants' ratio. The crisis has an evident gender dimension as the majority of refugees are women with children, and the elderly, which amplifies, even more, their vulnerability and livelihood risks in the Republic of Moldova. From the onset of the war, local public authorities and communities were on the front line displaying impressive solidarity in catering for the needs of those fleeing the war. A Single Refugees Response Centre was created to manage the crisis response headed by the Government of Moldova and ensure the coordination of all efforts made in the country to support the incoming refugees and host communities. However, local public authorities were not included in that structure. With the high uncertainty associated with the ongoing protracted war, the pressure on the local communities to provide basic services and diversify temporary integration opportunities for refugees is expected to increase. At the same time, the highly volatile context tests the local municipalities' crisis resilience, adaptability, and recovery capacity, while ensuring social cohesion and safety, as well as their future readiness to respond to potential new similar situations.

Specific project background

In light of the ongoing refugee crisis, the M4EG Initiative, implemented by UNDP and financed by the EU, adjusted its programmatic interventions to support the efforts of municipalities hosting people in need. The proposed M4EG support will complement the ongoing governmental efforts in managing the humanitarian crisis, and the UN Country Teams' work (through the Regional Refugee and Response Plan (3RP)). At the same time, the assignment is complementary to the initiatives rolled out by UNDP, particularly with SDC/UNDP's Migration and Local Development Project.

2. SCOPE OF WORK¹

The general objective of the educational institution(s) is to provide professional training courses in Russian to refugees from Ukraine, to increase their employment opportunities.

Courses to be delivered²:

1. Accounting in Moldova and Taxation

The courses should include the following subjects:

- Introductory aspects of 1C 8.3
- International VAT regulations for goods and services
- Imports of goods and the possibility of capitalization

¹ Final list of courses topics can be modified upon approval of UNDP.

² Courses to be delivered at basic level of complexity and should rely as much as possible on open-source solutions.

- Models of contracts for the sale and provision of services
- Calculation of travel allowances and allowable refunds
- Temporary import of goods
- Procedure for employment of foreign citizens
- Documentation required for international shipping
- Fiscal documentation of goods
- Customs regulations
- Free trade agreement with the European Community
- Taxation in Moldova

2. Basic computer skills (secretariate)

The training program of computer courses for beginners should be designed for users who never worked earlier with the computer and want to complete computer courses from scratch.

The course should acquaint the beneficiary with the Windows operating system and the following programs: MS Word, Excel, Power Point in which they will learn to create basic documents, letters, tables, and a brief session on Internet browsers and how to work with e-mail.

To reach the objective the institutions need to complete the following tasks:

1. Perform learning needs assessment within Ukrainian refugees to select the list of required courses;
2. Test skills and knowledge of the applicants prior the course;
3. Register eligible³ candidates for the courses of their choice;
4. Maintain proof of candidates' eligibility and all relevant documentation and present it to UNDP one week before a course start;
5. Carry out offline trainings for the region of Balti or Autonomous Territorial Unit of Gagauzia (ATUG), for up to 200 beneficiaries (maximum of 25 participants to each course);
6. Disburse the allowance⁴ in amount of USD 100 per candidate, one-time payment upon successful completion of a course;
7. Evaluate the results of passing a course;
8. The company will work in close co-operation with National Employment Agency and other organizations to help find the eligible participants. UNDP will assist with the contacts and recommendations.
9. The selected Vendors shall be required to deliver several courses of the same type for both LOT 1 and LOT 2. Therefore, during contract implementation, based upon the number of applications to the respective courses and the possibility of the company to implement, a decision whether the courses will run simultaneously or will run in sequence shall be taken.

Eligibility Criteria:

1. Ukrainian citizens/refugees and third country nationals that are 18 years old and above;
2. Moldovan citizens that work as civil servants in the city halls that are members of the "Mayors for Economic Growth" network – up to 10% of the total group number.

