Electoral Support to Moldova Project

Funded by the European Commission
Co-funded and implemented by the
United Nations Development Programme

UNDP Moldova

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: **17 February 2010**
	REFERENCE:

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following items before **16:30 (local time) on 1 March, 2010**.

SINGLE LOT: MS Office 2007
Training Course Programme (Word, PowerPoint, Excel, Project, Outlook)
for Central Electoral Commission (CEC) staff

Item	Topic	Generic Description	Measurement Unit	Units (min.)	Price per Unit	Price per Quantity
1	MS Word	Principles of documentation. Writing and editing text. Select text, copy, delete. Search and replace text. Formatting text. Spelling. Working with the paragraph. Borders and Shading. Columns. Tab. Formatting documents with headers, themes and styles.	hour	4		
2	MS Word	Lists (bulleted and numbered). Independent work. Insert menu: Enter the date / time, page numbering, insert symbols, footnotes, notes, AutoText.	hour	4		
3	MS Word	Working with objects: pictures, diagrams, WordArt objects. Drawing in Word: drawing tools, possibilities of distribution, ordering, rotation, colorization. Working with the shadow and volume. C / P	hour	4		
4	MS Word	Entering tables into the document. Working with cells: adding, deleting, splitting, merging, changing the size of cells. Calculations in the table. Design of table: framing, shading, AutoFormat. Creating Table of Contents, tables.	hour	4		
5	MS Word	Individual work on creating tables. Creating headers and footers Creating Table of Contents, tables.	hour	4		
6	MS Word	Revising documents with change tracking Adding and removing comments Comparing documents Mail Merging Usage of copy and pasting from example Internet and to re-format according to CEC format. (I.E. internet copy normally makes HTML tables which is not acceptable and difficult to manage in MS Word.	hour	4		
7	MS Word	Printing options. Protection of documents. Printing preview, page set-up. Editing of the results. Test: In MS Word the CEC staff member	hour	4		

		should be able to create a template to use as CEC Standard with CEC headings, etc. They should be able to copy the document on USB stick or send it by e-mail with track changes or comments without printing the document.				
8	MS PowerPoint	Toolbar. Task Pane. Slides design. Insert pictures, diagrams. Animation settings. Musical accompaniment. Creating your own presentation.	hour	4		
9	MS Excel	Creating custom lists. Formulas. Different types of references and their use in formulas. Checking formulas. Toolbar "dependence". Copy and Paste Special commands (with formulas, values only, etc). Giving own names to cells and constants. Examples of solving problems using formulas.	hour	4		
10	MS Excel	Application of different types of built-in functions. Financial functions. Using logical functions. Checking data. Copying. Operations with sheets. Examples of solving problems using functions HLOOKUP () and VLOOKUP (). Charts in Excel.	hour	4		
11	MS Excel	Working with large documents. Allocating large ranges, cross-cutting lines, headers and footers. Compound functions. Working with the form. Conditional formatting. Checking data. Data functions.	hour	4		
12	MS Excel	Working with lists and databases. Filters. Advanced filter. Summarizing. Consolidation. PivotTable. Diagrams for PivotTables.	hour	4		
13	MS Excel	Array processing. Examples of tasks that use functions for arrays. Analysis and optimization (selection of parameter).	hour	4		
14	MS Excel	Reports. Templates. Creating macros and buttons for their launch. Protecting data. Individual issues.	hour	4		
15	MS Project	Basic menu and ribbon layout and functions. Basics of project management. Creating the list of tasks. Calendar of tasks and work with tasks. Projects, start date, and various project options. Tasks, duration, assignments Timelines, duration of tasks. Resources and resource scheduling. Gantt Charts. Linking tasks.	hour	4		
16	MS Project	Methods of planning the project cost. The availability of the resource. Analysis of the critical path of the project.	hour	4		
17	MS Outlook	Working with Outlook. - Email - Creating emails, formulating emails; - To, CC and BCC usages with reply and reply-all; - Attaching files, limits of big attachments etc; - Priority Options; - Sharing Office documents, changes, reviews without printing. Print only final	hour	4		

		document.
		• Calendar
		  o Adding Events;
		  o Adding Recurring Events;
		  o Sharing calendars;
		  o Sharing events, inviting contacts to events;
		• Contacts
		  o Adding, removing and updating contacts;
		  o Using contacts in emails, mail merge and calendars;
		  o Grouping of contacts and usages;
		• Tasks
		  o Adding;
		  o Completing;
		  o Priority;				

18	General	Organization of the documentation circulation within the CEC on the basis of previously covered material - The developer of document-> Editor-> Developer -> Stakeholders and Management -> Validation / Comments (if there are comments, then the cycle is repeated) -> Print, for signature (sending by e-mail).	hour	4		
		GRAND TOTAL:	hours	72		

CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	☐ FCA ☐ CPT ☑ **CIP**
Delivery Place & Time	Chisinau
Payment Terms	**Advance payment not to exceed 20% of estimated costs and the rest upon delivery of services.**
Validity of Quotation	☑ **30 DAYS** ☐ 60 DAYS
Preliminary Examination – Completeness of quotation.	☐ Partial bids permitted by LOTs ☑ **Partial bids not permitted**
Quantity change	**The UNDP reserves the right to modify the quantity by 25% of the tendered goods and services**
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services http://www.undp.org/procurement/operate.shtml

REQUIREMENTS
QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS: The quotation/offer shall contain the following documents (not subject to return upon evaluation): ● Company profile (general presentation of the company up to 2 pages); ● Copy of company's registration certificate; ● Copy of relevant license(s); ● Company's list of customers, present and past; ● All prices shall be presented in MDL *exclusive* of VAT; ● Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms; ● Offers shall be presented in English, Romanian or Russian.   **MINIMUM QUALIFICATION REQUIREMENTS:** ● Experience in the field – 2 years; ● Adherence to the minimum Course Programme hours and topics presented above; ● Adherence to UNDP General Terms and Conditions and Payment and Delivery Terms.   Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.

NAME, FUNCTIONAL TITLE: **Veaceslav Balan, Electoral Support to Moldova Project Manager**

Signature: _[signature]_ DATE: 17 February 2010

CONTACT PERSONS: Veaceslav Balan, Electoral Support to Moldova Project Manager
(veaceslav.balan@undp.org)

CONTACT ADDRESS: UNDP Moldova, 131, 31 August 1989 Street, MD-2012 Chisinau

SUBMISSION OF OFFERS:
Offers shall be marked with the note **"RfQ: MS Office 2007 Course. ESM Project"**.
Offers shall reach the UNDP office not later than **1 March 2010, 16:30 (local time)**.

Offers can be submitted either in hard copy, or electronically. Offers received by fax will be rejected.
Incomplete offers shall not be examined.

a) Documents/offers in hard copy need to be submitted in a sealed envelope and addressed to:
   UNDP Moldova,
   131, 31 August 1989 Street, MD-2012 Chisinau
   Attention: Registry Office/Procurement

b) Offers sent electronically need to be addressed to the following e-mail address:
   tenders-Moldova@undp.org

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