

**Unitatea de Implementare a  
Proiectului Băncii Mondiale  
de Ameliorare a  
Competitivității**

**UIPAC**

**Project Implementation Unit  
of the World Bank  
Competitiveness Enhancement  
Project**

Ministerul Economiei  
al Republicii Moldova

Ministry of Economy  
of the Republic of Moldova

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**December 11, 2009**

**Invitation to Quote**  
**“Financial Sector Reform Project”**

**SHOPPING**

**FSRP/TS/S-6/B**

**Procurement of the Technical Services  
for organization and unfolding of specialized  
trainings in English language for National  
Commission for Financial Market specialists**

**Invitation to Quote (ITQ) - Shopping For Technical Services**

**Procurement of the Technical Services  
for organization and unfolding of specialized trainings in English language for National  
Commission for Financial Market specialists**

**Date: December 11, 2009**

Project Title: **Moldova Dutch TA-TF Financial Sector Reform**  
Source of Funding: **Dutch Grant TF 093288**  
Contract Ref: **FSRP/TS/S-6/B**

To: **According to the list**

Gentlemen,

1. You are invited to submit your price quotation for providing of the technical service for organization and unfolding of specialized trainings in English language for National Commission for Financial Market specialists, **according to the requirements from the clause 1 of the Terms and Conditions of Supply attached hereto.**
2. You **must quote for all required service lines** under this Invitation. Price quotations will be evaluated for all items together and contract awarded to the firm offering the lowest evaluated total cost of all items. Bidders are required to submit quote for the entire quantity within each item. **Incomplete or partial Quotes will not be considered. Alternative quotations/options are not allowed.**
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". Your quotation in the attached format should be sealed in an envelope and addressed to and delivered at the following address:  
**Project Implementation Unit  
of the World Bank Competitiveness Enhancement Project**  
180, Stefan cel Mare Ave., office 815  
MD-2004, Chisinau, Republic of Moldova  
Fax: + 373 22 296-724  
E-mail: [piu@mec.gov.md](mailto:piu@mec.gov.md)
4. Your quotation in English language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of firms providing service facilities in Republic of Moldova.
5. The deadline for receipt of your quotation (s) by the Purchaser at the addressed indicated in Paragraph 3 is: **December 28, 2009, 15-00, Chisinau time. Late quotations will be rejected.**
6. Quotations by fax or by electronic means *are NOT acceptable.*
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the

Contract. Incomplete or partial Quotations will not be considered. Alternative quotations/options are not allowed.

- (i) **PRICES:** The price should not include custom duties, excise-duty, custom procedures tax and Value Added Tax (VAT) in Moldova due to the fact that according to the Government Decision No. 361 dated March 25, 2003 the delivery of goods and services financed from the credit and grants funds provided for the project, is exempted from these taxes. Therefore, quotations should not include the above mentioned local taxes, and bidders should confirm this in their quotations (see also clause "Fixed Price" in "Terms and Conditions of Supply" section of this ITQ). Prices can be quoted in any Bank member country currency, including Euro, but no more than three currencies.
- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparing their prices converting to Moldavian Lei based on the selling exchange rate offered by the Commercial Bank "Moldindconbank" (as published by the bank on [http://www.moldindconbank.com/news\\_ro/](http://www.moldindconbank.com/news_ro/)) on the date specified in Paragraph 5 of this invitation for submission of quotations.

In evaluating the quotations, the Purchaser will determine for each offer the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (a) *Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;*
- (b) *Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;*
- (c) *If a Supplier refuses to accept the correction, his quotation will be rejected.*

- (iii) **AWARD OF CONTRACT:** The award will be made to the participant offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful participant will sign a Contract as per attached form of contract and terms and conditions of supply.
- (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of **forty five (45) days** from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Invitation to Quote.

8. Further information can be obtained from 09:00 to 17:00 hours (Moldovan time):

Mr. Aureliu Casian, Executive Director

**Project Implementation Unit  
of the World Bank Competitiveness Enhancement Project**

180, Stefan cel Mare Ave., office 815,

MD-2004, Chisinau, Republic of Moldova

Fax: + 373 22 296-724

E-mail: [piu@mec.gov.md](mailto:piu@mec.gov.md)

9. The bidder shall bear all costs associated with the preparation and submission of its quote, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of services, provided this does not exceed fifteen (15) percentage per item, and without

any change in the unit prices or other terms and conditions of the quote and the Invitation to Quote.

11. Please confirm by fax/e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

Yours sincerely,

**Aureliu Casian**

Executive Director

Project Implementation Unit of the World Bank Competitiveness Enhancement Project

## FORM OF CONTRACT

THIS AGREEMENT number **FSRP/TS/S-6/B** made on *January*\_\_, 2010, between ***Project Implementation Unit of the Competitiveness Enhancement Project (PIU)***, having its principal place of business at: 180, Stefan cel Mare Ave., office 815, MD-2004, Chisinau, Republic of Moldova office 815, Chisinau, **Tel/Fax: + 373 22 296-724** (**hereinafter called** “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has invited quotation for procurement o for providing of the technical service for organization and unfolding of specialized trainings in English language for National Commission for Financial Market specialists to be provided by Supplier, viz. Contract FSRP/TS/S-6/B, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of technical services under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) *Supplier (s) Quotation; Term and Conditions of Supply, Technical Specification;*
  - b) *Addendum (if applicable);*
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

**Signature and seal of the Purchaser:**  
FOR AND ON BEHALF OF  
the Project Implementation Unit of  
the Competitiveness Enhancement Project

**Signature and seal of the Supplier:**  
FOR AND ON BEHALF OF

\_\_\_\_\_  
Mr. Aureliu Casian  
Executive Director

\_\_\_\_\_  
Name of Authorized Representative

Coordinated:

Mrs. Aurica Doina,  
Vice-chairman of National Commission of Financial  
Market

## Terms and Conditions of Supply

Project Name: **Moldova Dutch TA-TF Financial Sector Reform TF093288**  
Purchaser: **Project Implementation Unit of the World Bank Competitiveness Enhancement Project**  
Consignee: **National Commission for Financial Market**  
Package No: **FSRP/TS/S-6/B**

1. Prices and Schedules for Supply

The description of proposed technical services is indicated in the paragraph 14 of this Terms and Conditions of supply.

The Supplier acknowledges that he will also be responsible for:

- a) Providing of the technical services to the following address: 77, Stefan cel Mare Avenue, 2<sup>nd</sup> floor, Chisinau, Republic of Moldova;
- b) Evaluation of trained staff;
- c) Training of the staff in follow-up steps in improving of English language.

#	Description	Q-ty	Unit Price, currency	Total Price, currency	Delivery schedule
1.	Delivery of trainings, including:				
I	<i>Delivery of the Beginner level of English training courses (100 hours for each participant)</i>	<i>100 hours/60 pers./7 groups</i>			
II	<i>Delivery of the Elementary level of English training courses (100 hours for each participant)</i>	<i>100 hours/60 pers./7 groups</i>			
III	<i>Delivery of Pre-intermediate level of English training courses (100 hours for each participant)</i>	<i>100 hours/60 pers./7 groups</i>			
IV	<i>Delivery of Intermediate 1 level of English training courses (100 hours for each participant)</i>	<i>100 hours/60 pers./7 groups</i>			
V	<i>Delivery of Intermediate 2 level of English training courses (100 hours for each participant)</i>	<i>100 hours/60 pers./7 groups</i>			
VI	<i>Delivery of Advanced level of English training courses (100 hours for each participant)</i>	<i>100 hours/20 pers./7 groups</i>			
2.	Training materials, including:	1 set/1pers., in total 320 sets for entire course			
I	<i>Courses book</i>				
II	<i>Work book</i>				
III	<i>Specialized books</i>				
IV	<i>CD with exercises</i>				
V	<i>additional materials</i>				
3.	Access to equipment & accessories:				
I	<i>1 tape recorder /one group</i>	<i>42 units</i>			

II	Set of audio CDs (for each group)	42 sets			
III	Table, flipchart or paper A1 (120 units), markers and gutter/one group	42 sets			
4.	Administrative cost (formation of groups, delivery of the schedule of courses, reporting)	-	-		
5.	Agency fee for delivering of services	-	-		
	<b>TOTAL</b>				

We are confirming that the prices do not include tax on Value Added Tax (VAT) in Moldova

**Note: In case of discrepancy between unit price and total derived from unit price, unit price shall prevail**

2. **Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance. We are confirming that the prices do not include the Value Added Tax (VAT) in Moldova.
3. **Delivery Schedule:** The performing of the proposed technical services should be completed as following.

