

RFQ Reference: [4200406283](#)

Date: 05 May 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Engagement of service provider on the production of E-learning tools on Counter-Trafficking

International Organization 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

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 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:

Signature: _____

Name: Yuliia Bezpala

Title: Procurement Assistant

Date: 05.05.2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>18th May 2023 at 14:00hrs</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><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.</p> <p>Bid submission address: iompolandprocurement@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF for all files ▪ 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: 30MB in total ▪ Mandatory subject of email: 4200406283: Engagement of service provider on the production of E-learning tools on Counter-Trafficking. ▪ 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	<p>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.</p>
Supplier Code of Conduct	<p>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).</p>
Conflict of Interest	<p>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.</p>
General Conditions of Contract	<p>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.</p>
Eligibility	<p>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.</p>
Currency of Quotation	<p>Quotations shall be quoted in PLN</p>
Duties and taxes	<p>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:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

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: 1. Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped) 2. Annex 3: Technical and Financial Offer duly completed and signed (and preferably stamped) 3. Company Profile (including the names of owners, key officers, technical personnel) 4. List of contracts with Corporate entities for the last 1 year (completed and/or ongoing) 5. Dully filled, signed, and stamped Vendor Information Sheet Vendor code of Conduct and Declaration of Conformity.
Quotation validity period	Quotations shall remain valid for 45 day 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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
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: : Yuliia Bezpala E-mail address: ybezpala@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 8 days before the submission deadline. Responses to request for clarification will be communicated through email by 15 May 2023
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
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	General Service Agreement and or Purchase Order
Expected date for contract award.	02 June 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

	<p>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.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Services/ Terms of reference:

I. PRODUCTION INFORMATION

Production Output Development of E-learning Course on combating crime of trafficking in human beings by increasing capacity to identify victims of trafficking for the purpose of labour exploitation.

Location Poland

II. BACKGROUND INFORMATION

International Organization for Migration (IOM) within the frames of the project “Cooperation and competence as a key to efficiently combating trafficking in human beings. Phase II” implemented in cooperation with Border Guard and financed by the Norwegian Financial Mechanism, would like to commission development of e-learning tool on trafficking in human beings.

“Cooperation and competence...” project aims at increasing the capacity of Border Guard officers to prevent and detect organized crime, in particular trafficking in human beings for the purpose of labor exploitation.

Border Guard plays one of the leading roles in combating crime of trafficking in human beings. The effectiveness of BG operations in this area depends on the development and improvement of officers' skills and qualifications.

The e-learning course will be made available to Border Guard officers (via a Border Guard internal LMS platform) as well as police officers and National Labor Inspectorate inspectors.

II. OBJECTIVE OF THIS ASSIGNMENT

Based on its extensive experience, IOM compiled materials that will be shared with the selected vendor for the development of the course.

The e-learning content should be user-friendly and visually attractive. Its form should facilitate and support an effective process of self-learning using training videos/animations, case studies, learner quizzes, training exercises, knowledge checks and quick reference guides. It should also present gender sensitivity, non-discriminatory, participatory and self-determination approach, with respect for human rights. Images, graphics, or language used in the e-learning by no means should be shocking, offensive or derogatory.

This assignment aims to transform IOM's materials into an interactive and visually appealing e-learning course that will serve multiple purposes, including:

- Increase capacity of Border Guard officers and other relevant national stakeholders to identify and detect trafficking cases, especially related to forced labor and victims of such practice.
- To strengthen trafficking prevention and contribute to effectiveness of counter trafficking efforts of Border Guard, equipping trainees with relevant, comprehensive and up-to-date knowledge on trafficking in migrations, commonly identified forms of exploitation, means of

control used by traffickers, potential victims' profiles, risks factors, relevant legislation and procedures, current trends and policies.

III. SCOPE OF WORK AND RESPONSIBILITIES

RESPONSIBILITIES

The scope of work will include the following responsibilities:

- Design the e-learning course based on IOM's Materials.
- Develop the e-learning course storyboard and script for each module, to be review and approved before proceeding with the course development. The scripts will be based on already existing documents and materials provided by IOM and the service provider will not be required to conduct any research activities to create the e-learning course's content;
- Design and develop a functional prototypes or previews of the e-learning course in line with IOM guidelines for IOM review and validation (at least three rounds of reviews);
- Incorporate IOM materials already available (videos, case studies);
- Produce interactive quizzes/"test your knowledge" tools for each module using Kirkpatrick's model;
- Develop a training final test, based on content provided;
- Complete the development of the self-paced, visually compelling and interactive learning course in line with IOM branding and technical specs provided by IOM;
- Support IOM's team when uploading and testing of the course to the indicated Platform.

