

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: LY23- 4200549608

Date: 01 November 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of **Entrepreneurship vocational training on baking for female population in Ubari and Ghat.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements / Terms of Reference
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: General Conditions of Contract

Mandatory Documents - Requirements of the Eligibility and Technical Evaluation:

- Valid Company registration documents -operated license, chamber of commerce and commercial register, **(Eligibility)**
- Bank information **(Eligibility)**
- Singed /stamped Code of conduct **(Eligibility)**
- Completed VIS-vendor information sheet **(Eligibility)**
- Signed /stamped DOC- declaration for conformity **(Eligibility)**
- Technical and Financial Offer **(Technical Evaluation)**
- Delivery Lead Time **(Technical Evaluation)**
- Team composition and CVs of key personnel **(Technical Evaluation)**
- List of Relevant Experiences and/or Similar Previous Projects **(Technical Evaluation)**
- Company profile **(Technical Evaluation)**

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Libya Procurement

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	12 November 2023, 17:00, local time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address: Click or tap here to enter text. <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25MB ▪ Mandatory subject of email: LY23- 4200549608 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM 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.
Supplier Code of Conduct	All prospective suppliers must read the UN 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: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN 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.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Only Bidders that are determined to be qualified shall be considered for award.
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	The International Organization for Migration 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 below: All prices shall: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes

Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <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 type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
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.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted (by Location)
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Libya Procurement E-mail address: iomlibyaproposal@iom.int
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated by Email.
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Combined scoring method using a distribution of 70% Technical proposal – 30% Financial proposal
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 The technical and financial proposals of Service Providers shall be evaluated based on the following criteria and sub-criteria: <ol style="list-style-type: none"> 1. Bidder’s qualification, capacity and experience (35%) <ol style="list-style-type: none"> 1.1 Reputation of organisation and staff credibility/reliability / industry standing. (10%) 1.2 Demonstrated expertise in conducting relevant training sessions (10%) 1.3 Relevance of specialised knowledge and experience on similar engagements done in the relevant locations. (5%) 1.4 Availability of required facilities such as training rooms, electricity (generator), prayer rooms, and hall for relevant events like job fare (5%) 1.5 Experience in close work and cooperation with International Organizations, UN Agencies. (5%) 2. Proposed methodology, approach and consistency with the ToR (35 %) <ol style="list-style-type: none"> 2.1 Understanding of the requirement: Have the important aspects of the tasks been addressed in sufficient detail in the technical proposal and clarity on the practical aspect of the baking training (10%) 2.2 Description of the Proposer’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference (15%) 2.3 Details on how the different service elements shall be organised,

	<p>controlled and delivered (5%)</p> <p>2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement (5%)</p> <p>3. Management Structure and Key Personnel (30%)</p> <p>3.1 Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? (6%)</p> <p>3.2 Qualifications of Key Personnel Proposed</p> <p>3.2.a Team Leader (10%)</p> <p>3.2.b Course Instructors/Trainers (10%)</p> <p>3.2.c Other support staff (4%)</p> <p>Total weight:100 points</p> <p>The minimum technical score S_t required to pass is: 70 %.</p> <p>The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:</p> <p>$S_f = 100 \times FI / F$ Where:</p> <p>Sf - is the financial score of the Financial Proposal under consideration, FI - is the price of the lowest Financial Proposal, and F - is the price of the Financial Proposal under consideration.</p> <p>The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)</p> <p>$S_c = S_t \times T\% + S_f \times F\%$</p> <p>The service provider achieving the highest combined technical and financial score may be invited for negotiations.</p>
Right not to accept any quotation	IOM 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, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Agreement
Expected date for contract award.	20 November 2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at 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 of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: TERMS OF REFERENCE

Provision of Entrepreneurship vocational training on baking for female population in Ubari and Ghat.

1. Background

Since 2016, IOM's Community Stabilization Programme (CS) aims to contribute to stabilization efforts in Libya. Using a community-led approach, CS works to create critical opportunities for constructive interaction among social and ethnic groups and providing empowerment and opportunities. IOM achieves this by employing a participatory methodology that brings together local communities, tribal/community leaders, civil society and community-based organizations from diverse backgrounds to identify and prioritize targeted interventions that respond to community needs, including livelihoods, infrastructure projects and provision of equipment to improve basic services.

In the past years IOM implemented livelihoods activities across different sectors (manufacturing, entrepreneurship, photography and graphic design, e-commerce) by providing technical vocational training courses, business and marketing skills trainings and toolkits to start or enhance income generation to unemployed youth and women.

In line with the IOM market assessments and with the support of additional meetings with local stakeholders in 2023 IOM identified a potential education and market opportunity for women in the sector of baking and food processing due to the absence of catering companies specialized in social events, particularly those run by women themselves.

Families in the area have limited incomes and not always stable, for this reason empowering women to achieve greater financial stability with an activity that respecting social norms can contribute significantly to the economic well-being of the entire community.