#	Description	Date
1)	Starting date	<b>In one week days after contract signature</b>
2)	Finalizing date	<b>15 months after contract signature</b>
3)	Final Report	<b>16 months after contract signature</b>

4. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
5. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the laws of the Republic of Moldova.
8. **Delivery and Documents:** Upon completion of the technical services, the Supplier shall notify the Purchaser that the services have been performed and final evaluation tests made. The Supplier shall mail the following documents to the Purchaser:
  - (i) *copy of the training curricula, certificates of graduation and final completion certificate signed by consignee;*
  - (ii) *delivery document ('factura de expeditie') duly filled in, signed and sealed.*
9. **Payment** for your invoice will be made in Moldavian Lei according to the official exchange rate of national bank of Moldova prevailing on the date of payment according to the below payment schedule. The Payment will be made during 5 working days upon receipt and acceptance of your invoice(s) for delivered and final acceptance document for the preformed services which has to be signed by Consignee.
  - First payment upon approval of the Initial Report (the amount to be paid will include the price for training materials, equipment and accessories, 10% of the administrative cost and 10% from training courses costs (Item 1.);
  - Second payment upon completion of *Beginner level* (100 hours each for seven groups) and approval by the NCFM of the first Interim Report (the amount to be paid will include

the price for delivering the 100 hours of courses for the approved by NCFM number of participants, 20% of the administrative cost and 20% from training courses costs (Item 1.);

- Third payment upon completion of *Elementary level* (100 hours each for seven groups) and approval by the NCFM of the second Interim Report (the amount to be paid will include the price for delivering the 100 hours of courses for the approved by NCFM number of participants, 10% of the administrative cost and 10% from training courses costs (Item 1.);
- Forth payment upon completion of *Pre-intermediate level* (100 hours each for seven groups) and approval by the NCFM of the third Interim Report (the amount to be paid will include the price for delivering the 100 hours of courses for the approved by NCFM number of participants, 10% of the administrative cost and 10% from training courses costs (Item 1.);
- Fifth payment upon completion of *Intermediate 1 level* (100 hours each for seven groups) and approval by the NCFM of the fourth Interim Report (the amount to be paid will include the price for delivering the 100 hours of courses for the approved by NCFM number of participants, 20% of the administrative cost and 20% from training courses costs (Item 1.);
- Sixth payment upon completion of *Intermediate 2 level* (100 hours each for seven groups) and approval by the NCFM of the fifth Interim Report (the amount to be paid will include the price for delivering the 100 hours of courses for the approved by NCFM number of participants, 10% of the administrative cost and 10% from training courses costs (Item 1.);
- Eight payment upon completion of fourth level (48 hours) and approval by the NCFM of the Final Report (the amount to be paid will include the price for delivering the last 48 hours of courses for the approved by NCFM number of participants, 20% of the administrative cost, 20% from training courses costs (Item 1.) and 100 % of the agency fee for delivering the services).

10. Warranty: Not applicable

11. Packaging and Marking Instructions: Not applicable

12. Defects: Not applicable

13. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

14. Required Technical Specifications
- (i) General Description - as per Annex A to Terms and Conditions of Supply
  - (ii) Specific details and technical standards - as per Annex A to Terms and Conditions of Supply
  - (iii) Performance Parameters
- Supplier confirms compliance with specifications (*In case of deviations supplier to list all such deviations*)**
15. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the services, in accordance with the above terms and conditions, in spite of a 10 day notice given by the Purchaser, without incurring any liability to the Supplier.
16. Delays: If the Supplier fails to deliver any or all of the Technical Services by the date of delivery or perform the related services within the period specified in the Contract (as provided by Delivery schedule above), the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage of 0.2% of the delivered price of the delayed services or unperformed services for each day or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage of ten (10)% of the contract price.

