



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 00037972	Date: 22 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

United Nations Volunteers administered by United Nations Development Programme (UNV) on behalf of the United Nations Secretariat / Office of Human Resources / Department of Management Strategy, Policy and Compliance kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer
- Annex 4: List of countries
- Annex 5: UN Benchmark Job descriptions
- Annex 6: Sample report

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:

Signature: Julie Spiller

Name: Julie Spiller

Title: Team Leader, Procurement, Travel and Administration Unit

Date: 22 April 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 UNV. 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 UNV. UNV is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNV reserves the right to cancel the procurement process at any stage without any liability of any kind for UNV, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>https://etendering.partneragencies.org</p> <p>Event ID information UNV10 - 00037972</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNV 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, UNV strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNV 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 UNV 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, UNV: (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 vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNV contract.</p>
Conflict of Interest	<p>UNV requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNV 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</p>

	<p>members of UNV 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 UNV'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><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	N/A
Eligibility	<p>A vendor who will be engaged by UNV 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 UNV 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 UNV.</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 UNV.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNV and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in USD
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 UNV 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	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: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> List and value of ongoing Projects with UN and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;
Quotation validity period	Quotations shall remain valid for 90 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"/> Permitted by survey location
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@unv.org Attention: Quotations shall not be submitted to this address but to the etendering system for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNV's response shall be not used as a reason for extending the deadline for submission, unless UNV determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated directly in etendering
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded per survey location 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 Contract

Right not to accept any quotation	UNV 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, UNV 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	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Expected date for contract award.	01 June 2021
Publication of Contract Award	UNV 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

I. Introduction

In the United Nations Common System, the conditions of service for locally recruited (non-expatriate) personnel are determined by reference to the best prevailing conditions of service in the local market.

In most locations in which United Nations Common System organizations are stationed, the United Nations obtains the market data it requires through interviews with comparators in the local market; in all other locations, the United Nations purchases market data.

The United Nations **now seeks** competitive bids to provide the market data the United Nations requires for 2021 and 2022 for a total of 40 locations, listed in **Annex 4**.

II. Requirements

In order to ensure an accurate comparison between United Nations Common System occupations for locally recruited personnel and occupations in the local market, the bidders' benchmark job descriptions must be matched, on substance, with the United Nations Common System benchmark job descriptions, i.e. a matching exercise based on job titles alone will not be sufficient as such a matching exercise does not offer sufficient assurance that the duties and responsibilities associated with the job title are similar/identical.

With respect to the market data, the criteria are:

(a)The data shall – where available – be obtained from employers who have their main office within 50 miles from the applicable location;

(b)The data for each data point shall – where available – come from at least ten (10) employers and shall represent the public sector (e.g. public administration; international organizations; parastatal organizations; educational institutions) and different private sectors);¹

(c)The data shall only come from full-time jobs; and

(d)The data shall differentiate between each job and for the combined jobs matched against each benchmark job.

The market data shall be made available – per benchmark job (see Annex 5) – in the most commonly used currency of disbursement *and* with the following differentiation:

(a)Basic Salary at the mean, the median and the 75th percentile (data at the 90th percentile is highly desirable);

(b)Total Cash at the mean, the median and the 75th percentile (data at the 90th percentile is highly desirable)²;

¹ Finance/Real Estate/Banking; Manufacturing; Transport/Storage/Communication; Wholesale and Retail Trade.

² Total Cash includes but is not limited to; any variable payments or performance-based pay/bonuses; any fixed-allowances (e.g. transport allowance; phone allowance; 13th month); non-cash benefits (e.g. company cars; company telephone; club memberships; calculated at the cost to the employer and based on all employers used per data point) not including annual, sick or parental leave entitlements, pension and medical insurance.

(c) Disaggregated allowances for dependents, in particular: (i) child/children's allowances; (ii) spouse allowances; and (iii) secondary dependent (father, mother, brother, sister) allowances;

(d) Funeral allowances (for dependents).

The data shall further include the common practice among the comparators from whom the data is obtained with respect to the number of hours per work week and the month in which the information was applicable.

The United Nations shall require unlimited access to the data for a minimum period of twelve months from the moment the data is made available – including the list of all survey participants and the sectors represented – in order to produce the reports that the United Nations needs, unless no such access can be offered, in which situation the United Nations shall require a detailed report reflecting the differentiation in data as per the Scope of Requirements. A sample report is attached as **Annex 6**.

III. Bids

Bidders shall indicate for which locations listed in **Annex 6** it submits a bid(s).

