

**REQUEST FOR QUOTATION
ISSUED BY**



USAID/ PRIMARY EDUCATION PROJECT
Reference: USAID Cooperative Agreement No. 165-A-00-06-00101-00

**ORGANIZATION OF TRAINING ACTIVITIES AND LOGISTICS FOR TRAINING OF
TEACHERS MENTORS FOR STUDENT SUPPORT TECHNICIAN CLUBS (SSTCs)
– EDUBUNTU LINUX FOR THIN CLIENTS AND INTEL'S CLASSMATE PCs**

SECTION A - SOLICITATION COVER FORM

Solicitation Number: 06-2009/ICT
Issuance Date: 30.12. 2009
Closing Date: 15.01.2010
Closing Time: 2:00 pm Skopje (CET) Time

Subject: REQUEST FOR QUTATION (RFQ) No. 06-2009/ICT

Organization of training activities and logistics for training of teachers mentors for Student Support Technician Clubs – Edubuntu Linux for Thin Clients and Intel’s Classmate PCs

Dear Sirs,

Academy for Education Development (AED) under the USAID Cooperative Agreement 165-A-00-06-00101-00, is seeking quotation from your organization for providing services for implementation and organization of regional and in-school workshops which will train teachers mentors for Student Support Technician Clubs – Edubuntu Linux for Thin Clients and Intel’s Classmate PCs.

This is a limited competition open to pre-selected companies.

In issuing this RFP, AED is not acting as an agent of USAID, and USAID will not be a party to any contract resulting from this RFQ. Under no circumstances will AED or USAID be liable for any costs incurred by those responding to this solicitation, nor shall AED or USAID be liable for any anticipated outcome from the submission of a quotation in response to this solicitation. AED also reserves the right to make no award under this solicitation if, at AED's sole discretion, AED determines that the offers submitted do not satisfy AED's needs.

This RFQ is being issued and consists of this SECTION A - SOLICITATION COVER FORM and the following:

SECTION B - SERVICES, PROPOSAL FORMAT, AWARD TYPE
SECTION C - SCOPE OF WORK
SECTION D - SUBSTANTIAL INVOLVMENT AND INSPECTION
SECTION E - PERFORMANCE
SECTION F - CONTRACT ADMINISTRATION DATA
SECTION G - SPECIAL CONTRACT REQUIREMENTS
SECTION H - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS OR RESPONDENTS
SECTION J - EVALUATION OF PROPOSALS
SECTION I - LIST OF ATTACHMENTS

Publicizing

This RFQ and any its amendments will be issued in person at the PEP’s office at Bukureska 91, Skopje.

Submission

Quotations, and modifications thereto, shall be submitted in sealed envelopes or packages with the name and address of the offeror and the RFQ number inscribed thereon by 2:00 pm Skopje time on January 15th 2010 at the below address:

Academy for Education Development/PEP
RFP No.06-2009/ICT
Bukureska No. 91
1000 Skopje,
Republic of Macedonia

Offerors are requested to submit only financial quotation for the deliverables listed in the SOW. The reimbursable amount is given as a top ceiling amount by the project and should not be modified. The winning bidder will have to submit all reimbursable expenses for approval before completing the purchase in a form of a monthly advance request.

Period of validity of the quotation

The period of validity of the quotation should be 60 days following the above quotation due date.

Opening of the quotations

Opening of the quotations will be in the PEP office, following the submission due date.

Questions/Clarifications

Any questions concerning this solicitation should be submitted in writing by email to ict@pep.org.mk. The deadline for receipt of questions and/ or requests for clarifications is 10:00 am hours local Skopje time, January 13th 2010. No questions will be accepted after this time and date. Oral instructions or explanations given before the closing date of this solicitation shall not be binding. The answers of the questions will be shared with all interested parties which have submitted an intent to submit bids as specified in Section H1.

Thank you for your interest,

Sincerely,

Keith Prenton
Chief of Party, USAID Primary Education Project
Academy for Education Development (AED)

SECTION B – SERVICES, PROPOSAL FORMAT, AWARD TYPE

B.1 PURPOSE

The purpose of this agreement is to provide assistance and logistics in carrying out the implementation and the organization of regional and in-school workshops which will train teachers mentors for Student Support Technician Clubs – Edubuntu Linux for Thin Clients and Intel’s Classmate PCs.

B.2 QUOTATION FORMAT AND OUTLINE

The quotation must be submitted in English using the following outline:

Proposal Sections	Maximum Page Length
Title Page: title of activity; name, address, phone and email for the organization	1
Core Staff: Provide a list of staff, with a brief biographic sketch outlining their capabilities, which will be primarily responsible for implementing and managing this activity.	1
Organizational Capabilities: a summary of your organization’s experience with similar activities and training programs. List specific projects you were involved in that were similar to this initiative along with the date completed and contact information for the client.	3
Quotation/-Budget: Please see the attached budget template in the attachment section	2

B.3 Quotation/Budget

The offerors must propose costs that it believes are realistic and reasonable for the work. The Quotation/Budget will be evaluated based on the lowest price bases.

The quotation must be in Macedonian Denars.

The Quotation/Budget should consist of the firm fixed price for the deliverables listed in section C.4 of this solicitation. Please refer to Section I for the cost proposal format.

B.4 AWARD TYPE

Academy for Education Development (AED) anticipates one award under this solicitation.

For the assistance and logistics in carrying out the activities described in the Scope of Work, the Academy for Education Development (AED) anticipates awarding a Firm-Fixed-Price contract for the services that will be provided, with a cost reimbursement component for direct program costs such as - transportation expenses for participants and trainers, venues for Master Training, venues for ETRT training, meals and incidentals for participants and trainers, trainers fees, workshop materials printing and lodging for participant and trainers as specified in Section I. All direct cost incurred by the provider should be calculated in the prices per deliverable.

**SECTION C- Scope of work
USAID Primary Education Project**

January 27th – August 31st 2010

Background/Context

In September 2006 the implementation of a new USAID funded Primary Education Project (PEP) in Macedonia began. It is a five-year initiative targeted toward all public primary schools in Macedonia. PEP seeks to: a) improve the quality of instruction and b) increase employment skills in youth.

PEP includes the following five components:

- Renovate select schools & improve energy efficiency
- Increase access to and improve use of ICTs
- Improve math and science education
- Improve student assessment
- Develop workforce skills

PEP is being managed, on behalf of USAID, by the Academy for Educational Development (AED), a US-based non-profit organization, in partnership with the University of Indiana, the Macedonian Civic Education Center (MCEC) and other local NGOs and private companies.

The support detailed in this agreement will be part of Component 2.

Background to Activities in Component 2: ICT in Education

As part of its initial activities in 2007, PEP provided professional development to teachers when the first SSTCs were established in 14 pilot schools. Due to the success of the SSTCs in these 14 pilot schools, PEP expanded the program during the 2007/2008 school year and provided an additional 328 teachers from 164 schools with professional development and help in establishing and managing SSTC's and during the school year 2008/2009, PEP expanded the SSTC program to the remaining schools primary. As part of this process, two teachers from each of these schools participated in the professional development program where they learned to organize, establish and manage an SSTC at their school.

During the school year 2009/2010, PEP is planning on expanding the SSTC program to the new operating system installed on GOM's computers. As part of this process, two teachers from each primary school will participate in a professional development program where they will learn:

- a) about the technical maintenance and care of the new LINUX based computers provided to schools and
- b) how to train and involve students from the SSTCs in caring for these computers.

PEP is seeking to contract with a Macedonian firm (private company or NGO) to organize, plan and carry out this work under the direction of PEP staff.

Scope of Work for the provider:

This procurement will be organized in two phases. In order to ensure successful implementation of the activities prior to commencing the work the provider will have to provide a presence of a logistics officer who will be responsible for organizing and monitoring the regional disseminations and prepare dissemination visit reports. The logistics officers should not be employed by the primary or secondary schools. PEP will communicate with these logistics officers directly or through the subcontractor in order to ensure that the activities are progressing as scheduled. It is expected that logistics officers are hired by the provider during the entire length of the subcontract. All cost of hiring such personnel should be reflected in the price per deliverable and cannot be billed towards the reimbursable budget.

