**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: | **RFQ25/03000: Organization of thematic summer schools and mentorship programme** | 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? | | Yes  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):* | | Yes  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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| Does your organization demonstrate significant 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 *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience: 2 contracts in the past three (3) years** | | | | | |
| **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** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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 AND GOODS**

*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: | **RFQ25/03000: Organization of thematic summer schools and mentorship programme** | 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.*
* *documents necessary to prove compliance with the qualifications for the Bidder and other documents listed under Section “Documents to be submitted”*
* *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. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: MDL**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Component 1. Summer Schools** | | | | | | | | | | |
| **Item** | **Description of Deliverables** | | **UOM** | | **Qty** | | **Unit Price, MDL (VAT 0%)** | | **Total Price, MDL (VAT 0%)** | |
| **Category A: Workplan, detailed agenda and coordination services** | | | | | | | | | | |
| 1 | **Workplan and detailed agenda event** in accordance with the requirements of the Terms of Reference (ToR).  The agenda and work plan shall be agreed upon and approved by the Project Team.  Participants selection criteria and summer school code of conduct. | | deliverable | | 1 | |  | |  | |
| 2 | **Coordination** and overall management during all summer school editions, including at the stage of identifying and engaging participants during all the editions of summer camp | | event | | 3 | |  | |  | |
| 3 | **Pre-event and post- event interactive assessment of the level of knowledge** of young people and older people in the area of social inclusion, cohesion, gender and peacebuilding, consisting of up to 10 multiple choice and 3 open ended questions and **2 Narrative Reports (pre and post event)** covering data and findings for each edition of the camp developed and submitted. | | Deliverable | | 3 | |  | |  | |
| 4 | **Development and implementation** of thematic trainings **Block 1** | | event | | 3 | |  | |  | |
| 5 | **Development and implementation** of thematic trainings **Block 2** | | event | | 3 | |  | |  | |
| 6 | **Development and implementation** of thematic trainings **Block 3** | | event | | 3 | |  | |  | |
| 7 | **Medical professional** - at least 1 medical professional should be present at each summer school in order ensure medical services in case anyone of the participants, facilitators, organizers will require medical attention. | | event | | 3 | |  | |  | |
| 8 | **Final Report** of the work undertaken | | deliverable | | 1 | |  | |  | |
| **Subtotal Category A** | | | | | | | | |  | |
| **Category B: Event facilities, catering, accommodation, and transportation services** | | | | | | | | | | |
| 1 | **Project coordinator** | | Person | | 1 | |  | |  | |
| 2 | **Round trip** transportation from  Region: South 1 meeting points, covering localities: Cahul – Taraclia – Basarabeasca – Comrat | | 1 minibus | | 3 round trips | |  | |  | |
| 3 | **Round trip** transportation from  Region: South 2 meeting points, covering localities: (Stefan Voda - Causeni) | | 1 minibus | | 3 round trips | |  | |  | |
| 4 | **Round trip** transportation from  Region:Centre meeting points, covering localities: (Orhei – Chisinau) | | 1 minibus | | 3 round trips | |  | |  | |
| 5 | **Round trip** transportation from  Region:North meeting points, covering localities: (Ocnita - Donduseni) | | 1 minibus | | 3 round trips | |  | |  | |
| 6 | **Round trip** transportation from  Region:Left bank of the Nistru river. | | 1 minibus | | 3 round trips | |  | |  | |
| 7 | **Round trip** transportation for older people from Region:   * One trip South 1 meeting points, covering localities: (Cahul – Taraclia – Basarabeasca – Comrat) * One trip North meeting points, covering localities: (Ocnita - Donduseni) * One trip Left bank of the Nistru River | | 1 minibus | | 3 round trips | |  | |  | |
