



## REQUEST FOR QUOTATION (RFQ) RFQ UKR/2021/110

All Interested	DATE: February 19, 2021
	REFERENCE: RFQ UKR/2021/110

Dear Sir / Madam:

We kindly request you to submit your quotation for **developing a large-scale online course “Local Councilor”**, as detailed in Annex 1 of this RFQ. When you will be preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59 (Kyiv time) March 7, 2021** and via *e-mail* to the address below:

**United Nations Development Programme**  
**tenders.ua@undp.org**  
**Procurement Unit**

Quotations submitted by email must be limited to a maximum of **5 MB**, virus-free and no more than 5 email transmissions. *Files larger than 5 MB will not be delivered and therefore the quotation will not be considered.* They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. *Please ensure that you received an autoreply from above-mentioned E-mail address indicating that the message was received.* Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

Latest Expected Implementation Date ( <i>if date exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> no later than 30 July 2021
Implementation Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Preferred	<input checked="" type="checkbox"/> United States Dollars.

Currency of Quotation <sup>1</sup>	For local companies: in case the offer was submitted in US dollars, payment will be provided in local currency (UAH) at the UNDP rate for the day of payment <a href="http://treasury.un.org">http://treasury.un.org</a> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : UAH
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (VAT amount should be clearly indicated in a separate line) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	23:59, Sunday, March 07, 2021 and Kyiv time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Ukrainian/Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award); <input checked="" type="checkbox"/> Company profile not exceeding 10 pages; <input checked="" type="checkbox"/> Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity; <input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant; <input checked="" type="checkbox"/> Description of the proposed team including CVs of the team proposed; <input checked="" type="checkbox"/> Portfolio with at least two examples of similar projects (in the area of online education) with detailed list of all produced online courses and quantity of the registered learners (at least 5 online courses (own or in a consortium) with at least 50 000 learners proved by links and/or print screens on developed online courses); <input checked="" type="checkbox"/> Document that demonstrate availability of a separate platform to which the developed online course will be uploaded associated with the applying organization;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Quotations are allowed
Payment Terms <sup>2</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods. In exceptional basis 20% prepayment can be made. <input type="checkbox"/> Others

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

<sup>2</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>3</sup> <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation as mentioned above in <i>Documents to be submitted</i> section</li> <li>✓ Offers must comply with <b>general requirements</b>:  Properly registered company/organization <ul style="list-style-type: none"> <li>a) The company should have at least 3 years of experience in developing online courses. In case, if Group of Experts decides to apply, a letter of affiliation with an officially registered organisation (which will be the Contractor in case of contract award) must be provided;</li> <li>b) Implementation/Installation time (should not exceed 30 July 2021);</li> <li>c) Technical responsiveness to stipulated requirements in specification/terms of reference;</li> </ul> </li> </ul> <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: per lots
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type/s of Contract: Contract for Professional Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Others Liquidated damages: Up to 0.1% of total contract amount per week of delay may be applied on discretion of UNDP.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Mutual Written Acceptance of Goods/Services based on full compliance with RFQ requirements. Upon provision of originals of invoice, act of acceptance and tax invoice (if applicable).
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference with Appendix (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> . <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b>

<sup>3</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	Mr. Denys Shliapkin, UNDP Procurement Assistant ( <a href="mailto:denys.shliapkin@undp.org">denys.shliapkin@undp.org</a> )  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.
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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/Contract 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/procurement/business/protest-and-sanctions.html>.

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:

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

[https://popp.undp.org/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/AC\\_Anti-Fraud\\_UN%20Supplier%20Code%20of%20Conduct\\_english.pdf#search=code%20of%20conduct](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

**Ms. Manal Fouani,**  
*Manal Fouani* Deputy Resident Representative  
UNDP Ukraine  
February 19, 2021

*ad*

**Annex 1**

**TOR for  
developing a large-scale online course “Local Councillor”  
RFQ/2021/110**

**Project name:** UNDP Civil Society for Enhanced Democracy and Human Rights in Ukraine (CSDR)/ “Enhancing Women’s Political Participation at the Subnational level” Activity

**Starting date of assignment:** 15 March 2021

**Duration of assignment / or end date (if applicable):** 30 July 2021

**Management arrangements: reporting to** Civil Society Project Coordinator

**Selection method:** lowest priced technically compliant proposal

**Payment arrangements:** Lump Sum (payments linked to deliverables)

**1. BACKGROUND**

The CSDR project activity “Enhancing Women’s Political Participation at the Subnational level” which is implemented with support of the Government of Norway, focuses on supporting women councillors in their new roles, helping them take conscious and deliberate actions that make a difference. The overall objective of the project is to promote women’s political participation and representation at the subnational level through (1) capacity development and mentoring programme for women elected as local councillors, especially rural women and women with disabilities; and (2) strengthening institutional capacity for gender-responsive decision-making in amalgamated territorial communities.