Training Materials

The provider will be responsible for printing and distributing the training material for each of the phases. The actual cost of the printing will be reimbursed to the provider following the submission of the appropriate proof of payment.

Phase 1

During phase 1, the provider will organize one three day workshop for 20 master facilitators selected by PEP. The workshop will be provided by two trainers who developed the training program for this activity. The provider will be responsible for organizing the logistics in order to meet PEP's professional development standards (See Annex A) and organize transport and lodging for the participants. The provider will be responsible for ensuring that the place (school) selected as a venue has fully functional Thin Client computers and Intel Classmate PCs as well as adequate internet connection. In addition, the provider should have one representative at the premises available for assistance during the length of the entire activity.

Parallel to organizing the training, the Provider will contact every primary school in Macedonia on behalf of PEP to confirm the names of two primary teachers who will act as SSTC teacher mentors. The list of the teachers that participate in the previous SSTC trainings will be submitted to the provider by PEP. The provider should contact each primary school in order to confirm the names of the teachers or to ask for substitution of the ones that will not be able to continue with the mentoring of SSTC in their school. Once all schools have confirmed (nominated) SSTC mentors, the provider will prepare an Excel table which will contain the following information:

- Name of the teacher
- The school where he/she is teaching
- Subject taught
- Contact phone
- E-mail address

Phase 2

During phase 2, the provider will organize up to 35 two day training sessions for 700 teachers mentors selected in Phase 1. The facilitators will be trainees from Phase 1. The provider will be responsible to contract the facilitators who will deliver this training and execute payments as per PEP's fee guide.

For all workshops the provider will be responsible for organizing the logistics to meet PEP's professional development standards (See Annex A), ensure that the venues have wireless internet connection and organize the transport and lodging for the venue. In addition, the provider should have one representative at the premises available for assistance during the length of the entire activity.

Following the completion of the trainings, the provider will prepare a summative report including summative attendance list in a format agreed with PEP and processed monitoring and evaluation questionnaires. All individual training reports prepared by the trainers will be submitted as supporting evidence.

The individual facilitators' reports, along with the appropriate documents will be included as supporting evidence.

Activities and time frame:

Phase 1

January 27th – February 20th 2010

- Organize one three-day workshop (transport, travel expenses, hotel organization, printing the materials, preparing folders etc for the participants)
- Provide one logistics officer at the training venue at all times to ensure that the activities are un-interrupted.
- Ensure that the place selected as a venue has adequate internet connection.
- Solicit the names of the SSTC teacher mentors from each primary school.

Phase 2

February 21st – August 31st 2010

- Subcontract the facilitators to deliver up to 35 regional disseminations
- Organize up to 35 two day regional trainings
- Identify the venue of each training
- Ensure there is working internet connection
- Provide meal, lodging and transportation for the trainers and participants
- Provide one logistics officer who will ensure implementation of PEP's professional development standards
- Following the completion of the dissemination collect the training report and list of participants for each regional dissemination
- Collect the reports from the trainers
- Prepare a final report following a template agreed with PEP

Deliverables:

Deliverable 1 will include

- Report on the organized training of Master Trainers
- List of two SSTC teachers mentors confirmed or nominated from every primary school in Macedonia in a format as outlined in this SOW.

Each Deliverable 2 through 36 will include:

- A report on each two day regional training in a format agreed with PEP
- Organization of up to 35 two day workshops

Deliverable 37 will be

- Final report summarizing the activities in Phase 2 in a format agreed by PEP

Schedule of deliverables:

#	Description	Schedule
1	Report on the Training of Master Trainers List of two SSTC teachers mentors confirmed or nominated from every primary school in Macedonia in a format as outlined in this SOW	February 26 th 2010
2 – 36	Organization of up to 35 two day regional trainings as specified in the SOW. A report on each two day regional training in a format agreed with PEP	July 15 th 2010
37	Final report summarizing the activities outlined in Phase 2	August 31 st 2010

SECTION D – SUBSTANTIAL INVOLVMENT AND INSPECTION

D.1 SUBSTANTIAL INVOLVMENT

AED considers collaboration with the Subcontractor crucial for the successful implementation of this program. Substantial involvement under the proposed award shall include the following:

1. Review and approval of the Training Schedules (dates; locations; etc.).
2. Follow-up and monitoring of activities and measuring of results.
3. Coordination with project components, stakeholders and other partners.
4. Prior review of all reimbursable costs.
5. Tracking of program costs.
6. Approval of Progress Reports and Final Report.
7. Approval of the monthly advance requests

D.2 INSPECTION

The Subcontractor shall maintain complete records and make them available to AED upon request. All work shall be conducted under the general direction of AED and is subject to inspection at all places and at all reasonable times during the implementation of the program to ensure strict compliance with the terms of the subcontract.

SECTION E – PERFORMANCE

E.1 PERFORMANCE SCHEDULE

- (a) The subcontract performance will be in accordance with the agreed Work Plan that will be integral part of the subcontract.
- (b) Failure of the Subcontractor to comply with the Work Plan shall be grounds for a determination by AED that the Subcontractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the subcontract. Upon making this determination, AED may terminate the Subcontractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of this subcontract.

E.2 PERIOD OF PERFORMANCE

The period of performance is from January 27th to August 31st 2010. However, the POP is closely related to the computerization of the primary schools in Macedonia and in case the computer infrastructure is not available, the POP will be extended.

SECTION F – CONTRACT ADMINISTRATION DATA

F.1 TERMS OF PAYMENT

The payments will be in Macedonian Denars (MKD).

Payments are due upon accomplishment, submission and acceptance of each deliverable. For the reimbursable expenses, monthly advances can be drawn based on approved plan of work outlining the expenses per category per month.

The invoices submitted by the Subcontractor must include a payment request with description, and appropriate documents (reports) against which the payment should be made with corresponding payment amount.

All procurement done by the provider has to follow PEP's procurement policies, otherwise payment might be rejected.

AED approvals of the reports, schedules, etc. must accompany all payment requests.

All payments will be made by electronic means within 15 days of the approval of the invoice by AED. The invoice must clearly state the date of the invoice, the subcontract number, and the amount in MKD. The VAT, as applicable, will be shown as a separate line item amount. The invoice must have the official stamp of the organization on the invoice form.

Payment advances have to be reconciled within 30 days of receipt.

SECTION G – SPECIAL CONTRACT REQUIREMENTS

G.1 Inconsistency between English Version and Translation of Subcontract

In the event of inconsistency between any terms of this RFQ and any translation into another language, the English language meaning shall control.

G.2 Restriction on Certain Foreign Purchases

The Subcontractor shall not acquire, for use in the performance of this subcontract, any supplies or services originating from sources within, or that were located in or transported from or through, countries whose products are banned from importation into the United States under regulations of the Office of Foreign Assets Control, Department of the Treasury. Those countries are Cuba, Iran, Libya, Syria, North Korea, and Sudan. The Subcontractor shall insert this clause in all sub-tier agreements.

G.3 Disclosure of Ownership or Control by the Macedonian Government

It is the policy of AED not to award any subcontract or purchase order to a firm or organization owned or controlled by the Government of Macedonia as defined below:

(a) Definitions. As used in this provision-

(1) "Effectively owned or controlled" means that the Macedonian government or any entity controlled by the government has the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the Offeror's officers or a majority of the Offeror's board of directors by any means, e.g., ownership, contract, or operation of law.

(2) "Entity controlled by the Macedonian government" means-

(A) Any domestic organization or corporation that is effectively owned or controlled by the Macedonian government; or

(B) Any individual acting on behalf of the government.

(3) "Macedonian Government" includes the state as well as any political subdivision, agency, or instrumentality thereof.

(b) Disclosure. The Offeror shall disclose any interest a government has in the Offeror when that interest constitutes control by a government as defined in this provision. If the Offeror is a subsidiary, it shall also disclose any reportable interest a government has in any entity that owns or controls the subsidiary.

The information to be provided is:

Offeror's Point of Contact or Questions about Disclosure:

Name and Address of Offeror

Description of Interest, Ownership

Percentage, and Identification of Government Entity

G.4 Termination for Cause

AED may terminate this subcontract, or any part hereof, for cause in the event of any default by the Subcontractor, or if the Subcontractor fails to comply with any subcontract terms and conditions, or fails to provide AED upon request, with adequate assurances of future performance. In the event of termination for cause, AED shall not be liable to the Subcontractor for any amount for supplies or services not accepted, and the Subcontractor shall be liable to AED for any and all rights and remedies provided by law. If it is determined

that AED improperly terminated this subcontract for default, such termination shall be deemed a termination for convenience.

G.5 Arbitration

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 30 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by an arbitration committee. Members of this committee shall name three persons and will be selected as follows: one member will be selected by AED; Subcontractor will select one member. The first two members of the committee shall select a third mutually agreeable member. The decision of this Committee shall be final.

G.6 Permits and Responsibilities

The Subcontractor shall, without additional expense to AED, be responsible for obtaining any necessary insurance, licenses and permits, and for complying with any Macedonian State, and municipal laws, codes, and regulations applicable to the performance of the work. The Subcontractor shall also be responsible for all damages to persons or property that occurs as a result of the Subcontractor's fault or negligence. The Subcontractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work, which may have been accepted under the subcontract.

G.7 Insurance and Risk Allocation

G.7.1 Insurance. As required by local law, the Subcontractor shall purchase and maintain through the course of the Work such insurance as will protect the Subcontractor, Client and Contractor from the following claims which may arise out of or result from its operations hereunder (whether by itself, any Subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable): claims under workmen's compensation, disability benefit and other similar employee benefit acts; claims for damages because of bodily injury, occupational sickness or disease, or death, of its employees or any other person; claims which are sustained by any person as a result of the actions of the Subcontractor or by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from. If requested, the Subcontractor will provide the Contractor with satisfactory evidence of compliance with this requirement. The Subcontractor further agrees that if AED should legally incur any cost whatsoever resulting from the lack of the aforementioned insurance, on the part of the Subcontractor, while engaged in the Agreement work, the Subcontractor will indemnify, and hold harmless AED and the Client Organization from any such costs, which they may legally be required to pay.

G.7.2 Indemnification. The Subcontractor shall defend, indemnify, and hold harmless the Client; and AED, and their agents, officers and directors, and employees from and against any and all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of the Subcontractor, its officers, agents, employees, sub tier subcontractors, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage.

G.8 EXECUTIVE ORDER ON TERRORISM FINANCING

The Subcontractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the subcontractor to ensure compliance with these Executive Orders and laws. This provision must be included in all second tier subcontracts issued under this subcontract.

G.9 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS

The Contractor reserves the right to terminate this Subcontract, to demand a refund, or take other appropriate measures if the Subcontractor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

SECTION H – INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS OR RESPONDENTS

H.1 Preparation of Quotations

These Instructions to Offerors shall not form part of the quotation or of the subcontract. They are intended to aid Offerors in the preparation of their quotations. **Offerors are expected to examine all instructions and the specifications contained in the Request for Quotation. FAILURE TO DO SO WILL BE AT THE OFFEROR'S RISK.**

For the purposes of interpretation of this Request for Quotations, the term “*Offeror*” refers to the vendor who is legally entitled to offer the product or services being proposed and is submitting the quotation and accepts all technical and contractual responsibility.

The periods named herein shall be consecutive calendar days.

Prior to submitting the quote, the potential bidder should submit intent to submit quotations by e-mail to ict@pep.org.mk no later than November 20th. Only those who submit intents to submit quotes will receive responses to questions and modifications to RFQ, if any

(a) Quotations must be:

- (1) Submitted on the forms furnished by AED/PEP or on copies of those forms, and
- (2) Manually signed. The person signing a quotation must initial each erasure or change appearing on any quotation form.

(b) The quotation form may require offerors to submit proposed prices for one or more items on various bases, including --

- (1) Lump sum price;
- (2) Alternate prices;
- (3) Cost share
- (4) Any combination of paragraphs (b)(1) through (b)(3) of this provision.

(c) If the solicitation requires submission of a quotation on all items, failure to do so may result in the quotation being rejected without further consideration. If a quotation on all items is not required, offeror should insert the words "no quotation" in the space provided for any item on which no price is submitted.

(d) Alternate quotations will not be considered unless this solicitation authorizes their submission.

H.2 Late Submissions, Modifications, and Withdrawals of Quotations

- (a) Offerors are responsible for submitting quotations, and any modifications or withdrawals, so as to reach the AED office designated in the RFP by the time specified. If no time is specified in the RFQ, the time for receipt is 2:00 p.m., local time, on the date that quotations are due.
- (b) Any offer, modification, or withdrawal received at the AED office designated in the RFQ after the exact time specified for receipt of quotations is "late" and will not be considered.
- (c) Acceptable evidence to establish the time of receipt at the AED office includes the time/date stamp on the quotation wrapper.
- (d) If an emergency or unanticipated event interrupts normal AED processes so that quotations cannot be received at the AED office designated for receipt of proposals by the exact time specified in the RFQ and urgent AED requirements preclude amendment of the RFQ, the time specified for receipt of quotations will be deemed to

be extended to the same time of day specified in the solicitation on the first work day on which normal AED processes resume.

- (e) Quotations may be withdrawn by written notice received at any time before the exact time set for receipt of quotations. If the RFQ authorizes facsimile offer, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of quotations. A quotation may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of quotations, the identity of the person requesting withdrawal is established and the person signs a receipt for the quotation.

SECTION J – EVALUATION OF PROPOSALS

J.1 EVALUATION OF PROPOSALS

The quotations will be evaluated as part of a best value determination for contract award. The price per deliverable will be the key factor for determining the awardees.

The evaluation will be based on the following criteria:

Experience in organizing workshops and providing logistics (30%)

Past performance for USAID or other donor agencies supported by the appropriate documentation (20 %)

Price for deliverables (50%)

AED reserves the right to make an award based on an initial submission. The offeror should submit their initial quotation with the most favorable terms, and cost perspectives. AED also reserves the right to negotiate price and services requirements with an apparently successful offeror prior to making a final determination. Additionally, if two (2) or more superior offerors are determined to be substantially equivalent in value, AED will request best and final quotations from those superior offerors to perfect a best value determination for award. AED also reserves the right to make no award under this solicitation if, at AED's sole discretion, AED determines that the quotations submitted do not satisfy AED's needs.

SECTION I – LIST OF ATTACHMENTS

ATTACHMENT 1	OFFEROR INFORMATION SHEET
ATTACHMENT 2	BUDGET TEMPLATE AND REIMBURSABLE BUDGET PER PHASE
ANNEX A	PEP's PROFESSIONAL DEVELOPMENT STANDARDS
ANNEX B	LIST OF PRIMARY SCHOOLS

**ATTACHMENT 1
OFFEROR INFORMATION SHEET**

Offeror Name: _____

Address: _____

Phone: _____

Fax No.: _____

Bank Account No. _____

VAT No.: _____

No. of registration in Statistical Office of RM: _____

Bank name for deposit: _____

ATTACHMENT 2

Phase 1

Description	Maximum Reimbursable Expense
Transportation for participants and trainers	66.000 MKD
Accommodation, meals and refreshments for participants and trainers	211.200 MKD
Materials for participants and trainers	6.600 MKD
Honoraria for trainers	30.000 MKD
Venue rental	6.000 MKD
Total for Phase 1	319.800 MKD

Phase 2

Description	Maximum Reimbursable Expense
Transportation for participants	280.000 MKD
Meals and refreshments for participants	700.000 MKD
Materials for participants	280.000 MKD
Transportation for trainers	140.000 MKD
Accommodation, meals and refreshments for trainers	434.000 MKD
Materials for trainers	21.000 MKD
Honoraria for trainers	560.000 MKD
Venue rental	140.000 MKD
Total for Phase 2	2.555.000 MKD

Deliverables	(Please put the price for each deliverable as outlined in the SOW. This is the price you will charge the project to complete the activity as specified in the SOW)
Deliverable 1	
Deliverable 2	
Deliverable 3	
Deliverable 4	
Deliverable 5	
Deliverable 6	
Deliverable 7	
Deliverable 8	
Deliverable 9	
Deliverable 10	
Deliverable 11	
Deliverable 12	
Deliverable 13	
Deliverable 14	
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Deliverable 25	
Deliverable 26	
Deliverable 27	
Deliverable 28	
Deliverable 29	
Deliverable 30	
Deliverable 31	
Deliverable 32	
Deliverable 33	
Deliverable 34	
Deliverable 35	
Deliverable 36	
Deliverable 37	
Total Price without VAT	
Add VAT, if applicable	
Total Price plus VAT	

Annex A

PEP Professional Development Standards

Contents

1. Introduction
2. Planning Activities
3. Implementing Activities
4. Monitoring and Evaluation Activities

Annex 1: PEP Basic Principles

Annex 2: NSDC's Standards for Staff Development (Revised, 2001)

Annex 3: List of Checklists, Formats & Tools for PEP PD Events

1. Introduction

In 2006, USAID/Macedonia began a new five year project, the Primary Education Project (PEP). PEP is targeted toward all public primary schools in Macedonia and seeks to: a) improve the quality of instruction; b) increase employment skills in youth; c) increase access to computers and integrate the use of ICTs across the curriculum; d) revitalize math and science education by improving curricula and teaching methods and e) improve school-based assessment to stimulate and reinforce quality learning.

PEP includes the following four components:

1. Renovate selected schools;
2. Increase access to and improve use of ICTs;
3. Improve math and science education;
4. Improve student assessment;

Following a consultation process in the first months of the project, the project team agreed to apply the following five basic principles¹ when planning and implementing project activities:

1. Sustainability
2. Participation & cooperation
3. Trial and pilot reforms before dissemination
4. Professional self-reflection
5. A student centered approach

These basic principles were applied when the team developed the professional development standards to be used in designing its training activities. Our research, including visits to a number of development projects in Macedonia, could find no common standards used in Macedonia for teacher training and professional development activities. It was found that USAID's Secondary Education Activity Project (SEA), had formed a working group to develop professional development criteria for adoption by the Ministry of Education over an extended time-frame and the PEP Assessment Specialist joined this working group. However, in order to have a strategy for planning the Project's own activities, PEP staff decided to develop our own internal training standards and professional development standards. During a series of meetings and workshops in 2007, it was agreed to develop PD standards based on the US National Staff Development Council's (NSDC) '*Standards for Staff Development*²' as these standards were found to be compatible with the five basic principles discussed above. It was agreed that these standards will be used in planning, implementing, monitoring and evaluating all Project professional development activities.

The PEP Training and Events Officer will be responsible for ensuring that:

¹ These Basic Principles can be found in the Firsts PEP Quarterly Report, December 2006 and each PEP annual Plan of Work.

² The full NSDC standards can be found at www.nsd.org/standards

- PEP staff responsible for designing professional development activities are aware of and have access to these standards
- The standards are provided to any organizers sub-contracted to conduct training
- The training standards are provided to each PEP trainer that conduct teachers training
- Sub-contractors acknowledge their understanding of these standards
- The standards are reviewed at least annually.

The PEP Monitoring and Evaluation Officer will be responsible for reporting whether PEP staff and sub-contractors are using the standards to plan and implement professional development activities

2. Standards for Planning P.D. Activities

When planning training programs and other professional development activities, the following checklist will be used. This tool may be updated during the project and updated versions will be found on the PEP Shared Server or from the Training and Events Manager.

Rationale for the items in the checklist can be found in the US National Staff Development Council's '*Standards for Staff Development*', which can also be found on the PEP Shared Server or from the Training and Events Manager. The full NSDC standards can also be seen at www.nsd.org/standards

1	Sustainability	
	Are the goals of the PD aligned with those of the Project, the MoES and school?	
	Has a support system for implementation of the PD been prepared?	
	Does the PD tie into existing structures and support other initiatives?	
	In developing the support system have you considered a range of activities (such as coaching, study groups, PD portfolios, action research.)	
	Have you identified the individuals who will provide the support?	
	Have you identified individuals or groups <u>within each school</u> who will support or monitor implementation of the PD?	
	Have these individuals or groups been provided with the training, tools and support they need?	
	Will the PD program identify educators who demonstrate good professional practice in implementing the PD and use them in future dissemination?	
	Will the PD deepen the educators' content and pedagogical knowledge?	
	Does the PD include a variety of approaches to allow for different learning preferences and show educators how a variety of approaches can be used with their students?	
2	Participation & cooperation	
	Has research been conducted to find out if the PD has been carried out previously or is planned by another organization?	
	Has the PD been discussed with other PEP specialists to ensure coordination?	
	Have BDE Advisers been involved in developing the PD?	
	Have Inspectors been fully informed of the PD?	
	Have subject and professional organizations been informed of the PD or involved in its development?	
	Have other stakeholders (e.g. other projects, media) been informed of the PD?	
	Have heads, municipalities and school leaders been fully informed of	

	the PD?	
	Has a support system for implementation of the PD <u>in each school</u> been prepared?	
	Will the PD show educators how it will make their work more effective and efficient and how students will benefit?	
	Will the PD provide educators with the knowledge and skills to involve families and other stakeholders appropriately?	
3	Trial and pilot reforms before dissemination	
	Have pilot studies been carried out to determine the effectiveness of new approaches before proceeding with large-scale implementation?	
	Has research evidence (e.g. International standardized tests) been used to determine PD priorities and content?	
	Does the PD provide educators with research-based instructional strategies to assist students in improving their skills and knowledge?	
	Have the pedagogical approaches introduced in training been studied in depth to ensure they are based on rigorous research findings?	
	Has research been carried out to identify any local initiatives and materials relating to the PD?	
	Does the PD program include action research or studies that can provide formative information to improve or develop the program?	
4	Professional self-reflection	
	Does the PD make educators aware of the feelings that change often evokes in individuals and is opportunity provided to discuss such feelings within a respectful and trusting environment?	
	Will participants be organized into learning communities (e.g. school groups, subject groups, etc)?	
	Will resources be provided to participants to support continued learning?	
	Does the PD show teacher how to use ICT to support continued learning (e.g. through internet research, on-line discussion groups, blogs, etc.)?	
	Are there opportunities within the PD program for educators to meet together (e.g. workshops, conferences, local meetings)?	
	Does the PD set tasks to encourage professional self-reflection (e.g. PD portfolios or action research)?	
	Are educators provided with self-assessment tools?	
	Does the PD show educators how to use various types of classroom assessments appropriately to judge the effectiveness of their teaching?	
	Does the PD program require teachers to feedback information to the project (e.g. through assignments, focus groups, on-line questionnaires)?	
	Does the PD program allow for different participants developing at different rates? (e.g. opportunities for individuals and groups to work independently, additional support for some educators or advanced training for other)?	
5	A student centered approach	
	Will the PD ultimately improve student learning and can this link be clearly demonstrated?	
	Does the PD prepare educators to understand and appreciate all students equally?	
	Does the PD encourage educators to have high expectations for their students?	
	Does the PD demonstrate opportunities for students to learn independently within schools (e.g. through practical experiment,	

	internet research, use of computer programs, project-based learning, etc.)	
	Will the PD contribute to creating safe, orderly and supportive learning environments?	

3. Standards for Implementing P.D. Activities

Below is the list of standards that should be considered whenever PEP P.D. events are organized. They primarily refer to the organizational issues.

The list of standards may be updated during the project life and as the training activities multiply. A number of additional tools and templates based on these standards are available, for trainers and training organizers, from the Training and Events Manager..