The training program will have a duration of 14 days in each location for a total of 30 participants in each location. Participants will be divided in two groups (15 pax for each group in each location): **Group 1** will attend a vocational practical backing **six days course with a focus on pastries** and **Group 2** will attend a vocational practical **six days baking course with a focus on sweets**. After the technical part, **both groups** will attend **two -days joint sessions on business and entrepreneurial skills to facilitate the setup of joint- businesses**.

An experienced professional chef with a successful business in the market will lead the training sessions. After the training, IOM responsible to deliver toolkits to all the beneficiaries who successfully completed the course.

Participants will be selected in collaboration with the Women Empowerment Office in the Municipality of Ghat and Ubari, which has already compiled a list of women in need of employment. These candidates will be selected based on predetermined criteria, with a focus on prioritizing women who are in need and are the primary providers for their families.

For this initiative IOM is targeting young women to enhance their capacity to access the job market, bridge the gender gap, unlock their potential, boost confidence, facilitate networking, and address unique challenges and opportunities. By empowering women with knowledge and skills, IOM is aiming to promote equality, foster innovation, and create a more inclusive and successful industry.

2. Objectives

The objective of the service provider's (SP) responsibilities is to organize all practical aspects and implement the course for a duration of **14 days** (six hours per day for a total of 84 hours) **in each location** including

sessions on business skills and entrepreneurship. The course will be repeated in two locations - in Ghat and Ubari. In each location, participants will be divided in two groups (15 pax for each group): Group 1 will attend a vocational practical backing six-day course with a focus on pastries and Group 2 will attend a vocational practical six-day baking course with a focus on sweets. After the technical part, both groups will attend two-day joint sessions on business and entrepreneurial skills to facilitate the setup of joint- businesses.

The proposal should include training learning outcomes and objectives and a training plan. The SP should share the CVs of possible trainers and previous experience in similar sector. The course should be designed for women in youth age (18-35 years old).

Approach and requirements:

- Quantity and location of the courses: 2 (two) 14-day baking training courses per location.
- Location of the target groups: Ubari and Ghat
- Public targeted: 30 young women in each location who are in need and are the primary providers for their families. These candidates will be selected based on predetermined criteria in collaboration with the Women Empowerment Office in the Municipality of Ghat and Ubari and IOM.
- The purpose of these classes is to provide skills development and ultimately, access to employment.
- The link to professional development and further possible requirements to achieve employment must be clearly highlighted in the proposal.
- The service provider must provide a detailed description of the approach and methodology for how they will achieve or exceed the requirements of the Terms of Reference, including which type of Baking Training Course they propose and why.
- It is requested to underline the accessibility of the class: the hours, distance to the students' place of residence, location of the classes, classes facilities conditions – well equipped, furnished and adequate for conduction of classes, possible transportation needs.
- Challenges and limitations foreseen and possible mitigation measures are welcome in the proposal.
- The service provider is expected to explain the structure of the proposed team, and whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- The service provider is welcome to propose some comments or remarks vis-à-vis the present TORs, for instance proposing an alternative approach, highlighting if important components are missing, indicating gaps, etc.
- Previous experience conducting similar classes is required and must be demonstrated.
- Proven ability to submit activity reports.

3. Scope of the Services

- The SP should submit a proposal indicating the methodology, approach, implementation plan and costs for the following training courses separated per locations;
 - Group 1: 6-day Training Course with a focus on sweets for 15 pax
 - Group 2: 6-day Training Course with a focus on sweets for 15 pax
 - 2- day joint training for Group on business and entrepreneurial skills to facilitate the setup of joint-businesses
 - 14-day Baking Training Course for 30 women in Ghat divided:
 - Group 1: 6-day Training Course with a focus on sweets for 15 pax
 - Group 2: 6-day Training Course with a focus on sweets for 15 pax
 - 2- day joint training for Group on business and entrepreneurial skills to facilitate the setup of joint-businesses
- Provide type of courses that are more realistic to achieve in the mentioned timeframe and are demanded in the job market;
- The SP will be responsible for: in collaboration with IOM, work on participant outreach and selection, social media visibility, logistics and coordination, training organization and implementation in each location. In addition, the SP will be responsible to put participants in contact with local and/or international company for possibility of collaboration.
- SP will be responsible for hiring and coordinating one or more trainers if an experienced trainer is not already within the organization, both contingent on IOM approval.
- IOM is recommending the establishment of a pool of trainers to ensure the provision of the best possible trainer based on the specific topic. The trainer will be expected:
 - o Work with IOM Libya to ensure the training will be implemented as intended,
 - o Implement the ToT to a high standard,
 - o Complete all IOM monitoring and evaluation documentation,
 - o Submit a training report with Pre-and Post-Test analysis,
 - o All documentation to be reviewed and approved by IOM.
- SP will complete, with IOM review and approval, an agreed upon list of outreach methods, including social media and any physical posters.
- SP will develop, with IOM approval, conflict and gender sensitive selection criteria, as well as a mechanism of collecting information from prospective participants, such as a Google form or emailed survey. Training participants should represent a cross-section of tribes, ethnicities, IDPs, migrants, refugees
- SP will carry out all logistics and oversee implementation of the training in each location for a duration of fourteen (14) days, which will require approximately eighty-four (84) hours of training time per location. Logistics and expenses include space rental, with operating generator and internet, lunch and refreshment, supplies, printed materials and roll-up and local transportation for participants (maximum 30 km from the location identified for the training implementation).
- SP will select a training location, with IOM approval, and will be responsible for rental, ensuring there is adequate space for training and activities, working internet and generator.
- SP will complete all IOM Libya monitoring and evaluation and contract deliverables to a high standard and IOM approval.
- SP will meet all IOM Libya financial and procurement requirements, including submission of all documentation in a timely manner.

