



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 27 June 2012
	REFERENCE: RfQ/00566: English language courses for CEC staff

Dear Sir / Madam:

You are kindly requested to submit your quotation for the following services before **16:30 (local time) on 11 July 2012**.

**Purpose: To develop English language proficiency in the Central Electoral Commission (CEC) through delivery of structured language classes**

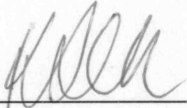
Item	Generic Description	Price quote	Unit price, MDL	Total price, MDL
1	<p><u>Participants</u>: total of 23 students – CEC staff, distributed in a beginner level class – 6 persons, intermediate level – 11 persons and advanced – 6 persons (number might slightly vary).</p> <p><u>Structure</u>: classes will be held in three groups, two times a week per group; duration of each class will be two academic hours (1 hour 30 minutes).</p> <p><u>Period</u>: starting as soon as possible, to be agreed. The course will last as long as needed to pass one level of language qualification, approximately 5 months / 48 sessions per group.</p> <p><u>Location</u>: classes will be held at CEC premises.</p> <p><u>Evaluations and Certifications</u>: the selected contractor shall conduct an initial assessment of English language proficiency of nominated CEC staff and develop a proposed response to the documented language needs for discussion and agreement with both the ESM project and the CEC.</p> <p>Upon completion of the course the participants will be subject to a test to assess progress and individual recommendations will be made. Qualified students will receive Nationally Recognized Language Skills Certifications. Intermediary testation is encouraged, depending on the methodology proposed by the contractor.</p>	<p>per session of 1h 30min, per class:</p> <ul style="list-style-type: none"> <li>• beginner</li> <li>• intermediate</li> <li>• advanced</li> </ul>		
2	<p>Personal tutoring classes once a week for roughly three CEC staff for the same period of approximately 5 months / 24 sessions per person (upon request and agreed with the beneficiary and ESM Project).</p>	<p>per session of 1h 30min, per person</p>		

3	Course materials – sets of handbooks and other necessary support materials for each course; please specify type of material and number of pages.	per course per person		
			<b>Grand total</b>	

CONDITIONS	
Payment Terms	Payments shall be made in two installments, one mid-term installment and the final payment upon complete delivery of the courses in MDL. Final cost shall be calculated based on the actual number of persons and unit prices per service category.
Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted
Quantity change	<b>The UNDP reserves the right to modify the quantity by 20% of the tendered services</b>
General Terms and Conditions	UNDP General Terms and Conditions for Goods/Services <a href="http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html">http://www.undp.org/content/undp/en/home/operations/procurement/how_we_operate.html</a>

REQUIREMENTS
<p><b>QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:</b></p> <p>The quotation/offer shall contain the following:</p> <ul style="list-style-type: none"> <li>• Company profile (general presentation of the company up to 2 pages);</li> <li>• Copy of company's registration certificate;</li> <li>• Copy of relevant license(s), including license to issue Nationally Recognized Language Skills Certifications;</li> <li>• Company's list of key customers present and past, including workplace-based training;</li> <li>• Quotation for each item in MDL exclusive of VAT, excise and other duties or taxes (Other currencies shall be converted into MDL at the UN Operational Rate of Exchange on the day of competition deadline.)</li> <li>• Statement on adherence to UNDP General Terms &amp; Conditions and Payment &amp; Payment Terms above;</li> <li>• Course outline - brief curricula presentation, description of methodology and list of course study materials.</li> <li>• CVs of the proposed tutors.</li> <li>• Offers shall be submitted in English or Romanian, duly signed and stamped.</li> </ul> <p><b>MINIMUM QUALIFICATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 year experience of the company in providing required services;</li> <li>• Existence of relevant certificate and licenses, including license to issue Nationally Recognized Language Skills Certifications; issue of certificates which meet European standards will be considered an advantage.</li> <li>• Adequate education and minimum 3 years of experience for the proposed tutors;</li> <li>• Adherence to UNDP General Terms &amp; Conditions and Payment &amp; Payment Terms above;</li> </ul> <p>Offers will be evaluated based on their responsiveness to the technical specifications and the minimum qualification requirements, within the "either in or out" rule.</p>

NAME, FUNCTIONAL TITLE: **Kate Sullivan, Chief Technical Advisor**

Signature:  DATE: 27 June 2012

CONTACT PERSON: Elena Verdes, Project Assistant ([elena.verdes@undp.org](mailto:elena.verdes@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/00566: English language courses for CEC staff**".

Offers shall reach the UNDP office not later than **11 July 2012, 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](mailto:tenders-Moldova@undp.org)**