



REQUEST FOR QUOTATION NO. RfQ26/03298: Provision of international expert training services in textbook design and development for Moldovan publishing houses

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the “Transforming education in Moldova through Model Schools” programme, funded by the Norwegian Agency for Development Cooperation (Norad), kindly requests your quotation for the **Request for Quotation no. RfQ26/03298: Provision of international expert training services in textbook design and development for Moldovan publishing houses**, as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01020** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with



registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova



SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>Quantum supplier portal following this link: https://supplier.quantum.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile: https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none">▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at: http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>



Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	<p>Quotations shall be quoted in the currency indicated in the portal.</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid



	received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. 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.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section.</p> <p>Applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Institutional (de minimis) Contracts (Services)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Language of quotation	<p><input checked="" type="checkbox"/> English</p>
Quotation validity period	<p>Quotations shall remain valid for 60 (sixty) days from the deadline for the Submission of Quotation.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation.</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements
Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List and value of 1 (one) completed and/or ongoing contracts for similar design services undertaken within the past 5 years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value • Period of activity • Types of services undertaken <p><i>Copies of relevant contracts provided might be requested during the evaluation process</i></p> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Verifiable evidence of publication of textbooks under 9 specified subject areas as per Annex 1 (Science, Physics, Chemistry, Biology, Computer Science, Geography, Technological Education, Visual Arts Education and Primary Education), provided either via direct hyperlinks inserted into a document list or compiled PDFs within a single digital folder <input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key Experts, demonstrating professional proficiency (minimum B2) in at least one of the following languages: English, Romanian, or Russian
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be legally registered entity or a consortium of firms/organizations originating from a country with PISA score above the OECD average <input checked="" type="checkbox"/> Minimum 10 (ten) years' experience in textbook publishing

	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Minimum 1 similar (in terms of type and volume of services) contract undertaken in the past 5 (five) years<input checked="" type="checkbox"/> Evidence of publication of textbooks under 9 specified subject areas as per Annex 1 (Science, Physics, Chemistry, Biology, Computer Science, Geography, Technological Education, Visual Arts Education and Primary Education)<input checked="" type="checkbox"/> Experts' proficiency (minimum B2) in at least 1 (one) of the following languages for the delivery of services: English, Romanian, or Russian
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award	21 July 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

A. Summary of Requirements

Requirements are comprised of the following services: provision of international expert training services on best practices in school textbook design and development for Moldovan publishing houses and authors.

B. Background

During 2024 – 2028, UNDP is implementing the programme “Transforming education in Moldova through Model Schools”, funded by the Norwegian Agency for Development Cooperation (Norad). The main Programme objective is to enhance the quality and effectiveness of Moldova's education system through the transformation of district schools into Model Schools. This will be achieved through the following two main outcomes:

1. Transform five schools into Model Schools with a modern learning environment and facilities enabling better learning outcomes and improved efficiency of the school network. These schools will undergo significant gender and disability responsive renovations, to create modern, inclusive learning environments with upgraded infrastructure, and new furniture. Green school principles will be incorporated to reduce environmental impact.
2. Facilitate the development of 21st century skills of students through improving teaching and learning practices and supporting organizational development. This includes supporting the curricular reform, strengthening initial teacher training, and enhancing local education governance. Activities will focus on developing relevant curricula, providing continuous professional development for teachers, and improving school autonomy and management.

Under the Outcome 2 of this joint Project, UNDP will:

- Support the curricular reform, enhancing the quality of curricular materials and educational content; strengthen the initial and continuous teachers training in the implementation of STEAM and interdisciplinary approaches, use of active teaching methods such as project-based learning, problem-based learning, inquiry based learning and others, with special focus on science disciplines, integration of green and sustainability practices into the curricula; improving local level education governance and school management and autonomy to enhance the quality of education.

C. Assignment Overview

The Ministry of Education and Research of Republic of Moldova (MER) has initiated the revision of the national curriculum for all education levels, with completion planned for September 2027. The revised curriculum will follow a transdisciplinary approach that prepares young people for life, future challenges and labor market.