SCOPE OF WORK

- In coordination with IOM, the production partner will source relevant audio-visual content (if needed) from existing licensed media material. A limited selection of IOM licensed content is available for this purpose in IOM's Media Library (<https://medialib.iom.int>), in photo and video form at varied quality as well as by the IOM regional offices. If the Service Provider includes audio-visual material from other sources, it must be ensured that IOM's data protection principles are adhered to and that the Service Provider has full written legal and valid permission to use the audio-visual material;
- The target audience of the course is: Border Guard officers, police officers and National Labor Inspectorate inspectors.
- The e-learning course is expected to be produced in Polish and take about 1 hour to complete. It will be further broken down into modules. It is expected that the entire Course Content will be 3 modules long, plus a short introductory module. The final module will end with the final test and users satisfaction survey. Each user will obtain a unique login to access the e-learning course. The e-learning course will allow trainees to save progress, stop and re-start the attendance in any moment, and will be responsive.
- The e-learning course administrator should be able at any point to obtain actual number of active users and those users, who successfully completed the course.

Section	Content of the Course	Estimate Time: XX
Introduction	[complete]	5-10 minutes
Module 1	[complete]	10-25 minutes
Module 2	[complete]	10-25 minutes
Module 3	[complete]	10-25 minutes
Total		60-75 minutes

E-learning suggested course Format:

The introductory modules should have the at least following elements:

Introduction or module 0

1. Welcome
 - a. Course title
2. Indications
 - a. Course navigation instructions
3. Course general objective
 - a. Course general learning objective
4. Course Target audience
 - a. Target audience or audiences
5. Course Map
 - a. Number and names of modules (or other divisions)
 - b. General duration of the full course
6. Additional relevant general information (if needed)
7. Connecting phrase
 - a. Next module X: Name of the module

The content modules should have the following elements:

1. Welcome
 - a. Course title
2. Learning outcomes
 - a. Learning outcomes
 - i. "...by the end of this module you will be able to:"
3. Module Map
 - a. Module structure and topic to be cover.
4. Module content
 - a. Concepts, graphics, cases, others.
5. Short non graded evaluation
 - a. 2-3 close questions
 - i. Multiple choice
 - ii. Drag and drop
 - iii. Others
6. Summary of module X
 - a. Main points you want the participants to remember
7. Congratulations slide on finishing the module
 - a. Connecting phrase

i. Congratulations on finishing module X. Next module X: Name of the module

- The final module will end with the final test and users satisfaction survey. Each user will obtain a unique login to access the e-learning course. The e-learning course will allow trainees to save progress, stop and re-start the attendance in any moment, and will be responsive.
- The e-learning course administrator should be able at any point to obtain actual number of active users and those users, who successfully completed the course.
- Voice over. For the first prototype and first revision the course should have a robotic narration. For the second version and final versions, the course should have a professional voice artist for the full narration.
- Learning environment. Provide text and graphic elements for the course section if required. This will be developed in coordination with IOM.
- Feature to allow trainees to save progress, stop and re-start the attendance in any moment.
- Upon completion, the e-learning course will be free and accessible to the target audience.
- The course will be compliant with IOM internal guidelines on e-learning materials (IOM I-Learn Quality Assurance Checklist & Guidelines on Inclusive and Accessible Learning, IOM branding guidelines), which will be shared with the successful service provider.

Moreover,

- The service provider is in charge of the production and/or editing of the above-mentioned contents (high-quality) as outlined above;
- The service provider will be able to use existing IOM multimedia content. A limited selection of IOM licensed content is available for this purpose in IOM's Media Library (<https://medialib.iom.int>), in photo and video form at varied quality and can be provided by the IOM regional offices. Prior to commencing the assignment, IOM and the service provider will discuss the available content;
- The entire e-learning production should be done by the service provider, delivering a final product ready for dissemination in optimized standards for diffusion on the determined learning platform.
- The entire development and production process will be closely coordinated with the IOM Poland and IOM E-Campus Focal Point providing continuous review, comments and thematic inputs support when needed.

• DELIVERABLES AND TECHNICAL REQUIREMENTS

E-Learning Course

- Develop the course using an IOM approved authoring tool, like Articulate 360.
- Provide all editable files and SCORM files;

- In the future (not within scope of this contract) IOM may wish to add more content, including case studies and videos to the developed e-learning course. Thus, to the extent possible, the service provider should build in a modular design into the e-learning course structure that would later on allow for editing and adding of additional content. If possible, the course courses and modules should be developing Articulate 360 and source files should be delivered to IOM so that the team can edit if needed thefiles in the future.