1. The venue is appropriate for conducting a high quality training event		
1.1.	The training location is conveniently accessible to the majority of participants.	
1.2.	The training location has sufficient parking spaces.	
1.3.	Residential accommodation (if relevant) is equivalent to 3 star standards.	
1.4.	The training room has at least two m2 per participant.	
1.5.	The training environment has adequate space for the range of activities planned	
1.6.	The training room has sufficient electricity outlets.	
1.7.	The training room has space for displays appropriate for the project	
1.8.	General “house keeping” (heating, air conditioning, lighting) is conducive to a good working atmosphere	
1.9.	The training location has Internet access (where appropriate)	
1.10	The training location has separate dining room	
1.11	The training location has clean toilets	
2. High quality support materials are provided that can be used by participants during and after the event.		
2.1.	The quality and the content of the material reflects the values and standards of the Project.	
2.2	The training material contains appropriate content relevant to the trainees’ expertise and technical level.	
2.3	The language in the training material is clear and simple to follow.	
2.4	The material is based on classroom experience and includes practical examples that are directly applicable in the classroom.	
2.5	The material introduces innovations and includes new knowledge.	
2.6	The material offers tools and instruments for action research, self-evaluation and reflection.	
2.7	The material design includes practical exercises to encourage and facilitate active participation..	
2.8	The CoP and the responsible component leader approve the content of the material.	
2.9	The T&E Manager approves the translation, format and branding of the training materials.	
2.10	The training material (agenda, handouts, instruments, manuals) is prepared at least 10 days in advance.	
2.11	The training material is translated at least 5 days in advance.	

2.12	The training material is printed out and collated before the workshop.	
2.13	Folders are provided to ensure safe storage, and easy retrieval of materials.	
3. Appropriate and sufficient training equipment is provided.		
3.1	Information and communication technology is used to enhance the trainees learning	
	Computers are provided in a ratio of no more than 3 persons to each computer.	
3.2	Sufficient power sockets, extension cord and adapters are available.	
3.3	A catalogue or list of necessary equipment is prepared at least 10 days in advance	
	All equipment required for the training is checked in advance to ensure it is in working order.	
	Non-expendable equipment is clearly marked and numbered.	
	Technical support is provided (if needed).	
	Technical manuals and support materials are provided (if needed).	
3.4	Rules on the safe and appropriate use of scientific and technical equipment are agreed before practical sessions.	
3.2.1.	All equipment is checked after each session.	
3.3.1.	All equipment is returned in proper condition.	
4. Appropriately qualified and experienced trainers and facilitators are provided		
4.1.	The trainers meet the person specification provided.	
4.2	The trainers demonstrate values which reflect those of the Project.	
4.3	The trainers receive PEP induction training including the PEP PD standards.	
4.4	The trainers receive a copy of PEP PD standards.	
4.5	The trainers receive the training material (agenda, handouts, instruments, manuals) at least 5 days in advance.	
4.6	The trainers arrive in the training venue the night before the workshop or at least one hour before the first session of any event.	
4.7	The trainers encourage all trainees to participate fully.	
4.8	The trainers show respect for the participants' professional knowledge, roles and concern about their individual needs.	
4.9	The trainers follow the agreed schedule but provide additional/flexible time on activities or topics required by participants and compatible with the needs of the majority.	
4.10	Changes to the agreed schedule are recorded in the training report.	
4.11	The trainers provide completed participant evaluation forms and a training report within two weeks of the workshop.	

4. Standards for Monitoring and Evaluating P.D. Activities

The professional development activities will be closely monitored and evaluated. There are two main purposes of the M&E:

1. **Formative evaluation** - to provide with information and recommendations the relevant parties for future planning of activities and decision-making. This is the key role of the M&E within PEP
 2. **Summative evaluation** - to evaluate the effects of the PD activity.
- At the beginning of the project, a holistic M&E plan was developed. This plan focuses on the best possible and most cost-effective approaches to data collection, analysis and

reporting in order to provide high quality information and recommendations for the project and its stakeholders. This plan is reviewed yearly and amended as needed.

The Standards for monitoring and evaluating PEP PD activities are:

1. The M&E activities are integrated with the PD activities.

M&E is planned in the early stages, when the planning of the PD activities is carried out. The planning should involve the PEP M&E coordinator and the leader/s of the PD activity, in order to secure deeper understanding of the activities and its expected outcomes.

When planning the M&E activities the following two issues are crucial:

- (1) **The purpose** of the evaluation – should it be formative, intending to provide feedback for the process in order to improve something, or summative, intended to assess the effects.
- (2) **The audience** for whom the findings are intended (decision-makers, project staff, donator, schools, teachers etc.)

2. Each PD event is evaluated by each participant.

The participants' feedback on the event is very important for improving the design and organization of future sessions.

A standard form, which should be adapted for each different training topic, will be used for evaluation of each event, in order to provide feedback from the participants on the following issues:

- Practical usefulness of the event
- Technical and organizational aspects
- Self-evaluation
- Evaluation of the trainers

3. The trainer submits a report on the PD event.

This report can be in a local language. Its purpose is to provide evidence that the event took place as planned and offer information for formative purposes (i.e. to improve future events, identify additional professional development needs etc.). This report is required from each trainer, after each training event, and is submitted to the component leader.

A standard form is used by each trainer. Selected parts of this format are prepared by the responsible person for the training and are given to the trainer from the office and the other parts are prepared by the trainer.

The responsible person from the PEP office provides information on:

- General information
- Background
- Objectives/expected outputs
- Outline agenda

The trainer provides information on:

- Description of the event
- Evaluation of the event (data from the participants' evaluation)
- Review of objectives
- Lessons learned

The following documents are appended to the report:

- Agenda (the detailed one, as sent to the participants and trainers)

- Participant list scanned
- Graphics of the quantitative analysis

3.2. An integral report on each PD activity is submitted by the component leader

This report provides evidence that all trainings in the training cycle took place as planned and to offer information for formative purposes (i.e. to improve future training, identify additional professional development needs etc.). This report is an integration of the reports from all trainings in one training cycle. It is prepared by the component leader and submitted to the CoP.

A standard form is used for producing this report. It contains the following information:

- General information
- Background
- Objectives/expected outputs
- Description of the workshop activity
- Evaluation of the workshop (data from the participants' evaluation)
- Review of objectives
- Lessons learned/Recommendations for future trainings

The following documents are appended to the report:

- Agenda (the detailed one, as sent to the participants and trainers)
- Materials/presentations used
- Evaluation sample form in Eng

4. The implementation of the PD in schools is monitored.

After the training activity the participants are expected to implement agreed activities in their schools or prepare certain product such as a portfolio. This is monitored by specially trained individuals (school psychologist or pedagogue, BDE advisor, inspector from SEI, trainer). The monitor is acquired to:

- Observe activity
- Review documents (portfolios, lesson plans, other products)
- Give feedback to the teacher for their work
- Fill in check lists (given by the office)
- Submit a report (format and structure given by the office)

This information will be useful for improving the quality of teachers' work and therefore their students' learning.

5. The effects of the PD are evaluated.

The evaluation of the effects of the PD activities mainly relies on gathering qualitative data and using qualitative analysis methods, which is expected to provide the project and its stakeholders with information to enable better design of future activities and projects.

The effects of the PD are expected to be seen on several levels, depending on its content:

- Teachers
- Students
- School

In order to track the effects and to measure to which extent they occurred, following data sources are used:

- Documents and reports review
- Questionnaires and surveys

- Portfolios review
- Class observation
- Focus groups
- Analysis of on-line content (Community of practice, self-reflective journal etc.)

6. Findings are reported to stakeholders

The reporting on findings is done on a quarterly basis and at the end of the fiscal year. The reports are submitted to the donor, implementer, MoES, BDE and other stakeholders.

