

**Request For Quotes (RFQ)**

**“Delivery of English Language Courses”**

**Date:** 25 September 2024

**1.0 Summary Information**

**1.1 Announcement Type:** Initial

**1.2 RFQ Number:** #2024-01

**1.3 Quote Submission Deadline:** 15 October 2024, 18:00 local Chisinau time

**2.0 Description of Services**

Internews Europe, hereinafter “Internews”, in the framework of the project “Media Literacy Advancement and Support to Moldovan Media” funded by the Swedish International Development Cooperation Agency (SIDA), is seeking quotes from suppliers in the Republic of Moldova to deliver English Languages Courses to its final beneficiary. The service provider is expected to deliver English language courses at Beginner levels to sixteen (16) employees of the Audiovisual Council from the Republic of Moldova. All employees will start with the A1.1 level and will complete at least three levels (A 1.1, A 1.2, A 2.1) according to the Common European Framework of Reference for Languages. The language course delivery will be group-based and delivered fully online/offline, during working days and hours, as agreed with trainees.

The service provider is expected to keep attendance records for and recordings of each class and submit them to Internews upon completion of each course module. Upon completion of the courses, the service provider will organize certificated exams or tests, as appropriate, to establish whether the students have gained the specific level of English language competence to be accordingly validated with a certificate.

Table 1 below contains the **technical requirements** of the services:

Item no.	Description of services	Specifications
1	English language course to representatives of the Audiovisual Council from the Republic of Moldova	<p><b>Course duration:</b> at least 21 lessons per level. Each trainee will complete at least three levels according to the Common European Framework of Reference for Languages (A 1.1, A 1.2, A 2.1).</p> <p><b>Lesson duration:</b> 90 min.</p> <p><b>Frequency:</b> 2 lessons/per week.</p> <p><b>Number of trainees:</b> 16 (only one group will be created).</p>

		<p><b>Time slot:</b> Monday-Thursday, 09:00-16:30.</p> <p><b>Venue:</b> offline, at the AVC’s premises (Chisinau), or online.</p> <p><b>The expected timeframe for the service delivery is from November 2024 to October 2025.</b></p> <p><b>Expected outputs:</b></p> <ul style="list-style-type: none"> <li>- Design group English language courses for each level.</li> <li>- Delivery of English language courses (2 lessons per week, at least 3 levels) to 16 participants in total, following a modular and group-based approach.</li> <li>- English level assessment of each trainee at the end of the level to verify satisfactory achievement of the trainees.</li> <li>- Attendance records and recordings of each class are to be submitted to Internews upon completion of each course module.</li> <li>- Completion Certificate to trainees after each level.</li> <li>- Provide the participants with course materials: manuals, audio, and video materials, etc.</li> </ul> <p>The Provider is expected to be flexible and when needed deliver the lessons on a different day or time to adjust to the operational needs.</p> <p>The Provider is responsible for making all logistical arrangements for the delivery of the lessons.</p>
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**3.0 Evaluation Criteria**

Proposals will be reviewed and evaluated by a technical committee on a range of selection criteria. Each proposal will receive a score, with a maximum potential score of 100 points. Proposals will be evaluated according to the following criteria:

#	CRITERIA	POINTS
1	<p>Relevant experience and proven expertise:</p> <ul style="list-style-type: none"> <li>- At least five years of experience in delivering English language courses (10p.)</li> <li>- The proposed trainer/s has a minimum of 5 years of professional experience in teaching English and delivering English courses to adults (10p.)</li> </ul>	30p

	- Similar experience providing English language courses to organizations (10p).	
2	Technical proposal - The proposed quotation and approach to this RFQ match the requirements, and deliverables set out in this document (30p.)	30p
3	Price	40p
<b>Total</b>		<b>100p</b>

Once the selection is confirmed, and if appropriate, a final contract will be negotiated and signed with the successful respondent, subject to successful vetting of eligibility. The contract shall be awarded to a respondent whose proposal is responsive to the solicitation and is most advantageous to the project, price, quality, and other factors considered.

