



REQUEST FOR QUOTATION (RFQ)
БАРАЊЕ ЗА ПОНУДИ

Date: 19.04.2021

Reference: GCP/MCD/006/GCR RFQ 02/21 – Procurement of training services

Dear Sir/Madam,

We kindly request you to submit your quotation for the services as detailed in Annex I of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex II.

Quotations may be submitted on or before April 23, 2021 at 12:00 via email on the following email address:

TO: ljupka.gligorova@fao.org

CC: tatjana.dedic@fao.org

Quotations that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation. When submitting your quotation by email, kindly ensure that it is signed and in the .pdf format, and free from any virus or corrupted files.

Please consider the following requirements and conditions pertaining to the supply of the above-mentioned goods:

Preferred Currency of Quotation	National currency
Value Added Tax (VAT) on the Quotation's Price	VAT excluded
Deadline for submission of quotations	Friday, April 23, 2021 until 12:00
Documents to be submitted	Duly fulfilled form as provided in Annex II, and in accordance with the list of requirements in Annex I
Evaluation criteria	Full compliance to the requirements and lowest price
Partial quotations	Not permitted
Payment terms	100% after satisfactory performance and completion of 100% of the services/delivery of goods and receipt of duly certified invoice. Incurred costs shall be settled within 30 days from the day of receiving the said invoice.
Annexes to this RFQ	Annex I Terms of Reference and Specifications Annex II Form for submission of quotation

The Food and Agriculture Organization of the United Nations (FAO) is not bound to accept any quotation, 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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Ljupka Gligorova
Finance/Administration Assistant
April 19, 2021

ANNEX I

TERMS OF REFERENCE AND SPECIFICATIONS

1. Expected outputs and specifications

Within the GCP/MCD/006/GCR Strengthening country capacities for climate change adaptation and mitigation and finalization of country work programme for the Republic of North Macedonia, procurement of training services is needed.

For the the needed service, a company needs to be hired. The company is expected to deliver the below service:

#	Item/Service	Specification	Unit of Measurement	Number of Units
1.	Online training on Project management following the PMBOK® standards (PMBOK Guide 6th Edition) of Project management Institute (PMI)	<p>The training should cover all 9 areas according to PMBOK®:</p> <ul style="list-style-type: none">Project Integration ManagementProject Scope ManagementProject Schedule ManagementProject Cost ManagementProject Quality ManagementProject Resource ManagementProject Communications ManagementProject Risk ManagementProject Procurement Management <p>Requirements:</p> <p><i>арања:</i></p> <p>At least 35 hours online group training.</p> <p>Training materials and handouts for each participant.</p> <p>Each participant should receive Certificate for successfully undergoing the training for a period of 35 hours of education in the field of Project management.</p>	Number of participants	8

PMBOK - Project Management Body of Knowledge

ANNEX II

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

This Form must be submitted only using the Supplier's Official Letterhead.

We, the undersigned, hereby offer to supply the goods listed in Annex I in conformity with the specifications and requirements as per RFQ Reference GCP/MCD/006/GCR RFQ 02/21:

#	Items/Services	Number of items	Price per item (MKD) VAT excluded	TOTAL price (MKD) VAT excluded
1.	Online training on Project management following the PMBOK® standards (PMBOK Guide 6th Edition) of Project management Institute (PMI)	Training for 8 participants		
TOTAL AMOUNT (MKD) VAT excluded				

Please indicate the validity period of the offer and the expected period for start of the training: