



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ_31_2021	Date: 12 July 2021
----------------------------	--------------------

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or 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

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: 

Name: Diego Alves

Title: Operations Manager

Date: 12/07/2021

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>19th July 2021 at 16:30 pm Mozambique 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> <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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address bidsubmission.mz@undp.org <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 M ▪ Mandatory subject of email: RFQ-31-2021 Implementation of Security Mitigation Measures in UNDP office ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number (MOZ10, RFQ312021) <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>
Site visit	<p>Time: 10:00 A.M. Date: 15th July 2021 Venue: Pemba,</p> <p>The UNDP focal point for the arrangement is: Eng. Mohamad Abu Shaaban</p>
Cost of preparation of quotation	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.
Supplier Code of	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,

Conduct, Fraud, Corruption,	<p>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 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><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [20 days]</p>
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 Metical (Mozambique local currency for local vendors)
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
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 2 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 UNDP 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 2 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"/> Not permitted
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.mozambique@undp.org
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated in Procurement Notice webpage
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 Contract <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time
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 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"/> Contract for work
Expected date for contract award.	26 July 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 for Goods:**

Item No.	Description	Unit	Qty.
	PREAMBLE		
	<p>Tenderers are advised to visit the site and acquaint themselves with the surroundings and take any measurements to deem necessary as no claims will be accepted due to lack of knowledge of the site.</p> <p>Tenderers are to ensure that during the course of works the inconvenience to third parties should be very minimal and special care should be taken to existing surroundings. Any disposal of demolished / unwanted material should be dumped in an approved dumping site and any related fees to be borne by the tenderer.</p> <p>The contractor shall submit any required details (shop drawings) and as-built drawings as directed by the UNDP Civil Engineer. The measurement method for all items will be based on actual dimensions' openings are deductible. Calculation per m². All Payments shall be submitted along with drawings and measurements that is checked and approved by the UNDP Engineer.</p>	NOTE	
1	SAFE ROOM		
1.1	<p>Cement Block Works</p> <p>Supply and install solid cement block (automatic) 20x20x40 (without and openings) to close the safe haven opening, with all required works. Prices of the item shall include stone foundation if required, surface peroration includes striped off the painting and plastering around the opening for joining, supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, plastering and painting both sides, all ducts, tools, and anywhere else, needed, all according to conditions and directed instructions by the Engineer.</p> <p>The price shall include covering the wall with stones from outside the building the same as the current columns.</p>	M ²	12.5
1.2	<p>Cement Block Works</p> <p>Supply and install solid cement block (automatic) 20x20x40 (without and openings) to close the safe haven opening, with all required works. Prices of the item shall include stone foundation if required, surface</p>	M ²	2

	peroration includes striped off the painting and plastering around the opening for joining, supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, plastering and painting both sides, all ducts, tools, and anywhere else, needed, all according to conditions and directed instructions by the Engineer.		
1.3	<p>Digging the opening in the reinforced concrete wall in the basement floor (1.2m x 2.1m) and prepare the surface around the opening.</p> <p>The item includes repairing any damages that happened to the electrical, water, drainage system.</p> <p>The price shall include building one or two steps if needed. The works include plastering and painting the area and covering the steps with marble. The price shall include supply and install one or two steps if needed. The item includes disposal of debris to the authorized area and reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of the Engineer.</p>	M ²	2.5
1.4	<p>Supply and install Multi look Armored steel door (bulletproof) one leaf (1.0x2.1) m the work includes:</p> <p>The total thickness of the door not less than 5cm</p> <p>The main plates (outside and inside) are 4mm.</p> <p>The heavy-duty steel frame including anchors and cement filling.</p> <p>Heat insulation material shall be filled in the inner void.</p> <p>Enhancement sides with proper steel section if required.</p> <p>Actual dimensions must be taken from the site.</p> <p>The work includes demolishing, repairing, anchoring, ...etc.</p> <p>Complete the work as instructed by the supervising Engineer with reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of Engineer.</p> <p>The price shall include covering the door with wooden UPVC material.</p> <p>The price includes supply and installs heavy-duty automatic door closer that fixed on Armored Door type Yale or equivalent. And all accessories including internal latch to finish work as per specifications and manufacturer recommendations.</p>	NO	2
2	VEHICLE ACCECC GATES		

2.1	<p>Supply and Install Bullet Proof Sliding Steel Doors at the end of the ramp.</p> <p>The work includes steel profile adjoining vertically without space (tube 80x40x2 mm), outer steel frames (tube 50mmx 100mmx2mm), and 4mm thick covering plate above vertical tubes on both sides. Dimensions of gate 3.5m (width) x 2m (high).</p> <p>The door panel to be fixed at the top and bottom with sliding wheels running in galvanized steel truck. The item includes demolishing a part of the wall to extend the gate, finishing wall surface, and corner. The item includes carriage-away debris, plastering, and painting the walls. The price shall include making 3 coats of antirust and oil-based painting for the whole door including both sides, sliding rod, accessories, and thicknesses. The price including supporting the gate with a proper closing system.</p> <p>The price included all civil work to complete the work as per specifications and direction of the Engineer. (actual dimensions should be taken from the site). The contractor shall submit details (shop drawings) as directed by the UNDP Civil Engineer.</p>	M ²	7
2.2	<p>Supply, delivery, installation, connection, testing, and commissioning of the heavy-duty access control gate motor, infra-red detectors, Sarena operational light, all data & power wiring, and for the connection of all remote hardware elements to the associated controllers, power supply units, detectors and readers in all locations as specified. The price included any work and all accessories to finish work as per specifications and manufacturer recommendations. Weight of gate Load about (1500 kg – 2500 kg), and leaf length 3.6 meters. Gate speed 36-40m/min.</p>	No.	2
3	ACCESS CONTROL FOR PEDESTRIAN		
3.1	<p>Cement Block, concrete and reinforced concrete Block Works</p> <p>Design, Supply, Install and Build cement and concrete access control room for the pedestrian in front of the building with a minimum dimension of 2.3m (Width) X 4m (Length) X 2.5m (Height).</p> <p>The Design works shall include walls, windows, doors, top roof, and ceiling, dismantling any steel plates, or stainless-steel handrails, any excavation works, and any concrete beams and columns needed to implement the access control room. The design works shall include architectural, structural, electrical, and mechanical designs and drawings.</p> <p>The implementation, supply and install works shall include, building the concrete beams, columns and</p>	M ²	20

	integrate them with the existing building and concrete fence, this includes dismantling any steel plates or stainless-steel handrails, any excavation works, after that supply, install and build a cement solid blocks (40x15x20) cm (Automatic) for external walls with all required works. Prices of block works shall include the supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, all ducts, sleeves, opening areas, fiberboard, protection concrete (B-200) around sleeve sand pipes (for electrical, sanitary & mechanical), tools and anywhere else, needed, all according to the approved drawings prepared by the contractor and directed instructions by the Engineer. The price includes installing concrete R.C LINTEL with reinforcement above doors, windows, and external doors. Fcu = 25 Mpa, the length shall extend 15cm on both sides.		
3.2	Supply and make external plastering 20 mm thick for walls with four faces: the first is the rough nail rendering (mix 1:1) cement: sand, the second is 5mm thick mortar (mix 1: 2) cement: sand, the third is the undercoat 13mm (mix 1: 3) cement: sand, the forth is make Finishing Coat, smooth surface with (1:1) cement: sand mortar. and all this is according to specifications and the supervisor engineer's instructions.	M ²	20
3.3	Supply and make internal plastering 12 mm thick for walls with two faces: the first is the rough nail rendering (mix 1:1) cement: sand second layer 13mm: Base-Coat "Rendering" with (1:3) cement: sand mortar. Works include all materials needed to finish the works according to specifications and the supervisor engineer's instructions.	M ²	20
3.4	Supply materials and make emulsion paint (Supercryl) for external walls, sanding, priming, putty, undercoat, and finishing coats, all according to Specifications and instructions of the Engineer. The price should include preparing the surface, clean, remove dust.	M ²	20
3.5	Supply and apply two coats of oil paints on internal walls. Price shall include surface preparation, priming, and putty. All according to the Specifications and instructions of the Engineer.	M ²	20
3.6	Supply, install, test, and commission the electrical and power connections for lighting and power purposes including a complete socket outlet point or a power point with 3x2.5sq. mm and 2x4+1x2.5 sq.mm PVC insulated multi-string copper conductor cable (Saudi	LS	1

	<p>cable or equivalent) in recessed 25mm dia PVC pipe, including all conductors, cables, conduits, boxes.</p> <p>Socket outlets and all connections between the appropriate distribution boards and the socket-outlet or power connection point for the following:</p> <p>2P+E SINGLE SOCKET (13A-220V)</p> <p>2P+E SINGLE SOCKET (20A-220V)</p> <p>The electrical system to be connected to the building's main electrical board.</p>		
3.7	<p>Supply and install clay roofing tiles (bricks) of red color Class (A), size 22x42 cm, 3 kg all according to the approved drawings prepared by the contractor for the access control room and any required area as per the specification and engineer instructions. The wood must be treated with anti-rot paint. The item includes the following works:</p> <ol style="list-style-type: none"> 1. Supply and install Class (A) white Swedish wood 15x5 cm for the trusses with double main girder 10x5 cm free of knots painted with sanding sealer, all as specifications, and instructions of supervisor engineer. 2. Supply and install Class (A) white Swedish wood 5x5 cm for the joists, painted with sealer, all as per specifications, and instructions of supervisor engineer. 3. Roofing tiles should be fixed according to the required slopes and proper fixation at slope of various places with all insulation and protection elements. 4. Supply and install Covering in all directions the ceiling and the sides with wooden sandwich 17mm thick. (covered with zan veneer). Special insulation sheets for ceiling including all required materials to prevent water leakage to the wood. The price includes painting with one primer coats (sealer and at least two coats of lacquer paints), the installation of electrical connections according to the specifications, and the instruction of the supervisor engineer. 5. Supply and install water drainage system including all required fittings and pipes of galvanized steel gutter (1.5 mm min. thick.), 3-inch diameter UPVC pipes and all according to the instructions of the supervisor engineer. 6. The contractor must approve all wooden sections before any installation and/or fixing process. 7. Measurement will be according to the horizontal area (the projection area not the slope area), and the contractor should submit a shop drawing before starting the works. 	M ²	12

	The price includes all wooden Works, this is not limited to wooden columns and beams, slopes and false ceilings, the wooden false ceilings shall include internally led light spots 20 W each one with at least 6 led light spots.		
	DOORS AND WINDOWS WORKS		
3.8	<p>Supply and install Multi look Armored steel door (bulletproof) one leaf (0.9x2.1) m the work includes: The total thickness of the door not less than 5cm The main plates (outside and inside) are 4mm. The heavy-duty steel frame including anchors and cement filling. Heat insulation material shall be filled in the inner void. Enhancement sides with proper steel section if required. Actual dimensions must be taken from the site. The work includes demolishing, repairing, anchoring, ...etc. Complete the work as instructed by the supervising Engineer with reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of Engineer. The price shall include covering the door with wooden UPVC material. The price includes supply and installs heavy-duty automatic door closer that fixed on Armored Door type Yale or equivalent. And all accessories to finish work as per specifications and manufacturer recommendations.</p>	NO	2
3.9	<p>Supply, install and fix sliding aluminum window type (the same material used at the building on the first floor) the back aluminum section with the double glassing with overall size 1.2 m X 1 m, sliding complete with frame, three sliding leaves, glass 6mm thick Silicone sealant, ironmonger and hardware, and all anywhere else, needed, all according to specifications, conditions, and directed instructions by the Engineer.</p>	NO	1
3.10	<p>Supply, test, and commission Hand Held Metal Detector required for the purpose of security surveillance in the premise, it shall be compact and portable. HHMD should work on safe & maintenance-free rechargeable batteries. High sensitivity (Weapons screening system) with the self-calibrating facility. Operating Frequency: 95 KHz Audio Frequency: 2 KHz Tuning: Automatic</p>	NO	1

