REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ 22.075 Procurement of Media distribution for the launch of UNDP flagship report on Human Development Report  
Date: 29 July 2022

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: Mariam Mkhitaryan
Approved by: Raul Espinosa

Signature: 

Name: Raul Espinosa
Title: Procurement Specialist
Date: 1 August 2022
SECTION 2: RFQ INSTRUCTIONS AND DATA

| Introduction                                                                 | 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
|                                                                             | 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.
|                                                                             | 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. |
| Deadline for the Submission of Quotation                                   | August 16, 2022, 12 pm NY time
|                                                                             | If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
|                                                                             | For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| Method of Submission                                                        | Quotations must be submitted as follows:
|                                                                             | ☐ E-tendering
|                                                                             | ☒ Dedicated Email Address
|                                                                             | ☐ Courier / Hand delivery
|                                                                             | ☐ Other Click or tap here to enter text. |
| Bid submission address: bera.procurement@undp.org                         | 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. |
|                                                                             | 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
|                                                                             | 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_and_investigation.html#anti |
### Gifts and Hospitality
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.

### Conflict of Interest
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.

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.

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.

### General Conditions of Contract
Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract. Select the applicable GTC:

- ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)
- ☐ Others [pls. specify]

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

### Special Conditions of Contract
☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]
☐ Others [pls. specify]

### Eligibility
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.

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.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

### Currency of Quotation
Quotations shall be quoted in USD

### 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
- 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:
  - ☒ be exclusive of VAT and other applicable indirect taxes
  - [according to project and applicable country agreement]

### Language of quotation

<table>
<thead>
<tr>
<th>English</th>
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<tr>
<td>Including documentation including catalogues, instructions and operating manuals.</td>
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### Documents to be submitted

Bidders shall include the following documents in their quotation:

- ☒ Annex 2: Quotation Submission Form duly completed and signed
- ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- ☒ Company Profile.
- ☒ Registration certificate;
- ☒ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;
- ☒ 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;
- ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
- ☒ Completed and signed CVs for the proposed key Personnel;
- ☐ Other Click or tap here to enter text.

### Quotation validity period

Quotations shall remain valid for 60 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

- ☒ Not permitted
- ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes

### Alternative Quotes

- ☒ Not permitted
- ☐ Permitted
If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, [Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”.

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  ☐ Other [Click or tap here to enter text.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditions for Release of Payment</td>
<td>☒ Written Acceptance of Services, based on full compliance with RFQ requirements</td>
</tr>
</tbody>
</table>
| Contact Person for correspondence, notifications and clarifications | E-mail address: bera.procurement@undp.org  
Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.  
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. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. |
| Evaluation Method | ☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  ☐ Other [Click or tap here to enter text.] |
| Evaluation Criteria | ☒ Full compliance with all qualification requirements as specified in Annex 1  
☒ Full acceptance of the General Conditions of Contract  
☐ Comprehensiveness of after-sales services  
☐ Earliest Delivery /shortest lead time  
☐ Others [Click or tap here to enter text.] |
| 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, [Click or tap here to enter text. 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 | ☐ Purchase Order  
☒ Contract Face Sheet (Services) |
| Expected date for contract award | 02 September 2022 |
| 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

TERMS OF REFERENCE

Title: Media distribution for the launch of UNDP flagship report on Human Development Report
Duration: 1 - 10 September 2022
Duty Station: Global/ worldwide

Project Background
The Bureau of External Relations and Advocacy (BERA) leads and supports the UN Development Programme (UNDP) in cultivating, building, and nurturing strategic relationships and alliances that are essential for advancing and successfully achieving the mission of UNDP. The main functions of BERA are (1) Resource mobilization, coordination and partnership management, (2) UN & Multilateral coherence, and (3) External communications to raise UNDP’s profile and improve communication. Within BERA, the Communications Group leads and manages external communications through strategy, media, digital communications, marketing, branding and global storytelling. This includes a close collaboration with Human Development Report Office (HDRO), a multi-disciplinary unit located within the UNDP in New York with the mission to advance human development through the expansion of opportunities, choice, and freedom.

HDRO works towards this goal by promoting innovative ideas, advocating practical policy changes, and constructively challenging policies and approaches that constrain human development. Also, the office works with others to achieve change through publication of global reports and papers, publication of data analysis and index reports, as well as by supporting national and regional analysis, outreach, and advocacy work. HDRO produces annually the editorially independent, global Human Development Report (HDR). Since inception in 1990, this report has acted as a highly visible and influential people-centered contribution to development thinking. Each edition is launched globally and around the world by UNDP offices as contributions to public debate and policy making at national and global levels; picked up by global and national media, and the analysis – and annually updated human development indices and data sets - are used by governments, civil society and development partners in their policy formulation and advocacy.

UNDP 2021/22 Human Development Report

The 2021/22 Human Development Report focuses on the uncertain times we are living in. The COVID-19 pandemic, now in its third year, continues to spin off new variants. The war in Ukraine is reverberating throughout the world, causing immense human suffering, including a cost-of-living crisis, while climate and ecological disasters threaten the world daily.


Set to be released on 8 September, the 2021/22 HDR examines how inequalities and uncertainty are reinforcing one another to drive polarization and undermine our sense of control over our lives. But crucially, this report is also about opportunity. It argues that in the end, working towards shared goals and doubling down on human development are critical to creating a future in which we can all thrive, however uncertain.
Objective

The UNDP flagship report on human development is designed to ensure universal reach, with global, regional and country specific data and analysis. To support this, UNDP is seeking to recruit a PR agency who will expand and enhance media outreach for the report and its key messages, ensuring maximum visibility in key identified markets.

Scope of the assignment

Under the direct supervision of the HDRO Communications Specialist, in close collaboration with UNDP Head of Media, the PR company will disseminate the report press release towards 8 September 2022, the launch date of the report. The PR agency must translate the press release into 18 chosen languages and distribute to news and media outlets worldwide to help build momentum and secure maximum media coverage.

Deliverables and Timeline

1. **Support the preparation of the communications toolkit**, translate the PR into 18 languages to be utilised by UNDP media team and Country Offices. Translations should include at least English, Arabic, Chinese, French, German, Japanese, Portuguese, Russian, Spanish. Additional languages will be desirable
   
   Date: 1 September 2022

2. **Media Outreach**, the PR company will target audiences and key media outlets (in line with UNDP’s external engagement plan and priority media outlets), disseminate the PR to chosen media markets. Markets include Markets: US, Canada, Latin America, Europe, Asia, Arabic Middle East, Africa.
   
   Date: **8 September 2022**

3. **Impact and Evaluation Report**; at the end of the assignment, the company will provide a results and impact report, detailing the successes of their efforts in relation to the overarching goals outlined above.
   
   Date: 10 September 2022

Qualifications of the Service Provider

The selected company shall have:

- Minimum 5 years’ experience in media distribution and tracking with proven expertise and competencies to deliver media distribution services to reach a global audience of media outlets; and ability to track and report which outlets have published press releases and media materials distributes through the platform

- Minimum 5 years’ experience working with clients within the United Nations System or other international/not-for-profit organizations or clients who monitor coverage on a global scale of issues in the area of international development and sustainable development goals

- Minimum 2 years in the media landscape and social media communication both in developed and developing regions/countries
• Media distribution system with multilingual outlets focusing on (at least) the six official languages of the United Nations; Arabic, Chinese, English, French, Russian and Spanish

Institutional Arrangement

The Contractor will regularly evaluate progress with the HDRO Communications Specialist, in close collaboration with UNDP Head of Media.

Duration of the Work

The duration of the assignment is 10 days, commencing 1 September 2022 to 10 September 2022.

Location of Work

No travel is anticipated under this consultancy.

Selection Criteria

• Proven modern, intuitive and easy to use interface platform that includes content distribution system
• Successfully delivered comprehensive and quality media distribution solutions preferably within the UN system or a related non-governmental organization
• Understanding of the scope of the work as evidenced in the quotations
• Track record working on media distribution delivering satisfactory results outputs for clients

Modality of Payments

Payment to the contractor will be made in one instalment upon delivery of the services specified above and deliverables accepted and upon certification of satisfactory completion by the manager.

Breakdown per deliverable

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Translations + media outreach + evaluation report</td>
<td></td>
</tr>
<tr>
<td><strong>Deliverable 1</strong></td>
<td></td>
</tr>
<tr>
<td>Translation of the Press Release into 18 languages to be utilised by UNDP media team and Country Offices</td>
<td>1 September</td>
</tr>
<tr>
<td><strong>Deliverable 2</strong></td>
<td></td>
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<tr>
<td>Dissemination the Press Release to the selected media markets.</td>
<td>8 September</td>
</tr>
<tr>
<td><strong>Deliverable 3</strong></td>
<td></td>
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<tr>
<td>Results and impact report, detailing the successes of the media distribution services</td>
<td>10 September</td>
</tr>
</tbody>
</table>
At the end of the assignment, the company will provide a results and impact report, detailing the successes of their efforts in relation to the overarching goals outlined above.

Payments will be processed upon completion of the listed deliverables and certification of the UNDP Head of Media.
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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
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<tbody>
<tr>
<td>RFQ reference:</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Date:</td>
<td>Click or tap to enter a date.</td>
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### Company Profile

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<tr>
<th>Item Description</th>
<th>Detail</th>
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<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
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<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
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<td>Website</td>
<td>Click or tap here to enter text.</td>
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<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Legal structure</td>
<td>Choose an item.</td>
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<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No</td>
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<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</td>
<td>☒ Yes ☐ No</td>
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<tr>
<td>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):</td>
<td>☒ Yes ☐ No</td>
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<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>☒ Yes ☐ No</td>
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<td>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)</td>
<td>☒ Yes ☐ No</td>
</tr>
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</table>
### Is your company a member of the UN Global Compact

[X] Yes  ○ 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

<table>
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<tr>
<th>Name of previous contracts</th>
<th>Client &amp; Reference Contact Details including e-mail</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
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### Bidder’s Declaration

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- **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.

- **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.**

- **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.

- **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](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.**

- **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.

- **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.

- **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.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Description of Deliverables</th>
<th>Price</th>
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<td>1.</td>
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<td>2.</td>
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<td>5.</td>
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</table>

Total Price

Breakdown of Fees

<table>
<thead>
<tr>
<th>Personnel / other elements</th>
<th>UOM</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
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### Compliance with Requirements

<table>
<thead>
<tr>
<th></th>
<th>Yes, we will comply</th>
<th>No, we cannot comply</th>
<th>If you cannot comply, pls. indicate counter-offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Lead Time</td>
<td>☐</td>
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<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Validity of Quotation</td>
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<tr>
<td>Payment terms</td>
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<td>Other requirements [pls. specify]</td>
<td>☐</td>
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<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

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.

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**Exact name and address of company**

- **Company Name**: Click or tap here to enter text.
- **Address**: 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.