In this context, MER is planning a set of supporting measures to ensure the effective development of curricular materials and educational content aligned with the new standards, as well as to facilitate their implementation in schools. One of these measures includes a structured professional development programme for Moldovan textbook authors and publishers.

As part of this effort, UNDP is seeking to support MER in organizing a three (3)-day training programme in August 2026 focused on international best practices in textbook design and development for local publishers and authors aimed at strengthening awareness and application of international best practices in the design and development of school textbooks.

The overall objective of the training programme is to enhance the capacity of local publishers and authors to design high-quality, competency-based textbooks free of gender and other stereotypes aligned with national curriculum standards and international pedagogical benchmarks.

The assignment includes preparation and delivery of training activities for four (4) subject groups:

- **Group A:** Physics and Computer Science (21 participants)
- **Group B:** Science, Biology and Chemistry (27 participants)
- **Group C:** Primary Education (28 participants)
- **Group D:** Geography, Technological Education, Visual Arts Education (22 participants)

Each group will include between 21 to 28 participants and shall be facilitated by two (2) international experts.

The working language of the training will be English, Romanian, or Russian. If the trainers deliver the training in a language other than Romanian or Russian, UNDP will be responsible for arranging and facilitating interpretation/translation services to ensure effective communication with participants.

Training overview:

During the training, participants are expected to examine evidence-based pedagogical approaches, content structuring methodologies, inclusive design principles, assessment integration, visual communication strategies, and editorial standards. The training shall emphasize coherence between curriculum learning outcomes, instructional design, learning activities, assessment tasks, and overall textbook architecture.

The training will cover textbook development across primary, lower secondary, and upper secondary education levels, adapted to the selected subject areas (Groups A-D).

The training aims to:



- Strengthen authors' capacity to align textbook content with curriculum standards and learning outcomes.
- Promote student-centered and competency-based textbook design approaches.
- Improve clarity, accuracy, and accessibility of educational content.
- Ensure adherence to quality assurance, ethical, and copyright standards in educational publishing.

By the end of the training, participants shall be able to:

- Interpret curriculum standards and translate them into textbook structure.
- Design coherent textbook units aligned with pedagogical sequencing.
- Apply competency-based and inquiry-based learning approaches.
- Develop clear and age-appropriate instructional content.
- Integrate real-life contexts and interdisciplinary connections.
- Design differentiated tasks for diverse learners.
- Develop assessment items aligned with learning outcomes.
- Apply inclusive, gender-sensitive, and culturally responsive language and avoid the use of gender and other types of stereotypes.
- Use visual and graphic elements effectively to support learning.
- Apply editorial standards, referencing, and copyright requirements.

The training shall include, but not be limited to, the following thematic modules:

1. Curriculum Alignment and Competency-Based Design

- Translating curriculum standards into textbook structure
- Defining measurable learning outcomes
- Ensuring vertical and horizontal coherence across subjects and grades

2. Structuring Content Effectively

- Logical sequencing and scaffolding of content
- Spiral progression of concepts
- Managing cognitive load in textbook design

3. Pedagogical Approaches

- Active learning methodologies
- Inquiry-based and problem-based learning
- Development of higher-order thinking skills and transversal competencies

4. Designing Learning Activities and Tasks

- Differentiation of practice, application, and transfer tasks
- Design of leveled exercises

- Integration of contextual and real-life learning tasks

5. Visual Design and Layout Principles

- Effective use of illustrations, diagrams, and charts
- Consistency and readability in layout design
- Accessibility considerations (font, contrast, structure)

6. Inclusion and Accessibility

- Application of Universal Design for Learning (UDL) principles
- Gender-sensitive and bias-free language
- Addressing diverse learning needs

7. Quality Assurance and Editorial Standards

- Peer review and validation processes
- Compliance with national approval frameworks
- Copyright and intellectual property compliance
- Ethical standards in educational publishing

The training shall be delivered using interactive and practice-oriented methodologies, including:

- Interactive workshops
- Analysis of national and international textbook examples
- Practical writing and design exercises
- Peer review sessions
- Expert feedback
- Case studies

All logistical arrangements, including venue, participant coordination, and interpretation services, will be managed by UNDP and are outside the scope of this assignment.