	<p>Mode of operation: Clear audible or Silent search /Vibrate alarm</p> <p>It shall have the following LED Alert Lights indication: Green: Power ON Red: Alarm condition</p> <p>HHMD shall have 360-deg. detection field which provides uniform sensitivity and tip pinpointing to detect weapons & other metal objects with high accuracy.</p> <p>The Detector shall give instant response to all metals. HHMD should not give any false alarm. The LED indication should come with an audio alarm.</p> <p>It should detect ferrous, non-ferrous, and stainless steel weapons, contraband, and other metallic objects. HHMD should be medically tested and approved</p>		
4	INTERNAL and EXTERNAL PROTECTION WORKS		
	Security Grill and SRF Works		
4.1	<p>Front and Internal Balconies and Windows Protection (Anti burglar steel bars).</p> <p>Supply and install mild Steel Grill for all windows and balconies opening of the ground floor for protection with all required works. Steel bars 12mm dia. Bars spacing shall be no more than 15cm in the two directions, the window edges angle (L- section) 4cmx4cmx4mm. And the price includes painting with primer paint and approved color, cutting steel sections and welding, materials, scaffolding, labor, curing, grinding to get a smooth surface to required pattern, and all accessories to finish work and complete reinstating of the surrounding area which occasionally got any type of damage to the satisfaction of Engineer. All actual dimensions of all windows and doors must be taken actually from the site.</p> <p>The price shall include applying a detailed shop drawing for the Engineer's approval. ,</p> <p>The price shall include supporting the front balconies with the needed steel columns and beams to strongly fix the steel grill over the long spans vertically and horizontally to avoid buckling. The price includes anchoring with the existing columns, removing the wood and gypsum cover, and returning new painted covers the same as the original material.</p>	M ²	85
4.2	<p>Protection Work for glass windows, and SRF.</p> <p>Supply and install SRF (Anti-Shatter Resistance Films) on all Glass Windows, corridors mirrors, and Internal Glass Partitions.</p> <p>The film material shall consist of an optically clear polyester film, with a durable acrylic abrasion-resistant coating over the surface. The film color is clear. The film shall have a nominal thickness of 0.304 mm (12</p>	M ²	160

	<p>mils), elongation to break 130%, and tensile strength of 172 Mpa. There shall be no evidence of coating voids. The item includes cleaning the glass surface very well.</p> <p>The price shall include dismantling the glass windows as much as needed and reassembling them as it was.</p> <p>The price includes testing the SRF on a 1m X 1m glass sample before starting to apply it to the building.</p>		

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within two weeks after Contract signature.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Estrada Nacional, Numero 106, #2803, Barrio Muxara, Pemba, Cabo Delgado
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

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:	RFQ-31-2021	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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" 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 – 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:	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 and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No.	Description of Works	Unit	Qty.	Unit Price	Total Price
	PREAMBLE				
	<p>Tenderers are advised to visit the site and acquaint themselves with the surroundings and take any measurements to deem necessary as no claims will be accepted due to lack of knowledge of the site.</p> <p>Tenderers are to ensure that during the course of works the inconvenience to third parties should be very minimal and special care should be taken to existing surroundings. Any disposal of demolished / unwanted material should be dumped in an approved dumping site and any related fees to be borne by the tenderer.</p> <p>The contractor shall submit any required details (shop drawings) and as-built drawings as directed by the UNDP Civil Engineer. The measurement method for all items will be based on actual dimensions' openings are deductible. Calculation per m². All Payments shall be submitted along with drawings and measurements that is checked and approved by the UNDP Engineer.</p>	NOTE			
1	SAFE ROOM				
1.1	<p>Cement Block Works</p> <p>Supply and install solid cement block (automatic) 20x20x40 (without and openings) to close the safe haven opening, with all required works. Prices of the item shall include stone foundation if required, surface peroration includes striped off the painting and plastering around the opening for joining, supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall</p>	M ²	12.5		