NAME OF SUPPLIER \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Place:

Date:

### **Specific details and technical standards**

#### **(i) General Description**

The functional review of the National Commission of Financial Market of the Republic of Moldova (NCFM), have stressed the need for a systematic approach towards professional development of the NCFM staff continuous strengthening of their work. Among the recommendations was setting up of courses for NCFM staff to raise and increase their level of English proficiency.

The realisation of one of the main objectives of NCFM – implementation of the best international practice in its activity – requires the high level of English proficiency of its staff. The existent NCFM staff has insufficient capacity to formulate/elaborate policies and to play a value-added role in verifying legislation in general, using alternative sources of information/laws, which are usually available in English.

Furthermore, foreign assistance, especially training courses, consultancy offered by foreign experts (usually in English), shall also be taken full advantage of and in this regard, the poor knowledge of English that NCFM staff have is an impediment.

To enhance English language proficiency of a group of NCFM staff (approx. 60 persons) that participates to the elaboration of policies and adjustment of the national legislation to the European standards, up to a basic-to-medium/advanced levels through organization of specialized training of up to 4500 hours, within 6 training levels for each group of up to 12 persons, linked to the needs/requirements of their work. The training shall be carried using interactive communication, using the procedures of adult learning.

The training is expected to be delivered to a number of 60 civil servants, divided in groups of not more than 12 persons. Depending on the level of initial knowledge of English (elementary level, beginner, and pre-intermediary level), the training is to be offered up to the intermediate (3 level) or advanced level. The classes would be held 2 times a week (6 academic hours a week, most probable after working hours). Trainings are to be organized at the NCFM. Totally there are 3 (three) class rooms to be used in providing of the English courses. The necessary equipment and documents/materials are to be ensured by the supplier in quantities indicated above. In the training will be emphasized on knowledge of English with specialization in financial field.

#### **(ii) Specific details and technical standards:**

The company that will provide these services, to successfully implement the tasks under the tender, shall undertake the following activities:

1. Formation of groups of participants in training courses (including taking into account the level of proficiency in English language according to final evaluation performed by NCFM specialists).
2. Elaborate the training plan and program (to be approved by the NCFM vice chairman).
3. Conducting English language trainings – in 6 phases approx. 100 hours each.
4. Completion of the training.

#### **The English training is expected to improve English proficiency of NCFM staff up to a level necessary to perform the following:**

- Consult legal and any other documentation in English with the use of professional dictionaries;
- Comprehend spoken English;
- Maintain fluent verbal conversations;
- Communicate through e-mail on legal or other issues;

- Take full benefit of courses and other capacity building events organized under the technical assistance projects, involving both local and international experts.

Considering the results of the NCFM evaluation, the attendants are to be divided into two basic levels and the following didactical-methodological contents are to be established:

The full information regarding the knowledge of English language of each participant of these courses will be provided to the winning supplier.

*The approach under the all levels should include the development of all skills (listening, speaking, reading, and writing) and the study of all aspects (vocabulary, grammar, pronunciation).*

The contents used for all levels should be based on a manual worked out by the company which will provide the services. The manuals are to be designed in order to provide materials and activities for teaching/learning English for NCFM Staff and used as a source for material reinforcement and ongoing review in conjunction with the teacher's efforts.

CONTENTS PROPOSED FOR THE BEGINNER LEVEL:

UNIT	TOPIC
1.	Introductions; Daily routines and objects
2.	Countries and Cities
3.	Personal Information
4.	Family and Friends
5.	Every Day
6.	Places I Like
7.	Where I Live
8.	We Had a Good Time!
9.	Thank You!
10.	Here and Now
11.	It's Time to Go.
12.	Final test

CONTENTS PROPOSED FOR THE ELEMENTARY LEVEL:

UNIT	TOPIC
1.	Introductions: Jobs and Studies
2.	Work and Leisure
3.	Problems
4.	Travel
5.	Food and Entertainment

6.	Sales
7.	People
8.	Markets
9.	Companies
10.	The Web
11.	Cultures
12.	Jobs
13.	Final test

CONTENTS PROPOSED FOR THE PRE-INTERMEDIATE LEVEL:

<b>UNIT</b>	<b>TOPIC</b>
1.	Careers
2.	Companies
3.	Great Ideas
4.	Stress
5.	Entertainment
6.	Marketing
7.	Planning
8.	Managing People
9.	Conflict
10.	New Business
11.	Final test

CONTENTS PROPOSED FOR THE INTERMEDIATE 1 LEVEL:

<b>UNIT</b>	<b>TOPIC</b>
1.	Telephoning
2.	Companies
3.	Exchanging information
4.	Reporting
5.	Socializing
6.	Meetings
7.	Making arrangements
8.	Describing trends
9.	Progress updates
10.	Planning
11.	Comparing information
12.	Business travel

13.	Company visits
14.	Tackling problems
15.	Final test

CONTENTS PROPOSED FOR THE INTERMEDIATE 2 LEVEL:

<b>UNIT</b>	<b>TOPIC</b>
1.	Globalization
2.	Travel
3.	Advertising
4.	Employment
5.	Trade
6.	Organization
7.	Money
8.	Ethics
9.	Financial Markets
10.	Strategy
11.	Leadership
12.	Competition
13.	Quality
14.	Final Test

CONTENTS PROPOSED FOR THE ADVANCED LEVEL:

<b>UNIT</b>	<b>TOPIC</b>
1.	Designed for Internet
2.	Financial regulation
3.	Financial companies accounting
4.	Companies and their shareholders
5.	Company accounts
6.	The European financial authorities
7.	Financial supervision
8.	Financial markets
9.	Foreign trade
10.	Financial reports
11.	Project finance
12.	The work of a fund manager
13.	Share review
14.	Profit form the prophets

The content of the advanced level are to be proposed by the supplier based on the proposed contents and approved by the NCFM at the time being.

**Description of activities and services to be submitted by the company performing English training trainings:**

#	Description of the technical services to be provided by Supplier	Requirements
<b>Organization of Courses</b>		
1.	Formation of groups	<ol style="list-style-type: none"> <li>1. Formation of approximately 7 groups will be based on the list of participants from NCFM staff provided by the Personnel Policy Division within NCFM.</li> <li>2. When forming groups (according to level of proficiency in English) should be considered the test results of participants after NCFM Evaluation to be submitted by the NCFM.</li> <li>3. The amount of attendants in a class should be 10-12 participants.</li> </ol>
2.	Elaboration and approval of training plan and program; contracting up to 20 trainers.	<ol style="list-style-type: none"> <li>1. When submitting the quotation, it will be accompanied by a description of training methodology which is meant to be used in teaching the course. The training methodology should contain: <ul style="list-style-type: none"> <li>(a) general training course according to accepted practice in this field;</li> <li>(b) specialized training course/terminology regarding specific (financial) activity in public administration. After winner's selection, the NCFM will put forth its comments on the proposed methodology to be adjusted and then approved.</li> </ul> </li> <li>2. The courses schedule will be discussed and agreed by the teacher with the group of participants and NCFM coordinator. On average, each week to be delivered 6 hours training for each group.</li> <li>3. The trainers must meet the following requirements: <ul style="list-style-type: none"> <li>o Have minimum five years of experience in teaching similar courses;</li> <li>o Have minimum three years of experience in teaching the adults.</li> </ul> </li> </ol>
3.	Delivery of the schedule of courses (Beginner Level – 100 hours for each group, totally 7 groups)	<ol style="list-style-type: none"> <li>1. The training is expected to be delivered to an approximate number of 60 servants. Each participant will be given a set of materials according to the requirements set forth in the invitation to bid.</li> <li>2. The classes would be held in accordance with schedule elaborated for each group (most probably after working hours).</li> <li>3. The company shall be able to provide up to 20 trainers who meet the requirements set forth in the invitation to bid.</li> <li>4. Trainings will be delivered at destination (NCFM building). Each group will be provided by a class room for delivering the English courses.</li> <li>5. The company will be responsible for ensuring the necessary equipment for organizing training courses (requirements of equipment to be provided during trainings are set out</li> </ol>