**4.0 Quote Content Requirements**

**Respondents responding to this RFQ are requested to submit the following documents:**

- 4.1 Organisation Registration Document to confirm that the institution is duly registered in the Republic of Moldova and complies with the necessary legal requirements to provide services as described in the RFQ.
- 4.2 Technical and Financial Proposal (Annex 1 hereto) presenting:
  - a) *Qualifications and experience* in providing the services described in RFQ, including experience of proposed trainers/teachers.
  - b) *Methodology* developed based on the specifications in section 2, detailing the course content for both offline and online lessons, course duration, number of modules and sessions/classes, tentative class schedule, and overall description of the teaching and learning approaches, etc.
  - c) *Financial offer*, stating separate prices for each of the course’s modules, per online and offline courses, certifications, and any textbooks required during the courses. Quotations must be expressed as fixed price, with all taxes included, in EUR. The contract will be concluded in EUR and the payment will be made in this currency too. Internews will not compensate for any foreign currency exchange losses. No advance payments are possible. Payment terms: upon complete delivery of each course.
- 4.3 Curriculum Vitae(s) of the proposed trainer/teacher(s) for delivery of the tasks, showing clearly the relevant professional expertise to ensure successful delivery of the requested service.

Any element of the Quote containing confidential or proprietary information must be clearly marked within the Quote. The documents must be attached in pdf format files. Providers must not submit zipped files. You must include a list of attached documents in the body of the email. If more than one message is required to transmit the quote documents, each message must be identified as part of a multi-part submission (e.g. “message 1 of 3”).

Quotes must meet the requirements of this Call in full; otherwise, they will not be considered. This is a Request for Proposals only. Issuance of this RFQ does not in any way oblige Internews to award a subcontract, nor does it commit Internews to pay for costs incurred in the preparation and submission of a proposal. Internews retains the discretion to re-advertise or cancel this RFQ.

**5.0 Quote Submission Coordinates**

Please submit quotes by email to [IN-Chisinau@INTERNEWS.ORG](mailto:IN-Chisinau@INTERNEWS.ORG) with the subject line “Quote RFP 2024-01”. Internews will acknowledge the receipt of your Offer within 3 working days. If you do not

receive the receipt, it is your responsibility to ensure and confirm that Internews has received the Offer. Internews will reject quotes submitted after the deadline.

**6.0 Procurement Timetable**

- |                                     |                            |
|-------------------------------------|----------------------------|
| 1. Request for Quotation Issued     | 25 September 2024          |
| 2. Deadline for Questions           | 4 October 2024             |
| 3. Deadline for Quotation Responses | 11 October 2024            |
| 4. Quotation Evaluation             | 18 October 2024            |
| 5. Contract Awarded                 | November 2024              |
| 6. Delivery of goods/services       | November 2024-October 2025 |

Internews reserves the right to amend this timetable and dates are indicative.

**7.0 Inquiries**

All questions and clarifications regarding this RFQ may be directed via email to [IN-Chisinau@INTERNEWS.ORG](mailto:IN-Chisinau@INTERNEWS.ORG) no later than October 4, 2024, following reference in the subject: "Questions RFP 2024-01". Questions and clarifications that may be of interest to other bidders, will be circulated to all parties that submitted the questions. Questions must be submitted in writing; phone calls will not be accepted.

**8.0 Anticipated Contract Type**

Under this RFQ, Internews anticipates the award of a fixed-price contract, in the form of a purchase order. No advance payments will be provided. The payments will be wired upon the complete delivery of each course/level. The contract will be concluded in EUR and the payment will be made in this currency too. Internews will not compensate any foreign currency exchange losses.

**ANNEX 1 - TECHNICAL AND FINANCIAL PROPOSAL**

Organisation Details

Organisation Name	
Legal form	
Registered Office address	
Company Registration	Please annex to this proposal the registration document to confirm that the institution is duly registered and complies with the necessary legal requirements to supply services as described in this RFQ.
Contact Details	

Experience of the Organisation

*Please state below your qualifications and experience for providing the services as described in the RFQ.*

Experience of the trainer/teacher(s)

*Please describe the experience of the proposed trainer/teacher(s) for delivery of the requested tasks, showing clearly the relevant professional expertise (please annex to this proposal the Curriculum Vitae(s)).*

References

*Include contact details of two institutions who would be willing to act as references.*

Response to Specification

*Provide information about the course content for both offline and online lessons, course duration, number of modules and sessions/classes, tentative class schedule, and overall description of the teaching and learning approaches. Refer to the specifications included in section 2.*

Financial Offer

#	Description/Specification of Services	Cost per item	Quantity	Total Price
1				
2				
3				
4	[add/remove rows as needed]			
			<b>Total</b>	

The price of our quote is EUR (taxes and discounts included). This quote is valid for at least 30 calendar days from the final date for submission of the quote.

Name

Job title

Date

Signature/Stamp

End of RFQ