



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: September 19, 2018
	REFERENCE: UNDP-SYR-RFQ-85-18

Dear Sir / Madam:

We kindly request you to submit your quotation for hiring Vehicles for the Sewage Network Maintenance, Water Network Rehabilitation and Solid Waste Projects in Old Aleppo as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2. Quotations may be submitted on or before October 2, 2018 and via (choose appropriate box) ☒ e-mail, ☒ courier mail to the address below:

United Nations Development Programme
Mezzeh , West Villas, Gazawi street No. 8
Attn : Shouaib Al Khuder, Procurement Assistant
E-mail: Syria.bids@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Aleppo City / Aleppo Countryside
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 90 days from the issuance of the Face Sheet (Purchase Order (PO))
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	<input checked="" type="checkbox"/> N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	<i>Tuesday, October 02, 2018 and at 2.00 pm at Damascus time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English Or <input checked="" type="checkbox"/> Arabic
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> The bidder must submit a document attesting his ownership of the vehicles or hiring them. <input checked="" type="checkbox"/> Commitment statement to operate 10 workers by the contractor in the sewage project (Lot 1) and 15 workers in the water network project (Lot 2) to operate and organize the movement of the vehicles.

	<input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Site Visit	N/A
Partial Quotes	<input checked="" type="checkbox"/> permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of rent Vehicles.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: 15 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One or more Proposers, depending on the following factors: each Lot might be awarded to a different vendor based on the evaluation criteria. (lowest price of technically passed offers)
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input checked="" type="checkbox"/> Others Vendor Form (annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Shouaib Al Khuder</i> <i>Procurement Assistant</i> <i>Shouaib.alkhuder@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Hanan Al Ali
Head of Procurement Team a.i
September 19, 2018

Annex 1

Technical Specifications

المواصفات الفنية والأعمال المطلوبة لاستئجار آلات لصالح مشروع صيانة شبكة الصرف الصحي في حلب القديمة

Lot 1:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
باكر مستأجر لمدة 200 ساعة عمل	1	200	ساعة عمل	استئجار آلية حفر هندسية (باكر) لتنفيذ أعمال الحفر ضمن الشوارع مع إمكانية استخدام السطل للحفر أو النقار للتكسير	يبدأ تقديم الآليات بعد 5 أيام من تاريخ توقيع العقد،	90 يوم من تاريخ توقيع العقد
نباش مستأجر لمدة 300 ساعة عمل	1	300	ساعة عمل	استئجار آلية حفر هندسية (نباش) يسير على الجزير وليس دواليب، قياس وسط للدخول ضمن الأزقة الضيقة في حلب القديمة		
بوب كات مستأجر لمدة 1000 ساعة عمل	1	1000	ساعة عمل	استئجار تركس صغير (بوب كات) لنقل وتحميل مخلفات الصرف الصحي والأتربة		
شاحنة صغيرة مستأجرة لمدة 90 يوم عمل	3	90	يوم عمل	استئجار شاحنة صغيرة لنقل عمال الصيانة مع العدد والأدوات، مزودة بصندوق لنقل المعدات والعمال		
استئجار جرار مع المقطورة لمدة 90 يوم عمل	2	90	يوم عمل	استئجار جرار زراعي مع مقطورة قلاب ملحقة به تريلا، على أن تكون المقطورة هيدروليكية وقابلة للتفريغ ومتخصصة بنقل الأدوات والمعدات ومخلفات الحفر التي يتم تنفيذها أثناء عمليات صيانة شبكة الصرف الصحي.		

