



Bucharest August 30th, 2017

INVITATION TO QUOTE

Ref. no. NCS 3/3 – 9

Dear Sirs,

1. You are invited to send your quotation for the following services:
 - Non consulting services for the *Monitors for the inception phase of the Universities grants Training Session*

The above mentioned services will be provided in Bucharest.

2. The Government of Romania has received a Loan from the International Bank of Reconstruction and Development (IBRD) toward the **Romania Secondary Education Project** (hereinafter referred to as **the ROSE Project**) and intends to use part of this loan to contract the above mentioned services and for which the present request for quotation was issued.
3. All items of this request for quotation must be offered. The Bids will be evaluated taking into consideration the price for all items and the contract will be awarded to the Provider with the lowest total evaluated price.
4. Your Bid, will be sent to:
Ministry of National Education – Externally Financed Projects Management Unit
For: Andrei Noanea – Contract Officer
Address: 12 Spiru Haret street, 2nd floor, sector 1, Bucharest, 010176, Romania
Tel.: +40 21 305 60 79
Fax: +40 21 305 59 90
E-mail: andrei.noanea@pmu.ro
5. Bid submission deadline at Purchaser's address mentioned above is **September 06th, 2017, 14:00 a.m.** local time.
6. Bids sent by mail, courier, email or fax are accepted.
7. Your Bid will be submitted according to the required services and the providing conditions.
8. Your Bid must be accompanied by a copy of the registration certificate issued by the Trade Register Office. The bids that meet the technical requirements will be evaluated by comparing their prices. The contract will be awarded to the firm with the lowest total evaluated price.
9. The total price must include all the required services. The VAT will be separately indicated. The Bid price may be expressed in the currency of any World Bank member country, including EURO, but not more than three currencies. Please specify in your Bid the price, with the VAT indicated separately. The bids that meet the technical requirements will be evaluate by comparing their prices, VAT excluded, converted into *Lei*, based on the currency exchange rate published by National Bank of Romania on the day established as bid submission deadline.
10. Your Bid must remain valid for 30 days from the bid submission deadline mentioned at paragraph 5.
11. **REQUIRED SERVICES**
 - Non consulting services, as follows:



- ⇒ Lunch Organized at the workshop premises, as buffet with: Min. ten choices of starters of which three choices of salad, Main course (min. three choices), Side dish (min. three choices), Bread, Dessert (min. three choices), Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda), Coffee including sugar and milk, Still and sparkling water, Napkins and glasses on September 15th, 2017 for 15 persons.
- ⇒ 3 coffee breaks organized at the workshop premises, consisting of Coffee, Hot water, Still and sparkling water, Tea, Pastry products (sweet, salty), Milk for coffee, Sugar, Napkins, Glasses, on September 15th, 2017 for 15 persons.
- ⇒ Rental of conference room on September 15th, 2017 for 15 persons: Premium conference room with a capacity of 15 people, in Bucharest, with easy access to Henry Coanda Airport (less than 18 km) and to Gara de Nord railway station (less than 1 km), Video projector and projection screen, Audio system with at least 3 fixed microphones included, Personalized badges for 15 persons, Parking spaces for minimum 10 cars.
- ⇒ The Provider will present:
 - At least two persons for the entire workshop, of which one as project manager;
 - Tables for 15 persons for buffet and coffee station;
 - Ceramic crockery and stainless steel cutlery.

12. Please insert the rate in the next table:

Required services	No. of persons	No. of pcs	Unit price, [currency] without VAT	Total price, [currency] without VAT
Lunch	15	1		
Coffee break	15	3		
Rental of conference room with a capacity of 15 people		1		
Total, [currency] without VAT				
VAT, [currency]				
Total, [currency] with TVA				

13. Payment will be made according to the presence list signed by the participants.

14. Please, acknowledge the receipt of this request for quotations and mention if you will submit a bid or not.

TECHNICAL SPECIFICATION FORM

Romania – Ministry of National Education – Externally Financed Projects Management Unit

Quotation: NCS 3/3-9

Quotation Name: Non consulting services for the *Monitors for the inception phase of the Universities grants Training Session*

Provider Name:

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
1	Lunch on September 15th, 2017 for 15 persons	
1.1	Organized at the workshop premises, as buffet with:	
1.2	Min. ten choices of starters of which three choices of salad	
1.3	Main course (min. three choices)	
1.4	Side dish (min. three choices)	
1.5	Bread	
1.6	Dessert (min. three choices)	
1.7	Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda)	
1.8	Coffee including sugar and milk	
1.9	Still and sparkling water	
1.10	Napkins and glasses	
2.	3 Coffee breaks on September 15th, 2017 for 15 persons	
2.1	Coffee	
2.2	Hot water	
2.3	Still and sparkling water	
2.4	Tea	
2.5	Pastry products (sweet, salty)	
2.6	Milk for coffee	
2.7	Sugar	
2.8	Napkins	
2.9	Glasses	
3.	Rental of conference room on September 15th, 2017 for 15 persons	
3.1	Premium conference room with a capacity of 15 people in "U" arrangement, in Bucharest, with easy access to Henry Coanda Airport (less than 18 km) and to Gara de Nord railway station (less than 1 km)	
3.2	Video projector and projection screen	
3.3	Audio system with at least 3 fixed microphones included	
3.4	Personalized badges for 15 persons	
3.5	Parking spaces included for minimum 10 cars	
4	Set-up and personnel	

Date:

1

Signature:

Annex A

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
4.1	At least two persons for the entire workshop, of which one as project manager	
4.2	Tables for 15 persons for buffet and coffee station	
4.3	Ceramic crockery and stainless steel cutlery	

Date:
Signature:

CONTRACT FOR NON - CONSULTING SERVICES

CONTRACT No. *[insert]*

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *Ministry of National Education – Unit for the Management of Externally Financed Projects* ("the Client") having its principal place of business at *12 Spiru Haret street, 2nd floor, Sector 1, Bucharest, Romania*, and *[insert Provider's name]* ("the Provider") having its principal office located at *[insert Provider's address]*.

WHEREAS, the Client wishes to have the Provider perform the services hereinafter referred to, and

WHEREAS, the Provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Provider shall perform the services specified in Annex A, "Technical Specification Form", which is made an integral part of this Contract ("the Services").
 - (ii) The Provider shall provide the personnel listed in Annex B, "Provider's Personnel," to perform the Services.

2. **Term**

The Provider shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed in writing by the parties.

3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Provider an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Provider's costs and profits as well as any tax obligation that may be imposed on the Provider.

- B. Schedule of Payments

The schedule of payments is specified below:

[insert detailed list of payments specifying amount of each installment, deliverable/output for which the installment is paid and currency]

- C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Provider of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Provider's bank account *[insert*

banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]

- 4. Project Administration** A. Coordinator.

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.
- 5. Performance Standards** The Provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Provider shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
- 6. Inspections and Auditing** The Provider shall permit, and shall cause its Sub-Providers to permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.
- 7. Confidentiality** The Providers shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Provider for the Client under the Contract shall belong to and remain the property of the Client. The Provider may retain a copy of such documents and software.
- 9. Insurance** The Provider will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Provider shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of *Romania*, and the language of the Contract shall be *English*.

12. Dispute Resolution¹

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

13. Termination

The Client may terminate this Contract with at least ten (10) working days after written notice to the Provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

- (a) If the Provider does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
- (b) If the Provider becomes insolvent or bankrupt;
- (c) If the Provider, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE PROVIDER

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Technical Specification Form