



## REQUEST FOR QUOTATION (RFQ) (Services)

NAME & ADDRESS OF FIRM	DATE: <a href="#">Click here to enter a date.</a>
	REFERENCE: RFQ - xxxx

Dear Sir / Madam:

We kindly request you to submit your quotation for a **National/Regional research institution or think tank to support data collection and analysis to contribute to the Independent Country Programme Evaluation (ICPE) of the UNDP Nepal Country Programme (2018-2022)**, 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 **April 7, 2021** and via (choose appropriate box) ☒ *e-mail*, ☐ *courier mail* or ☐ *facsimile* to the address below:

**United Nations Development Programme**  
**Independent Evaluation Office**  
ieo.procurement@undp.org

Quotations submitted by email must be virus-free and no more than 2 email transmissions. They must be free from any form of 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.

Exact Address/es of Delivery Location/s (identify all, if multiple)	Quotations are to be submitted via the IEO Procurement email: <a href="mailto:ieo.procurement@undp.org">ieo.procurement@undp.org</a>
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: <i>[pls. specify]</i>
Tax on Price Quotation	<input checked="" type="checkbox"/> Service provider is responsible for all applicable taxes on fees
Deadline for the Submission of Quotation	5:00pm Eastern Standard Time, 7 April 2021
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and required documents in accordance with the terms of reference in Annex 1; <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; <input type="checkbox"/> Others
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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.
Payment Terms	Payment will be made in tranches, as detailed in Annex 1 of this document, pending satisfactory performance/delivery.
Evaluation Criteria <i>[check as many as applicable]</i>	<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 <input type="checkbox"/> Others
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods/Services based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions</a> <input checked="" type="checkbox"/> Others Technical and Financial Offer – Services (Annex 3)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Information for Inquiries (Written inquiries only) <sup>2</sup>	<i>IEO Procurement</i> <i>ieo.procurement@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/Services 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.

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.

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

**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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Xiaoling Zhang*  
*Associate Evaluation Specialist*  
March 23, 2021

## *Nepal* Independent Country Programme Evaluation (ICPE)

### Terms of Reference for National/Regional research institution or think tank to support data collection and analysis



#### Background

The Independent Evaluation Office (IEO) of the United Nations Development Programme (UNDP) conducts independent country programme evaluations (ICPEs) to assess UNDP's contribution to national development priorities and the effectiveness of its strategy. The purpose of an ICPE is to: i) support the development of the next UNDP Country Programme Document; and ii) strengthen UNDP's accountability to national stakeholders and to the Executive Board.

The IEO will conduct the ICPE for UNDP country programme in Nepal in 2021, covering the period of 2018-2022. Results of the evaluation are expected to feed into the preparation of a new programme starting from 2023.

#### Objective

The IEO is seeking a national/regional research institution or think tank for the assessment of the following programme outcome areas as defined in the [UNDP country programme in Nepal](#) and the [United Nations Development Assistance Framework \(UNDAF\)](#). The national/ regional research institution will provide support to **one or more of the outcome areas** based on its expertise. Analysis of cross-cutting issues such as gender will be part of all areas.

- (i) **Sustainable and Inclusive Economic Growth** supports poverty reduction, sustainable job creation, and livelihood at national and subnational levels, improvement of the business environment, access to energy, and pro-poor development planning, monitoring, and policy support.
- (ii) **Governance, Rule of Law and Human Rights** supports government effectiveness, participation, and accountability, in the context of the federalist structure introduced in 2015. Key areas include access to justice, local governance, and capacity building for the parliament and elections.
- (iii) **Resilience, Disaster Risk Reduction and Climate Change** supports climate change mitigation and adaptation, risk reduction and disaster preparedness, early recovery, promoting pro-poor environmental management, and renewable energy access.

The evaluation will address the following four evaluation questions, based on which data collection and analysis will be carried out. Given that the Global COVID-19 pandemic has presented UNDP with considerable challenges in implementing its ongoing programme of work in line with its initial plan, this ICPE will include an assessment of the degree to which UNDP has been able to adapt to the crisis and support Nepal's preparedness, response to the pandemic and its ability to recovery meeting the new development challenges that the pandemic has highlighted, or which may have emerged:

1. What did the UNDP country programme intend to achieve during the period under review?
2. To what extent has the programme achieved (or is likely to achieve) its intended objectives?
3. To what extent has UNDP been able to adapt to the COVID-19 pandemic and support country's preparedness, response and recovery process?
4. What factors contributed to or hindered UNDP's performance and eventually, to the sustainability of results?

