****

**REQUEST FOR QUOTATION**

|  |  |
| --- | --- |
| UNDP BIHZmaja od Bosne bb; Sarajevo | DATE: November 9, 2020 |
| REFERENCE: **BiH/RFQ/196/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **development and organization of capacity building trainings adaptation to climate change**

and as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23 November 2020, 14:00 h, *via email or courier mail*** to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

General Service

By email to : registry.ba@undp.org

**Ref:** **BIH/RFQ/196/20**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

 Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

|  |  |
| --- | --- |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Preparation of training materials as per requirements of this ToR will be conducted at the premises of the Service provider. The exact location for organization of four session of trainings and study trip will be defined after the selection of Service Provider.Nota bene: Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to propose methodology for preparation and organization of face-to-face trainings by respecting the recommendations for organization of such types of events (i.e. to pay attention to the distance among participants in the meeting room etc.) and through utilization of interactive online platforms.The delivery address of the document – Zmaja od Bosne bb, UN House, Sarajevo. |
| Latest Expected Delivery Date and Time (*if delivery time exceeds this, quote may be rejected by UNDP)* | Service to be completed within **11 months (15th November, 2021** as the latest expected delivery date) |
| Preferred Currency of Quotation | ☒Local Currency: BAM |
| Value Added Tax on Price Quotation | ☒ Must be exclusive of VAT and other applicable indirect taxes(VAT stated separately) |
| Deadline for the Submission of Quotation  | **14.00 h,Monday, November 23, 2020** CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | ☒ English language or official BiH languages  |
| Documents to be submitted | * Copy of company’s registration relevant to required services,
* Copy of registration issued by the Indirect Taxation Authority,
* Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than one month (original or certified copy),
* Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than three months
* Confirmations from relevant courts status regarding bankruptcy and legal actions
* Reference letters and/or contracts for preparation and organization of trainings on **climate change adaptation.**
* List of team members (as specified in Annex 1 – ToR of the RFQ) to be engaged for the contract (names, education, skills, years of experience)
* CV of each team member with contact references and letters of recommendation
* Methodology for preparation and organization of trainings, in line with requirements of this RFQ (more details provided in Annex 1 – ToR);
* Proposal of organization of the work/tasks for requested services,
* Dynamic plan for preparation and organization of trainings,
* Statement on availability and exclusivity during the entire contracted period, signed by each team member
* Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
* Prior to contract issuance UNDP holds right to request certified copy for any or all abovementioned documents
 |
| Period of Validity of Quotes starting the Submission Date | ☒ 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.  |
| Partial Quotes | Partial Quotes are not permitted;  |
| Payment Terms | * 20 percent (%) upon successful completion of activity A1; approved and adopted by the UNDP Team
* 40 percent (%):upon successful completion of activity A2; approved and adopted by the UNDP Team
* 20 percent (%):upon successful completion of activity A2; approved and adopted by the UNDP Team.
* 10 percent (%):upon successful completion of activity A4; approved and adopted by the UNDP Team
 |
| Liquidated Damages  | Percentage of contract price per day of delay: 0,5%Max. no. of days of delay: 20 calendar daysNext course of action: Termination of Contract |
| Evaluation Criteria  | ☒ Technical responsiveness/Full compliance to requirements and lowest priced offer; ☒ Full acceptance of the PO/Contract General Terms and Conditions☒ Company/organization is registered for the services in subject☒ Successfully performed preparation and organization of at least 1 training and workshops on climate change adaptation in last 5 years, involving a diverse range of stakeholders, experience from EU countries is preferred;☒ Successful bidder will have at least five full-time employed staff members (project manager, 1 trainer); project manager should have at least 7 years of experience in similar services while trainer should have at least 5 years of experience in provision of similar services;☒ Minimum key personnel proposed for this project: * 1 (one) Project Manager with Bachelor degree or minimum 7 years of equivalent working experience experience in implementation of projects related to nature protection, **climate change**; proven record in preparing and organizing similar trainings and workshops involving a diverse range of stakeholders, experience from Bosnia and Herzegovina preferred; experience with UN agencies will be considered as an asset; excellent analytical, presentation and reporting skills; excellent command of B&H local languages is obligatory, knowledge of English language will be considered as an asset.
* The Trainer 4 (four) positions; out of which 1 trainers must be full-time employees and 3 trainers could be externally subcontracted: should have at least BSc degree in economics, social sciences, engineering, natural sciences or similar and minimum 5 years of working experience on preparation and implementation of projects; experience in implementation of projects related to nature protection, **climate change**, environmental protection, energy management; proven records on theoretical and practical knowledge related to climate change adaptation; proven records on organization of trainings with similar scope, experience from Bosnia and Herzegovina preferred; excellent analytical, presentation and reporting skills; excellent command of B&H official languages and English is obligatory.
 |
| UNDP will award to: | ☒ One Bidder, depending on the following factors: * Technical responsiveness/Full compliance to requirements.
* Lowest priced offer of technically qualified/responsive quote
 |
| Type of Contract to be Signed | ☒ Contract for Services |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Payments of the delivered services will be done within thirty (30) days from the date of meeting the following conditions:* 20 percent (%) upon successful development of training modules for four types of trainings on climate change adaptation (for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies); approved and adopted by the UNDP Team
* 40 percent (%): upon successful organization of four training modules for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies, preparation, submission and approval of reports for each training by UNDP Team
* 20 percent (%): upon successful organization of study trip to relevant institution in Netherland/Deutchland, Denmark/Austria/Slovenia for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies.
* 10 percent (%): upon successful preparation and submission of final progress report (including cumulative results of training modules, achieved results, lessons learned, relevance of the experience and knowledge-sharing); approved and adopted by UNDP Team
 |
| Annexes to this RFQ | ☒ Terms of Reference (ToR) (Annex 1)☒ Form for Submission of Quotation (Annex 2)☒ General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |
| Contact Person for Inquiries(Written inquiries only) | *UNDP BIH**GENERAL SERVICES**033 552 330/ registry.ba@undp.org* 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. |

