
REQUEST FOR QUOTATION (RFQ)

RFQ Reference: CAI-004-23.

Date: 30.03.2023.

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of

“Final External Evaluation for the Project “Action to Support the National Coordinating Committee on Combating and Preventing Trafficking in Persons to Create a Safe and Secure Environment in Egypt, Phase II” (RDPP II)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Egypt

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	20.04.2023 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: <i>iomgbids@iom.int</i></p> <ul style="list-style-type: none"> ▪ File Format: BDF. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10MB. ▪ Mandatory subject of email: CAI-004-23. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD/EGP
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	English.

catalogues, instructions and operating manuals	
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	<input type="checkbox"/> <u>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</u> <input type="checkbox"/> Other <ul style="list-style-type: none"> • Inception report – 40% • Final evaluation report – 60%
Contact Person for correspondence, notifications and clarifications	Focal Person: Bishoy LABIB E-mail address: blabib@iom.int , lnahla@iom.int , nmahamoud@iom.int , mmohammed@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 06.04.2023/or 10 days before the submission deadline. Responses to request for clarification will be communicated to Bishoy LABIB. by 06.04.2023
Evaluation method	<input type="checkbox"/> <u>The contract will be awarded to the lowest price substantially compliant offer.</u> <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	PO for Service in case the amount is below USD 100,000.
Expected date for contract award.	01.05.2023
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: B- EVALUATION CRITERIA

Minimum Eligibility Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	<ul style="list-style-type: none"> • Recent commercial registration • Tax Card • VAT Certificate (if any) • Bank letter with full bank details
Minimum 3 years of relevant experience.	Registration Documents, Business profile, Client references
Minimum 3 contracts of similar nature over the last 3 years.	Client reference list with contact information

Technical Criteria	Definition and Description	Weight
Technical Experience	Presenting their portfolio highlighting their familiarity with this type of Tasks by clearly explaining their role in ensuring the success of the design.	5
Appropriateness of the proposed approach and Quality of the technical solution proposed.	- Technical approach and methodology - Work plan	25
Consistency with the ToR	Meet all the required deliverables outlined in the ToR including the needed timeline of implementation	10
Staff CVs and profiles-	Staff expertise - Staff participated in at least three projects of the same nature	10
Proposed timeframe for the project	Detailed timeframe for the project work plan	20
Total technical scoring weight 70		

Pass scoring: Minimum technical scoring required is 70% (49) from the overall technical scoring.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Final External Evaluation for the Project “Action to Support the National Coordinating Committee on Combating and Preventing Trafficking in Persons to Create a Safe and Secure Environment in Egypt, Phase II” (RDPP II)

Evaluation context

Egypt has a key geo-political role in the region, both in migration from Sub-Saharan Africa and flows across the Middle East and North Africa (MENA). The country’s position in the region makes it a point of destination and transit for vulnerable migrants, and a source and destination country for smugglers and traffickers seeking to take advantage of such groups. In order to address these trends, IOM Egypt works closely with the Government of Egypt (GoE) to build a whole-of-government approach to fair and protection-oriented migration management policies and practices. This includes protection structures such as shelters for vulnerable migrant groups, such as women, children and victims of trafficking; hotlines and reporting mechanisms; national frameworks to ensure legal basis for prosecution of traffickers and smugglers and protection for migrants; and tailored, evidence-based awareness raising campaigns on the dangers of irregular migration and trafficking in persons along with positive alternatives of safe migration channels and associated socio-economic benefits.

For the past 15 years, IOM Egypt has been working with relevant stakeholders to raise awareness on trafficking in persons among migrant and host communities, build capacities of service providers and first responders, media professionals and numerous law enforcement entities on victim identification, reporting and assistance. Tackling trafficking in persons requires preventative, protective and prosecution methods which engage all parts of the Government and society; this was reflected in the GoE’s 2016–2021, and later in the 2022-2027 National Strategy on Combatting Trafficking in Persons.

