

**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:	RFQ/UNDP/CIWT/119198 /065/2020 – Provision of Event Organizer for E-Learning Training (Online and Offline) for Law Enforcement in Combatting Illegal Wildlife Trade	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 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.	Report/planning on the approach and workplan	
2.	Report on overall support for DIKLAT 1	
3.	Report on overall support for DIKLAT 2	
4.	Report on overall support for DIKLAT 3	
5.	Report on overall support for DIKLAT 4	
6.	A Final Accomplishment Report, that consist of: a)Executive summary b)Background and context c)Implementation of event, key highlights from the discussions d)Annexures will include: -List of participants and resource person/tutor with gender disaggregation -Bio Data participants	

	<ul style="list-style-type: none"> <li>-Selected relevant photographs with captions</li> <li>-Meeting materials (detail agenda, presentations, minutes of meeting/brief summary)</li> <li>-High resolution photos of meeting</li> <li>e)High resolution video with minimal 3 minutes duration consist of compilation activity during meetings.</li> </ul>	
<b>Total Price</b>		

**Breakdown of Fees**

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
<b>A</b>	<b>PRA-EVENT</b>									*****
1	Hosting Webinar Large Meeting (500 attendees) For Zoom subscription	1	package	2	months					
2	DIKLAT 1 supporting e-learning team fee	1	package					25,480,000	25,480,000	
3	DIKLAT 2 supporting e-learning team fee	1	package					27,280,000	27,280,000	
4	DIKLAT 3 supporting e-learning team fee	1	package					26,560,000	26,560,000	
5	DIKLAT 4 supporting e-learning team fee	1	package					26,560,000	26,560,000	
<b>B</b>	<b>ONLINE EVENT</b>									*****
<b>B.1</b>	<b>DIKLAT 1</b>									
	internet allowance for participant	135	persons	5	wds					
	internet allowance fee for tutor	3	persons	5	wds					
	honorarium tutor	77	JP							
	honorarium speaker eselon 1	4	OJ							
	honorarium speaker eselon 2	6	OJ							
<b>B.2</b>	<b>DIKLAT 2</b>									
	internet allowance for participant	146	persons	7	wds					
	internet allowance fee for tutor	3	persons	7	wds					
	honorarium tutor	152	JP							
	honorarium eselon 2	8	OJ							
<b>B.3</b>	<b>DIKLAT 3</b>									
	internet allowance for participant	146	persons	4	wds					
	internet allowance fee for tutor	3	persons	4	wds					
	honorarium tutor	119	JP							
	honorarium speaker eselon 2	6	OJ							
<b>B.4</b>	<b>DIKLAT 4</b>									*****
	internet allowance for participant	135	persons	8	wds					
	internet allowance fee for tutor	3	persons	8	wds					
	honorarium tutor	118	JP							
	honorarium speaker eselon 1	2	OJ							
	honorarium speaker eselon 2	5	OJ							

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
C	OFFLINE EVENT									.....
C.1	Location: Medan (2 times)									.....
	Room Accommodation (32 twin + 5 single)	37	rooms	4	nights	2	Event/time			
	Meeting package (full board)	70	pax	4	days	2	Event/time			
	DSA for participant, tutor/speaker, facilitator <b>note for 5 days DSA:</b> <b>- 4 days use cost rate full board meeting</b> <b>- 1 day use cost rate out town meeting</b>	57	persons	5	days	2	Event/time			
	Transportation participant from Aceh (airplane ticket)	26	persons			2	Event/time			
	Transportation for tutor/speaker and facilitator (airplane ticket) Jakarta - Medan (pp)	5	persons			2	Event/time			
	Terminal allowance Aceh (2x) & Medan (2x)	26	persons			2	Event/time			
	Terminal allowance Jakarta (2x) & Medan (2x)	5	persons			2	Event/time			
	in town transportation Medan (using Standar Biaya Khusus Sekjen LHK)	32	persons	2	ways	2	Event/time			
	Rapid test for participant	57	persons			2	Event/time			
	1 unit vehicle and driver for emergency response (stand by)	1	unit	4	days	2	Event/time			
	3 ply surgical mask earloop (3M or sensi disposable mask) note: 3 mask for 1 person/day	171	pcs	4	days	2	Event/time			
	Face Shield Masker Pelindung Muka Wajah Fitur Kacamata Shield Mask	57	pcs			2	Event/time			

