

REQUEST FOR PROPOSAL
Strengthening Resilience of Education System in Ukraine for Emergency Response and Recovery: Strengthening Capacities of Teacher Training Institutions

Ref: ED/PLS/TED/2024/01

(Please quote this UNESCO reference in all correspondence)

Date 18 January 2024

Dear Sir/Madam,

You are invited to submit an offer for **Strengthening Capacities of Teacher Training Institutions in Ukraine** in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(ToR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)
- Annex VII [Lot 1: Development of courses for Teachers/ Teacher Trainers and maintenance of Community of Practice](#)
- Annex VIII [Lot 2: Logistical management of the training](#)

Your electronic offer comprising of a **technical proposal** and a **financial proposal**, in **two separate files and emails**, shall be sent to the following email address: adm@unesco.org without any copy to any other e-mail addresses. Offers addressed in any other e-mail accounts will be disqualified. Proposals must be sent only by email with two separate files and e-mails (technical and financial proposals):

1. The **Technical file and corresponding email subject line** should be named as follows:
ED/PLS/TED/2024/01– TECHNICAL PROPOSAL (name of bidder).
2. The **Financial file and corresponding email subject line** should be named as follows:
ED/PLS/TED/2024/01– FINANCIAL PROPOSAL (name of bidder).

The Financial Proposal MUST be password protected. The authorized UNESCO officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal.

Financial Proposals that are submitted without password protection shall be rejected for noncompliance.

Kindly note that no email should exceed 5 MB, or it will not be delivered.

Closing date and time: **18 February 2024 at 23:59 hours CEST**

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

Bidders are encouraged to attend the information meeting for a complete understanding of the scope of services before sending the formal proposal to UNESCO.

Date: January 29, 2024 at 13:00 CEST (15:00 Kyiv time)

Venue: MS Teams meeting

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification as well as to confirm your participation to the information meeting mentioned above, please contact Keiko Ogawa (ED/EO/FMS) at k.ogawa@unesco.org.

For and on behalf of UNESCO



Ieva Raudonyte
Programme Specialist
ED/PLS/TED