This project titled “Action to Support the National Coordinating Committee on Combating and Preventing Trafficking in Persons to Create a Safe and Secure Environment in Egypt, Phase II” (RDPP II)” is funded by the European Union to contribute to the efforts of the GoE to ensure that trafficking in persons to, from and through Egypt is monitored and reduced, and VoTs are promptly identified and protected. The project contributes to capacitating relevant stakeholders within the GoE at several levels through increasing the capacity of prosecution entities related to trafficking cases, the improvement of available social protection mechanisms through numerous regional best practices exchanges, as well as strategic planning. Additionally, awareness raising is a key component of this project aiming at increasing the awareness raising mechanisms and communication channels to reach a wider audience from both migrants and Egyptians across the country.

This was planned to be achieved through the following project design (as well as its activities and as outlined in its results matrix):

The objective of the project is to increase the skills of the National Coordinating Committee for Combating and Preventing Illegal Migration and Trafficking in Persons (NCCPIM&TiP), other relevant GoE entities and national actors in preventing and combatting TiP in Egypt.

Outcome 1: NCCPIM&TiP and other GoE entities demonstrate increased skills in preventing and combatting trafficking in persons in Egypt.

Output 1.1: NCCPIM&TiP and relevant institutions’ capacity to review, amend and devise a revised CT National Strategy for the years beyond 2021 is enhanced.

Output 1.2: Relevant GoE officials and relevant members of Egyptian civil society have advanced knowledge and skills for the implementation of the current CT National Strategy.

Output 1.3: NCCPIM&TiP’s awareness raising campaigns reach an expanded cross-section of Egyptian and migrant communities.

Evaluation purpose

As per the project design, this end-of project evaluation will be conducted to assess the relevance, efficiency, effectiveness, impacts, and sustainability of the project components in relation to the proposed results and indicators in the results matrix. The aim is to assess the extent to which the project's intervention package and delivery strategies have been effective in bringing about the expected short and long-term results and to collect needed information to inform the projects consolidation, improvement in design and standardization.

Evaluation scope

The evaluation will cover the whole project period **01 January 2021 – May 2023** of the project. All project activities are included within the scope of the evaluation. Some project activities were conducted in governorates outside Cairo and the need to conduct field visits will be decided with the evaluation team based on the chosen data collection and evaluation tools.

Evaluation criteria

The evaluation is expected to assess project performance against the revised [OECD/DAC evaluation criteria](#): relevance, effectiveness, coherence, efficiency, impact and sustainability.

Evaluation questions

Below are the key generic evaluation questions that the evaluation is expected to answer. The evaluation team may develop additional specific evaluation questions as necessary in line with the evaluation purposed in order to collect quality and sufficient data needed to meet expected standard of evaluation report.

- i. Relevance**
 - To what extent has the project responded to the needs of various priority beneficiary groups and stakeholders?
 - Has the project adequately responded to the national priorities?
 - To what extent is the project consistent with IOM priorities and mandate?

- ii. Effectiveness**
 - To what extent was the project implementation fidelity been ensured? Were all project activities implemented as originally planned and in a timely manner? If not, why?
 - To what extent has the project activities effectively produced quality outputs and outcomes as planned?
 - Which of the project strategies were more effective and which were least effective in producing planned short and long-term results and why?
 - What could have been done differently (design and implementation approaches) to make sure that the project more effective in reaching short and long-term target results?
 - What (if any) lessons can be drawn from the project?

- iii. Efficiency**
 - To what extent were project implementation strategies the most cost-efficient?
 - Could activities have been successfully implemented with fewer resources without compromising the quality of resultant outputs and outcomes?
 - Could cheaper alternative implementation strategies/packages have reached similar results or more?
 - How successful has the project been in synergizing and complementing interventions of other national and international actors and leveraging non-project resources?

- iv. Impact**
 - What impact (positive and/or negative, intended or unintended) did the project have on its' beneficiaries and relevant stakeholders and what do these actors perceive to be the project's impact?
 - What observed changes in attitudes, capacities and institutions etc. can be linked to the broader framework of the project's interventions?
 - What project interventions strategies were effective in triggering the observed medium and long-term results (outcomes)?

- v. Sustainability**
 - What project activities, outputs, outcomes and benefits brought about by the projects are likely to live on or continue after the project has ended?
 - What actions are recommended on the project design and implementation to strengthen sustainability of future interventions?

- What potential exists for the continuation, replication or scaling up of the project’s results by national partners?

vi. Cross-cutting issues

- To what extent has the project addressed cross-cutting issues such as gender, human rights, and the environment?

Evaluation methodology

The evaluation team will be responsible for developing a detailed evaluation methodology that will be followed to respond to the above evaluation purpose and questions. However, it is expected that a mix methods approach will be followed to get diverse data required to reach an objective assessment of whether the project achieved what was set out to do and draw useful recommendations and conclusions. Therefore, it is expected that a combination of quantitative and qualitative methods of data collection will be used including document review, key informant interviews, surveys, and other data collection methods as necessary to satisfactorily respond to the above set of evaluation questions.

IOM will share relevant background documents and project records as needed by the evaluation team. These will include, amongst others, progress, training and other reports, institutional documents, meeting minutes as well as other relevant information products produced during the implementation. The evaluation must follow the IOM Data Protection Principles, UNEG norms and standards for evaluations, and relevant ethical guidelines.

Deliverables

The evaluation team is expected to submit the following deliverables:

- **Inception report** comprising detailed evaluation approach and methodology, a set of data collection instruments as well as a detailed work plan that will be developed in close consultation with IOM Egypt project management team and the M&E Officer.
- **Draft analytical evaluation report** which the evaluation must submit and present to IOM for inputs.
- **The final analytical evaluation report** that incorporates comments and feedback from IOM Egypt management team and the M&E Officer. The final report submitted to IOM must be in English and include (i) Executive summary; (ii) Project background; (iii) Evaluation background and methodologies; (iv) Project performance; (v) Achievements against expected outcomes/results, (vi) Sustainability of the achievements and overall strategy; (vii) Good practices and lessons learned of the project; (viii) Summary of conclusion and recommendations. The content of the report should be clear, and all evaluation conclusions must be substantiated and backed by evidence. The report should bring new perspectives to the subject evaluated and include the comparison of the baseline data collected at the outset of the project and impact/changes made after the implementation, and should not exceed 45 pages, excluding annexes. Where there is no baseline, the evaluation methods are expected to include retrospective questions to reconstruct the baseline condition as reference for measuring achievement

Evaluation brief: the evaluation is also expected to submit a two-pager evaluation brief in English. The brief should provide a succinct summary of the evaluation, the key findings, lessons learnt and recommendations.

Evaluation workplan

The evaluation team will start on **1st June 2023** and will supply the final report no later than **31 July 2023**. The table below provides provisional timeline for key evaluative activities. The final detailed evaluation work plan will be agreed upon between IOM Egypt and the evaluation team.

Activity	Timeline
1. Inception Report	10 days
2. Draft of the Evaluation Report	30 days
3. The final evaluation report and two pager evaluation brief	15 days

Evaluation budget and payment

The evaluation fees will be all inclusive including costs related to flights, hotel accommodation, field trips to relevant implementation sites, translation and any other cost associated with the completion of the evaluation assignment. In case of travel restriction, the evaluation methodology will be adjusted favoring online data collection methods where possible. In such context, evaluation budget will also be adjusted, as necessary. Disbursement of the evaluation consultancy fees will be paid

upon satisfactory submission and approval of the following deliverables by IOM:

- Inception report – 40%
- Final evaluation report – 60%

Delivery Requirements

Delivery Requirements	
Delivery date and time	31 July 2023
Delivery Terms (INCOTERMS 2020)	Final Evaluation Report
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.
Other information	

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

Please attach the latest vendor information sheet to be filled in and signed by the vendor

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>