The SP will be responsible to buy all materials/equipment/products necessary for the training implementation. To implement the training IOM has estimated the minimum quantity of the below food products that will be necessary in each location. In addition the SP is responsible to ensure that all essential baking equipment to implement the training (for example cake tins, food mixer, measuring spoons and cups, etc..) and food products will be present during the implementation

Item	Description	Quantity	Unit
flour	5 kg pastry flour and 5 kg confectionery flour	15	kg
Large size liquid vanilla	1 liter bottle	3	box
Baking powder	The packet contains 100 envelopes	1	box
charitable	1 kg package	2	box
vinegar	1 liter bottle	2	box
sugar	Kg package bags	15	kg
Cocoa	Kg package bags	3	kg
eggs	A dozen with 30 eggs	12	Dozen
Nutella Chocolate Large	Pack of 750 g	6	box
Belgian Chocolate	Used in the manufacture of cookies and confectionery decoration	6	Piece
Caramel Stuffing	A bucket of kg can used for filling cakes	2	large bucket
Peanut		2	kg
Lotus fillings	A half kg bucket used for cake stuffing	2	Half kg bucket
Pistachio fillings	A half kg bucket used for cake stuffing	2	Half kg bucket
Condensed milk	Can size 400 ml	15	box
Oreo fillings	1 kg package	15	Piece
Oreo biscuits	One can weighs 154 grams	8	cans
Gelatin	1 kg pack box	2	kg
Karim Shanti		9	kg
Whipping cream	The box has 10 cans each pack 0.500 ml	2	Box
Cream With Strawberry	Each box packs of 160 gm	9	cans
Tart rules	Put the cake on it for garnish	15	Piece
Large size cream bags	Size 65	2	Dozen
Small size cream bags	Size 25	2	Dozen
Raw chocolate		33	Piece
pistachio	Without peel	2	kg
Silicone molds	10 pieces with 15 shapes and 10 other pieces with 6 shapes	30	Piece
Large size roll parchment paper	Size 75 × 30 cm	2	Roll
Chicken Breasts	The bag weighs 2.5 kg	6	sack
Minced meat		5	kg
salt		2	kg
turmeric	Crunched	2	kg

Red pepper	Crunched	1	kg
Chicken Spices		1	kg
Meat spices		1	kg
Cilantro		6	kg
potato		9	kg
Eggplant		6	kg
Sweet pepper		5	kg
chili		1	kg
butter		8	large bucket
Corn oil	Contains 12 cans of 1 liter bottle	2	Carton
almond		2	kg
raisins		2	kg
Mozzarella cheese		5	kg
Green Tomatoes		5	kg
Garlic powder		2	sack
Merry bread		2	kg
Powder coriander		1	kg

4. Time Schedule

Service should have a duration of approximately four (4) months.

Schedule of Activities	Dates
Completion of IOM-approved visibility designs, training plan, and logistic plan	After 10 days from the contract start date
Participant selection and communication	At the end of the first month
Finalization of all training materials	At the end of the second month
Training implementation	Third month
Final Report in IOM template including pre and post analysis and training evaluation, final satisfaction survey and success stories	At the end of the fourth month

5. Data, Local Services, Personnel and Facilities to be provided by IOM

IOM Libya Community Stabilization Unit will work in collaboration with SP, review and approval all deliverables and documents before implementation, provide guidance throughout the project cycle.

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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 of 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: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	14-day Baking Training Course for 15 Students in Ubari including facility rent, lunch, refreshments, visibility & printing materials, training tools, products and materials	
2.	14-day Baking Training Course with a focus on sweets for 15 Students in Ubari including facility rent, lunch, refreshments, visibility & printing materials, training tools, products and materials	
3.	14-day Baking Training Course for 15 Students in Ghat including facility rent, lunch, refreshments, visibility & printing materials, training tools, products and materials	
4.	14-day Baking Training Course with a focus on sweets for 15 Students in Ghat including facility rent, lunch, refreshments, visibility & printing materials, training tools, products and materials	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Trainers				
Support staff				

Other expenses				
Rent of facilities				
Food products to be used during the training course				
Lunch and refreshments				
Visibility and Printing Materials				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
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.
Other requirements [pls. specify]	<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. 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>