**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 (costs to be reimbursed based on the de facto expenses) | persons | 125 | 100 | 12,500 |
| **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 (costs to be reimbursed based on the de facto expenses) | persons | 75 | 100[[1]](#footnote-1) | 7,500 |
| **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** |
| * 1. **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) |  |  |  |  |
| * 1. **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. |  |  | 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.  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. |

1. Allowance disbursements shall be done either on the 1st or on the 15th day of the month. Disbursements shall be made in MDL at UN Operational Rate of Exchange ([UN Operational Rates of Exchange - Rates](https://treasury.un.org/operationalrates/OperationalRates.php#M)). on the date of payment. Copy of certification of allowance disbursements shall be presented either until 4th or 18th day of the month respectively. [↑](#footnote-ref-1)