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

 Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions/>

<http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf>

**Sincerely yours,**

*UNDP BiH*

**Annex 1**

**Terms of Reference (ToR)**

***Development and organization of capacity building trainings adaptation to climate change in Bosnia and Herzegovina***

1. **Description of Projects**

As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. The government is motivated to support and implement the national adaptation planning (NAP) process as adaptation issues are becoming very important for the country’s further development.

The overall project’s objective is to support the governments of Bosnia and Herzegovina to advance the national adaptation planning process. Green Climate Fund (GCF) resources will be used to enable the government to integrate climate change related risks, coping strategies and opportunities into ongoing development planning and budgeting processes. The project will advance adaptation planning in B&H with a focus on most vulnerable sectors such as water management, agriculture, forestry, human health, biodiversity etc., upgrading the knowledge base for adaptation, prioritizing adaptation interventions for the medium term, building institutional capacities for integrating climate change adaptation and demonstrating innovative ways of financing adaptation at the sub-national/local government level.

1. **Brief Description of the Required Service and Scope of work**

*Nota bene: Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to propose approach for preparation and organization of 1.)face-to-face trainings by respecting the recommendations for organization of such types of events (i.e. to pay attention to the distance among participants in the meeting room etc.) and 2.)through utilization of interactive online platforms.*

**The overall objective** of this activity is to improve capacities of relevant goverment staff regarding climate change adaptation planning, financing, and implementing adaptation initiatives/projects.

Therefore, the trainings should be designed with an aim for participants to gain knowledge and practical skills related to the segments of climate change adaptation which can be applied to the various sources of funding (i.e. both local and international) and to broaden participants’ perspectives regarding climate change.

The selected service provide will have to design and organize four types of trainings as per identified needs and requirements of the representatives of following institutions:

* Ministry of Foreign Trade and Economic Relations,
* Entity Ministries of Water Management, Forestry and Agriculture,
* Entity ministries of Energy,
* Entity Ministries for Environmental protection, representatives of the Entitiy Environmental Funds,
* Entity Ministries of finance,
* representatives of the Sava River Watershed Agency, Adriatic Sea Watershed Agency, Public Institutions Vode Srpske, FBiH and RS Hydrometeorological Institutes,
* representatives of government of Brčko District

As a first step, selected Service Provider will create questionnaires for assessing the needs and requirements of nominated representatives of abovementioned institutions in order to create tailored-made trainings on all elements of climate change adaptation.