³ Eligibility criteria to be established by UNDP.

⁴ The company that will be selected to conduct trainings will be responsible for disbursement of the allowance to each participant of trainings with the monthly reporting to UNDP.

The training courses must meet the following requirements:

- be introductory and focus on a beginner level of knowledge;
- be consistent with the needs of the participants attending the training;
- be based on the practical approach and geared to 'learning by doing';
- include relevant case studies and examples;
- be interactive, using adult learning techniques, audio and video materials;
- focus on the performance and results-based approach;
- Include relevant learning toolkits – e.g. exercise materials, handouts, power-point presentations, bibliography of recommended informational materials/readings;
- The schedule of courses should be consulted with the participants and confirmed with UNDP;
- Have a duration of minimum 2 months per course and provide skills useful for getting a job;
- Provide at least one free coffee break, consisting of a choice between coffee or tea, per each training session organized.

It is highly encouraged that the course provider adheres to the following Principles of Universal Design for Learning:

1. Provide Multiple Means of Representation

Learners differ in the ways they perceive and comprehend information. Three examples on how to provide multiple means of representation are the following:

- Present course material in multiple media, such as a combination of written work (articles, textbook chapters, etc.) and multimedia (video lectures, relevant YouTube content, TED Talks, etc.).
- Provide alternative text descriptions (alt text) to accompany diagrams and other images.
- Ensure all multimedia content is accurately captioned.

2. Provide Multiple Means of Action and Expression

Learners differ in the ways they can navigate a learning environment and express what they know. Three examples on how to provide multiple means of action and expression are the following:

- Vary the means in which students demonstrate competency and achievement of learning outcomes. Do not rely solely on one assessment method.
- Enable opportunities for students to reflect on their learning experiences and receive feedback on performance and progress towards learning goals.
- Leverage instructional technologies such as Perusall, Flipgrid, VoiceThread, and other spaces where students can express competencies in varied ways while gaining experience using different technologies.

3. Provide Multiple Means of Engagement

Learners differ in the ways they can be engaged or motivated to learn. Three examples of how to provide multiple means of engagement are the following:

- Consider incorporating projects where students can select one of the multiple avenues of completion (i.e. options to either deliver a presentation or compose a paper)
- Encourage students to contribute individual learning goals of their own to achieve during the course.
- Incorporate individual, pair, small group, and large group activities.

To ensure adequate implementation of all planned activities, the following deliverables are expected:

Deliverables	Due date
Registration questionnaire for offline participation	2 (two) weeks prior the expected start of a training
Candidate's registration order	Every Friday
List of registered candidates with a package of supporting documents confirming their eligibility	1 (one) week before a course starts
List of candidates enrolled, and their attendance at courses, and, if available, the results (fail/pass) of each candidate, based on the type of course attended	At the end of every month
Copy of certification of allowance disbursement (including proof of payment)	At the end of every month
Dismissal order for candidates which cannot be reached for more than 14 consecutive days	Within 3 (three) working days of issuing the order
Assessment of the results of passing a course	In 1 (one) month after completing a course
Tracking of candidates' employment and reporting back if they have successfully found a job	2 (two) months after the completion of each course
Final report, summarizing the courses provided with the total number of participants, disaggregated by gender, age categories, graduation status per each participant, curriculum per each course provided etc.	Within 1 (one) week after the final examination of all candidates

3. LANGUAGE

All written deliverables shall be submitted in English, unless expressly requested otherwise by the Project Coordinator and/or the Project Associate. The language of instruction should be Russian.

4. MANAGEMENT ARRANGEMENTS

Education institution(s) will work under the supervision of the M4EG Project Coordinator. Disbursements shall be made only after the endorsements of deliverables (courses completed) by the Project

Coordinator, at the end of each month. The conference facilities costs, coffee breaks, the printing materials along with the equipment needed to deliver the courses are supported by the course provider which are included in the financial offer ANNEX 3.