المواصفات الفنية المطلوبة لاستئجار آلات لصالح مشروع صيانة شبكة مياه الشرب في منطقة حلب القديمة

Lot 2:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
سيارة مستأجرة لمدة 120 يوم عمل	5	120	سيارة/ يوم عمل	استئجار شاحنة صغيرة لنقل عمال صيانة شبكة المياه، لها صندوق مفتوح مناسب لنقل المعدات والأدوات/ (واحدة الحساب هي يوم عمل).	يبدأ تقديم الآليات بعد 5 أيام من تاريخ توقيع العقد،	90 يوم من تاريخ توقيع العقد
نباش مستأجر لمدة 300 ساعة عمل	1	300	ساعة عمل	استئجار آلية حفر هندسية صغيرة (نباش) لتنفيذ أعمال الحفر ضمن الشوارع الضيقة في حلب القديمة، لصيانة شبكات المياه، المدة 300 ساعة عمل.		
باكر مستأجر لمدة 200 ساعة عمل	1	200	ساعة عمل	استئجار آلية حفر هندسية كبيرة (باكر) لتنفيذ أعمال الحفر ضمن الشوارع العريضة، وذلك لصيانة شبكات المياه، المدة 200 ساعة عمل.		

المواصفات الفنية والأعمال المطلوبة لاستئجار آلات لصالح مشروع النفايات الصلبة في حلب القديمة

Lot 3:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
استئجار جرار مع المقطورة لمدة 90 يوم عمل	2	90	يوم عمل	استئجار جرار زراعي مع مقطورة قلاب ملحقة به على أن تكون المقطورة هيدروليكية وقابلة للتفريغ ومخصصة لنقل النفايات الصلبة سعة المقطورة لا تقل عن 3 م ³ . فترة الاستئجار هي 3 أشهر على أن تكون واحدة الحساب هي يوم العمل.	يبدأ تقديم الآليات بعد 5 أيام من تاريخ توقيع العقد،	90 يوم من تاريخ توقيع العقد

يشترط على العارض الالتزام بما يلي:

1. يشترط على العارض المتقدم أن يكون لديه حساب مصرفي. وسجل تجاري أو أي وثيقة تجيز له مزاولة المهنة، وعلى العارض تقديم وثائق تثبت ذلك من الجهات المعنية.
2. تحسب ساعات العمل من لحظة وصول الآلية لموقع العمل وحتى ساعة المغادرة.
3. واحدة الحساب هي يوم العمل 8 ساعات لكل يوم.
4. فيما يخص الآليات العاملة في مشروع النفايات الصلبة سيتم العمل ضمن بلدات نبل والزهره في ريف حلب
5. الاطلاع على كافة المخاطر المتعلقة بعمليات تشغيل الآليات في مدينة حلب بشكل عام ومنطقة حلب القديمة بشكل خاص.
6. يتم الدفع كدفعة واحدة في نهاية العقد بناء على تقارير التنفيذ وجدول حركة الآليات الموقعة من إدارة المشروع ومرفقة بالفواتير النظامية من العارض وحسب كميات الإنجاز.
7. يجب على العارض المقدم أن يتضمن آجار الآلية (شاحنة، باكر، تركس، نباش، جرار..) مع الوقود والسائق العامل على الآلية وكذلك مصاريق الزيت وقطع الغيار والصيانة الدورية وأية نفقات أخرى. لكل مجموعة على حدا
8. العمل ضمن مدينة حلب مع التركيز على احياء حلب القديمة.
9. المنظمة غير مسؤولة عن المخاطر والتبعات الناجمة عن العمل في الظروف الراهنة كما أنها غير مسؤولة عن أي إصلاحات أو تعويضات متعلقة بظروف وواقع العمل.
10. عدم المطالبة بأي عطل أو ضرر ناجم عن أي حادث عفوي أو مقصود أثناء تنفيذ الأعمال المطلوبة، سواء اضرار تتعلق بالآلية أو العاملين عليها، أو اضرار تسببها الآلية للغير.
11. في حال تعطل أي آلية يشترط على العارض تقديم آلية بديلة بنفس المواصفات خلال مدة يوم واحد فقط.
12. يحق للعارض التقديم على مجموعة واحدة أو أكثر منفصلة أو مجتمعة.