UNDP Team will share the list of nominated representatives, including their contact details, with selected Service Provider.

It is estimated that total number of representatives of entities’ institutions, agencies and funds will be at least 30 (in total). All trainings will be held in the period **March-September 2021**

More detailed information on trainings, that can be prepared and organized as per face-to-face modality or through intractive online platforms, are provided in the tables below.

Table a: Description on requirements for trainings to be organized on face-to-face modality

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institutions** | **Estimated number of participants** | **Estimated duration of trainings / info on modules expected to be developed** | **Estimated locations** | **Estimated technical requirements / costs of organizations of trainings** |
| Ministry of Foreign Trade and Economic Relations, Entity Ministries of Water Management, Forestry and Agriculture, Entity ministries of Energy, Entity Ministries for Environmental protection, representatives of the Entitiy Environmental Fund, Entity ministries of finance, representatives of the Sava River Watershed Agency, Adriatic Sea Watershed Agency, Public Institutions Vode Srpske, FBiH and RS Hydrometeorological Institutes, representatives of government of Brčko District | 30  | **(From March 2021 to September 2021)** **Training 1: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants regarding climate change adaptation.**Training 2: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation.**Training 3: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation.**Training 4: 3 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation. | Training 1,2,3: Vlašić/Teslić/Jahorina (BiH)Training 4: Neum (BiH)  | Printing of training materials;Laptops; papers; felt pens etc. – depending on working modality proposed in methodology of Service Provider;Costs of accommodation, meals, and travel of participants;It is suggested to have 4 groups. Thus, each group will need 1 trainer and 1 training assistant (per module/or per group for both modules; to be decided by Service Provider). |

Table b: Description on requirements for trainings to be organized through interactive online platforms

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institutions** | **Estimated number of participants** | **Estimated duration of trainings / info on modules expected to be developed** | **Estimated locations** | **Estimated technical requirements / costs of organizations of trainings** |
| Ministry of Foreign Trade and Economic Relations, Entity Ministries of Water Management, Forestry and Agriculture, Entity ministries of Energy, Entity Ministries for Environmental protection, Entity ministries of finance, representatives of the Entitiy Environmental Fund, representatives of the Sava River Watershed Agency, Adriatic Sea Watershed Agency, Public Institutions Vode Srpske, FBiH and RS Hydrometeorological Institutes, representatives of government of Brčko District | 30 | **(From March 2021 to September 2021)** **Training 1: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants regarding climate change adaptation.**Training 2: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation.**Training 3: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation.**Training 4: 2 day session**, in-detail sessions consisted both of presentation and interactive work with participants climate change adaptation. | Trainings will be organized on remote basis through utilization of interactive online platforms (i.e. Zoom or Teams etc.) to be proposed by Service Provider. This means that trainers and training assistants could lead the trainings from the location of selected Service Provider/on home basis. | Printing of training materials – to be sent to participants via post/e mail prior to organization of trainings;Costs for obtaining the licence for use of proposed online platform;Suggested number of trainers/training assistants: 1 trainer and 4 training assistant  |

The Service Provider is required to develop a training plan with interactive excercises for all four sessions, and such plan has to be agreed with UNDP. For each training session, a sufficient number of experienced trainers and a sufficient number of training materials must be provided for all training participants. All lectures and courses must be held in the official languages ​​of BiH.

The main topics of the training session will include:

1. **Adaptation planning and policy : Assessment, prioritization and implementation of adaptation measures**
2. **Mechanisms for gathering and dissemination of climate change data ,**
3. **CC Adaptation indicators, development and implementation of M&E framework**
4. **Share experiences that will help relevant sectors and levels of government to report on and utilize information for decision making on adaptation interventions**

UNDP will ensure presence of the aforementioned participants.

The Service Provider is obliged to provide accommodation for 30 participants including full board (one night and two days) at the 4 star hotel with congress hall suitable for a miimum of 30 participants.