5. QUALIFICATION AND SKILLS REQUIRED

Institutional qualifications:

- Legally registered entity or consortia of firms;
- Proven experience (minimum 3 (three) years) in providing short-term professional offline training courses;
- Minimum 2 (two) projects of similar or higher complexity implemented in Moldova;
- Possession of accreditation or temporary accreditation by the National Qualification Council of Moldova for the courses proposed, or being an officially accredited education institution offering initial training programmes is an asset;
- Positive experience of working with public institutions, including the National Employment Agency, will be considered a strong asset.

Individual qualifications:

Project Manager:

- Bachelor's degree in Pedagogy, Education, Management, or other relevant fields;
- Experience as Coordinator in at least 2 (two) similar projects;
- At least 2 (two) years of experience in organizing and or managing an educational institution or an educational process;
- Proven experience in working with UN Agencies and/or other international organizations will be an asset;
- Excellent command of English and Russian languages.

Teaching staff – 2 experts per each lot (1 expert per course):

- Bachelor's degree in Pedagogy, Education, Management, or other relevant fields;
- Experience as teacher in at least 2 (two) similar projects;
- Proven formal qualification in the area relevant to the course;
- At least 2 (two) years of experience in teaching professional courses programs in the area of relevant to the courses;
- Proven experience in working with UN Agencies and/or other international organizations will be an asset;
- Excellent command of Russian and English.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. 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: RfQ23/02603:	M4EG/Professional development and training in ICT for Ukrainian refugees in the city of Balti (LOT 1) and the Autonomous Territorial Unit of Gagauzia (ATUG) (LOT 2)	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant	<input type="checkbox"/> Yes <input type="checkbox"/> No

commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>			
Previous relevant experience: 3 contracts of similar or higher complexity implemented in Moldova <i>(copies of provided contracts as previous experience may be requested)</i>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid 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: RfQ23/02603:	M4EG/Professional development and training in ICT for Ukrainian refugees in the city of Balti (LOT 1) and the Autonomous Territorial Unit of Gagauzia (ATUG) (LOT 2)	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 and curriculum), 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 25 participants. All daily rates shall be based on an eight-hour working day.

Bidders shall fill up the financial offer table for the LOT they are applying to.

Currency of the Quotation: USD					
Item No	Description	UOM	Qty	Unit price, USD	Total price, USD
LOT 1: Professional development and training in ICT for Ukrainian refugees in the city of Balti					
1.	Course#1- Accounting in Moldova and Taxation (up to 25 participants)	course	3		
2.	Course#2- Basic computer skills (secretariate) (up to 25 participants)	course	2		
3.	Allowance of 100 USD per student and per course	persons	125	100 USD	12500 USD
Total Final Price per LOT 1					
LOT 2: Professional development and training in ICT for Ukrainian refugees in the Autonomous Territorial Unit of Gagauzia (ATUG)					
1.	Course#1- Accounting in Moldova and Taxation (up to 25 participants)	course	2		

2.	Course#2- Basic computer skills (secretariate) (up to 25 participants)	course	1		
3.	Allowance of 100 USD per student and per course	persons	75	100 USD	7500 USD
Total Final Price per LOT 2					

Bidders shall fill up the Breakdown of Fees table for the LOT they are applying to.

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price, USD	Total Price, USD
I. Personnel				
1 (one) Project Manager/Team Leader	day			
Teaching Experts (to be included separately by expert – name to be mentioned), as below:				
1 (one)				
1 (one)				
II. Other Costs				
Other Costs: (please specify)				
Conference facilities costs				
Coffee breaks (one free coffee break, consisting of a choice between coffee or tea, per each training session organized)				
Printing materials along with the equipment needed to deliver the courses				
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 – minimum 2 months per course, to be confirmed the curricula with UNDP. Finally reports to be approved until 31st of December 2023.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	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 Name Click or tap here to enter text.

Address: 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.