

RFQ Reference: 38/07/GOV/2023-ISA	Date: 21 July 2023
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Subject: RFQ for hiring Event Management Company to organize ISA Regional Committee Meeting in Rwanda

SECTION 1: REQUEST FOR QUOTATION (RFQ)

ISA kindly requests your quotation for the provision of goods, works and/or services as detailed in Annexure 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This Request Letter

Section 2: RFQ Instructions and Data

Annexure 1: Schedule of Requirements

Annexure 2: Quotation Submission Form

Annexure 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 Annexure 2: Quotation Submission Form and Annexure 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.

The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA highly values engaging with organizations and/or teams that reflect its geographical and diverse nature.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Procurement Unit

Date: 21/07/2023

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 ISA. This RFQ is conducted in accordance with the ISA Financial Regulations and Procedures and ISA Procurement Manual</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 ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>ISA reserves the right to cancel the procurement process at any stage without any liability of any kind for ISA, upon notice to the bidders or publication of cancellation notice on ISA website</p>
Deadline for the Submission of Quotation	<p>04.08.2022 by 1900 HRS IST</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"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement@isolaralliance.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ 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 MB ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ Mandatory subject of email: RFQ for hiring an Event Management Company to organize ISA Regional Committee Meeting in Rwanda ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>ISA shall not be responsible for any costs associated with a Bidder'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 ISA Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the ISA. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf</p> <p>Moreover, ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to ISA 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, ISA: (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 ISA contract.</p>

<p>Conflict of Interest</p>	<p>ISA requires every prospective Bidder to avoid and prevent conflicts of interest, by disclosing to ISA 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 an undisclosed conflict of interest shall be disqualified.</p> <p>The ISA shall have the discretion to disqualify or proceed with a bidder who has disclosed a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made by competent authority in the best interest of the work of the ISA.</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 ISA 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 ISA'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>
<p>General Conditions of Contract</p>	<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><input type="checkbox"/> https://www.isolaralliance.org/images/ISA_GTB.pdf</p>
<p>Special Conditions of Contract</p>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p>
<p>Pre-bid Conference</p>	<p>Not Applicable</p>
<p>Eligibility</p>	<p>A vendor who will be engaged by ISA must 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 ISA 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 ISA.</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 ISA.</p> <p>Bidders must have the legal capacity to enter a binding contract with ISA and to deliver in Rwanda, or through an authorized representative.</p> <p>The bidders should have minimum 2 years of experience in organizing International Events. The bidder should have organized minimum 3 international events.</p> <p>Experience on similar engagements done for sovereign governments, international organizations, Multilaterals or UN Agencies in more than 1 region of the world.</p> <p>Minimum 3 events/contracts of US\$50,000 in value, nature and complexity implemented over the last 3 years.</p> <p>Minimum average annual turnover of US\$ 50,000 for the last 3 years.</p>

Currency of Quotation	Quotations shall be quoted in USD
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 22 – 27 under Solicitation Process in the Procurement Manual (will be provided on request) for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<p>The United Nations (privileges and immunities) Act, 1947 is applicable to ISA pursuant to a notification by the host country. Therefore, ISA 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 in India. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annexure 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annexure 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annexure 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p>
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"/> Within 30 days upon ISA's acceptance and receipt of invoice.

Conditions for Release of Payment	Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the vendor. Payment will be affected by bank transfer in the currency of contract.
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@isolaralliance.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 ISA's response shall be not used as a reason for extending the deadline for submission, unless ISA 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 2 days before the submission deadline. Responses to request for clarification will be communicated thru email.
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 Annexure 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time
Right not to accept any quotation	ISA 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, ISA 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 type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	10 August 2023
Publication of Contract Award	ISA will publish the contract awards valued at USD 100,000 and more on the ISA website.
Policies and procedures	This RFQ is conducted in accordance with ISA Financial Regulation and Procedures and ISA procurement manual
Other Provisions	The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal. The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.

ANNEXURE 1

Terms of Reference for hiring an Event Management Company for organizing ISA Regional Committee Meeting in Kigali, Rwanda

The International Solar Alliance (ISA) is an action-oriented, member-driven, collaborative platform for increased deployment of solar energy technologies as a means for bringing energy access, ensuring energy security, and driving energy transition in its member countries.

The ISA was conceived as a joint effort by India and France to mobilise efforts against climate change through the deployment of solar energy solutions. It was conceptualised on the side-lines of the 21st Conference of Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) held in Paris in 2015.

The ISA strives to develop and deploy cost-effective and transformational energy solutions powered by the sun to help member countries develop low-carbon growth trajectories, with particular focus on delivering impact in countries categorized as Least Developed Countries (LDCs) and the Small Island Developing States (SIDS). Being a global platform, ISA's partnerships with multilateral development banks (MDBs), development financial institutions (DFIs), private and public sector organisations, civil society, and other international institutions is key to delivering the change it seeks to see in the world going ahead.

1. Scope of Work

A key aspect of ISA's work is to ensure wider outreach and dissemination of work done towards the promotion and adoption of solar energy worldwide.

ISA seeks a services provider (hereafter, termed as 'Bidder') to deliver support of several types of requirements related to ISA Regional Committee Meeting scheduled in Rwanda. The potential Bidder is expected to support all technical aspects to deliver the event as per the given requirements and manage the coordination with third-party supplier(s) involved in line with the best practices of International Organizations and high-level meetings with worldwide participants.

1. **Overall Coordination:** Coordinate all aspects of ISA's Regional Committee Meeting scheduled in Kigali, Rwanda principally in physical format. Some participants may join virtually through zoom/teams link. The responsibilities of the Bidder will include: coordination of all sessions, bilateral meetings, room set up, AV arrangement, Internet connectivity, waiting room set up, stage set up, decorations, manpower, dais management, distribution of mementos and certificates, deputation of manpower, exhibition set up, session report and any other duties assigned by ISA related to event management. The Bidder would also be required to coordinate the selection and supervision of this onsite manpower, engage with and hire third parties i.e., