

## REQUEST FOR PROPOSAL

### **Procurement of information technology services to the Ministry of Education and Science of Ukraine for deployment and adaptation of a distance education and management software platform for Technical and Vocational Education and Training (TVET) institutions**

**Ref: ED/PLS/EDP/24/4695**

(Please quote this UNESCO reference in all correspondence)

Date 3/6/2024.

Dear Sir/Madam,

You are invited to submit an offer for **Digital Transformation (software development) of the Education Sector 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	<a href="#">Instructions to Offerors</a>
Annex II	<a href="#">General Conditions of Contract</a>
Annex III	<a href="#">Terms of Reference (TOR)</a>
Annex IV	<a href="#">Proposal Submission Form</a>
Annex V	<a href="#">Price Schedule Form</a>
Annex VI	<a href="#">Vendor Information Form</a>

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: [ed.procurement@unesco.org](mailto:ed.procurement@unesco.org) without any copy to any other e-mail addresses. Offers addressed to any other e-mail accounts will be disqualified.

Your emails should reach the above address no later than Thursday, July 3, 2024 at 23h59 Paris Time.

Kindly note that no email should exceed 5 MB, or it will not be delivered. The suppliers may submit in more than one email if the size of the message exceeds 5MB.

Proposals must be sent only by email with two separate files (technical and financial proposals):

The Technical file and corresponding email subject line should be named as follows:

ED/PLS/EDP/24/4695–TECHNICAL PROPOSAL (name of bidder).

The Financial file and corresponding email subject line should be named as follows:

ED/PLS/EDP/24/4695– 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.

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.

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, please contact Keiko Ogawa (ED/EO/FMS) at [k.ogawa@unesco.org](mailto:k.ogawa@unesco.org)

For and on behalf of UNESCO

A handwritten signature in blue ink, appearing to be 'P. Chapelet', with a long horizontal stroke extending to the right.

**Pierre Chapelet**  
**Senior Programme Officer**  
**ED/PLS/EDP**