The final stage of the decentralization reform, which has started in 2014 to restructure national-municipal power relations and strengthen local governments to provide high-quality people-centred services in Ukraine, has led to bringing together small municipalities and redistributing political, administrative, and financial power to these amalgamated territorial communities (ATCs, currently – territorial communities), while the environment for promoting women in decision making positions hasn’t been created.

The new Electoral Code adopted in December 2019 includes a mandatory gender quota requirement that forty percent of all candidates appearing on party lists be women (two candidates per every five of different sex). This was applied to the local elections in October 2020 and has led to more balanced representation of women and men at the subnational level.

Within this activity UNDP will develop and pilot a practical impact-oriented comprehensive training programme which will consist of the offline and online components. The offline programme will be available to the newly elected women councillors from Kherson, Mykolaiv, Khmelnytskyi and Zakarpattia oblasts. As promotion gender equality in decision making cannot be achieved by only engaging and empowering women, the project will develop and launch a complementary offline training programme which will be available to both men and women local councillors from all regions of Ukraine. Topics of training programme may include but not limited to leadership (civil and political), project management, financial literacy and budgeting (including gender-oriented budgeting), legislation, anti-corruption, digitalization, communication, combating sexism and negative gender stereotypes in politics and media etc.

**2. MAIN OBJECTIVE OF THE ASSIGNMENT**

Through this assignment, UNDP seeks services of a qualified Contractor to develop the online course “Local councillor” which will be a part of the comprehensive training programme for newly elected women and men councillors. The ultimate goal of the course is to teach participants to effectively represent their community in the local council, make informed decisions for the benefit of all members of the community including representatives of vulnerable groups. The large-scale online course will be developed in accordance with concept note developed by UNDP experts and should be completed by at least 500 women and men councillors from all regions of Ukraine.

**3. SCOPE OF WORK AND EXPECTED OUTPUTS**

The Contractor will be responsible for conducting a nationwide research and preparing a report on impacts the COVID-19 pandemic has and will have on young men and women and their human rights in Ukraine. The report should include analytics in the following aspects: right to health, right to safety, right to employment, right to healthy environment, right to education, right to participation and inclusion, right to peace and security.

The online course should consist of the following modules (the content will be provided by UNDP):

1. Module 1: Basics of local-Self-governance;
2. Module 2: Budget and strategic planning;
3. Module 3: Gender;
4. Module 4: Land and communal property;
5. Module 5: Communications and self-representation.

Under direct supervision of the UNDP Civil Society Project Coordinator, the Contractor will be responsible for:

1. Developing and producing online course in accordance with UNDP requirements;
  2. Developing visualizations and installing training course on the educational platform;
  3. Developing three short promotion video clips;
  4. Developing the final test to assess the level of knowledge of the course students in the form of the online video game consisting of at least 15 questions/actions to be undertaken by the students;
- Performing Active and Passive phases of the online training.

**The Contractor shall perform the following tasks:**

<b>Deliverable #</b>	<b>Task description</b>	<b>Deadline for deliverable</b>
<b>Deliverable 1</b>	<b><i>Develop the online course “I am a councillor” based on the curricula provided by UNDP</i></b>	<b>15 April 2021</b>
	<b>1.1 Production of video recordings for the online course.</b> Preliminary casting shoots of lecturers. Training on working with teleprompter.	
	<b>1.2</b> Filming the online course lectures.	
	<b>1.3</b> Video and audio editing of the online course’s lectures, mixing and editing sound, accumulation and storage of online course video materials, development and creation of screen, backgrounds, titles of the new online course, screen installation.	
	<b>1.4 Installing the online course, its lectures and other materials on the online-platform.</b> Quality assurance and control of online course materials installation: lectures and additional materials on the platform. The Contractors shall provide 24/7 access of users to online course during active phase of training from 20.05.2021 till 31.05.2021 and provide access to the online course during three years till 30.06.2024.	
	<b>1.5 Testing of educational content.</b> Testing of the installed website content through a focus group (beta testing), spellchecking texts, assignments, slides. The final version of lecture videos, assignments, texts and all additional materials shall be posted online on the platform upon completion of beta tests.	
	<b>1.6 Development of a text version of the electronic textbook.</b> A short text synopsis of lecture videos and additional materials. The synopsis shall consist of at least 30,000 characters and graphics to be developed by the online course designer jointly with UNDP expert.	
<b>Deliverable 2</b>	<b>Develop 3 (three) short promotion video clips up to 45 seconds</b>	<b>15 May 2021</b>
<b>Deliverable 3</b>	<b>Develop visualization materials for online</b>	<b>15 June 2021</b>
	Develop 2 (two) animated educational video clips up to 3 minutes describing two themes.	
	Develop an online game for testing knowledge of the course learners	