| 8 | **Conference room** | | 1 venue | | 15 days | |  | |  | |
| 9 | **Gazebo/terrace** equipped with tables and chairs for outdoor activities.  *\*Each unit should accommodate a maximum of 15 persons* | | 3 pieces | | 15 days | |  | |  | |
| 10 | **Accommodation**  3 – 4\* Hotel standard or similar standard applicable to the category of accommodation unit | | 23 double rooms *(46 persons)* | | 12 nights | |  | |  | |
| 11 | **Accommodation**  3 – 4\* Hotel standard or similar standard applicable to the category of accommodation unit | | 3 double rooms *(6 persons)* | | 3 nights | |  | |  | |
| 12 | **Breakfast** (standard continental)  *\*If not included in the accommodation price* | | 46 persons | | 12 days | |  | |  | |
| 13 | **Breakfast** (standard continental)  *\*If not included in the accommodation price* | | 6 persons | | 3 days | |  | |  | |
| 14 | **Coffee breaks** (2 per day) min. incl.:   * Croissants, muffins, or cookies. * Non-sweet pies and sandwiches * Seasonal fruits * Natural coffee and selection of tea * Water | | 46 persons | | 30 coffee breaks | |  | |  | |
| 15 | **Coffee breaks** (2 per day) min. incl.:   * Croissants, muffins, or cookies. * Non-sweet pies and sandwiches * Seasonal fruits * Natural coffee and selection of tea * Water | | 6 persons | | 12 coffee breaks | |  | |  | |
| 16 | **Lunch** should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested. | | 46 persons | | 15 days | |  | |  | |
| 17 | **Lunch** should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested. | | 6 persons | | 6 days | |  | |  | |
| 18 | **Dinner** type Fourchette/Buffet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice. | | 46 persons | | 12 days | |  | |  | |
| 19 | **Dinner** type Fourchette/Buffet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice. | | 6 persons | | 6 days | |  | |  | |
| 20 | **Still water** in 0,5 I bottle | | bottle | | 2000 pcs | |  | |  | |
| **Subtotal Category B** | | | | | | | | |  | |
| **Category C: Visibility and outreach. Media and production/supply of branded visibility materials** | | | | | | | | | | |
| 1 | Development of event visual identity of the summer schools  \* *3* *iterations of**adjustments to the 1 concept of the main visual identity envisaged* | | product | | 1 | |  | |  | |
| 2 | **Visual elements** (hashtags for social media, cards for posts and press releases, and others) in coordination with UNDP and Donor graphics | | product | | 3 | |  | |  | |
| 3 | **Certificates of participation** envisaging visual identity of the summer camp, including UNDP and Donor elements | | certificate | | 150 | |  | |  | |
| 4 | **Backpack**  Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing  Medium backpack size: 45-49 cm torso length and 70-87cm hip width.  Color: grey, black. | | backpack | | 180 | |  | |  | |
| 5 | **T-shirts\* (polo, unisex)**  Branding: Visual elements of summer schools  Front: 10x10cm 4 colors print logo  Back: maximum imprint dimension 35X10 cm, 2 colors text  Linen: minimum 90% cotton with up to 10% polyester, viscose, or other polymers, 150 gr/ m2 density or more  Color: white and black/grey 150/30 mix | | 150 white  S – 37  M – 75  L – 38  30 black/grey  S – 7  M – 15  L – 8 | | 180 | |  | |  | |
| 6 | **Baseball Caps**  5 panels cotton baseball caps  Adjustable size with metal snap closure or Velcro fastening belt for size adjustment  Branding: 3 colors logo, 9x5cm maximum  Color: white/grey | | cap | | 180 | |  | |  | |
| 7 | **Rain umbrella**  Recycled PET umbrella with wooden stick  Automatic opening  Branding: 2 folds logo printing: 100 x 80 mm each Color: navy | | umbrella | | 180 | |  | |  | |
| 8 | **Pens: recycled or biodegradable**  Blue ink ball pen made entirely of recycled or biodegradable plastic  Branding: 3 colors, two-sided printing  Color: white & blue, 200 of each | | pen | | 400 | |  | |  | |
| 9 | **Block note 80 pages Spiral**  Front: 4 colors print (summer school visual elements)  Back: 2 colors, no text  Branding: logo & text 4 colors, size 150x210 mm Color: yellow  Graphics elements of the project to be provided by UNDP | | block note | | 200 | |  | |  | |
| 10 | **Water bottle / thermos**  750-1000 ml metal water bottle  Branding: 3 colors printing, 7x21 cm  Color: blue, yellow | | bottle | | 180 | |  | |  | |
| 11 | **Photo wall: 200X300 cm,**  full color  Graphics elements of the project to be provided by UNDP | | photo wall | | 1 | |  | |  | |
| **Subtotal Category C** | | | | | | | | |  | |
| **Subtotal Component 1. Summer Schools Price** | | | | | | | | |  | |
