



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 10 October 2018
	REFERENCE: RfQ18/ 01826

Dear Sir / Madam:

We kindly request you to submit your quotation for the development and implementation of a pilot program to improve awareness on climate change among youth and general public through scaled up implementation of the innovative interactive learning toolkit, "the Climate Box", for the secondary education system of the Republic of Moldova, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **24 October 2018, 16:30 (Moldova local time)** via e-tendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event ID 0000002902

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Please Consult eTendering Resources for Bidders for additional information on bidding:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Quotations shall be submitted in English or Romanian duly signed and stamped and shall be marked with the note **"RfQ18/01826: Awareness on climate change among youth and general public through "Climate Box" toolkit"**.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Exact Address of Delivery Location (identify all, if multiple)	Chisinau
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> As per Delivery Schedule attached in Terms of Reference (Annex 1)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	23 October 2018, 16:30 (Moldova local time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Romanian
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Quotation https://etendering.partneragencies.org</p> <p>Username: event.guest Password: why2change</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. <u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u> 2. <u>You can participate in the proposal event only if you have registered in the system.</u> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 3 pages) with detailed description of previous assignments;</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> CV's of proposed experts with detailed description of previous experience;</p> <p><input checked="" type="checkbox"/> Detailed technical description of the offered services and methodology;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>
Period of Validity of Quotes starting the Submission Deadline Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Payment Terms	<ul style="list-style-type: none"> •Detailed Work Plan on implementation activities agreed with UNDP Moldova and Ministry of Education, Culture and Research (if representative appointed); •Report on inventory of teaching and learning materials (Report, a list of the identified materials, a list of recommendations); •Lists of pilot schools, classes and teachers/methodists agreed with UNDP Moldova; •Adapted "Climate Box" for using in secondary schools in Russian and Romanian languages; •Methodological manual and Programme for training teachers; •Agenda and LOPs with signature of the teacher's capacity building workshop •Selected best youth projects on climate change for the international contest <p>Narrative report on implemented activities whole assignment with reflection following information and attachments:</p> <ul style="list-style-type: none"> •Description of support provided to pilot schools in implementation of the developed educational materials; •Agenda and LOPs with signature of the final conference on discrimination best experience among other schools.
Liquidated Damages	0.1% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
Evaluation Criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price²; <input checked="" type="checkbox"/> Company Previous experience: <ul style="list-style-type: none"> -Three or more years of previous experience in secondary education assignments; -At least 1 related to environment protection educational materials developed; -Experience in joint activities with Ministry of Education, Culture and Research of Republic of Moldova; -At least one successful case in legitimization of any document for using in secondary schools; <input checked="" type="checkbox"/> Expert on Secondary Education Methodology: <ul style="list-style-type: none"> -Master's degree or equivalent in humanities or social science; -At least 10 years of working experience in the field of education and/or pedagogics; -Not less than five publications which prove his (her) analytical skills; -Experience in development of government educational standards, programs and curricula as official membered of appropriate working groups; -Language skills: fluency in Russian and Romanian, English is an advantage. <input checked="" type="checkbox"/> Climate Change Expert:

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<ul style="list-style-type: none"> -Master's degree in the field of technical, economy or natural sciences; -not less than 5 years of experience in the field of climate change; -participation in development not less 1 educational or awareness material within last 3 years; -Language skills: fluency in Russian and Romanian, English is an advantage. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions;
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Detailed methodology and tools, which will be used for implementation of the tasks within Annex 1 including mechanism of building cooperation with the governmental institutions and all relevant stakeholders; <input checked="" type="checkbox"/> Detailed calendar plan on implementation of all activities under Annex 1. Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ³	Catalin Corman, Programme Associate, UNDP Moldova catalin.corman@undp.org 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.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Denis Suschevici,
Head of Procurement Unit
UNDP Moldova

TERMS OF REFERENCE

Development and implementation of a pilot program to improve awareness on climate change among youth and general public through scaled up implementation of the innovative interactive learning toolkit, “the Climate Box”, for the secondary education system of the Republic of Moldova.

BACKGROUND

The goal of the UNDP “Climate Change Education and Awareness Project – Climate Box” is to strengthen a set of important capacities for Moldova to make better decisions to meet and sustain global environmental conventions. Climate Box toolkit, which was previously developed by UNDP in Russian and English languages, consists of an illustrated textbook, the Climate Quiz game, a wall map illustrating the possible effects of climate change on nature and mankind, a poster with tips on how to reduce your carbon footprint, and a disk with all of the toolkit materials. The project in Moldova envisages the development of an adapted version of the toolkit to Moldova’s climate context, its translation into the local language and piloting among selected schools.