		in the invitation to bid). 6. After completing the <i>Beginner level</i> an evaluation of participants' knowledge will be carried out, and after submitting a report to NCFM on participants' performance and situation on lessons attendance.
4.	Delivery of the schedule of courses (Elementary Level – 100 hours for each group, totally 7 groups)	After completing the <i>Elementary level</i> of the course, the NCFM will review and approve the current list of participants and number of the groups for the <i>pre-intermediate level</i> (depending on the success and lessons' attendance).
5.	Delivery of the schedule of courses (Pre-Intermediate Level – 100 hours, totally 7 groups)	After completing the <i>Pre-Intermediate level</i> of the course, the NCFM will review and approve the current list of participants and number of the groups for the <i>Intermediate 1 level</i> (depending on the success and lessons' attendance).
6.	Delivery of English training courses (Intermediate 1 Level/ – 100 hours for each group, totally 7 groups)	After completing the <i>Intermediate 1 level</i> of the course, the NCFM will review and approve the current list of participants and number of groups for the <i>Intermediate 2 level</i> (depending on the success and lessons' attendance).
7.	Delivery of English training courses (Intermediate 2 Level – 100 hours for each group, totally 7 groups)	After completing the <i>Intermediate 2 level</i> of the course, the NCFM will review and approve the current list of participants and number of groups for the <i>Advanced level</i> (depending on the success and lessons' attendance).
8.	Delivery of English training courses (Advanced Level – 100 hours for each group, totally 7 groups)	After completing the <i>Advance level</i> of the course the supplier will present the report on the advance level.
9.	Completion of courses	1. After completing the course participants' knowledge assessment will be conducted and further presenting a final report to the NCFM on the success and lessons attendance (for the each phase). 2. Each participant (which was positively evaluated at the end) will be handed a certificate of graduation.

### **Reporting**

1.	Initial Report	The Report should be delivered not later than 30 days after the starting of the contract and should include: 1. The list of groups according to the level of English knowledge; 2. The training schedule; 3. The finalized training methodology to be used; 4. The training materials planned to be used according to the proposed methodology.
2.	Interim Reports (5 reports elaborated after completion of the five levels)	Each Report should include: 1. Results of interim evaluation of English knowledge. 2. The information on lessons attendance. 3. Problems identified and proposals for the second/third phases (if there are such

		proposals).
3.	Final Report	The Report should include: 1. Results of final evaluation of English knowledge and registered improvements. 2. The used training materials. 3. The attendance of participants during the trainings. 4. Proposals for improving future courses.
<b><i>Equipment and training materials</i></b>		
1.	Equipment for 7 groups formed of 10-12 persons maximum.	All equipment necessary for conduct of the training including any necessary audio-visual equipment.
2.	Training materials (for 60 participants)	Course material depends on the teaching methodology, but normally for each participant should include the following: 1. Course books; 2. Work books; 3. Specialized books; 4. CD with exercises; 5. Additional thematic materials.

During courses, also, the following additional materials are proposed to be used and provided in copy to NCFM staff:

1. *International Legal English, Cambridge 2006.*
2. *English for Public Administration Students, Chisinau 2003.*
3. *Contemporary Public Administration, Longman 1991.*
4. *Talking Business, Bucuresti 2005.*
5. *New Headway, Oxford 2005.*
6. *Engleza pentru Juristi, Bucuresti 2006.*
7. *Market Leader, Longman 2005.*

NAME OF SUPPLIER \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**FORM OF QUOTATION**

\_\_\_\_\_, **2009**

To: **Project Implementation Unit of the World Bank Competitiveness Enhancement Project**  
180, Stefan cel Mare Ave., office 815  
MD-2004, Chisinau, Republic of Moldova  
Fax: + 373 22 296-724

We offer to execute the Contract **FSRP/TS/S-6/B** for procurement of the for providing of the technical service for organization and unfolding of specialized trainings in English language for National Commission for Financial Market specialists in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_(amount in words and numbers) (\_\_\_\_\_) (name of currency)\_\_\_\_\_. We propose to complete the delivery of Technical Services described in the Contract within a period of \_\_\_\_\_months from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_  
\_\_\_\_\_

Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number, if any \_\_\_\_\_