### **Duties and responsibilities**

Under the overall guidance of IEO Lead Evaluator, the national/regional institute will carry out the following assignments:

- **Conduct desk review** of reference material provided by the IEO. For each of the issue areas in the outcome(s) under review, conduct a preliminary analysis of the national context, trends in government and international efforts, and the UNDP support strategy during the period 2018-2021, based on available documentation. Provide any relevant, additional documents that could strengthen the contextual analysis and assessment of UNDP's programmatic performance in relevant areas.
- **Design and conduct data collection** for the assigned outcome area(s). Develop an appropriate data collection plan, considering potential COVID-related restrictions and security issues. It should include appropriate data collection methods and instruments (e.g. interview protocols, surveys), identification of target stakeholders, and a contingency plan in case an alternative data collection method may be required. Collect required data and information accordingly, in full and routine consultation with the IEO Lead Evaluator. Ensure that all relevant stakeholder groups are covered in a timely manner, including government (central and local), national project implementation partners, UN agencies, donors, private sector, civil society organizations, and beneficiaries.
- **Prepare an outcome analysis paper** for each of the outcome areas under review based on the framework provided by the IEO. Revise and adjust, as per comments from the IEO. The analysis should: i) be objective and based on triangulation of all data gathered; ii) identify key factors contributing to or hindering programme performance. Cross-cutting issues such as gender equality and women's empowerment will be included in each outcome. For the evaluation question 3 on UNDP's COVID-19 response, the nature and role of UNDP, coherence and synergy work with national and local government, and other actors, including UN agencies, private sector, and civil society will be included. Develop forward-looking recommendations for UNDP's next country programme cycle 2023-2027, based on evaluative evidence and lessons learned, including its focus areas, operational modality, and strategic positioning amid the emerging national context, UN reforms, and the COVID pandemic.
- **Participate in the evaluation team meetings**, including the initial launch sessions and regular updates. Participate in any other meetings as required by the team, including the team's preliminary briefing to the country office at the end of the data collection phase for presentation and subsequent adjustment of the team's emerging, preliminary evaluation findings and discussions.

- **Review and contribute to the draft ICPE report.** Once a draft ICPE report has been prepared by the IEO, review and comment on the overall report, including the contextual analysis. Correct any errors and/or misinterpretation in the initial analysis and data prepared by the institute. Contribute to the formulation of the ‘recommendations,’ which should be sensible to and reflect Nepal’s context.

### **Expected outputs and indicative timeframe**

The research institute, under the guidance of the IEO Lead Evaluator, will contribute to the timely development of a high-quality evaluation report, and the intermediate outputs previously stipulated. The payment will be made upon satisfactory receipt, and approval of all deliverables at the IEO, as agreed to by the institute.

All deliverables submitted to the IEO are produced in English. The specific outputs and tentative timeframe for the institute’s contribution are as follows:

1. **Inception report.** Included are an overall work plan, methodology, and assigned expert(s) for each outcome. Specific data collection instruments for issue-based analysis (e.g. interview protocols) should be annexed. The report should be no more than 15 pages in total, excluding annexes. **Due one week from the start of the contract. (expected in mid-April).**
2. **Initial draft outcome analysis paper(s) based on desk review.** An outcome analysis paper will be produced for each of the four thematic outcome areas under review to be used for the synthesis process. The initial, preliminary outcome analysis paper(s) will be prepared based on information available from document reviews. They will include, e.g., i) an overview of the national context; ii) a summary of UNDP activities and results, per outcome and per output, as defined in the Country Programme Document Results and Resources Framework; iii) assessment of the ‘theory of change’ for each outcome, identifying the initially envisaged programme intentions. The gaps will be identified and addressed during data collection. The outcome analysis paper(s) should be no more than 20 pages per outcome area, excluding annexes. **Due two weeks from the start of the contract. (expected by April).**
3. **A summary of emerging findings, areas of attention and recommendations.** Following the completion of the data collection phase, a structured summary (in the PowerPoint format of no more than five slides) should be prepared, in consultation with the IEO, outlining a set of preliminary, emerging findings for each outcome supported by evidence, as well as areas of attention and direction of recommendation for UNDP moving forward. It should reflect the results of the outcome level analysis thus far, including documentary evidence and data collection activities. **Due at the end the data collection phase and at least one week before the virtual meeting with the Country Office (expected by June).**
4. **Revised/ final outcome analysis paper(s):** Submit the final outcome analysis paper(s), reflecting comments and discussions from the midpoint briefing with the country office, filling gaps with any

subsequent document reviews. Each paper should be no more than 25 pages, excluding annexes. Following the review by the IEO, prepare a revision to fully address Lead Evaluator’s comments. The papers should be accompanied by complete interview notes, recordings, data, and documentary evidence produced during the analysis. **Due two weeks after the end the data collection phase (expected by mid-July).**

5. **Inputs to the draft final evaluation report:** Provide comments, corrections to the draft ICPE report, as stipulated under “Duties and Responsibilities.” The document review process takes several iterations. Clarify and provide any supplemental evidence as required during the reviews by the country office, the Regional Bureau, and national stakeholders. **Due two working days after receiving the request from IEO.**

### Remuneration and duration of contract

The duration of the contract is estimated between March 2021 (date of contract signature) and December 2021, **with the bulk of the work taking place during April and August 2021.** We anticipate 20-35 working days for each outcome area, depending on the UNDP portfolio under each outcome and the level of seniority of the selected experts.

