## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*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: | Click or tap here to enter text. | 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;*
* *a brief methodology, approach and implementation plan;*
* *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.

**Currency of Quotation: USD**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. | **Deliverable 1:** Study tour concept and methodology. Preliminary report to study tour, including detailed agenda and logistic note. |  |
| 2. | **Deliverable 2:** Endorsed Final Study Visit Agenda. Study Visit in Romania conducted. |  |
| 3. | **Deliverable 3:** Final Report |  |
| **Total Price** | |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| 1 (one) Agri food expert | day |  |  |  |
| 1 (one) Tourism expert | day |  |  |  |
| 1 (one) Light industry expert | day |  |  |  |
| Other expenses |  |  |  |  |
| Accommodation in a minimum 3-star hotel (4 nights, Single numbers, with breakfast included) | night | 4\*24=96 |  |  |
| Refreshments (2 coffee breaks per working day, depending on working program) | unit | 10 |  |  |
| Lunch and dinner (5 days, 2 meals per day) | unit | 10 |  |  |
| Per-diem (first and last day of the trip for participants according to Moldovan Legislation rates) | unit | 24 |  |  |
| Insurance for study tour participants | unit | 24 |  |  |
| 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 |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | 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.  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. |