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
C.2	Location: Bogor (2 times)									.....
	Room Accommodation (15 twin + 5 single)	20	rooms	4	nights	2	Event/time			
	Meeting package (2x coffee break, 1x lunch, 1x dinner)	45	pax	4	days	2	Event/time			
	DSA for participant, tutor/speaker, facilitator <b>note for 5 days DSA:</b> <b>- 4 days use cost rate full board meeting</b> <b>1 day use cost rate out town meeting</b>	31	persons	5	days	2	Event/time			
	Transportation for participant Jakarta - Bogor (pp)	26	persons	2	ways	2	Event/time			
	in town transportation for tutor/speaker, facilitator (Bogor)	5	persons	2	ways	2	Event/time			
	Rapid test for participant	31	persons			2	Event/time			
	1 unit vehicle and driver for emergency response (stand by)	1	unit	4	days	2	Event/time			
	3 ply surgical mask earloop ( 3M or sensi disposable mask) note: 3 mask for 1 person/day	93	pcs	4	days	2	Event/time			
	Face Shield Masker Pelindung Muka Wajah Fitur Kacamata Shield Mask	31	pcs			2	Event/time			
C.3	Location: Malang (2 times)									.....
	Room Accommodation (17 twin + 5 single)	22	rooms	4	nights	2	Event/time			
	Meeting package (2x coffee break, 1x lunch, 1x dinner)	45	pax	4	days	2	Event/time			
	DSA for participant, tutor/speaker, facilitator <b>note for 5 days DSA:</b> <b>- 4 days use cost rate full board meeting</b> <b>- 1 day use cost rate out town meeting</b>	35	persons	5	days	2	Event/time			

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
	Transportation (land) for participant Surabaya - Malang (pp)	30	persons	2	ways	2	Event/time			
	Transportation for tutor/speaker and facilitator (airplane ticket) Jakarta - Malang (pp)	5	persons			2	Event/time			
	Terminal allowance Jakarta (2x) & Malang (2x)	5	persons			2	Event/time			
	Rapid test for participant	35	persons			2	Event/time			
	1 unit vehicle and driver for emergency response (stand by)	1	unit	4	days	2	Event/time			
	3 ply surgical mask earloop ( 3M or sensi disposable mask) note: 3 mask for 1 person/day	105	pcs	4	days	2	Event/time			
	Face Shield Masker Pelindung Muka Wajah Fitur Kacamata Shield Mask	35	pcs			2	Event/time			
C.4	Location: Manado (2 times)									.....
	Room Accommodation (18 twin + 5 single)	23	rooms	4	nights	2	Event/time			
	Meeting package (2x coffee break, 1x lunch, 1x dinner)	45	pax	4	days	2	Event/time			
	DSA for participant, tutor/speaker, facilitator <b>note for 5 days DSA:</b> <b>- 4 days use cost rate full board meeting</b> <b>1 day use cost rate out town meeting</b>	37	persons	5	days	2	Event/time			
	Transportation (land) for participant from Bitung - Manado (pp)	8	persons	2	ways	2	Event/time			
	Transportation (land) for participant from Kotamobagu - Manado (pp)	4	persons	2	ways	2	Event/time			
	Transportation (airplane ticket) for tutor/speaker and facilitator: Jakarta - Manado(pp)	5	persons			2	Event/time			

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
	Terminal allowance Jakarta (2x) & Manado (2x)	5	persons			2	Event/time			
	in town transportation for participant (Manado)	20	persons	2	ways	2	Event/time			
	Rapid test for participant	37	persons			2	Event/time			
	1 unit vehicle and driver for emergency response (stand by)	1	unit	4	days	2	Event/time			
	3 ply surgical mask earloop ( 3M or sensi disposable mask) note: 3 mask for 1 person/day	111	pcs	4	days	2	Event/time			
	Face Shield Masker Pelindung Muka Wajah Fitur Kacamata Shield Mask	37	pcs			2	Event/time			
<b>D</b>	<b>MERCHANDISE</b>									*****
	notebook (A5 Diary Spiral Notebook Spiral, 100 sheets)	350	pcs							
	Gel Pen	350	pcs							
<b>E</b>	<b>POST EVENT</b>									*****
	Documentation (Pictures, video production for online and offline activities, recording of all training)	1	package							
	Report	1	package							
	Copies of Report	10	package							
<b>F.</b>	<b>LIST OF PERSONNEL</b>									*****
	Manager	1	person	20	days					
	Show Director / PIC	1	person	40	days					
	<b>Online meeting</b>									
	administration officer	3	person	25	days					
	technical officer	2	person	25	days					

NO	DESCRIPTION	QTY.	UNIT	FREQUENCY				UNIT COST (IDR)	SUB TOTAL (IDR)	TOTAL (IDR)
	<b>Offline meeting (for 4 location in the same time)</b>									
	administration officer 3 person each location	12	person	5	days	2	Event/time			
	Photographer 1 person each location	4	person	6	days	2	Event/time			
	Videographer 1 person each location	4	person	12	days	2	Event/time			
<b>G</b>	<b>SUB TOTAL (A+B+C+D+E+F)</b>									.....
<b>H</b>	<b>ANY OTHER COST (please provide in detail in any)</b>									.....
<b>I</b>	<b>MANAGEMENT FEE</b>		%							.....
	<b>TOTAL (G+H+I)</b>									.....



**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
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*

Company Name Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature:

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised  
Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