The IEO will issue a lump sum contract based on the agreed fee. Payments will be made upon certification by the team of IEO evaluators that expected services have been satisfactorily performed. The payments will be made as shown in the table below.

Deliverables	Payment
1. Upon submission and approval of the Inception Report.	10%
2. Upon satisfactory completion of the draft analysis papers based on desk review.	20%
3. Upon satisfactory completion of the draft preliminary findings and areas of attention for the midpoint briefing with supporting documentation.	30%
4. Upon satisfactory completion of the revised outcome analysis papers.	30%
5. Upon provision of comments to the draft ICPE report and revisions.	10%

### Eligibility

Academic institutions, research institutions and think-tanks based in Nepal and/or in the South Asia region (or those that have operational focus on the country or the region) are welcome to apply for this assignment. To ensure the independence and impartiality of the evaluation, institutions with any conflict of interest will not be considered for this call, including grant recipients and/or implementing partners of the UNDP Country Office in Nepal during the period between 2018 and present. Experts proposed by the institution to carry out the assignments should not have any involvement in the design and implementation of UNDP projects in Nepal during the period.

### Required Skills and Experience

The Institute may propose a team of 1 to 3 key expert(s) to cover the various topics under this assignment. Each should have the following qualifications:

- Master's degree or higher in any of the fields relevant to the outcome area(s) below. The institute may select one or more of the outcome areas:
  - (i) Sustainable and Inclusive Economic Growth: economics, inclusive development, development studies or a relevant field
  - (ii) Governance, Rule of Law and Human Rights: human rights, rule of law, justice, public policy, social policy, public management, democracy studies or any other relevant field
  - (iii) Resilience, Disaster Risk Reduction and Climate Change: environmental studies, energy, disaster risk reduction, climate change, natural resources management, sustainable development or a relevant field.
- A minimum of seven (7) years of work experience in relevant field(s) for selected outcome area(s)
- Strong understanding of UN/UNDP mandate, and familiarity with their operations and programmes, preferably in Nepal. Knowledge of the Agenda 2030 and Sustainable Development Goals, international policy mechanisms
- Demonstrated, extensive experience in delivering research and/ or policy advisory services related to development issues in Nepal and/ or the South Asia region; Preferably, experience in conducting evaluation of development programmes, familiarity with techniques and methods for data collection, qualitative and quantitative analysis, and gender-focused analysis.
- Native or excellent communication skills in Nepali; fluency in English with excellent report writing skills

## **Competencies**

Key expert(s) must have the following competencies:

### **Functional competencies**

- Strong analytical and organizational skills, including ability to digest, assess and keep track of a diverse range of information with a discerning sense for quality of data
- Good mastery of information technology required for organized presentation of information.

### **Development and Operational Effectiveness**

- Ability to work under pressure, with multi-tasking skills and flexibility
- Ability to deliver required analysis in a timely manner, within the agreed timeframe.

### **Corporate Competencies**

- Ability to work in a multicultural and multidisciplinary team environment
- Professionalism, diplomacy, tact and courtesy.

## **Application Instructions**

Applicants are expected to submit their applications via email to [jeo.procurement@undp.org](mailto:jeo.procurement@undp.org), by 17:00 (EST) on 7 April 2021, following the instructions detailed in the RFQ. The application must include:

- A **cover letter** that introduces the national/regional institute and highlights relevant expertise and experience in Nepal in the thematic areas under review in this evaluation as well as any evaluation activities conducted in the past. The cover letter should also indicate: i) the outcome area(s) – one or more - that the institute wishes to collaborate with UNDP IEO under this assignment; ii) an overview of the institute’s proposed approach to this assignment; and iii) links to relevant publications, ideally authored by the experts proposed for this assignment. Should there be any prior engagement by the institute with UNDP projects or activities in Nepal, between 2018 and the present, the nature of the involvement should be clearly stated.
- Quotation that indicates total costs for this assignment as well as the expert day rate.
- CVs of all proposed experts in the format known as P11.
- Contact details of three (3) institutional references.

**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.

**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: 3 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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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 Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 authorised 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 - 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 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 - 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.	
<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>