REQUEST FOR PROPOSAL (RFP)
Services of a Public Relations Management firm for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

	DATE: **May 17, 2019**
	REFERENCE: **RFP-071-PHL-2019**

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a PR firm for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, May 30, 2019** and via email
Email address: procurement.ph@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers 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 Proposal.

Sincerely yours,

Alka Aneja
Procurement Team Leader
5/17/2019

Annex 1

Description of Requirements

Context of the Requirement	**Services of a PR Firm for the BARMM**
Implementing Partner of UNDP	**Not Applicable.**
Brief Description of the Required Services	Details as per the Terms of Reference (ToRs)
List and Description of Expected Outputs to be Delivered	
Person to Supervise the Work/Performance of the Service Provider	**The Consultant will report to the UNDP Senior Advisor for Peacebuilding and work in consultation with the UNDP Communications Associate**
Frequency of Reporting	***as required, per TOR***
Progress Reporting Requirements	***as required, per TOR***
Location of work	**☒ At Contractor's Location**
Expected duration of work	**Nine (9) months**
Target start date	**June 2019**
Latest completion date	**March 2020**
Travels Expected	**Not Applicable**
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	**☒ None.**
Implementation Schedule indicating breakdown and timing of activities/sub-activities	**☒ Required**
Names and curriculum vitae of individuals who will be involved in	**☒ Required.**

<table>
<tr><td>completing the services</td><td></td></tr>
<tr><td>Currency of Proposal</td><td>☒ Local Currency: Philippine Peso</td></tr>
<tr><td>Value Added Tax on Price Proposal</td><td>☒ must be inclusive of VAT and other applicable indirect taxes</td></tr>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☒ 90 days

In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not permitted</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Payment Terms</td><td>The selected service provider shall be remunerated based on the following schedule of payment:
<table>
<tr><th>Activity</th><th>Payment Percentage</th></tr>
<tr><td>Upon submission and approval of Communications plan</td><td>20%</td></tr>
<tr><td>Conducting media training and crisis communications training for spokesperson and staff</td><td>30%</td></tr>
<tr><td>Implementation and completion of the communications plan (including publishing of press releases, newsletters, conducting media interviews and press conferences, and establishing of online presence)</td><td>10% every second month for the implementation of communication plan</td></tr>
<tr><td>Upon submission of terminal report</td><td>20%</td></tr>
<tr><td>Total</td><td>100%</td></tr>
</table></td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</td><td>Senior Advisor for Peacebuilding</td></tr>
<tr><td>Criteria for Contract Award</td><td>☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where 700 points is the minimum passing score for the Technical Proposal.
☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.</td></tr>
<tr><td>Criteria for the Assessment of Proposal</td><td><u>Technical Proposal (70%) – as detailed in the Terms of Reference</u>
<u>Financial Proposal (30%)</u></td></tr>
</table>

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ **One and only one Service Provider**
Type of Contract to be Signed	☒ **Contract Face Sheet (Goods and-or Services) UNDP**
Contract General Terms and Conditions[1]	☒ **General Terms and Conditions for de minimi contracts** **Applicable Terms and Conditions are available at:** **http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html**
Annexes to this RFP	☒ **Form for Submission of Proposal (Annex 2)** ☒ **Detailed TOR (*Annex 3)*** ☒ **Others Annex 4 – Previous Relevant Experience/Track record** **Annex 5 – Format for CV of Proposed Key Resources** **Annex 6 – Vendor /Person Profile Form**
Contact Person for Inquiries (Written inquiries only)	[Name] : **Joseph Pangilinan** [Designation] : **Procurement Assistant** **+ Mobile : +639177961975** [Email] : procurement.ph@undp.org 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.

[1] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

Eligibility	As part of eligibility review, kindly upload the following documents in the e-tendering site: • Company Profile • Valid Business Licenses – Registration Papers, Tax Payment Certification, etc • Latest Audited Financial Statements from previous two years – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. • Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references • Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List • Vendor Profile Form (Kindly submit Copy of any of the following as proof of bank account ownership - bank statement / bank certification /bank book / online screenshot of account showing the following details only: Bank Name, Account Name and Account number. Please do not send your transaction details.

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[2]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[3])

[insert: *Location]*.
[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. **Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. **Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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[2] *This serves as a guide to the Service Provider in preparing the Proposal.*
[3] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables *[list them as referred to in the RFP]*	**Percentage of Total Price** *(Weight for payment)*	**Price** *(Lump Sum, All Inclusive)*
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** ***[This is only an Example]*:**

Description of Activity	**Remuneration per Unit of Time**	**Total Period of Engagement**	**No. of Personnel**	**Total Rate**
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

ANNEX 3

Terms of Reference for
Services of a Public Relations Management firm for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

a. Background Information and Rationale, Project Description

With the approval of Republic Act No. 11054 or the Organic Law on the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) by President Duterte on 27 July 2018 that resulted to the establishment of BARMM in 29 March 2019, it is incumbent for new Bangsamoro government to establish its communications plans and objectives and bolster its information, education and communication strategies to adequately disseminate correct information and keep the public informed on the progress of the transition to the new administration. As a supporter of the BARMM, UNDP aims to give critical support to the new administration by assisting in developing and implementation of effective communications plan, conducting media trainings for key spokesperson/s and staff and establishing online presence for the new administration. The aim not only to provide adequate information but also to be able to reach the widest constituency, stakeholders and general public. To do this, effective use of all public relation communication channels, both traditional media and online, should be exhausted by producing appropriate content.

This activity is supported under the UNDP START-PEACE programme. This new peacebuilding programme will draw on its comparative advantage in the following areas as accrued from supporting peace processes or agreements in approximately twenty countries (in addition to the Philippines) over the past three decades: Transition of Armed Groups, and; Prevention of Violent Extremism. The programme will contribute to the following two outcomes: 1. Moro revolutionary groups successfully transitioned to civilian roles and leadership, and; 2. Secure and resilient communities successfully address factors driving violent extremism.

b. Specific Objectives

The development of communications plan is aimed at increasing the general public's awareness, working knowledge, and understanding of the BARMM and updates on the progress made in the new administration. Conducting of media training for spokesperson and staff aims to capacitate the new government in effectively engaging media and the public, especially in crisis situation.

c. Scope

The PR firm is expected to:

a) Prepare a comprehensive PR and Communications Plan, which shall include developing key messages, planning strategies for engaging traditional and online media to produce the needed

high-impact and maximum visibility that will drive the needed results as identified in the objectives;

b) Implement the approved Plan, including logistical work needed to make possible the "mobilizations" and high-impact events and online campaigns, and the corresponding publicity and media blitz for such events and activities as well as the editorial needs relating thereto;
c) Prepare a comprehensive report, including news clips/footages of media appearances, their media and PR values, social media performance and an assessment of the project's impact;
d) Conduct a comprehensive media and crisis communications training for the spokesperson/s and other staff members, to be able to address media inquiries properly;
e) Prepare briefers for spokesperson/s, for media guestings/interviews;
f) Provide PR advice on related issues and matters when needed;
g) Conduct other such publicity needs relating to this project.

d. Approach and Methodology

The interested bidder needs to propose, based on their understanding of the context - a robust methodology with complete timelines, deliverables and list of activities.

e. Institutional Arrangement

The development and implementation of the communications plan, as well as the media trainings will be completed in the span of ten (10) starting from June 2019, with the advice and approval UNDP Peacebuilding unit head and with technical assistance from UNDP's Communications Associate. The activities below will be done in close coordination with UNDP's peacebuilding unit, the BARMM Department for Public Information and the Chief Minister's office.

f. Deliverables and Schedules/Expected Outputs

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
Development of Communications Plan	1 week	1 week upon signing of contract
Media Training for Spokesperson	2 days	1 month upon signing of contract
Media Training for staff	2 days	1 month upon signing of contract
Implementation of Communications Plan	9 months	Upon approval of communications plan from UNDP

g. Key Performance Indicators and Service Level

Key services include expertise in building public relations for organizations, planning and execution of communications plan, conducting media training and crisis communications training, and establishing of online presence or implementing social media campaigns.

h. Governance and Accountability

The service provider shall:

- Work closely with UNDP's Peacebuilding unit and communications unit
- Shall work with BARMM Department for Public Information and the Chief Minister's office throughout the project
- Create a highly qualified team to handle the PR and communications requirements of BARMM
- Develop and implement communications plan
- Conduct media training for spokesperson and staff
- Help establish BARMM online presence
- Report to BARMM and UNDP on the progress and results of implementing the milestones in the communication plans and trainings
- Ensure timely implementation of activities and submission of deliverables

BARMM Department for Public Information and the Chief Minister's office shall:

- Closely coordinate with the service provider and UNDP
- Provide instruction/guidance, review and approval during each stage of the project

UNDP shall:

- Oversee the implementation of the project
- Evaluate the implementation of the communications plan, communications training and other related activities
- Closely coordinate with the service provider on requirements
- UNDP Peacebuilding unit and UNDP Communications Associate to provide technical assistance in development of plans and trainings

i. Expected duration of the contract/assignment

Expected duration of the contract 10 months after contract signing. It is estimated that the duration for implementation of agreed communication plan will be 9 months.,

j. Duty Station

Manila with frequent travel to Cotabato.

k. Professional Qualifications of the Successful Contractor and its key personnel

Qualifications of the Firm

- Interested bidders must have at least 5 years of experience in public relations, development communications and crisis communications
- Can establish a team for the project which should include at least a Project manager, media trainer and social media manager
- Experience working with government organizations and/or international development organizations
- Interested bidders to submit a portfolio of the firm with resumes of key personnel.