It is expected that the pilot programme will improve the awareness and understanding of global/local environmental issues among the youth through introduction of climate change classes in the secondary education system in the Republic of Moldova as the main beneficiary.

The implementation initially envisages:

- at least 5 pilot schools engaged in the project;
- not less than 5 classes from each of the selected schools with at least 40% of secondary classes;
- at least 125 teachers and methodists (educational experts) trained on application of the Climate Box toolkit and climate change topic.

OBJECTIVE

The overall objective of this assignment is development and implementation of a pilot program to improve awareness and understanding of climate change among youth in the Republic of Moldova.

The action will deliver indirect climate change benefits through:

- Promotion of low carbon and resilient lifestyle and behaviour among youth and general public;
- Increasing knowledge and practical skills about the ways of energy and water saving and other ways to reduce GHG emissions at the household level and at schools;
- Increasing knowledge for climate risks at the global, regional and local levels and enhancing practical skills for improved resilience to climate risks and impacts at the households level;
- Building awareness about individual carbon footprint and creating incentives for reducing the carbon foot print at individual and household level through contests, school projects, social media campaigns;
- Building awareness about social aspects of vulnerability to climate change, including gender dimension of climate change impacts and vulnerability, and about interlinkages between the Climate Action and SDGs, etc.

The process of adaptation of the “Climate Box” to local context should include the following grouped activities:

1. Identification of key stakeholders for adaptation and piloting of the “Climate Box”.
2. Organization of a series of expert and stakeholder consultations to present the CB and identify needs for adaptation to local context and languages. Roadmap for adoption of the local “Climate Box” into the national curricular or off-curricular activities.
3. Adaptation of the CB to local context of the Republic of Moldova, including:
 - Translation to local language;
 - Preparation of additional materials/chapters on the local climate change context;
 - Preparation/adjustment of the teachers’ aid chapter based on the national school curricular;
 - Obtain expert review by national educational experts/reviewers;
 - Finalize the toolkit according to the comments received;
 - Publish the toolkit in local language;

4. Presentation of the project and draft materials to the ministries of education and other relevant authorities.

SCOPE OF WORK

Under the overall guidance of the UNDP Project Coordinator, in close coordination with the nominated by Ministry of Education, Culture and Research of Republic of Moldova responsible persons and the Regional Technical Advisor of the Climate Box project, the Company is expected to perform the following tasks:

- 1) Develop a detailed working plan on implementation of assignment, including interim indicators based on the Indicative Plan (Attachment A to ToR);
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.)
- 6) Development of recommendations on adopting of training materials developed for school educational process;
- 7) 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.
- 8) 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.
- 9) 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;
- 10) Support UNDP Moldova and Ministry of Education, Culture and Research of Republic of Moldova in organisation of the national youth contest of projects on climate change and selection of the best projects for the international contest (under overall guidance and support of the international team of experts and the Regional Technical Advisor);
- 11) Development and submission to UNDP Moldova of the final report and model of the publication on the results of the conducted activities.

FINAL DELIVERABLES

Nº	PRODUCT	TERMS	PAYMENT STRUCTURE
1	<ul style="list-style-type: none"> • Detailed Work Plan on implementation activities agreed with UNDP Moldova and Ministry of 	Within five months after contract signing	40%

	Education, Culture and Research (if representative appointed); <ul style="list-style-type: none"> Report on inventory of teaching and learning materials (Report, a list of the identified materials, a list of recommendations); Lists of pilot schools, classes and teachers/methodists agreed with UNDP Moldova; Adapted "Climate Box" for using in secondary schools in Russian and Romanian languages; 		
2	<ul style="list-style-type: none"> Methodological manual and Programme for training teachers; Agenda and LOPs with signature of the teacher's capacity building workshop Selected best youth projects on climate change for the international contest 	Within six months after contract signing	40%
3	Narrative report on implemented activities whole assignment with reflection following information and attachments: <ul style="list-style-type: none"> Description of support provided to pilot schools in implementation of the developed educational materials; Agenda and LOPs with signature of the final conference on discrimination best experience among other schools. 	Till the end of August 2019	20%

REPORTING REQUIREMENTS

Reporting and accountability:

Contractor will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment. Report to be submitted after each deliverable result achieved and agreed with the nominated by Ministry of Education, Culture and Research responsible persons and the UNDP Project Coordinator according to schedule. Upon completion of the assignment the Contractor will submit final/interim reports with all documents developed for the whole assignment approved by UNDP Moldova serve as a justification for interim and final payments. In case of necessity, the Contractor should finalize the expected products before making a final payment.

Terms of payment

The Contractor will report according to the schedule from the date of contract signing based on the results achieved in agreed format stating all actions taken during the assignment

The Contractor will cooperate on a daily basis with the governmental institutions involved into development and implementation educational programme.