In addition to abovementioned trainings, Service Provider (SP) is required to organize one study trip with 2-day training session in the period **September-October 2021**.

4-day training session (Day 1 – arrival of participants, Day 2 – 8 working hours, Day 3 – study trip to relevant institution, Day 4 – departure of participants) will be held at 4 star hotel with congress hall for a maximum of 15 participants. Participants will include representatives of the BiH ministries and agencies as follows: Ministry of Foreign Trade and Economic Relations, Entity Ministries of Water Management, Forestry and Agriculture, Entity ministries of Energy, Entity Ministries for Environmental protection, representatives of the Entitiy Environmental Fund,Entity Ministries of Finance, representatives of the Sava River Watershed Agency, Adriatic Sea Watershed Agency, Public Institutions Vode Srpske, FBiH and RS Hydrometeorological Institutes, representatives of government of Brčko District.

Study trip should enable the representatives of relevant BiH institutions and agencies in an insight into the means of climate change adaptation planning, designing of measures, implementation and monitoring, evaluation of impact and adaptation tools embeded in country’s and /or EU institutions – in either Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia. The purpose of visiting relevant institutions in Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia is to get acquainted with the climate change adaptation practice and method. Participants should be provided with an overview and visualization of successful practice, which will be used to focus on further improvement of work in the relevant institutions in BiH. Organization and implementation of training programs aims at transferring knowledge and experience, which would be achieved through this visit.

UNDP will ensure presence of the aforementioned participants.

The Service Provider is obliged to provide land/air transport for 15 participants from BiH to the venue and back to BiH, full board at the hotel (three nights and four days) and transportation from the hotel to the institution where the presentation and workshop will take place.

The main topics of the training session will include:

1. **Adaptation planning and policy : Assessment, prioritization and implementation of adaptation measures**
2. **Mechanisms for gathering and dissemination of climate change data ,**
3. **CC Adaptation indicators, development and implementation of M&E framework**
4. **Share experiences that will help relevant sectors and levels of government to report on and utilize information for decision making on adaptation interventions**
5. **Approach and Methodology**

This section should demonstrate the Offeror`s in-depth understanding of the purpose and objectives of the ToR and provide the Offeror`s approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Offeror`s understanding and sufficient detailed consideration of important aspects of the service.

Being the core instrument for the successful provision of the service, the methodology proposed by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner. The methodology should include in-detail description with creative concept and graphical propositions, where applicable.

This part shall also contain a general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the tasks and activities.

*Nota bene: Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to propose methodology for preparation and organization of face-to-face trainings by respecting the recommendations for organization of such types of events (i.e. to pay attention to the distance among participants in the meeting room etc.) and through utilization of interactive online platforms.*

1. **Deliverables and Schedules/Expected Outputs**

Successful Offerors will be requested to conduct the services in accordance to the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

|  |  |
| --- | --- |
| Activity (as per TOR) | Estimated completion deadline |
| **Task 1:** Development of training modules for four types of trainings on climate change adaptation (for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies); approved by the UNDP Team | December 21st 2020 |
| **Task 2:** Training modules for representatives of: entities’ Environmental Funds, relevant entity ministries and water agencies organized and reports for each training prepared and approved by UNDP Team | September 30th , 2021 |
| **Task 3:** Study trip to relevant institution/s in Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies**.** | October 30th , 2021 |
| **Task 4:** Final progress report prepared, validated, and submitted (including cumulative results of training modules, achieved results, lessons learned, relevance of the experience and knowledge-sharing) | November 15th , 2021 |

1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.
1. **Governance and Accountability**

Monitoring and evaluation of the Service Provider’s services will be conducted by the UNDP team. The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Service Provider. The UNDP Team will consist of:

• UNDP Project Manager

• UNDP Project Chief Technical Officer

According to the previous description, the implementation process covered by this schedule of requirements will consist of the following steps:

Step 1: Inception Report – The Service Provider will give comments on the requirements provided in this brief and recommendations for its improvement, if necessary. The Service Provider and the UNDP Team agree on potential changes.

Step 2: Preparatory activities – The Service Provider develops and submits training materials for four types of trainings to UNDP Project team for approval.