	include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, plastering and painting both sides, all ducts, tools, and anywhere else, needed, all according to conditions and directed instructions by the Engineer. The price shall include covering the wall with stones from outside the building the same as the current columns.				
1.2	Cement Block Works Supply and install solid cement block (automatic) 20x20x40 (without and openings) to close the safe haven opening, with all required works. Prices of the item shall include stone foundation if required, surface peroration includes striped off the painting and plastering around the opening for joining, supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, plastering and painting both sides, all ducts, tools, and anywhere else, needed, all according to conditions and directed instructions by the Engineer.	M ²	2		
1.3	Digging the opening in the reinforced concrete wall in the basement floor (1.2m x 2.1m) and prepare the surface around the opening. The item includes repairing any damages that happened to the electrical, water, drainage system. The price shall include building one or two steps if needed. The works include plastering and painting the area and covering the steps with marble. The price shall include supply and install one or two steps if needed. The item includes disposal of debris to the authorized area and reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of the Engineer.	M ²	2.5		
1.4	Supply and install Multi look Armored steel door (bulletproof) one leaf (1.0x2.1) m the work includes: The total thickness of the door not less than 5cm The main plates (outside and inside) are 4mm. The heavy-duty steel frame including anchors and cement filling. Heat insulation material shall be filled in the inner void. Enhancement sides with proper steel section if required. Actual dimensions must be taken from the site. The work includes demolishing, repairing, anchoring, ...etc.	NO	2		

	<p>Complete the work as instructed by the supervising Engineer with reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of Engineer.</p> <p>The price shall include covering the door with wooden UPVC material.</p> <p>The price includes supply and installs heavy-duty automatic door closer that fixed on Armored Door type Yale or equivalent. And all accessories including internal latch to finish work as per specifications and manufacturer recommendations.</p>				
2	VEHICLE ACCECC GATES				
2.1	<p>Supply and Install Bullet Proof Sliding Steel Doors at the end of the ramp.</p> <p>The work includes steel profile adjoining vertically without space (tube 80x40x2 mm), outer steel frames (tube 50mmx 100mmx2mm), and 4mm thick covering plate above vertical tubes on both sides. Dimensions of gate 3.5m (width) x 2m (high).</p> <p>The door panel to be fixed at the top and bottom with sliding wheels running in galvanized steel truck. The item includes demolishing a part of the wall to extend the gate, finishing wall surface, and corner. The item includes carriage-away debris, plastering, and painting the walls. The price shall include making 3 coats of antirust and oil-based painting for the whole door including both sides, sliding rod, accessories, and thicknesses. The price including supporting the gate with a proper closing system.</p> <p>The price included all civil work to complete the work as per specifications and direction of the Engineer. (actual dimensions should be taken from the site). The contractor shall submit details (shop drawings) as directed by the UNDP Civil Engineer.</p>	M ²	7		
2.2	<p>Supply, delivery, installation, connection, testing, and commissioning of the heavy-duty access control gate motor, infra-red detectors, Sarena operational light, all data & power wiring, and for the connection of all remote hardware elements to the associated controllers, power supply units, detectors and readers in all locations as specified. The price included any work and all accessories to finish work as per specifications and manufacturer recommendations. Weight of gate Load about (1500 kg – 2500 kg), and leaf length 3.6 meters. Gate speed 36-40m/min.</p>	No.	2		
3	ACCESS CONTROL FOR PEDESTRIAN				
3.1	<p>Cement Block, concrete and reinforced concrete Block Works</p> <p>Design, Supply, Install and Build cement and concrete access control room for the pedestrian in front of the</p>	M ²	20		