<b>Deliverable 4</b>	<p><b>Conduct active phase of training and switch the training into passive phase</b></p> <p><b>1.1 Delivery of the active phase of the training.</b> Opening of registration for the online course and start of the course for registered learners. Control and prompt response to technical and organizational needs of learners. Prompt closing of technical issues in the online course. Technical eliminating of errors in the texts, assignments, additional materials, slides during the active phase of course.</p> <p><b>1.2 Switching into the passive phase of training.</b> All online course materials shall be available, as well as the discussion forum archive, but trainers shall not respond to new questions from the audience at the course forum. Preparation, verification and generation of certificates on successful completion of the online course, forming and putting out statistics, developing of the final infographics based on the online course statistics.</p> <p><b>1.3 Reporting on conducting training via online course.</b> The report shall contain the following information: number of students, their age, educational level, gender, occupation, number of received certificates, quotations from forum, active links. Additional references to the relevant pages of the training platform. The Contractor agrees to provide the information on the demography of the students and course completion results in the agreed form after the end of the active phase of the course during three years till 30.06.2024 at UNDP's request.</p>	<b>30 July 2021</b>
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#### **5. GENERAL INFORMATION ABOUT THE EXPECTED PRODUCT**

5.1 The video will also have captions, pictures, and graphic video screens. It is expected that the learners will master the online course in 1 - 3 days learning time. Language of the online course is Ukrainian.

Technical characteristics of the video: format – full HD; width frame -1920; height of frame-1080; data transfer rate-54482kbit per second; total flow rate-56786kbit per second; frame rate-25 frames per second.

Technical characteristics of audio – flow rate-2304kbit per second; channels, quantity-2 (stereo); sample rate-48kHz.

5.2 An electronic textbook will be used as an electronic instruction's manual in a text format to be used in appropriate time and in a convenient location.

5.3 Higher education institutions have the right and opportunity to use the online courses in the mixed learning in the preparation of experts, and for specialized seminars, conferences and group training in Ukraine.

#### **4. MONITORING/REPORTING REQUIREMENTS**

The Contractor shall report to the Civil Society Project Coordinator. The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and recommendations. The final report shall be submitted to UNDP no later than 30 July 2021.

The payments shall be made in two stages based on the acceptance of each completed stage, quality control and recommendations in accordance with the table above (section 3) and schedule of payments below (section 10).

The first payment of 70% shall be made during 30 calendar days upon receipt of the Deliverables 1-3.

Payment of the remaining 30% shall be made during 30 calendar days upon receipt of results by UNDP (detailed report of the Contractor about implementation of all stages of work) – the Deliverable 4.



The Contractor shall provide the necessary information and reports according to a preliminary determined schedule or as soon as possible (within a reasonable period of time). UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

All reports should be transmitted to UNDP electronically (formats of: \* .docx, \* .xlsx, \* .pptx, \* .pdf) on the electronic source or in the form of electronic communication with the attached final product in Ukrainian language.

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above.

## **5. REQUIREMENTS FOR CONTRACTOR (COMPANY/ORGANISATION/EXPERT GROUP)**

The consultancy requests company/organisation/expert group that will be presented in the tender proposal with their key qualifications and specialities related to the assignment: Coordinator of video content production and Online platform Technical Expert. Coordinator will lead the assignment in close collaboration with Technical Expert.

Key requirements to the organisation:

- Officially registered organisation (commercial or non-profit) in Ukraine for at least 3 years with experience in developing online courses. In case, if Group of Experts decides to apply, a letter of affiliation with an officially registered organisation (which will be the Contractor in case of contract award) must be provided;
- Proven track record on developing at least 5 online courses (own or in a consortium) with at least 50 000 learners proved by links and/or print screens on developed online courses;
- Availability of a separate platform to which the developed online course will be uploaded associated with the applying organization;
- Team that has the following minimum composition and qualifications:

### **Coordinator of video content production**

#### **Education**

- University degree (Bachelor's) in Filming, Photography, Communications, Public Relations, Media Relations, Journalism or related field.

