**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. \_\_\_\_\_\_\_:

**TABLE 1 : Offer to Supply Services Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Quantity** | **Unit Price** | **Total Price per Item** |
| 1 | -Detailed working plan on implementation of assignment;  -Inventory of existing methodical materials for teacher’s capacity building system and training materials for the schools on the issues related to Climate Change. Analyze curriculum and standards to determine opportunities for adaptation information. |  |  |  |
| 2 | -Development of the methodical manual (include Programme for training teachers) on capacity building of teachers and methodists on promoting “Climate Box” materials in the secondary schools (retraining of teachers under the Ministry of Education, Culture and Research of Republic of Moldova). Legitimation of the manual for using in secondary schools of the Republic of Moldova;  -Provide support to the Ministry of Education, Culture and Research of Republic of Moldova in selection process to participate in piloting:   * at least 5 pilot schools; * at least 125 teachers and methodists |  |  |  |
| 3 | -Adaptation to local context and translation to Romanian language of the “Climate Box” toolkit. Provide support in of the adopted version of the “Climate Box” in the printing house agreed with UNDP (verification of graphical materials, proofreading and etc.);  -Development of recommendations on adopting of training materials developed for school educational process; |  |  |  |
| 4 | -Conducting capacity building training activities for teachers of pilot schools together with the Ministry of Education, Culture and Research of Republic of Moldova, the Regional Technical Advisor and international team of trainers and authors of the Climate Box (not less than 3 events, at least 50 participants each), including: development of agenda, cover rent of venue, expenditures for transportation and living allowances, printing of certificates etc. |  |  |  |
|  | -Provide support in the implementation of the educational process in at least 5 pilot schools on the basis of the developed training materials for the 2019-2020 school year:   * Working with the school methodists of the pilot schools; * Involvement of teachers and methodists on the basis of covering the extra time to develop methodological approaches for the preparation of lessons based on the developed materials and reports on conducted activities (3 professionals for each pilot school); * Conducting of no less than one campaign in each pilot school; * Support the training sessions based on the developed materials; * Development and conducting the competition for the best methodological approaches implementation of the developed educational materials in the educational process.   -Organization and carrying out, with the logistical support of the UNDP Moldova, the Conference on the dissemination of experience in the implementation of the developed educational materials |  |  |  |
|  | **Total Prices of Services[[3]](#footnote-3)** | | |  |
|  | Add : Cost of Transportation | | |  |
|  | Add : Cost of Insurance | | |  |
|  | Add : Other Charges (pls. specify) | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | |  |

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Maximum period for performance of all services |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-3)