	<p>building with a minimum dimension of 2.3m (Width) X 4m (Length) X 2.5m (Height).</p> <p>The Design works shall include walls, windows, doors, top roof, and ceiling, dismantling any steel plates, or stainless-steel handrails, any excavation works, and any concrete beams and columns needed to implement the access control room. The design works shall include architectural, structural, electrical, and mechanical designs and drawings.</p> <p>The implementation, supply and install works shall include, building the concrete beams, columns and integrate them with the existing building and concrete fence, this includes dismantling any steel plates or stainless-steel handrails, any excavation works, after that supply, install and build a cement solid blocks (40x15x20) cm (Automatic) for external walls with all required works. Prices of block works shall include the supply of automatic solid concrete blocks from v. good and approved factory in perfect dimension and build it in a good manner, cement sand mortar (1:3). Works shall include all materials, testing, scaffolds, placing of approval blocks, curing, racking out the joints, workmanship, all ducts, sleeves, opening areas, fiberboard, protection concrete (B-200) around sleeve sand pipes (for electrical, sanitary & mechanical), tools and anywhere else, needed, all according to the approved drawings prepared by the contractor and directed instructions by the Engineer. The price includes installing concrete R.C LINTEL with reinforcement above doors, windows, and external doors. Fcu = 25 Mpa, the length shall extend 15cm on both sides.</p>				
3.2	Supply and make external plastering 20 mm thick for walls with four faces: the first is the rough nail rendering (mix 1:1) cement: sand, the second is 5mm thick mortar (mix 1: 2) cement: sand, the third is the undercoat 13mm (mix 1: 3) cement: sand, the fourth is make Finishing Coat, smooth surface with (1:1) cement: sand mortar. and all this is according to specifications and the supervisor engineer's instructions.	M ²	20		
3.3	Supply and make internal plastering 12 mm thick for walls with two faces: the first is the rough nail rendering (mix 1:1) cement: sand second layer 13mm: Base-Coat "Rendering" with (1:3) cement: sand mortar. Works include all materials needed to finish the works according to specifications and the supervisor engineer's instructions.	M ²	20		
3.4	Supply materials and make emulsion paint (Supercryl) for external walls, sanding, priming, putty, undercoat,	M ²	20		

	and finishing coats, all according to Specifications and instructions of the Engineer. The price should include preparing the surface, clean, remove dust.				
3.5	Supply and apply two coats of oil paints on internal walls. Price shall include surface preparation, priming, and putty. All according to the Specifications and instructions of the Engineer.	M ²	20		
3.6	Supply, install, test, and commission the electrical and power connections for lighting and power purposes including a complete socket outlet point or a power point with 3x2.5sq. mm and 2x4+1x2.5 sq.mm PVC insulated multi-string copper conductor cable (Saudi cable or equivalent) in recessed 25mm dia PVC pipe, including all conductors, cables, conduits, boxes. Socket outlets and all connections between the appropriate distribution boards and the socket-outlet or power connection point for the following: 2P+E SINGLE SOCKET (13A-220V) 2P+E SINGLE SOCKET (20A-220V) The electrical system to be connected to the building's main electrical board.	LS	1		
3.7	Supply and install clay roofing tiles (bricks) of red color Class (A), size 22×42 cm, 3 kg all according to the approved drawings prepared by the contractor for the access control room and any required area as per the specification and engineer instructions. The wood must be treated with anti-rot paint. The item includes the following works: <ol style="list-style-type: none"> 1. Supply and install Class (A) white Swedish wood 15x5 cm for the trusses with double main girder 10x5 cm free of knots painted with sanding sealer, all as specifications, and instructions of supervisor engineer. 2. Supply and install Class (A) white Swedish wood 5x5 cm for the joists, painted with sealer, all as per specifications, and instructions of supervisor engineer. 3. Roofing tiles should be fixed according to the required slopes and proper fixation at slope of various places with all insulation and protection elements. 4. Supply and install Covering in all directions the ceiling and the sides with wooden sandwich 17mm thick. (covered with zan veneer). Special insulation sheets for ceiling including all required materials to prevent water leakage to the wood. The price includes painting with one primer coats (sealer and at least two coats of lacquer paints), the installation of electrical connections according to the specifications, and the instruction of the supervisor engineer. 	M ²	12		