#### **Experience**

- At least 2 years of relevant experience in filming, photography, journalism or communications;
- Experience in producing content for Massive Open Online Course (MOOC) with at least 50 000 learners proved by links and/or print screens on developed online courses;

#### **Languages**

- Fluent Ukrainian, knowledge of English will be considered as an asset.

### **Online platform Technical Expert**

#### **Education**

- University degree (Bachelor's) in IT, Management of Information Systems, Computer Science, Public Administration, Science, Social Science, Data or Business Analytics or related field.

#### **Experience**

- At least 2 years of relevant experience in uploading the course materials to the online platform, launching and maintaining the course;
- At least 2 years of experience in producing online courses, proved by links and/or print screens on developed online courses.

#### **Languages**

- Fluent Ukrainian, knowledge of English will be considered as an asset.

## **6. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL**

**Proposals should include:**

- Technical proposal form filled in and the company profile not exceeding 10 pages.

- Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.
- At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.
- Description of the proposed team including CVs of the team proposed.
- Portfolio with at least two examples of similar projects (in the area of online education) with detailed list of all produced online courses and quantity of the registered learners.
- Financial proposal in line with the instructions provided below

## EVALUATION REQUIREMENTS

Technical compliance of the proposal will be evaluated based on the correspondence to the requirements as follows:

### 1. Administrative check:

- The organization is duly registered
- The validity of the proposal is 60 days
- General Terms and Conditions of UNDP accepted

### 2. Technical compliance:

- Company/ organization has at least 5 years with experience in developing online courses
- Workplan and timetable of service provision corresponds to the requirements of TOR
- Proven track record on developing at least 5 online courses (own or in a consortium) with at least 50 000 learners proved by links and/or print screens on developed online courses;
- Availability of a separate platform associated with the applying organization is proved by supporting links and/or other supporting documents;
- Team proposed has qualification as required above.

## 7. FINANCIAL PROPOSAL:

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation. Please clearly indicate currency of the proposal. The financial proposal shall specify the cost of professional services for the assignment – the total amount and distribution in accordance with the above-mentioned proposed schedule of tranches – Table A Cost Breakdown per Deliverables, as well as line-item breakdown – Table B - Cost Breakdown by Cost Component.

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal will include a breakdown of this lump sum amount in accordance with the deliverables defined in this TOR (section 4 above).**

Schedule of payments will be as follows:

Deliverable 1-3: 70%

Deliverable 4: 30%

### A. Cost Breakdown per Deliverables\*

	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
<b>1</b>	Develop the online course "I am a councillor" based on the curricula provided by UNDP	<b>70%</b>		

<b>2</b>	Develop 3 (three) short promotion video clips up to 45 seconds			
<b>3</b>	Develop visualization materials for online			
<b>4</b>	Conduct active phase of training and switch the training into passive phase	<b>30%</b>		
	<b>Total</b>	<b>100%</b>		<b>USD</b>

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
<b>Personnel Services</b>				
Coordinator of video content production				
Online platform Technical Expert				
Other members of the team, if needed				
<i>Other costs (if any – to define clearly activities/costs)</i>				

**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ UKR/2021/110:

**TABLE 1 : BRIEF COMPANY PROFILE**

<b>BRIEF COMPANY PROFILE</b>	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters (if any).
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)

**TABLE 2 : Financial proposal (cost breakdown)**

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**A. Cost Breakdown per Deliverables\***

	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
<b>1</b>	Develop the online course “I am a councillor” based on the curricula provided by UNDP	<b>70%</b>		
<b>2</b>	Develop 3 (three) short promotion video clips up to 45 seconds			
<b>3</b>	Develop visualization materials for online			
<b>4</b>	Conduct active phase of training and switch the training into passive phase	<b>30%</b>		
	<b>Total</b>	<b>100%</b>		<b>USD</b>

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
<b>Personnel Services</b>				
Coordinator of video content production				
Online platform Technical Expert				
Other members of the team, if needed				
<i>Other costs (if any – to define clearly activities/costs)</i>				

**TABLE 3 : Financial proposal**

Item No.	Description of Services	Quantity	Latest Implementation date	Unit Price, Currency (excl. VAT)	Total Price, Currency (excl. VAT)
1	Large-scale online course "Local Councillor"				
	Add : other costs				
	<b>Total Prices of Services excl. VAT</b>				
	<b>VAT (if applicable)</b>				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 4 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Implementation time (no later than 30 July 2021)			
Availability of a separate platform to which the developed online course will be uploaded associated with the applying organization			
Validity of Quotation (min. 60 days)			
All Provisions of the UNDP General Terms and Conditions. <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			

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]*