The Technical Specifications & Required Works for hiring Vehicles for the Sewage Network Maintenance in Old Aleppo

Lot 1:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
Excavator hired for 200 working hours	1	200	Working hour	Hiring an excavator (pecker) to execute on-street excavations with the likelihood of using the bucket in digging or the pecker in breaking asphalt	<i>The vehicles shall be in service 5 days after the date of signing the contract</i>	<i>90 days from the date of signing the contract</i>
Excavator digger hired for 300 working hours	1	300	Working hour	Hiring a medium-sized excavator digger on a track chain – not wheels – to enter the narrow alleys of Old Aleppo		
Bobcat hired for 1000 working hours	1	1000	Working hour	Hiring a small loader (bobcat) to load and remove sewage waste and soil		
Small trucks hired for 90 working days	3	90	Working day	Hiring small trucks to transfer the workers, tools and equipment, provided with a trunk for carrying the workers and equipment		
Hiring tractors with trailers for 90 working days	2	90	Working day	Hiring tractors with dump trailers that are hydraulic and unloadable used in transferring tools, equipment and digging debris/waste resulting from maintaining the sewage network		

**The Technical Specifications required for hiring Vehicles for the Drinking Water Network
Maintenance in Old Aleppo**

Lot 2:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
Vehicles hired for 120 working days	5	120	Vehicle/ working day	Hiring mini-trucks for transferring the water network maintenance workers. The vehicle shall be a pickup for transferring the equipment and tools	<i>The provision of vehicles starts 5 days after the date of signing the contract</i>	<i>90 days from the date of signing the contract</i>
A pecker hired for 300 working hours	1	300	Working hours	Hiring a small pecker for executing excavations within the narrow alleys of Old Aleppo to maintain the water network – duration: 300 working hours		
A pecker hired for 200 working hours	1	200	Working hours	Hiring a big pecker to execute excavations within the wide streets to maintain the water network – duration: 200 working hours		

Technical Specifications & Required Works for hiring Vehicles for Solid Waste Project in Old Aleppo

Lot 3:

Items to be Supplied*	Qty	Duration	Unit	Description/Specifications of Goods	Latest Start Date	Latest Delivery Date
Hiring tractors with trailers for 90 working days	2	90	Working day	Hiring tractors with dump trailers that are hydraulic and unloadable used in transferring solid waste, with capacity of 3 m3 minimum. Duration of hiring is 3 months	<i>The vehicles shall be in service 5 days after the date of signing the contract</i>	<i>90 days from the date of signing the contract</i>

The bidder is required to comply with the following:

1. The bidder must have a bank account, trade register or any document that allows him to practice the profession and must submit documents proving this from the concerned authorities.
2. The working hours are calculated from the moment the vehicles reach the work site until their departure time.
3. Calculation method based on number of working days (8 hours per day).
4. Vehicles working in solid waste project (Lot 3) will be inside towns of Nubul & Zahraa in Northern Aleppo.
5. Consider all the risks related to the operation of the vehicles in the city of Aleppo in general and the old Aleppo area in particular.
6. Payment shall be made in one lump sum at the end of the contract based on the implementation reports and the schedule of movement of the vehicles signed by the project management and attached with regular invoices from the bidder according to the performance rate.
7. The offer must include the rental of the vehicle (trucks, peckers, loaders, tractors, etc.) with the fuel and the drivers working on the vehicles as well as lubricants and spare parts, periodic maintenance and any other expenses, each group separately.
8. Working within the city of Aleppo with a focus on the old Aleppo neighborhoods.
9. The Organization is not responsible for the risks and consequences of work in the current circumstances and is not responsible for any repairs or compensation related to the conditions and realities of the work.
10. Not to claim any malfunction or damage caused by any spontaneous or intentional accident during the execution of the required works, whether damage to the vehicle or

those working on it or damage caused by the vehicle to others.

11. In the event of the failure of any vehicle, the bidder is required to bring an alternative vehicle with the same specifications within a period of one day only.
12. The bidder has the right to apply for one lot or more separate or combined

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.: UNDP-SYR-RFQ-85-18

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements for Lot 1:

The financial offer shall include the charges of the vehicles, fuel and driver in addition to the cost of lubricants, spare parts, periodic maintenance and any other expenses.

Item No.	Description/Specification of Goods	Quantity	Duration	Latest Delivery Date	Unit Price	Total Price per Item
1	An excavator hired for 200 working hours باكر مستاجر لمدة 200 ساعة عمل	1	200 ساعة			
2	A pecker hired for 300 working hours نباش مستاجر لمدة 300 ساعة عمل	1	300 ساعة			
3	A bobcat hired for 1000 working hours بوب كات مستاجر لمدة 1000 ساعة عمل	1	1000 ساعة			
4	Mini trucks hired for 90 working days شاحنة صغيرة مستاجرة لمدة 90 يوم عمل	3	90 يوم عمل			
5	Tractors with trailers hired for 90 working days استئجار جرار مع المقطورة لمدة 90 يوم عمل	2	90 يوم عمل			
Total Prices of Goods						
Add: Cost of Transportation						
Add: Cost of Insurance						
Add: Other Charges (pls. specify)						
Total Final and All-Inclusive Price Quotation						

TABLE 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements for Lot 2:

The financial offer shall include the charges of the vehicles, fuel and driver in addition to the cost of lubricants, spare parts, periodic maintenance and any other expenses.

Item No.	Description/Specification of Goods	Quantity	Duration	Latest Delivery Date	Unit Price	Total Price per Item
1	Mini trucks for transferring the water network workers (unit is per working day) شاحنة صغيرة لنقل عمال صيانة شبكة (المياه)، (الحساب هي يوم عمل)	5	120 ساعة			
2	Small pecker for the maintenance of the water network آلية حفر هندسية صغيرة (نباش) لصيانة شبكات المياه	1	300 ساعة			
3	Big excavator for the maintenance of water network آلية حفر هندسية كبيرة (باكر) لتنفيذ لصيانة شبكات المياه	1	200 ساعة			
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (pls. specify)					
	Total Final and All-Inclusive Price Quotation					

TABLE 3: Offer to Supply Goods Compliant with Technical Specifications and Requirements for Lot 3:

Item No.	Description/Specification of Goods	Quantity	Duration	Latest Delivery Date	Unit Price	Total Price per Item
1	Tractors with trailers hired for 90 working days استئجار جرار مع المقطورة لمدة 90 يوم عمل	2	90 يوم عمل			
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (pls. specify)					
	Total Final and All-Inclusive Price Quotation					

TABLE 5: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: Commitment to the delivery date: 90 days provided that the starting date shall not exceed 5 days from the date of signing the contract الالتزام بموعد التسليم المحدد: 90 يوم بحيث لا يتجاوز بدء التنفيذ 5 أيام من تاريخ توقيع العقد			
In the event of the failure of any vehicle, the bidder is required to bring an alternative vehicle with the same specifications within a period of one day only في حال تعطل أي آلية يشترط على العارض تقديم آلية بديلة بنفس المواصفات خلال مدة يوم واحد فقط			
The contractor is committed to employ (10 workers for Lot 1) and (15 workers for Lot 2) التزام المتعهد بتشغيل 10 عمال للمجموعة 1 وتشغيل 15 عامل للمجموعة			
The contractor is committed to submitting contracts proving the ownership or lease of the vehicles الالتزام بتقديم عقود تثبت ملكية الآليات أو استئجارها			
Commitment to all the provisions of the UNDP General Terms and Conditions الالتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي			
Validity of Quotation مدة صلاحية العرض			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

Vendor Form

annex 4

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	
Complete either Section 2 or Section 3 (not both)			
SECTION 2 PERSON INFORMATION (FOR INDIVIDUALS ONLY)			
Last Name		First Name	Middle Name
Nationality	Date of Birth	Place of Birth	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	
SECTION 3 SUPPLIER INFORMATION (FOR COMPANIES ONLY)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			
SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country
SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No. : (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (If applicable)			

Name of Bank :	Address of Bank :	
Bank Account No (of beneficiary bank with intermediary bank)	SWIFT Code:	FEDWIRE NO. (US BANKS ONLY)

I, _____, in my capacity as _____, hereby authorize the agency to direct
 payments for goods and services to the above account.

Signature: _____