

|  |
| --- |
| REQUEST FOR QUOTATION **/** **We ask you not to change the request form, not to add or delete sections of the request for quotation, but simply fill in the required fields.****ATTENTION: Legal entities and/or individuals, whose relations might affect the conditions or economic results of their activities or the activities of individuals they represent are NOT ALLOWED to participate in the tender at the same time.****The submission of all or part of the quotation in a freely editable format (Word, TXT, etc.) is NOT ALLOWED. Submission of the quotation shall be in the established format (scans of all pages of the quotation, either in separate .jpg files, or in a separate/single .pdf file, a PDF document with a signature/seal).** |
| From:  | Evgen Nikitenko | Procurement Team Leader |
| tel: | +38 (050) 46 845 28, +38 (067) 82 858 08 |
| Date of RfQ  | **30.12.2022** |
| No. of pages including this page:  |
| **Subject:** | Consultancy services (Employment centers assessment) |
| Reference number  | **8102725** |
| Manner of Submission**:**  |
| Please submit your quotation in accordance with the requirements detailed below by **:**  |
| By email to:  | **ua.procurement.sdo@nrc.no** |
| Deadline for submission of quotations is  | **18.01.2022** | **18:00** | Companies who do not submit their quotation by this deadline will not be considered  |
| Applicants who sent proposal with validity less than 30 days, or who is not able to fulfill obligations in sent proposal will not be allowed to take participations in next bids**.** |

|  |
| --- |
| Requirements**:** |
| The Representative office of NRC in Ukraine invites applicants to make a firm offer for the following services: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***#*** | *Item* | *Specification* | *Qty* | *Unit* | *Price per unit, USD* | *Total cost, USD* |
| 1 | Consultancy services. | Please, see Terms of Reference /  | 1 | Service  |   |  |
| **Total**  |  |
| Price in quotations must be in USD, specification must comply with requested parameters. Price must include taxes (including VAT, if applicable). Proposal with different data will not be taken into account. |
| The offered price is final, further price change is not allowed.  NRC Evaluation Criteria and Weighting:a. Bid Quality – 25%;b. Capacity– 25%;c. Relevance – 20%;d. Budget – 30%. |

|  |
| --- |
| **Your quotation should clearly indicate the following:** |
| **·** The time required to perform the service from the time of order confirmation (working days) |  |
| **·**  Payment terms**:** | Two payments will be provided. A 15% initial payment will be provided after the provision of deliverable No. 1 (payment will be provided prior to traveling). Second payment will be made upon the approval of deliverables 2 through 6. This will be signed off by the NRC’s Ukraine Head of Programme. |
| **·**Validity of the offer (days) - not less than 30 days**:** |  |
| Please, attach to proposal and specify the list of the enclosed files:* CVs;
* Cover letter addressing how the applicant meets Required Competencies;
* Expected timeline for implementing each activity, including desk research, inception report/methodology design, travel to Ukraine and within country, interviews, FGDs with key stakeholders, and report writing.
* Must include two samples of Relevant past work;
* Please provide contact details of at least 3 references that NRC can reach out to if needed;
* Provide an itemized budget indicating per diems, daily rate, flights, train tickets, and accommodation. NRC will provide road transportation while in Severodonetsk and a translator if needed.
* Please include flights, trains, and accommodation costs in the overall quotation. Budgets without itemized costs will not be accepted; All budgets and final quotes should be made in USD.
* Please provide all registration and tax documents if applying as a registered business. This can be business registration and/or VAT or company tax registration from the country of origin. If no proof of registration is available, the consultant (sole trader) must confirm by signing the Consultant declaration that they complied with self-employment regulation in their country of origin.
 |  |
| • Feedbacks and recommendation letters if available (send in a separate file)  | Please, specify the number of the enclosed files  |
| We ask you to provide certified copies of the following documents:· Registration documents with identification of the classificatory of types of economic activity and statute (if applicable). This can be business registration documentation and/or VAT or company tax registration from the country of origin;· Financial statements for the last reporting period;· Proof of authority of the person(s), who will sign a quotation, as well as any contract that may be concluded with your organization in the future.  | Please indicate the names of provided documents in this column**:** |
| The consultant(s) should be registered as a limited liability company or as a sole trader/self-employed in their country of origin. (Yes/no). If yes – please attach the copy of confirming document, signed and stamped |  |
| Will the consultant(s) arrange and cover interpreter(s) and notes taker(s) services themselves, or ask NRC to arrange this? (Yes/no). |  |
| VAT payer (yes/no). If yes – please attach the copy of confirming document, signed and stamped  |  |
| Conditions of quotation**:** |
| All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. |
| Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract**.** |
| Your quotation may be disqualified for the following reasons**:**1. If the quotation contains arithmetic errors**.**2. If the quotation does not match the requested format (submitted in own format of the supplier) or structure of NRC form is altered**.**3. If the quotation is provided after the set deadline.4. If the quotation is not stamped and/or not signed.5. If the quotation is submitted in freely editable format.6. If the supplier, who provided the quotation and won, will not be able to deliver (perform work, provide services) from the organisation, which submitted the quotation7. Legal entity and/or private person, the relationship between them may affect the conditions or economic results of their activities or the activities of persons they represent do not have to participate in the tender at the same time. All questions, please send in writing to the e-mail ua.procurement.sdo@nrc.no, email subject: 8102725 |

|  |
| --- |
| Supplier Information  |
| Company name |  | **Stamp** **Sign**  |
| Address |  |
| Name and position of the representative of the company who signed the document, Proof of authority shall be attached  |  |
| Contact person (if different from the signatory) |  |
| Contact telephone number  |  |
| Email **/**  |  |
| NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations, which do not comply with our conditions, will not be considered.  |