Annex B

Total	84 municipalities	Primary School	Phone
1	Berovo -033	DEDO ILJO MALESEVSKI	471-142 470-288 dir.
2	Berovo	NIKOLA PETROV RUSINSKI vilage Rusinovo	448-522
3	Pehcevo 033	VANCO KITANOV	441-126
4	Bitola- 047	ALEKSANDAR TURUNDZEV vilage Kukurecani	286-027
5	Bitola	DAME GRUEV	229-115
6	Bitola	ELPIDA KARAMANDI	253-798
7	Bitola	GOCE DELCEV	233-650 203-410
8	Bitola	GORGI SUGAREV	222-661
9	Bitola	SV. KIRIL I METODIJ	237-222
10	Bitola	SV. KLIMENT OHRIDSKI	255-737
11	Bitola	KOLE KANINSKI	239-490
12	Bitola	KRSTE P. MISIRKOV vilage Bistrica	268-863
13	Bitola	STIV NAUMOV	223-364
14	Bitola	TODOR ANGELEVSKI	221-023
15	Bitola	Zavodot KOCO RACIN	236-900
16	Mogila 047	BRAKA MILADINOVCI vilage Dobrusevo	292-056
17	Mogila	GOCE DELCEV	
18	Mogila	KOCO RACIN vilage Ivanjevci	294-058
19	Novaci 047	SLAVKO LUMBARKOVSKI	282-446
20	M.Brod- 045	SV. KLIMENT OHRIDSKI	274-131
21	Plasnica 045	STIV NAUMOV	87-711
22	Plasnica	MIRCE ACEV vilage LISICANI	284-055
23	Valandovo--034	JOSIP BROZ TITO	382-078 382-079faks
24	Valandovo	STRASO PINDZUR vilage JOSIFOVO	386-181
25	Vinica- 033	GOCE DELCEV	361-775
26	Vinica	KOCO RACIN vilage BLATEC	371-319
27	Vinica	NIKOLA PARAPUNOV vilage DRAGOBRASTE	375-442
28	Vinica	SLAVCO STOJMENSKI	361-914
29	Gevgelija- 034	KLIMENT OHRIDSKI vilage MIRAVCI	229-017
30	Gevgelija	KRSTE MISIRKOV	212-167
31	Gevgelija	RISTO SUKLEV vilage NEGORCI	231-209
32	Gevgelija	VLADO KANTARDZIEV	212-168
33	Bogdanci 034	KIRIL I METODIJ vilage STOJAKOVO	235-325
34	Bogdanci	PETAR MUSEV	221-034
35	Dojran	KOCO RACIN - NOV DOJRAN	227-237
36	Gostivar- 042	GON BUZUKU -vilage SRBINOVO	351-003
37	Gostivar	CAJLA vilage CAJLE	287-147
38	Gostivar	BRATSTVO - EDINSTVO	218-056
39	Gostivar	FAIK KONICA vilage DEBRESE	371-180
40	Gostivar	GOCE DELCEV	215-225
41	Gostivar	ISMAIL KEMALI	215-115
42	Gostivar	MUSTAFA KEMAL ATATURK	215-325
43	Gostivar	PRPARIMI vilage CEGRANE	322-557
44	Gostivar	ZLATE DAMJANOVSKI vilage VRUTOK	070 251 074
45	Mavrovo i Rostuse 042	GORGI PULEVSKI vilage ROSTUSE	478-006

46	Mavrovo i Rostuse	BLAZE KONESKI vilage SKUDRINJE	470-309
47	Mavrovo i Rostuse	DENCE DEJANOVSKI - M.ANOVI	489-003/070 760380
48	Mavrovo i Rostuse	JOSIP BROZ TITO vilage ZEROVNICA	487-026
49	Vrapciste 042	CEDE FILIPOSKI vilage VRAPCISTE	332-144
50	Vrapciste	MEHMED DERALA vilage GRADEC	381-131
51	Vrapciste	SALI LISI vilage DOBRIDOL	311-707
52	Vrapciste	NAIM FRASERI vilage NEGOTINO	311-093/511
53	Debar- 046	BRATSTVO EDINSTVO	831-064
54	Debar	RISTE RISTESKI vilage D. KOSOVRASTI	842-024
55	Debar	SAID NAJDENI	831-641
56	Centar Zupa 046	MOSA PIJADE - CENTAR ZUPA	840-117
57	Centar Zupa	NEDZATI ZEKIRIJA vilage KODZADZIK	070 241-101
58	Delcevo-033	SV. KLIMENT OHRIDSKI	410-920
59	Delcevo	VANCO PRKE	411-119
60	Ma. Kamenica	KIRIL I METODIJ - M.KAMENICA	431-416
61	D.Hisar-047	BRAKA MILADINOVCI vilage .ZVAN	271-501
62	D.Hisar	DAME GRUEV vilage SMILEVO	274-331
63	D.Hisar	GOCE DELCEV	277-331
64	Kavadarci-043	DIMKATA ANGELOV- GABEROT vilage VATASA	416-543
65	Kavadarci	DIMKATA ANGELOV- GABEROT KAVADARCI	411-169 412-279
66	Kavadarci	GOCE DELCEV	411-837
67	Kavadarci	STRASO PINDZUR	410-958
68	Kavadarci	TOSO VELKOV PEPETO	418-191
69	Kavadarci	TODE HADZI TEFOV	413-106
70	Rosoman	PERE TOSEV	441-833
71	Kicevo-045	KUZMAN JOSIFOSKI PITU	225-327
72	Kicevo	SANDE STERJOSKI	228-750
73	Kicevo	D-R VLADO POLEZINOSKI	226-750
74	Drugovo 045	HRISTO UZUNOV	266-177
75	Oslomej 045	GERG KASTRIOTI SKENDERBEU vilage SRBICA	258-821
76	Oslomej	MILTO GURRA vilage STRELCI	256-616
77	Oslomej	NAIM FRASERI vilage JAGOL DOLENCI	258-598
78	Zajas 045	FAIK KONICA vilage GRESNICA	254-382
79	Zajas	REDZO RUSIT ZAJAZI	251-200
80	Kocani-034	SV. KIRIL I METODIJ	270-679
81	Kocani	KRSTE P. MISIRKOV vilage ORIZARI	294-597
82	Kocani	MALINA POPIVANOVA.	271-692
83	Kocani	NIKOLA KAREV	274-216
84	Kocani	RADE KRATOVCE	274-037
85	Zrnovci 033	TODOR ARSOV	353-052
86	Cesinovo-Oblesevo 033	KLIMENT OHRIDSKI	351-170
87	Cesinovo-Oblesevo	STRASO PINDZUR vilage SOKOLARCI	355-139
88	Kratovo-031	KOCO RACIN	481-118
89	Kriva Palanka-031	ILINDEN	375-078

90	Kriva Palanka	JOAKIM KRCOVSKI	373-888
91	Rankovce 031	HRISTIJAN TODOROVSKI - KARPOS	380-180
92	Krusevo-048	SV. KIRIL I METODIJ vilage BUCIN	451-505
93	Krusevo	NIKOLA KAREV	476-558
94	Kumanovo-031	11 OKTOMVRI	424-235
95	Kumanovo	BAJRAM SABANI	427-210
96	Kumanovo	BRAKA MILADINOVCI	424-281
97	Kumanovo	BRAKA RIBAR vilage TABANOVCE	467-333
98	Kumanovo	JERONIM DE RADA vilage CERKEZI	423-249
99	Kumanovo	KARPOS vilage UMIN DOL	472-567
100	Kumanovo	KIRIL I METODIJ vilage ROMANOVCE	465-181
101	Kumanovo	KOCO RACIN	416-501
102	Kumanovo	KRSTE MISIRKOV	424-231
103	Kumanovo	MAGDALENA ANTOVA vilage KARPOS	444-543
104	Kumanovo	BITOLSKIOT KONGRES vilage LOPATE	478-300
105	Kumanovo	NAIM FRASERI	427-423
106	Kumanovo	TOLI ZORDUMIS	412-311
107	Kumanovo	VERA KOTORKA vilage KLECOVCE	476-300
108	Kumanovo	VUK KARADZIK	424-314
109	Kumanovo	HRISTIJAN KARPOS	422-951
110	Lipkovo 031	ANTON ZAKO CAJUPI vilage OTLJA	471-283
111	Lipkovo	DITURIA vilage LIPKOVO	462-012
112	Lipkovo	FAIK KONICA vilage SLUPCANE	462-173
113	Lipkovo	7 MARSII vilage OPAE	
114	Lipkovo	KULTURA vilage MATEJCE	472-333
115	Lipkovo	RILINDIJA vilage LOJANE	461-104
116	St. Nagoricane 031	HRISTIJAN KARPOS vilage DRAGOMANCE	495-101
117	St. Nagori-ane	HRISTIJAN TODOROVSKI KARPOS vilage M.NAGORICANI	497-323
118	St. Nagori-ane	SVETOZAR MARKOVIK vilage vilage NAGORICANE	495-323
119	Negotino -043	GOCE DELCEV	361-534
120	Negotino	STRASO PINDZUR	361-900
121	Demir Kapija	DIMCE ANGELOV GABEROT	366-202
122	Ohrid -046	ZIVKO CINGO vilage VELGOSTI	288-347
123	Ohrid	BRATSTVO EDINSTVO	267-158
124	Ohrid	GRIGOR PRLICEV	265-062
125	Ohrid	HRISTO UZUNOV	266-640
126	Ohrid	SV.KLIMENT OHRIDSKI	260-212
127	Ohrid	KOCO RACIN	36-130
128	Ohrid	SV. NAUM OHRIDSKI vilage PESTANI	285-595
129	Ohrid	VANCO NIKOLESKI vilage LESKOEK	070 331- 946
130	Debarca 046	DEBRCA vilage BELCISTA	286-003
131	Prilep-048	BLAZE KONESKI	417-755
132	Prilep	DOBRE JOVANOSKI	427-967
133	Prilep	GOCE DELCEV	428-968
134	Prilep	KIRE GAVRILOSKI-JANE	427-604
135	Prilep	KIRIL I METODIJ vilage KANATLARCI	456-217
136	Prilep	KLIMENT OHRIDSKI	423-292
137	Prilep	KOCO RACIN	425-772