All tasks are to be completed by the date established by IOM. The service provider can suggest alternative timeline for delivery of individual outputs as long as previously agreed with the IOM focal point.

V. EXPECTED TIMELINE

Deliverable	Target Due Date	Review and Approval by IOM
Service Agreement signed	02 June 2023	
Kick-off meeting with IOM, IOM shares available materials and guidelines	02 June 2023	
A detailed timeline and work plan submitted, including draft outline of the course.		
Submission of the e-learning course scripts/ storyboards		
Submission of the final e-learning course including all editable files and listed tools. Providing support to IOM with the learning environment contents to upload the course.	18 August 2023	
Submission of all editable materials of e-learning course to IOM.	18 August 2023	

VI. ELIGIBILITY

EXPERIENCE

To be eligible for consideration, interested service providers should demonstrate the following qualifications:

- a. The service provider's team must be comprised of qualified experts, with a demonstrated track record in developing quality online learning courses and animations. Overall experience of firm should be more than 5+ years;
- b. It is expected that the team have experience developing animations/online learning in low-bandwidth environments and have knowledge of delivering online learning in developing countries.
- c. The firm should have a strong project management ability and excellent communication skills;
- d. References and examples of past work are required and should be included in the proposal.

GENERAL REQUIREMENTS

Working closely with IOM, the service provider must abide by the following general requirements:

- a. All work must be completed as per the IOM's technical specifications, including compliance with the learning management systems. It is preferred that the service provider uses Articulate 360 for the course development.
- b. Content should be designed and developed in a manner to support use in local suppliers' offices which may share bandwidth access to the Internet.
- c. Development must be done in such a way as to fully integrate with the learning management system. This integration should include setting completion requirements, tracking use, maintaining progress, etc. The LMS is SCORM 1.2 compliant and learning content must be delivered in a SCORM 1.2 package. SCORM-compliant content must include a fully structured manifest file identifying all assets used in the learning content.
- d. The service provider is requested to present any suggestions or comments on how to improve the course design as well as the presentation of content through dynamic tools, interactive concept maps, functionality and/or aesthetic touches.
- e. IOM will own copyright for all materials developed or included in the online learning program. All source materials and editable files for the developed products must be delivered to the IOM upon completion of the project.

VIII. RESERVATIONS, CONFIDENTIALITY AND INTELLECTUAL PROPERTY

IOM reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the service provider ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to IOM.

The service provider undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The service provider shall undertake to refrain from promoting any political or religious beliefs in the e-learning course which is the subject of the contract.

All intellectual property and other proprietary rights including, but not limited to, copyrights and ownership of data and content resulting from the performance of the services shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

A. Preliminary Examination of Bids [Pass/Fail criteria]

This stage of the evaluation is to assess the document formality required for each bidder with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned in 9.1 above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

No.	Requirements	Compliance Rating
1	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	Pass/Fail
2	Annex 3: Technical and Financial Offer duly completed and signed (and preferably stamped)	Pass/Fail
3	Company Profile (including the names of owners, key officers, technical personnel)	Pass/Fail
4	Curriculum Vitae (CV) for Proposed Professional Staff	Pass/Fail
5	List of contracts with Corporate entities for the last 1 year (completed and/or ongoing)	Pass/Fail
6	Dully filled, signed, and stamped Vendor Information Sheet Vendor code of Conduct and Declaration of Conformity.	Pass/Fail

*Bidders must attain the rating of “pass” in all areas shown as of “high” importance so as to proceed to the technical evaluation.

B. Technical Evaluation Criteria

Points

- (i) Specific experience of the Service Providers relevant to the assignment: [30]
- Total points for criterion (i): [30]
- (ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference:
 - a) Technical approach and methodology [20]
 - b) Work plan [20]

c) Organization and staffing [10]

Total points for criterion (ii): [50]

(iii) Key professional staff qualifications and competence for the assignment:

a) Experience [20]

Total points for criterion (iii): [20]

Total points: [100]

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services After Contract signature/ PO
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	NA
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA
Other information	

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:	4200406283: Engagement of service provider on the production of E-learning tools on Counter-Trafficking	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹



VIS-and-VCF-Combined_Draft.xlsx

¹ [Vendor Information Sheet.xlsx](#)

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.
<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.

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 the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.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:	4200406283: Engagement of service provider on the production of E-learning tools on Counter-Trafficking	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: PLN

Ref	Description of Deliverables	Price
1.	E-learning Course(Service)	
Total Price		

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.	
Exact name and address of company	Authorized Signature:

<p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>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>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>
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