D. Key Deliverables and tentative timetable

The bidder will submit the bid for all services enlisted in the table below.

Deliverables	Outputs	Target Date from the date of contract signature
Deliverable 1. Training Preparation	Output 1: Detailed 3-day training agenda.	Up to 3 days after the signature of the contract
<i>Develop a detailed 3-day training agenda and prepare</i>	Output 2: Complete set of training materials (presentations,	

<i>training materials and participant handouts in English.</i>	case studies, exercises and other activities).	
Deliverable 2. Training Delivery in Chisinau <i>Delivery of four separate 3-day training sessions for approx. 21 - 28 participants per group, facilitated by 1-2 qualified international experts per group.</i>	Output 3: Four completed 3-day sessions delivered as per agreed agenda. Output 4: Completed participants' feedback surveys (online responses) collected for each group.	August 10-14, 2026

Note: The time period shown has been estimated to be sufficient/feasible for the scope of work to be successfully completed and is proposed as a guide for the duration of the assignment.

E. Period of performance

The timeframe for the assignment is planned for August 2026. The training sessions are scheduled to take place on any 3 consecutive days from the week of August 10-14, 2026. The estimated level of effort is up to 7 working days per expert (out of which 3 days of training delivery and 4 days of preparation), excluding travel time.

F. Reporting requirements

The Supplier shall report delivery progress to UNDP Moldova and perform all services on time. The progress report shall be in a form acceptable to the Project responsible and shall indicate: (a) progress of delivery; and (b) where any activity is behind the contract completion, giving comments and likely consequences and stating the corrective action being taken.

The supplier shall coordinate its **experts' travel logistics arrangements**, including international travel (flights) and hotel accommodation for 4 nights, for all experts for the duration of the training in Moldova.

G. Payment terms

The payments to the Contractor shall be made upon approval and acceptance of the deliverables by the UNDP Project Manager as follows:

Deliverable	Payment Allocation (%)	Expected Completion Date
Deliverable 1. Training Preparation	30%	By July 24, 2026
Deliverable 2. Training Delivery	70%	By August 14, 2026



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:	RfQ26/03298	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No Number If yes, insert UNGM Vendor
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p>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 (<i>If yes, provide a Copy</i>)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>Is your company a member of the UN Global Compact</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>Bank Information</p>	<p>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.</p>			
<p>Minimum 1 similar (in terms of type and volume of services) contract undertaken in the past 5 (five) years</p>				
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	
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>



<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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

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:	RfQ26/03298	Date: Click or tap to enter a date.

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: USD

Ref	Description of Deliverables	Price (USD)
1.	Deliverable 1. Training Preparation	
2.	Deliverable 2. Training Delivery	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price (USD)
Personnel				
Expert 1/ Group A: Physics and Computer Science	Fee per day			
Expert 2/ Group A: Physics and Computer Science	Fee per day			
Expert 3/ Group B: Science, Biology and Chemistry	Fee per day			
Expert 4/ Group B: Science, Biology and Chemistry	Fee per day			
Expert 5/ Group C: Primary Education	Fee per day			
Expert 6/ Group C: Primary Education	Fee per day			
Expert 7/ Group D: Geography, Technological Education, Visual Arts Education	Fee per day			
Expert 8/ Group D: Geography, Technological Education, Visual Arts Education	Fee per day			
Other (if any)	Fee per day			



Other expenses				
International flights	Per person			
Hotel accommodation (4 nights/per person)	Per person			
Other Costs: (please specify)				
Total				

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Full compliance with all requirements as specified in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Experts' availability for the mission to the Republic of Moldova between 10 – 14 August 2026	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>