138	Prilep	KRUME VOLNAROSKI vilage TOPOLCANI	480-103
139	Prilep	RAMPO LEVKATA	422-377
140	Prilep	STRASO PINDZUR vilage M. KONJARI	483-418
141	Dolneni 048	GORCE PETROV vilage ROPOTOVO	475-210
142	Dolneni	MIRCE ACEV vilage LAZANI	473-262
143	Dolneni	PECO DASKALOT vilage DOLNENI	453-125
144	Dolneni	PERE TOSEV vilage DUPJACANI	454-271
145	Dolneni	PETRE GLIGUROSKI vilage KOSTINCI	459-145
146	Dolneni	VERA CIRIVIRI TRENA vilage DEBRESTE	474-021
147	Dolneni	LIRIJA vilage ZITOSE	473-267
148	Krivogastani 048	JONCE SMUGRESKI vilage OBRSANI	451-575
149	Krivogastani	MANCU MATAK vilage KRIVOGASTANI	471-205
150	Probistip-032	BRAKA MILADINOVCI	483-085 482-515
151	Probistip	NIKOLA KAREV	483-846 483-844
152	Radovis-032	KIRIL I METODIJ vilage ORAOVICA	641-005
153	Radovis	KOSTA RACIN vilage PODARES	641-414
154	Radovis	KRSTE PETKOV MISIRKOV	635-152 635-247
155	Radovis	NIKOLA KAREV	635-179
156	Radovis	ORCE NIKOLOV vilage INJEVO	646-527
157	Konce	GOCE DELCEV vilage KONCE	649-145
158	Resen-047	BRAKA MILADINOVCI vilage CAREV DVOR	489-402
159	Resen	DIMITAR VLAHOV vilage LJUBOJNO	482-203
160	Resen	GOCE DELCEV	451-816 453-490
161	Resen	MITE BOGOEVSKI	451-847
162	Resen	SLAVEJKO ARSOV vilage PODMOCANI	489-090
163	Sv.Nikole-032	DAME GRUEV vilage ERDZELIJA	459-020
164	Sv.Nikole	GOCE DELCEV	443-158
165	Sv.Nikole	KIRIL I METODIJ	443-110
166	Lozovo	METODI MITEVSKI-BRICO LOZOVO	458-005
167	Cair 2613-707	NIKOLA VAPCAROV	2622-675
168	Cair	RAJKO ZINZIFOV	2621-458
169	Cair	VASIL GLAVINOV	2612-134
170	Cair	POU IDNINA	2621-976
171	Cair	CVETAN DIMOV	2621-055
172	Cair	7 MARS	2611-290
173	Cair	JANE SANDANSKI	3220-677
174	Cair	LIRIJA	2611-854
175	Cair	KONGRESI I MANASTIRI	3296-713
176	Cair	TEFEJJUZ	2622-186
177	vilage Orizari	26 JULI	2650-453
178	vilage Orizari	BRAKA RAMIZ HAMID	2654-040
179	Cucer -Sandevo	ALEKSANDAR URDAREVSKI vilage SANDEVO	2666-098 2666-096
180	Cucer -Sandevo	SV. KIRIL I METODIJ vilage KUCEVISTE	2666-081
181	Cucer -Sandevo	MIHALJ GRAMENO vilage BREST	
182	Butel	ZIVKO BRAJKOVSKI	2621-412
183	Butel	ACO SOPOV	2673-178
184	Butel	GOCE DELCEV vilage LJUBANCI	2661-250

185	Butel	SV. KLIMENT OHRIDSKI	2621-433
186	Butel	LIMAN KABA vilage LJUBOTEN	2661-047
187	Butel	PANAJOT GINOVSKI	2621-416
188	Butel	PETAR ZDRAVKOVSKI-PENKO	2616-859
189	Centar-3211-423	11 OKTOMVRI	3164-551
190	Centar	DIMITAR MILADINOV	3161-448 3114-216
191	Centar	GOCE DELCEV	3129-062
192	Centar	JOHAN HAJNRIH PESTALOCI	3163-640 3213-148
193	Centar	SV. KIRIL I METODIJ	3164-357
194	Centar	KOCO RACIN	3176-404
195	Centar	KOLE NEDELKOVSKI	3117-759
196	G. Baba-3224-252	25 MAJ navilage SINGELIK	2521-395
197	Gazi Baba	DANE KRAPCEV	2522-257 2525-292
198	Gazi Baba	GRIGOR PRLICEV	2621-414
199	Gazi Baba	KIRIL I METODIJ - vilage STAJKOVCI	2553-546
200	Gazi Baba	KRSTE MISIRKOV - N. MADZARI	2522-398
201	Gazi Baba	KRUM TOSEV vilage TRUBAREVO	2557-443
202	Gazi Baba	NAUM NAUMOVSKI BORCE - MADZARI	2531-650 2521-092
203	Gazi Baba	NAUM OHRIDSKI vilage BULCANI	2575-946
204	Gazi Baba	STIV NAUMOV	3174-006
205	Gazi Baba	VERA JOCIK	2522-452
206	Gazi Baba	NJEGOS -kol.IDRIZOVO	2545-970
207	Aracinovo	BAJRAM SABANI vilage GRUSINO	2579-961
208	Aracinovo	GERG KASTRIOT SKENDERBEU vilage Aracinovo	2579-861
209	Ilinden	BRAKA MILADINOVCI vilage Miladinovci	2577-709
210	Ilinden	GOCE DELCEV	2571-265
211	Ilinden	RISTO KRLE vilage KADINO	2561-540
212	Petrovec	BRATSTVO EDINSTVO vilage KONJARI	2567-445
213	Petrovec	KOCO RACIN vilage PETROVEC	2561-342
214	Karpos-3072-337	AVRAM PISEVSKI vilage BARDOVCI	3095-949
215	Karpos	BRATSTVO	3077-889
216	Karpos	DIMO HADZI DIMOV	2041-635
217	Karpos	HRISTIJAN TODOROVSKI KARPOS	3065-337
218	Karpos	JAN AMOS KOMENSKI	3064-645
219	Karpos	LAZO TRPOVSKI	3071-656
220	Karpos	PETAR POP ARSOV	3062-436
221	Karpos	VERA CIRIVIRI TRENA	3068-507
222	Karpos	VLADO TASEVSKI	3082-728
223	Karpos	VOJDAN CERNODRINSKI	3066-610
224	Gorce Petrov	DIMITAR POP GEORGIEV -BEROVSKI	2032-524
225	Gorce Petrov	GORCE PETROV	2036-037
226	Gorce Petrov	JOAKIM KRCOSKI vilage VOLKOVO	2053-117
227	Gorce Petrov	MIRCE ACEV	2041-509
228	Gorce Petrov	STRASO PINDZUR	2036-236
229	Gorce Petrov	TIHOMIR MILOSEVSKI vilage N.Selo	2037-805
230	Saraj	BAJRAM SABANI vilage KONDOVO	2058-536
231	Saraj	DITURIA SARAJ	2057-872
232	Saraj	DRITA vilage RASCE	2049-070

