



REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: RFQ-UN CITY CPH- 2022- REDESIGN OF UN CITY CANTEEN AND CAFE | Date: 13 September 2022 |
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP 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: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Photo and Plan of Redesign Area

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: 
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Name: Lobar Umarova

Title: Administrative Clerk

Date: 13 September 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

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| 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>04 October 2022 CET 17:00 EOB</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> Email Address</p> <p>Bid submission address: <u>cs.bidtender@undp.org</u></p> <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: 5 MB ▪ Mandatory subject of email: RFQ-UN CITY CPH- 2022- REDESIGN OF UN CITYCANTEEN AND CAFE ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt |
| Cost of preparation of quotation | <p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p> |
| Supplier Code of Conduct, Fraud, Corruption, | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p> |
| Gifts and Hospitality | <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or</p> |

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| | <p>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 Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</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 30 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 | <p>Quotations shall be quoted in Danish Kroner (DKK)</p> |
| Joint Venture, Consortium or Association | <p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> |

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| | Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| 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 | <input checked="" type="checkbox"/> To be exclusive of VAT and other applicable indirect taxes |
| Language of quotation | English |
| Documents to be submitted | <p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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 of performed 2 earlier projects in similar field plus client's contact details who may be contacted for further information <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 |

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| Alternative Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | <input checked="" type="checkbox"/> 100% payment upon completion and approval of assignment 30 days after receipt 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: lobar.umarova@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotations 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. Responses to request for clarification will be Communicated via email by 28 th September 2022. |
| Evaluation method | <input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price. Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s: Offers must be submitted within the stipulated deadline. Offers must meet required Offer Validity. Offers have been signed by the proper authority Offers include requested company/organization documentation as mentioned above in Documents to be submitted section. Offers must comply with general requirements: a) Properly registered company/organization b) technical responsiveness to requirements in terms of reference |
| Evaluation criteria | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 (Terms of Reference) <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract |
| 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 Common Services 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. |

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| 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 utilized 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 November 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 . |

Martin Christensson

13-Sep-2022

DocuSigned by:

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UN City
Common Services
Copenhagen
August 2022

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Background and rationale

UN City is a workplace for more than 1,700 persons from all around the world. The building on Marmorvej was designed by 3XN and inaugurated in 2013. Its design, location and application of various energy reducing solution makes it unique.

To assure even more functioning and pleasant workplace, UN City likes to refurbish the canteen and the café area.

Refurbishing the UN City canteen has been in the plans for some time. In 2019, common services commissioned as part of a larger conceptual work of the food and beverages services, design layout of the new canteen. The designs were approved but was not pursued at the time as the preferred choice was to have the new canteen operation in place to participate in the remake. With the arrival of new staff and management we can revert to the drawings.

With a new design and layout, we like to achieve the following:

1. **Better flow** – we have changed from Buffet to single plate serving in the canteen. The serving is different and the encounter between chefs and clients demanding a different layout and design. The Covid19 also taught us to allow for distance and keep a good flow not to create unnecessary queues and crossing paths. The dishwasher placement and handling of dishes is an area which new solution could reduce such problems. Placement of water stations is another issue with similar concern.
2. **Reduced sound level** – many hard surfaces and little absorbing materials makes the canteen a noisy area when many people are eating at the same time. Many staff therefore avoid the canteen or eat in other areas or at their workstations. The ambition we have, is to get people to take a relaxing and enjoyable break, engaging and meeting colleagues away from the desk. Hence, reducing the noise is of essence. We have measured the sound level confirming that it must be reduced.

3. **Better look and feel** – currently the canteen area is very white and institutional like without any reference to UN, its mission or type of work place it is. Together with a static light the area is missing out on the potential of making it attractive to be in, relaxing and a feeling of the unique workplace we are in. Light, colors, plants and materials aligning with our sustainability agenda is warranted.
4. **Optimizing use of space** – canteen is almost exclusively used during lunch hours and after work bars on Fridays. With an increasing population at UN City, we should have the ability to use the canteen for meetings, receptions or other functions in afternoons and evenings.

Using curtains and or dividers for example to adjust the space, the canteen room can be interesting option for such events. Also, we like to optimize the number that can be seated within the given fire regulations.

5. **Encourage socialization and allow privacy** – considerations for encouraging meetings between colleagues should be made; how the environment can help people to open and welcome new contacts and encounters. At the same time, space and seating allowing for privacy will also be accommodated.

The café is in another part of the building, still on the ground floor, and was established a few years ago by converting two meeting rooms. Lately, we have experimented with positive feedback with a small deli separate from the café. We like to put the deli and café together. A challenge is to arrange to keep good flow in the café. Consequently, some seating will be reduced in the café that we consider placing and making a new seating area in the lounge adjacent to the café. The changes here are expected to keep the same style in the café, we need:

1. **Find a workable solution for expanded services** – identify a layout that assures a good flow for clients and functioning work environment for the café personnel
2. **Design seating areas** – this is to design a café type of seating area for light lunches and breaks.

Purpose of assignment

Up to now, have we used internal capacity to draw up and articulate how we could view the new canteen. It is an advanced draft that has consolidated information from canteen personnel, cleaning and maintenance teams.

Building on the draft and together with relevant stakeholders, develop proposals to be costed and displayed to management for approval. Based on the approval, make the necessary specifications and drawings that can use for tender.

The work and changes do not anticipate structural changes of walls, ceilings or floors

Scope

The primary physical space to be reworked is the current canteen area planned and designed for 420 seated. The rework includes:

1. Identify materials and methods for reducing noise;
2. Introducing a different light solution;
3. Change, upcycle or configure current furniture;
4. Introduce color elements;
5. Design serving bars/ tables assuring good flow when serving food and working space for the chefs;
6. Define layout and flows in the canteen for seating, micro wave stations, and dishwasher area;
7. Layout solution and design for additional water station (including checking the physical feasibility to install and related cost).

The secondary is the café:

1. Identify and design an expansion of the café servicing counter that does allow for improved flow, convenience and a functional work area;
2. Provide layout and design of seating area adjacent to the café in the lounge area.

Approach and method

It is expected to elaborate the designs in a participatory mode, including kitchen personnel, building maintenance and cleaners and a focus group representing users as well as communications. This is to ensure that we get a design that fulfils the aims above and architects' have access to the right inputs. 2 such group meetings are expected.

It is anticipated to have weekly meetings to discuss items and review progress.

Prototyping and mockups is encouraged for testing and understanding of the proposed designs. Also using scenarios and flow analyses for the same reason.

Technical limitations and opportunities and the associated alteration costs - ventilation, escape routes, plumbing - should be considered in the proposed.

During the course, presentation for UN City management group will also be convened.

Time frame

The time frame for this is expected to be all in all 8 weeks.

Deliverables

At the end of the assignment is expected to be delivered:

1. Layouts with a 3d rendered illustrations of the new designs, or equivalent to appreciate the expected end result
2. Specifications prepared per UNDP format
3. Estimated costs of the final design

Qualification of contractor

We are looking for a qualified architectural design company that have experience from laying out canteen, cafes with focus on user experience both from the client and the service provider. Hence required:

- Proven experience in interior designing of canteen, café, or hotel restaurants. Provide at least 2 earlier projects
- If team, one of the architects should have at least 10 years of work experience. CVs of the suggested person(s) should be provided as part of the submission.

Schedule of payment

100% payment upon completion and approval of assignment

Financial proposal structure

The interested contractor should present the lumpsum cost for the assignment

Martin Christensson

DocuSigned by:

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ANNEX : 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 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 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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| energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | | | | |
| 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 |
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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. |

| Yes | No | |
|--------------------------|--------------------------|--|
| <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. |
| <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.

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| 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: Danish Kroner (DKK)

**Financial bid structure in template should correspond to the TOR - thus, flat fee in one place alongside breakdown of the sum to be provided.*

| Ref | Description of Deliverables | Price |
|-------------|--------------------------------------|-------|
| 1. | The lump sum of entire scope of work | |
| Total Price | | |

Breakdown of Fees

| Personnel / other elements | UOM | Qty | Unit Price | Total Price |
|----------------------------------|-----|-----|------------|-------------|
| Personnel | | | | |
| e.g. Project Manager/Team Leader | day | | | |
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| Other expenses | | | | |
| International flights | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communication | | | | |
| Other Costs: (please specify) | | | | |
| Total | | | | |

Compliance with Requirements

| | You Responses | | |
|--|--------------------------|--------------------------|---|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Time frame the works /services to be performed stipulated in ToR | | | |
| 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. |
| Work experience stipulated in ToR | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
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| 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. |