General qualifications of Project Manager

- At least five years' experience working in public relations
- Past experience of developing and implementing communication plans for organizations/large projects will be advantageous
- Degree in journalism, communication, media studies, or related areas
- Has creative leadership and management experience – to be demonstrated with portfolio of past assignments

Specific qualifications of the Media Trainer

- At least three years' experience in conducting media training
- Well versed in crisis communications - Past experience of working for organizations/large projects for communication under crisis situations will be advantageous
- Degree in journalism, communication, media studies, or related areas

Specific qualifications of the Social Media Manager

- At least three years' experience in online digital marketing
- Conducted several social media campaigns
- Degree in journalism, communication, media studies, or related areas

I. Price and Schedule of Payments

a) The cost components that the Proposer must include in the computation of contract price, including professional fee, inclusive of travel, taxes and conduct of workshop.
b) The contract price is a fixed output-based price regardless of extension of the herein specific duration and shall observe the payment schedule as described in Annex 2.

I. Criteria for Evaluation

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.

The evaluation of Technical Proposal should at minimum comprise the 3 major criteria as shown in the table below.

	SAMPLE Technical Proposal Evaluation Forms	Points Obtainable
1.	Bidder's qualification, capacity and experience / Expertise of the Firm	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	**1000**

The total obtainable points for the 3 criteria should be 1000 points that can be distributed based on the need and complexity of the requirement.

Is important that sub-criteria for each major criteria are set and identified. A table similar to the one below is needed in order to clearly summarize the above details:

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Relevance of specialized knowledge and experience on similar engagements done in the region/country		100
1.2	At least five (5) successfully completed projects of similar scope in the last five (5) years		100
1.3	Specialization in public relations, communications, media relations and social media campaigns, with preference specialization in development communications, crisis communications and handling organizations in sensitive context		100
		Total Section 1	**300**

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement, approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Proposed implementation plan including the logical sequencing and timelines of activities		200
2.2	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
		Total Section 2	**300**

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	Account Manager		150
	- At least 5 years experience in public relations, communications or journalism	40	

	- Years of experience of development communications, working with government agencies as clients; developing and managing their campaigns	100	
	- Fluent in English and Filipino	10	
	Media Trainer		
3.2 b	- At least 3 years' experience as in media relations	10	100
	- Years of experience as public relations/ communications trainer for spokespersons, preferably in crisis communications trainings.	50	
	- Fluent in English and Filipino	10	
	Social Media Manager		
3.2 c	- At least 3 years experience in handling social media or web campaigns for clients in government or organizations in sensitive context	10	50
	- Experience in doing social listening and other online monitoring and evaluation techniques for online/offline campaigns	30	
	- Fluent in English and Filipino	10	
	400		
			400

Financial Proposal

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

m. Additional References or Resources

Existing literature or documents that will help provide Bidders with a better comprehension of the project situation and the work required should be provided as annex/s to the TOR, especially if such literature or documents are not confidential.

ANNEX 4

Previous Relevant Experience/Track Record

Please list only previous similar 5 assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

ANNEX 5

Format for CV of Proposed Key resources

Name of Personnel	[Insert]
Contact Details	▪ Present/Home Address: [Insert] ▪ Email Address: [Insert] ▪ Contact Numbers: [Insert]
Key achievements related to this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* [Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of services]* ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experiences, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert] ▪ Name of institution: [Insert] ▪ Date of Employment: [Insert] ▪ Position: [Insert] ▪ Details of activities/functions performed: [Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]* Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself and that I am available to undertake this project.

Signature of Personnel

Date (Day/Month/Year)

Vendor /Person Profile Update

SECTION 1 (For Internal Use only)	UN INFORMATION	
Requesting Person:	Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:
VENDOR TYPE: ☐ STAFF ☐ SSA ☐ SERVICE CONTRACT ☐ MEETING PARTICIPANT ☐ NGO ☐ SUPPLIER ☐ 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		Sex: Male ☒ Female ☐	
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 PHILIPPINES	
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 ☐ ☐ Fed wire	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 ☐ US$ ☐ Other (PLEASE INDICATE)	
Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES)	Account Type: ☐ Checking ☐ 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:	FED WIRE 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: _____