|  | | | | | | | | |  | |
| **Component 2. Decision-making mentorship** | | | | | | | | | | |
| **Category A: Workplan, detailed agenda and coordination services** | | | | | | | | | | |
| 1 | | **Workplan and detailed agenda** in accordance with the requirements of the Terms of Reference (ToR).  The agenda and work plan shall be agreed upon and approved by the Project team. | | Deliverable | | 1 | |  | |  |
| 2 | | **Coordination** and overall management during the mentorship programme. | | Event | | 1 | |  |  | |
| 3 | | **Mentorship Workshop Development** - Design and deliver a structured mentorship workshop tailored to prepare youth for roles in decision-making platforms.  Focus on skills such as conflict resolution, community engagement, and effective communication. | | Event | | 1 | |  |  | |
| 4 | | **Study visits** with dialogues with representatives of the Core Reflection Group and central government authorities and agencies on social cohesion, decision-making and gender equality (at least 2 visits with dialogues mentorship programme) | | Study visits | | 2 | |  |  | |
| 5 | | **Policy labs** facilitation for social cohesion and youth involvement in the decision-making process and gender-equality-related interventions | | Event | | 1 | |  |  | |
| 6 | | **Development** of youth social cohesion policy recommendations | | Policy recommendations | | 1 | |  |  | |
| 7 | | **Final Report** of the work undertaken | | deliverable | | 1 | |  |  | |
|  | | | | | | | | |  | |
| **Subtotal Category A** | | | | | | | | |  | |
| **Category B: Event facilities, catering, accommodation, and transportation services** | | | | | | | | | | |
| 1 | | **Conference room** | | 1 venue | | 3 days | |  |  | |
| 2 | | **Gazebo/terrace** equipped with tables and chairs for outdoor activities.  *\*Each unit should accommodate a maximum of 15 persons* | | 4 pieces | | 3 days | |  |  | |
| 3 | | **Accommodation**  3 – 4\* Hotel standard or similar standard applicable to the category of accommodation unit | | 30 double rooms *(60 persons)* | | 2 nights | |  |  | |
| 4 | | **Breakfast** (standard continental)  *\*If not included in the accommodation price* | | 60 persons | | 2 days | |  |  | |
| 5 | | **Coffee breaks** (2 per day) min. incl.:   * Croissants, muffins, or cookies. * Non-sweet pies and sandwiches * Seasonal fruits * Natural coffee and selection of tea * Water | | 60 persons | | 6 coffee breaks | |  |  | |
| 6 | | **Lunch** should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested. | | 60 persons | | 3 days | |  |  | |
| 7 | | **Dinner** type Fourchette/Buffet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice. | | 60 persons | | 3 days | |  |  | |
| 8 | | **Still water** in 0,5 I bottle | | bottle | | 500 pcs | |  |  | |
| 9 | | **Round trip** transportation from  Region: **South 1** meeting points, covering localities:  **(Cahul – Taraclia – Basarabeasca – Comrat)** | | 1 minibus | | 1 round trips | |  |  | |
| 10 | | **Round trip** transportation from  Region: **South 2** meeting points, covering localities:  **(Stefan Voda - Causeni)** | | 1 minibus | | 1 round trips | |  |  | |
| 11 | | **Round trip** transportation from  Region: **Centre** meeting points, covering localities: **(Chisinau - Orhei)** | | 1 minibus | | 1 round trips | |  |  | |
| 12 | | **Round trip** transportation from  Region: **North** meeting points, covering localities: **(Ocnita - Donduseni)** | | 1 minibus | | 1 round trips | |  |  | |
| 13 | | **Round trip** transportation from  Region:Left bank of the Nistru river. | | 1 minibus | | 1 round trips | |  |  | |
| **Subtotal Category B** | | | | | | | | |  | |
| **Subtotal Component 2. Decision-making mentorship Price** | | | | | | | | |  | |
| **Final report on Components 1 and 2 Price** | | | | | | | | |  | |
| **Total Final and All-inclusive Price** | | | | | | | | |  | |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| **Personnel** |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
| **Facilitators** |  |  |  |  |
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| **Other expenses** |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total** |  |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Validity of Quotation – 90 days |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Delivery Time, as indicated in Annex 1 |  |  | Click or tap here to enter text. |
| Full acceptance of the General Conditions of the 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. |