QUALIFICATION REQUIREMENTS FOR TECHNICAL EVALUATION

- Availability of legal documents of the organization (legal registration in the Ministry of Justice of Republic of Moldova);
- Three or more years of previous experience in secondary education assignments and at least 1 related to environment protection educational materials developed is considered an advantage;
- Experience in joint activities with Ministry of Education, Culture and Research of Republic of Moldova;
- At least one successful case in legitimization of any document for using in secondary schools;
- Detailed methodology and tools, which will be used for implementation of the tasks within TOR including mechanism of building cooperation with the governmental institutions and all relevant stakeholders;
- Detailed calendar plan on implementation of all activities under this TOR;
- Presence of the following key expert:
Expert on Secondary Education Methodology:
 - Master's degree or equivalent in humanities or social science;
 - At least 10 years of working experience in the field of education and/or pedagogics;

- Not less than five publications which prove his (her) analytical skills;
 - Experience in development of government educational standards, programs and curricula as official membered of appropriate working groups;
 - Language skills: fluency in Russian and Romanian, English is an advantage.
- Climate Change Expert:
 - Master's degree in the field of technical, economy or natural sciences;
 - not less than 5 years of experience in the field of climate change;
 - participation in development not less 1 educational or awareness material within last 3 years;
 - Language skills: fluency in Russian and Romanian, English is an advantage.

Indicative Plan*

of Development and implementation of a pilot program to improve awareness and understanding for the secondary education system through localized “Climate Box” materials.

#	Name of activities	Preliminary implementation period	Preliminary reporting results
1.	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.	First month	Narrative report on inventory. Recommendations
2.	Provide expert support to the Ministry of Education, Culture and Research in selection process to participate in piloting: - at least 5 pilot schools; - at least 5 classes in every school selected; - at least 125 teachers and Methodists.	First month	List of pilot schools. List of pilot classes in every school. List of pupils and Methodists for pilot adoption implementation
3.	Provide support in the evaluation of the initial background knowledges of teachers and Methodists about Climate Change.	Second month	List of contact persons
4.	Adaptation and translation to Romanian and Russian languages of the “Climate box” – manual for pupils on Climate Change and legitimization of the manual for using in secondary schools.	First, second and third months	E-versions of adapted “Climate Box” in Russian and Romanian languages
5.	Provide support in replication of the adapted version of the “Climate Box” in the printing house agreed with UNDP (verification of graphical materials, proofreading etc.)	Fourth month	Layout of the publications in Russian and English languages accepted by UNDP Communication Specialist
6.	Development of recommendations on adaptation of developed training materials into the school educational process; Development of the methodical tutorials (guidelines) on capacity building of teachers and Methodists	Fifth month	Methodical tutorial (manual). Advanced professional development program for teachers and Methodists, institutions and advanced professional development centers
7.	Conducting together with the Ministry of Education, Culture and Research capacity building training for teachers of pilot schools. Additional expenditures: rent of venue, covering of transportation expenses and living allowances, handouts, printing of certificates and etc.	Fifth month	Agenda, LoP with the signatures. Copies of certificates awarded by the Ministry of Education, Culture and Research. Report on implemented activities. Not less than 5 materials from mass media on the event conducted.
8.	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 methodical associations 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	Third – eighth months	Descriptive report on implemented activities with annexes

	<p>lessons based on the developed materials and reports on conducted activities (3 professionals for each pilot school);</p> <ul style="list-style-type: none"> - Conducting of not less than one campaign at each pilot school; - Support the training sessions based on the developed materials; - Development of Concept and conducting the competition for the best methodological approaches implementation of the developed educational materials in the educational process. 		
9.	Provide support in the evaluation of the knowledge / understanding of the teachers and Methodists on “Climate Box” selected by UNDP on a competitive basis for sociological support.	Eighth month	List of contact persons
10.	Provide support in the evaluation of the knowledge / understanding of the pupils on “Climate Box” selected by UNDP on a competitive basis for sociological support.	Eighth month	List of contact persons
11.	Provide comments to the final report of the organization hired by UNDP for sociological support and the final and initial evaluation of the knowledge / understanding of the target groups;	Eighth month	List of proposals
12.	Organization and carrying out the Conference on the dissemination of experience in the implementation of the developed educational materials among more schools;	Tenth month	Agenda, LoP with signatures. Kit of presentations. Not less than 5 materials published in mass media.
13.	Development of the final report and models of publication according to the results of activities.	Ninth and tenth months	

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

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: <ul style="list-style-type: none"> 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			

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	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: <ul style="list-style-type: none"> • 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 Services⁶			
	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

⁶ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
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]

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- 9.2 Refuse to accept delivery of all or part of the goods.
- 9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.