



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 00104802_Teambuilding Event	Date: 04 August 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Volunteers administered by United Nations Development Programme (UNV) 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 in Section 2. 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.

Issued by:

DocuSigned by:
Signature: 
632D006161C0428...
Name: Julie Spiller
Title: Procurement Unit, Team-Leader
Date: 4 August 2022

<https://www.unv.org/procurement-unv>

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNV. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNV. UNV is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNV reserves the right to cancel the procurement process at any stage without any liability of any kind for UNV, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Monday, August 15th 2022, 5pm Bonn time.</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>Bid submission address: procurement@unv.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf ▪ 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: 5Mb ▪ Mandatory subject of email: 00104802_Teambuilding Event ▪ 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 bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNV 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, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations 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: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNV strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNV vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNV staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNV: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNV contract.</p>

Conflict of Interest	<p>UNV requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNV 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNV staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNV's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</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 General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	N/A
Eligibility	<p>A vendor who will be engaged by UNV may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNV whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNV.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNV.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNV and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in EUR
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNV and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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 must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Registration certificate;</p>
Quotation validity period	<p>Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNV reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Completion of the Event and validation of final report</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement@unv.org – ref. 00104802_Teambuilding Event.</p> <p>Any delay in UNV's response shall be not used as a reason for extending the deadline for submission, unless UNV determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated via the UNDP Procurement Notices site by 11 August 2022 at the latest.</p>

Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the highest combined score (based on the 70% technical offer and 30% price weight distribution).																													
Evaluation criteria	<div><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</div> <div><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</div> <table><tr><td>Criteria</td><td>Weight %</td><td>Max. Point</td></tr><tr><td><u>Technical</u></td><td>70</td><td>700</td></tr><tr><td><div>• Company Expertise in subject area</div></td><td>10</td><td></td></tr><tr><td><div>• Facilitator experience</div></td><td>20</td><td></td></tr><tr><td><div>• Event proposal incl. teambuilding activities</div></td><td>20</td><td></td></tr><tr><td><div>• Venue</div></td><td>10</td><td></td></tr><tr><td><div>• Catering</div></td><td>10</td><td></td></tr><tr><td><u>Financial</u></td><td>30</td><td>300</td></tr><tr><td><u>Total</u></td><td>100</td><td>1000</td></tr></table>			Criteria	Weight %	Max. Point	<u>Technical</u>	70	700	<div>• Company Expertise in subject area</div>	10		<div>• Facilitator experience</div>	20		<div>• Event proposal incl. teambuilding activities</div>	20		<div>• Venue</div>	10		<div>• Catering</div>	10		<u>Financial</u>	30	300	<u>Total</u>	100	1000
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Right not to accept any quotation	UNV 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, UNV 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.																													
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order																													
Expected date for contract award.	17 August 2022																													
Publication of Contract Award	UNV will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.																													
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures																													
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.																													

ANNEX 1: SCHEDULE OF REQUIREMENTS

Type of contract: Purchase Order

Starting date: 22.08. 22

Completion date : 12.09.22

Location: Bonn

I. Background

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is administered by the United Nations Development Programme (UNDP) and is headquartered in Bonn, Germany, with an office in New York and has six regional offices in Amman, Bangkok, Dakar, Istanbul, Nairobi and Panama. In 2021, UNV deployed 10,921 United Nations Volunteers who supported 56 United Nations entities in 160 countries and territories.

II. Organisational setting

The Volunteer Advisory Services Section (VASS) contributes to positioning UNV as a knowledge and policy hub on volunteering for the Sustainable Development Goals (SDGs) by generating knowledge, consolidating evidence and advocating with Member States and the UN system to integrate volunteerism in their policies and plans, as a cross-cutting means of implementation of the 2030 Agenda and in alignment with the UNV Strategic Framework 2022-2025.

III. Scope of Services, Expected Outputs and Target Completion

The Volunteer Advisory Services Section (VASS) would like to organize a Team Building workshop during the first week of September (6-9 September included) in Bonn, Germany (+/- 45 kms).

The Volunteer Advisory Services Section (VASS) has 6 staff members based in Bonn, 1 in New York, 1 in Bangkok and 1 in Addis Adaba.

The team will meet for the first time in person in Bonn during this event.

The main goals of this workshop are to:

- a) strengthen team cohesion and joint working together
- b) improve intra-team communication including communication styles
- c) enhance team motivation towards the achievement of the outcome 3 “Promote volunteerism” established in the UNV Strategic Framework 2022-2025.

