



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP CYP RFQ 017 2021	Date: 05 February 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Improvement Works at Gypsou/Akova Cemetery in Famagusta** 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: Technical Specifications and Drawings

Annex 1.1 – Terms of Reference/Specs

Annex 1.2 – Drawings

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 3.1 Bill of Quantities (BoQ)

Annex 3.2 Returnable Forms 1-6

Annex 3.3 Other Requirements

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 in Section 2. 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.

Issued by: Procurement Analyst

Date: 05 February 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>On or before 26 February 2021 - 16:00 Cyprus Local Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address (solicitations.cy@undp.org) <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other N/A. <ul style="list-style-type: none"> ▪ File Format: PDF, Excel, Word ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ Mandatory subject of email: UNDP CYP RFQ 017 2021 – Improvement Works at Gypsou/Akova Cemetery ▪ All files must be free of viruses and not corrupted. <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
Cost of preparation of quotation	<p>UNDP 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations 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: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the</p>

	<p>vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p>General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p>These Special Conditions enhance, complement, amplify and/or supplement the General Conditions of Contract for Works. The numbering of the clauses of the Special Conditions follows the numbering of the clauses of the General Conditions.</p> <p>Clause 1 – DEFINITIONS; add the following sub-Clause 1 k): "Cost" means all expenditure properly incurred and substantiated, whether on or off the Site, including overhead but does not include any allowance for profit and/or interest.</p> <p>Clause 5 – GENERAL DUTIES/POWER OF THE ENGINEER; add the following sub-clause 5 n): The Engineer may from time to time may assign duties and delegate authority to engineer's representative/s and may revoke such assignment or delegation. The assignment, delegation or revocation shall be in writing to the Contractor. Engineer representative/s shall only be authorized to issue instructions to the Contractor to the extent defined by the delegation.</p> <p>Clause 6 – CONTRACTOR'S GENERAL OBLIGATIONS/RESPONSIBILITIES; add the following sub-clause 6.8: The Contractor shall appoint the Contractor's Representative and shall delegate him all authority, through Power of Attorney, necessary to act on the Contractors behalf under the Contract. Unless the Contractor's Representative is named in the Contract, the Contractor shall prior to the Commencement Date, submit to the Engineer the name and particulars of the person the Contractor proposes to appoint as Contractor's Representative.</p> <p>Clause 9 – WORKBOOK; add the following paragraphs:</p> <p>Records shall be kept on the construction site and shall be entered with following information in particular:</p> <p>(a) An indication of the weather conditions, interruptions of work owing to inclement of weather, hours of work, number and type of workmen employed on the site, materials supplied, equipment in use, equipment not in working order, tests carried out in situ, test samples despatched, unforeseen circumstances, etc., as well as any orders given by the Engineer,</p> <p>(b) Detailed statements of all quantitative elements of the works done and the supplies affected, materials used, capable of being checked on the site and relevant in calculating payments to be made to the Contractor.</p> <p>The contractor shall keep separate book on the Health & Safety as per the Health & Safety requirements stipulated in the Section III of the tender.</p>

	Clause 37 – Access to Site add the following paragraph: If site handover is not given within 90 days of contract signature the contract will become null and void at no cost to UNDP
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in Euro
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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 must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	English
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Annex 2: Quotation Submission Form duly completed and signed • Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements/Technical Specifications in Annex 1

	<ul style="list-style-type: none"> ○ Annex 3.1: Bills of Quantities (BoQ) ○ Annex 3.2: (Form 1-6). Administrative and Technical Compliance documents Technical Compliance documents Annex 3.3: Other requirements; Health and Safety, Risk Assessment and Mitigation Matrix <p>Forms given in Annex 3 must be filled up and submitted together with the required annexes:</p> <p><u>Annex 3.1 – Bills of Quantitates</u></p> <p><u>Annex 3.2 – Administrative & Technical Compliance Documents</u></p> <p>Form 1 - General Information Official registration documents of the Bidder from the company's registrar including registration, legal status, place & registration of the office, shareholders and board of directors of the Company. There is no need to submit the company constitution.</p> <p>Form 2 - Clause 26 Requirements Certification from the contractor's registrar and association and the bidder has been registered building contractor for the current year.</p> <p>Forms given in Annex 3 must be filled up and submitted together with the required annexes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form 3 – Works of similar type completed (with references from the employers) <input checked="" type="checkbox"/> Form 4 – List of supervision Personnel for the Contract <input checked="" type="checkbox"/> Form 5 – CVs of Supervision Personnel for the Contract <input checked="" type="checkbox"/> Form 6 – Work plan <p><u>Annex 3.3</u> - Health and Safety, Risk Assessment and Mitigation Matrix</p>
Quotation validity period	Quotations shall remain valid for 120 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 checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements and the works contract conditions.
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: solicitations.cy@undp.org Attention: Quotations must be submitted to the same email address solicitations.cy@undp.org Otherwise, offer shall be disqualified.</p> <p>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.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. The answers will be provided 2 days before the deadline of 26 February 2021 .

Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Works contract Evaluation Method <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest priced bid. Evaluation Criteria - Administrative Compliance (Annex 3.2) <input checked="" type="checkbox"/> Form 1; Registered legal entity <input checked="" type="checkbox"/> Form 2; Clause 26 requirement; registered building contractor for the current year. Evaluation Criteria - Technical Compliance (Annex 3.2) <input checked="" type="checkbox"/> Form 3; Repair Works of similar type minimum 2 completed contracts with reference letters from employers. List of similar/relevant works to the project <input checked="" type="checkbox"/> Form 4 & 5; List and qualifications of the Contractor's Supervision personnel. <ul style="list-style-type: none"> - Site Architect - University degree in architecture/civil engineering with 5 years of post-education experience; 2 year of site experience of any type – fluent in English – full time - Archaeologist with 8 years of post-education experience; 5 years of practical experiences archaeological fieldworks - fluent in English - On site-as and when required/needed. - Health & Safety Officer with valid certification and at least 2 similar project experiences as HS officer - fluent in English. On site-as and when required/needed - Foreman – 10 years of relevant site experience (Full Time) <p>At least 1 of the above team members must be woman.</p> Owners and/or shareholders and/or directors of the contracting firms/companies shall not be accepted for the above positions <input checked="" type="checkbox"/> Form 6; Work-plan - Main works items must be included and shown in bar-chart format and all to be completed in 2 (Two) months from site handover.

Right not to accept any quotation	UNDP 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, UNDP Cyprus 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.
Type of Contract to be awarded	Contract for Works
Performance Bank Guarantee	<input checked="" type="checkbox"/> Required in the amount of %10 of the contract price and shall be valid until 30 days beyond the date of the Final Completion Certificate. Overall, the Performance Bank Guarantee must not be less than 15 calendar months.
Insurances	<input checked="" type="checkbox"/> Required The following insurances for the works within 72 hours of being given the site possession as per the Clauses 21, 22, 23 and 24 of the General Conditions of Contract for Works. The insurances must be valid 30 days beyond the issuance of the Substantial Completion Certificate. Copies of the policies shall be given to the Engineer.
Liquidated damages	Euro 500 liquidated damage per week of delay beyond and not more than 20% of the contract amount.
Contract duration	As per Conditions of Contract for Civil Works; until the issuance of the Final Completion Certificate
Expected date for contract award.	01 April 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on 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, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS (Technical Specifications and General Requirements and Drawings)

Please see attachments:

Annex 1 – Terms of Reference

Annex 1.1 – Appendix to the ToR Annex

Annex 1.2 – Drawings

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:	UNDP CYP RFQ 017 2021	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: minimum 2 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

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 – 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:	UNDP CYP RFQ 017 2021	Date: Click or tap to enter a date.

We, the undersigned, hereby accept in full the UNDP General Conditions of Contracts for Civil Works and hereby offer to supply the items listed below in two (2) calendar months, in conformity with the specification and requirements of UNDP as per RFQ Reference UNDP CYP RFQ 017 2021:

Quotation in Euro excluding VAT
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Attached Priced BoQ (Annex 3.1)

Upon the signature of the contract, a work plan should be submitted showing all the works completed two (2) calendar months.

Supplier is responsible to consider all the costs required by the general conditions of the contract that'll occur including employer's liability insurance up to 5000 Euro to be within 72 hours of being given the site.

Financial Offer – Please fill the provided excel sheet, Annex 3.1

Technical Offer - Please submit all forms provided in Annex 3.2

Other Requirements/Health and Safety, Risk Assessment and Mitigation Matrix provided in Annex 3.3

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
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.	
Exact name and address of company 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 Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.