

**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)**

**Clarification Questions and Answers  
(as of 06 March 2023)**

No.	Question	Answer
1	If students are to receive a fixed amount (e.g. \$100 or the equivalent in MDL) there are state fees and taxes. Do bidders receive exemptions from this project? Are documents and certificates that are in accordance with the legislation in force provided?	According to "Duties and Taxes" paragraph from Section 2: all prices must be exclusive of VAT and other applicable indirect taxes as the project under which VET courses will be organized is VAT exempted. During the contract signing stage, the awarded supplier will receive a VAT exemption letter.
2	Should students receive money in USD or MDL?	Allowances will be paid in MDL at UN Operational Rate of Exchange on the date of payment ( <a href="#">UN Operational Rates of Exchange - Rates</a> ). Additional information may be found in Amendment no. 1 to the Request for Quotation.
3	Should bank administration fee be included in the proposal so that each student receives a fixed amount, or it should not be added in quotation and as a result each student will receive \$100 (or the equivalent in MDL) minus the bank's commission for settlement?	The commission cost, if applicable, shall be included in the financial offer, to ensure that each participant will receive 100 USD.
4	Please detail the meaning of the following "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." The transfers will be made after delivering 1 or 2 courses during the month inclusive the conference facilities costs, coffee breaks, the printing materials along with the equipment needed to deliver the courses?	Disbursements shall be made only after the endorsements of deliverables (courses completed) are done by the Project Coordinator, at the end of each course with the required supporting documents: <ol style="list-style-type: none"> <li>1. Registration questionnaire for offline participation;</li> <li>2. Candidate's registration order;</li> <li>3. List of registered candidates with a package of supporting documents confirming their eligibility;</li> <li>4. 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;</li> <li>5. Copy of certification of allowance disbursement (including proof of payment);</li> <li>6. Dismissal order for candidates which cannot be reached for more than 14 consecutive days.</li> </ol> The payment for the last course will be paid after the last deliverables will be presented and accepted by the Project Coordinator:

		<p>1. Assessment of the results of passing a course;</p> <p>2. Tracking of candidates' employment and reporting back if they have successfully found a job (2 (two) months after the completion of each course);</p> <p>3. 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.</p>
5	Should buying stationary (handbooks, pens ...) for each participant be considered while submitting the offer?	The conference facilities costs, coffee breaks, printing materials (which include printed text materials, 1 handbook and 1 pen for each participant) are covered by the course provider and must be included in the financial offer ANNEX 3.
6	Will there be an advanced payment for the company to organize the logistics for the courses and their development? Which is the advance payment policy for subject project?	<p>No advance payments can be done.</p> <p>In accordance with the Request for Quotation requirements, the payment shall be done within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p>Conditions for Release of Payment: Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements.</p>
7	The courses specifics require each participant to use a computer / laptop for a successful training. Should costs of renting or buying computers be considered as part of the program?	<p>The required equipment to deliver the courses if such are needed (for example printer, laptops, projectors etc.) are expected to be provided and covered by the bidder.</p> <p>As the equipment shall be used only for the training delivery, the Bidders are expected to provide their own equipment or rent it if not available. No purchase of equipment is eligible under the contract to be signed following this competition.</p>
8	From bidders experience, to deliver an introductory Basic Computer course, there is a need of approx. 40 hours. Is there an estimation related to the course length?	The courses need to have a duration of minimum 2 months per course, 3 times a week (each lesson of two academical hours) of min. 52 academical hours/course and provide skills useful for getting a job.
9	Are there any estimations related to the participants availability to attend courses? What it is suggested to be considered: week-ends only, bi-monthly, week period, etc.?	The schedule of courses should be consulted with the participants and confirmed with UNDP. The schedule is directly linked with offered curriculum and availability of the teachers and facility. The recommendation is to take in consideration the preferred days and hours listed in the application form of the participants.