2.1 Scope of services:

No	Description	Number of days	Date
1	Venue: <ul style="list-style-type: none"> - With a capacity for at least 9 participants and 1 facilitator. - Location : no more than 30 minutes travelling distance from United Nations Campus - Platz d. Vereinten Nationen 1, 53113 Bonn, Allemagne - Equipment: Should provide a projector with a screen, microphone for the speaker, a laptop, a click pointer. The venue should be responsible for operating the equipment. - The venue should be in a nice location (farm, castle, etc. - not a hotel) and offer indoor and outdoor areas. 	4	06.09.22-09.09.22
2	Meals to be provided: <ul style="list-style-type: none"> - <u>Lunch:</u> - option 1) 2 days for 9 people/ 2 days for 5 people - option 2) 4 days for 9 people - <u>Morning and afternoon coffee breaks:</u> - option 1) 2 days for 9 people/ 2 day for 5 people - option 2) 4 days for 9 people - <u>Dinner/Social Event:</u> for 9 people on the 8th of September 	4	06.09.22-09.09.22
3	Facilitator/s: <ul style="list-style-type: none"> - A facilitator will be in charge of designing and facilitating a 4-day Team Building Workshop with 5-9 people. After the workshop the facilitator will deliver a report with action points. - The facilitator should be fluent in English (language of the event). - In the planning phase, the facilitator will have a briefing session with VASS Chief. - The workshop should include icebreakers and engaging activities. 	8	01.09.22-12.09.22
4	Teambuilding activities to support the objectives of the event (min. 2).	2	anytime between 06-09.09.22
5	Transport to/from UN Campus to event location (if location)	4	06 – 09.09.22

2.2 Specific deliverables include the following:

No	Description	Due date
1	A successful event that has achieved the goals of: <ul style="list-style-type: none"> a) <i>strengthen team cohesion and joint working together,</i> b) <i>improve intra-team communication including communication styles,</i> c) <i>enhance team motivation towards the achievement of the outcome 3 “Promote volunteerism” established in the UNV Strategic Framework 2022-2025.</i> 	09.09.22
2	<i>Provide a report with action points after the workshop</i>	12.09.22

IV. Institutional Arrangement

The Service Provider will be supervised and work closely with the VASS Chief.

V. Duration of the Work

The Service should be completed in no more than 8 working days.

- The Workshop planning and preparation will take place between the 22 August and the 05.09.22.
- The Workshop will take place between 06.09.22 to 09.09.22.
- The Service Provider will submit a report with action points at latest on 12.09.22.

VI. Qualifications of the Successful Service Provider at Various Levels

The technical proposal shall contain; the company profile, selected list of similar projects delivered, customer references, project team, CV of individual propose to be the facilitator, outline of the Team Building Activities, the proposed venue and catering services, supporting certificates, and any other documents relevant to the service as outlined below.

- Legally constituted organization with a valid registration;
- A minimum of 5 years of relevant experience providing Team Building Services, and organizing workshops/ trainings within an international setting.
- Quality of the proposal.

VII. Criteria for Selecting the Best Offer

The selection of the best offer will be based on the combined scoring method – where the Technical Criteria will be weighted – 70%, combined with the price offer weighted 30%.

Criteria	Weight %	Max. Point
<u>Technical</u>	70	700
• <i>Company Expertise in subject area</i>	10	
• <i>Facilitator experience</i>	20	
• <i>Event proposal incl. teambuilding activities</i>	20	
• <i>Venue</i>	10	
• <i>Catering</i>	10	
<u>Financial</u>	30	300
<u>Total</u>	100	1000

VIII. Sustainable Procurement Policy

UNV wishes to work with companies that care about their environment and sustainability.

Sustainable procurement practices integrate requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimizing costs.

We encourage companies when submitting their bids to include their environmental/sustainable policy and point out where necessary their policy in relation to the services offered..

I.Travel;

All envisaged travel costs, if any must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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:	Click or tap here to enter text.	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 CV of the facilitator*
- *Details of the venue, catering services and transport*
- *Details on the teambuilding events proposed*

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: EUR

Ref	Description of Deliverables	Price
1.	Planning/design	
2.	Four day team building event (incl. facilitator/activities)	
3.	Venue	
4.	Catering	
5.	Transport	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

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.

<i>Exact name and address of company</i> 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.
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