Step 3: Implementation – The Service Provider, together with UNDP Project implementation team and its implementing partners, launches the organization of the training modules according to the previously agreed schedule and content of trainings; including the agreed modality on organization of trainings (face-to-face trainings or through interactive online platforms).

Last phase of implementation is study trip to relevant institution in Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia for group of 15 participants. The selected Service Provider must provide detailed study trip, ensure land/air transport and accommodation for all participants.

Step 4: Reporting and measuring of results – The selected Service Provider must provide regular updates, reports on each training and final written report at the end of contract.

Apart from the reports specified as deliverables, the service provider is expected to report monthly informing on the progress made; results and deliverables in place; critical reflection on issues and challenges faced, or these that may need attention in the following period. Template for these reports will be provided by UNDP.

UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

1. **Expected duration of the contract/assignment**

Expected duration of implementation of services is 11 months starting from signing of the Contract. Expected date of full completion of all activities is November 15th, 2021.

1. **Duty Station**

Preparation of training materials as per requirements of this ToR will be conducted at the premises of the Service provider or locations suggested by the UNDP and jointly agreed with the Service provider.

Interested Service Providers are encouraged to propose venue for the trainings in their working methodologies. The exact location for organization of four trainings sessions will be defined as per proposal by selected Service Provider. In case that organization of face-to-face trainings will be possible, all costs of organization of trainings (including accommodation, meals and printing of training materials) will be covered by selected Service Provider.

Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to plan preparation and organization of trainings as:

* face-to-face trainings by respecting the recommendations for organization of such types of events (i.e. to pay attention to the distance among participants in the meeting room etc.) and
* distance trainings through utilization of interactive online platforms.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide services listed below in conformity with the ToR and requirements of UNDP as per RFQ Reference No.:196/20

***Development and organization of capacity building trainings adaptation to climate change in Bosnia and Herzegovina***

**TABLE 1: Cost Breakdown per Deliverable\***

**Option 1**

|  |  |  |
| --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFQ]*** | **Price*****(Lump Sum, All Inclusive)*** |
| A1 | Development of training modules for four sessions of trainings on climate change adaptation (for representatives of entities’ Environmental Funds, relevant entity Ministries and Water Agencies); approved by the UNDP Team. |  |
| A2 | Training modules, **organized on face-to-face modality**, for representatives of entities’ Environmental Funds, relevant entity Ministries and Water Agencies organized and reports for each training prepared and approved by UNDP Team. |  |
| A3 | Study trip to relevant institution/s in Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies, approved by UNDP Team. |  |
| A4 | Final progress report prepared, validated, and submitted (including cumulative results of training modules, achieved results, lessons learned, relevance of the experience and knowledge-sharing), approved by UNDP Team. |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

**Option 2**

|  |  |  |
| --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFQ]*** | **Price*****(Lump Sum, All Inclusive)*** |
| A1 | Development of training modules for four sessions of trainings on climate change adaptation (for representatives of entities’ Environmental Funds, relevant entity Ministries and Water Agencies); approved by the UNDP Team. |  |
| A2 | Training modules, **trough interactive online platforms**, for representatives of entities’ Environmental Funds, relevant entity Ministries and Water Agencies organized and reports for each training prepared and approved by UNDP Team. |  |
| A3 | Study trip to relevant institution/s in Netherland/Deutchland, Hungary/Denmark/Austria/Slovenia for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies, approved by UNDP Team. |  |
| A4 | Final progress report prepared, validated, and submitted (including cumulative results of training modules, achieved results, lessons learned, relevance of the experience and knowledge-sharing), approved by UNDP Team. |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

*\*This shall be the basis of the payment tranches.*

***Prices for preparation and organization of four sessions of trainings and study trip (for representatives of entities’ Environmental Funds, relevant entity ministries and water agencies) should be indicated separately in the cost breakdown.***

**TABLE 2: Cost Breakdown by Cost Component [This is only an Example] \*\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  **1. Services from Home Office** |  |  |  |  |
| 1. Task 1
 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

***\*\* Interested Service Providers should prepare two cost breakdown tables in line with the requirements defined in Table a and Table b in the sub-chapter a) Brief Description of the Required Service and Scope of work:***

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Deadlines |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)