233	Saraj	EMIN DURAKU vilage BUKOVIK	2059-107
234	Saraj	FAIK KONICA vilage RADUSA	2034-019
235	Saraj	IBE PALIKUKA vilage BOJANE	2051-054
236	Saraj	SAMI FRASERI vilage GLUMOVO	2052-561
237	K.Voda-2779-059	KIRIL PEJCINOVIK	2776-643
238	Kisela voda	SV. KLIMENT OHRIDSKI- DRACEVO	2791-065
239	Kisela voda	KRUME KEPESKI	2777-500 2781-323
240	Kisela voda	KUZMAN SAPKAREV - DRACEVO	2793-002
241	Kisela voda	KUZMAN JOSIFOVSKI PITU	3165-365
242	Kisela voda	NEVENA GORGIEVA DUNJA	2776-230
243	Kisela voda	PARTENIE ZOGRAFSKI	2770-719
244	Kisela voda	RAJKO ZINZIFOV - NAVilage DRACEVO	2791-025
245	Aerodrom	"BLAZE KONESKI	2 469-746
246	Aerodrom	BRAKA MILADINOVCI	2460-479
247	Aerodrom	DIMITAR MAKEDONSKI	2440-011
248	Aerodrom	GOCE DELCEV - GORNO LISICE	2438-288
249	Aerodrom	GORGIJA PULEVSKI	2455-510
250	Aerodrom	LAZO ANGELOVSKI	2430-324
251	Aerodrom	LJUBEN LAPE	2450-220
252	Sopiste	DRAGA STOJANOVSKA vilage RAKOTINCI	2742-022
253	Studenicani	ALIJA AVDOVIK vilage BATINCI	2722-232
254	Studenicani	JORDAN KONSTANTINOV DZINOT vilage KOLICANI	2726-311 070 886424
255	Studenicani	NAIM FRASERI vilage STUDENICANI	2724-189
256	Zelenikovo	MARKO CEPENKOV vilage ZELENIKOVO	2717-410
257	Struga-046	ASIM AGUSI vilage RADOLISTA	796-211
258	Struga	BRAKA MILADINOVCI	786-360 781-890
259	Struga	EDINSTVO vilage OKTISI	799-583
260	Struga	GOCE DELCEV vilage JABLANICA	783-608
261	Struga	GOCE DELCEV . vilage PODGORCI	798-738
262	Struga	JOSIP BROZ TITO	786-044
263	Struga	SV. KLIMENT OHRIDSKI vilage DRASLAJCA	700-940
264	Struga	MARSAL TITO vilage LABUNISTE	792-059
265	Struga	NURI MAZARI vilage DELOGOZDA	709-600
266	Struga	ORHAN DZEMAILI vilage G.TATESI	708-916
267	Struga	ZINI HANI vilage VELESTA	793-159
268	Vevcani 046	STRASO PINDZUR	798-279
269	Strumica-034	DAME GRUEV vilage KUKLIS	348-470
270	Strumica	GERAS CUNEV vilage PROSENIKOVO	364-123
271	Strumica	GOCE DELCEV vilage VELJUSA	359-043
272	Strumica	SV. KIRIL I METODIJ vilage DABILJA	346-871
273	Strumica	MARSAL TITO STRUMICA	325-577
274	Strumica	MARSAL TITO vilage MURTINO	373-298
275	Strumica	NIKOLA VAPCAROV	324-968
276	Strumica	SANDO MASEV	325-532
277	Strumica	VIDOE PODGOREC	345-829
278	Vasilevo 034	GOCE DELCEV vilage VASILEVO	354-039
279	Bosilovo 034	GOCE DELCEV vilage BOSILOVO	371-373
280	Bosilovo	SV KIRIL I METODIJ vilage ILOVICA	368-189

281	Novo Selo 034	VIDOE PODGOREC vilage KOLESINO	351-290
282	Novo Selo	MANUS TURNOVSKI - NOVO SELO	355-039
283	Tetovo-044	ANDREJA SAVEVSKI KIKIS	336-020
284	Tetovo	BRATSTVO MIGENI	336-920
285	Tetovo	GERG KASTRIOTI SKENDERBEU vilage POROJ	488-022
286	Tetovo	GOCE DELCEV	331-810
287	Tetovo	ISTIKBAL	339-139
288	Tetovo	KIRIL I METODIJ	337-780
289	Tetovo	LIRIJA	335-583
290	Tetovo	NAIM FRASERI	331-662
291	Tetovo	BESA vilage VESALA	
292	Tetovo	PRPARIMI vilage RECICA	481-352
293	Tetovo	REDZEP VOKA vilage SIPKOVIKA	364-416
294	Tetovo	RILINDJA vilage SELCE	362-387
295	"Zelino 044	FAN NOLI vilage TREBOS	368-500
296	"Zelino	HASAN TAHSINI vilage SEDLAREVO	02 3285-075
297	"Zelino	IBRAHIM TEMO vilage STRIMNICA	379-139
298	"Zelino	LJUIG GURAKUKI vilage ZELINO	378-163
299	"Zelino	PASKO VASA vilage GRUPCIN	388-059
300	Bogovinje 044	11 OKTOMVRI vilage URVIC	070 797-348 sekr.
301	Bogovinje	ABDIL FRASERI vilage BOGOVINJE	372-166
302	Bogovinje	DERVIS CARA vilage DOLNO PALCISTE	391-330
303	Bogovinje	LIRIA vilage ZEROVJANE	366-067
304	Bogovinje	SABEDIN BAJRAMI vilage KAMENJANE	394-294
305	Bogovinje	SAMI FRASERI vilage PIROK	371-292
306	Brvenica 044	7 MARSJI vilage CELOPEK	457-626
307	Brvenica	GOCE DELCEV vilage STENCE	042 321-060
308	Brvenica	KOSTA RACIN vilage BRVENICA	455-010
309	Jegunovce	SEMSOVO vilage SEMSOVO	376-227
310	Jegunovce	ALEKSANDAR ZDRAVKOVSKI vilage JEGUNOVCE	397-729
311	Jegunovce	SIMCE NASTOVSKI vilage VRATNICA	451-008
312	Tearce	EKREM CABEJ vilage SLATINO	382-215
313	Tearce	FAIK KONICA vilage DOBROSTE	381-214
314	Tearce	ISMAIL KEMALI vilage NERASTE	452-386
315	Tearce	KILIR PEJCINOVIK vilage TEARCE	381-400
316	Tearce	ASDRENI vilage GLOGI	381-443
317	Veles-043	BLAZE KONESKI	234-880
318	Veles	BLAGOJ KIRKOV	231-189
319	Veles	JORDAN HADZI KONSTANTINOV DZINOT	233-462
320	Veles	KIRIL I METODIJ	233-676
321	Veles	RAJKO ZINZIFOV vilage DOLNO ORIZARI	233-074
322	Veles	STOJAN BURCEVSKI -BURIDAN vilage IVANKOVCI	253-118
323	Veles	VASIL GLAVINOV	233-461
324	Caska	PETAR POP ARSOV vilage BOGOMILA	257-318
325	Caska	TODOR JANEV	241-275
326	Gradsko	DAME GRUEV	251-023
327	Stip -032	DIMITAR VLAHOV	392-964

328	Stip	GOCE DELCEV	380-417
329	Stip	TOSO ARSOV	394-448-faks
330	Stip	VANCO PRKE	380-428 383-428 dir
331	Karbinci	STRASO PINDZUR vilage KARBINCI	300-002