	<p>5. Supply and install water drainage system including all required fittings and pipes of galvanized steel gutter (1.5 mm min. thick.), 3-inch diameter UPVC pipes and all according to the instructions of the supervisor engineer.</p> <p>6. The contractor must approve all wooden sections before any installation and/or fixing process.</p> <p>7. Measurement will be according to the horizontal area (the projection area not the slope area), and the contractor should submit a shop drawing before starting the works.</p> <p>The price includes all wooden Works, this is not limited to wooden columns and beams, slopes and false ceilings, the wooden false ceilings shall include internally led light spots 20 W each one with at least 6 led light spots.</p>				
	DOORS AND WINDOWS WORKS				
3.8	<p>Supply and install Multi look Armored steel door (bulletproof) one leaf (0.9x2.1) m the work includes:</p> <p>The total thickness of the door not less than 5cm</p> <p>The main plates (outside and inside) are 4mm.</p> <p>The heavy-duty steel frame including anchors and cement filling.</p> <p>Heat insulation material shall be filled in the inner void.</p> <p>Enhancement sides with proper steel section if required.</p> <p>Actual dimensions must be taken from the site.</p> <p>The work includes demolishing, repairing, anchoring, ...etc.</p> <p>Complete the work as instructed by the supervising Engineer with reinstating of the surrounding area which occasionally got any type of damage to the full satisfaction of Engineer.</p> <p>The price shall include covering the door with wooden UPVC material.</p> <p>The price includes supply and installs heavy-duty automatic door closer that fixed on Armored Door type Yale or equivalent. And all accessories to finish work as per specifications and manufacturer recommendations.</p>	NO	2		
3.9	<p>Supply, install and fix sliding aluminum window type (the same material used at the building on the first floor) the back aluminum section with the double glassing with overall size 1.2 m X 1 m, sliding complete with frame, three sliding leaves, glass 6mm thick Silicone sealant, ironmonger and hardware, and all anywhere else, needed, all according to specifications, conditions, and directed instructions by the Engineer.</p>	NO	1		

3.10	<p>Supply, test, and commission Hand Held Metal Detector required for the purpose of security surveillance in the premise, it shall be compact and portable. HHMD should work on safe & maintenance-free rechargeable batteries.</p> <p>High sensitivity (Weapons screening system) with the self-calibrating facility.</p> <p>Operating Frequency: 95 KHz</p> <p>Audio Frequency: 2 KHz</p> <p>Tuning: Automatic</p> <p>Mode of operation: Clear audible or Silent search /Vibrate alarm</p> <p>It shall have the following LED Alert Lights indication: Green: Power ON Red: Alarm condition</p> <p>HHMD shall have 360-deg. detection field which provides uniform sensitivity and tip pinpointing to detect weapons & other metal objects with high accuracy.</p> <p>The Detector shall give instant response to all metals. HHMD should not give any false alarm. The LED indication should come with an audio alarm.</p> <p>It should detect ferrous, non-ferrous, and stainless steel weapons, contraband, and other metallic objects. HHMD should be medically tested and approved</p>	NO	1		
4	INTERNAL and EXTERNAL PROTECTION WORKS				
	Security Grill and SRF Works				
4.1	<p>Front and Internal Balconies and Windows Protection (Anti burglar steel bars).</p> <p>Supply and install mild Steel Grill for all windows and balconies opening of the ground floor for protection with all required works. Steel bars 12mm dia. Bars spacing shall be no more than 15cm in the two directions, the window edges angle (L- section) 4cmx4cmx4mm. And the price includes painting with primer paint and approved color, cutting steel sections and welding, materials, scaffolding, labor, curing, grinding to get a smooth surface to required pattern, and all accessories to finish work and complete reinstating of the surrounding area which occasionally got any type of damage to the satisfaction of Engineer. All actual dimensions of all windows and doors must be taken actually from the site.</p> <p>The price shall include applying a detailed shop drawing for the Engineer's approval. ,</p> <p>The price shall include supporting the front balconies with the needed steel columns and beams to strongly fix the steel grill over the long spans vertically and horizontally to avoid buckling. The price includes anchoring with the existing columns, removing the</p>	M ²	85		

	wood and gypsum cover, and returning new painted covers the same as the original material.				
4.2	Protection Work for glass windows, and SRF. Supply and install SRF (Anti-Shatter Resistance Films) on all Glass Windows, corridors mirrors, and Internal Glass Partitions. The film material shall consist of an optically clear polyester film, with a durable acrylic abrasion-resistant coating over the surface. The film color is clear. The film shall have a nominal thickness of 0.304 mm (12 mils), elongation to break 130%, and tensile strength of 172 Mpa. There shall be no evidence of coating voids. The item includes cleaning the glass surface very well. The price shall include dismantling the glass windows as much as needed and reassembling them as it was. The price includes testing the SRF on a 1m X 1m glass sample before starting to apply it to the building.	M ²	160		
Total Cost all inclusive DAP Pemba					
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

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 <i>[pls. specify]</i>	<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.	
<i>Exact name and address of company</i> 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 Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.