Interested parties who are not able to provide data for all locations are invited to submit bids for specific locations.

Bidders shall be global/regional leaders in the field of HR consulting and have a minimum of 5 (five) years' experience in conducting market data surveys similar to the survey required to produce the data requested;

Bidders shall submit market data reports in English

IV. Confidentiality

The United Nations shall identify the officials who shall have access to the data, and such officials shall be required to sign a non-disclosure agreement.

V. Subcontracting

Subcontracting is permitted, provided that the United Nations is informed about the name and credentials of the proposed subcontractor(s) and endorses the proposal.

VI. Evaluation criteria Technical Proposal (minimum technical score 70 points)

- Unlimited access (on-line) to the Firm's data to generate the required reports (30 points)
- Expertise of the Firm (30 points)
- The Firm's methodology, its appropriateness to the conditions and timeliness of the implementation plan (30 points)
- Qualifications of Firm's Focal Point to Support the United Nations (10 points)

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"/>	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 Organisation'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 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 per survey location 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

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.

Currency of Quotation: USD

#	REGION	COUNTRY	SURVEY LOCATION	YEAR OF DATA	AMOUNT IN USD
1	EUROPE	BULGARIA	SOFIA	2021	
2	EUROPE	CZECHIA	PRAGUE	2021	
3	EUROPE	ESTONIA	TALINN	2021	
4	EUROPE	FINLAND	HELSINKI	2021	
5	EUROPE	LATVIA	RIGA	2021	
6	EUROPE	LITHUANIA	VILNIUS	2021	
7	EUROPE	MONACO	MONTE CARLO	2021	
8	EUROPE	MONTENEGRO	PODGORICA	2021	
9	EUROPE	NORWAY	OSLO	2021	
10	EUROPE	POLAND	WARSAW	2021	
11	EUROPE	SLOVAKIA	BRATISLAVA	2021	
12	EUROPE	SLOVENIA	LJUBLJANA	2021	
13	EUROPE	SWEDEN	STOCKHOLM	2021	
14	EUROPE	IRELAND	DUBLIN	2022	
15	EUROPE	PORTUGAL	LISBON	2021	
16	AFRICA AND MIDDLE EAST	OMAN	MUSCAT	2020	
17	AFRICA AND MIDDLE EAST	MAURITIUS	PORT LOUIS	2020	
18	AFRICA AND MIDDLE EAST	SEYCHELLES	VICTORIA	2021	
19	AFRICA AND MIDDLE EAST	QATAR	DOHA	2021	
20	AFRICA AND MIDDLE EAST	EQUATORIAL GUINEA	MALABO	2022	
21	ASIA AND PACIFIC	AUSTRALIA	CANBERRA	2021	
22	ASIA AND PACIFIC	SINGAPORE	SINGAPORE	2021	
23	ASIA AND PACIFIC	SOLOMON ISLANDS	HONIARA	2022	
24	ASIA AND PACIFIC	TUVALU	FUNAFUTI	2022	
25	ASIA AND PACIFIC	NAURU	YAREN	2022	
26	ASIA AND PACIFIC	PALAU	NGERULMUD	2022	
27	ASIA AND PACIFIC	MARSHALL ISLANDS	MAJURO	2022	
28	ASIA AND PACIFIC	MICRONESIA	PALIKIR	2022	
29	ASIA AND PACIFIC	VANUATU	PORT VILA	2022	
30	ASIA AND PACIFIC	TONGA	NUKU'ALOFA	2022	
31	ASIA AND PACIFIC	COOK ISLANDS	AVARUA	2020	
32	ASIA AND PACIFIC	NIUE	ALOFI	2020	
33	LATIN AMERICA	ANGUILLA	THE VALLEY	2021	
34	LATIN AMERICA	ANTIGUA	ST. JOHN'S	2021	
35	LATIN AMERICA	GRENADA	ST. GEORGE'S	2021	
36	LATIN AMERICA	SAINT KITTS AND NEVIS	CHARLESTOWN / BASSETERRE	2021	
37	LATIN AMERICA	SAINT LUCIA	CASTRIES	2021	
38	LATIN AMERICA	SAINT VINCENT AND THE GRENADINES	KINGSTOWN	2021	
39	LATIN AMERICA	DOMINICA	ROSEAU	2021	
40	LATIN AMERICA	BELIZE	BELMOPAN	2021	

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.](#)

Authorized Signature:

Date: [Click or tap here to enter text.](#)

<p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>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>
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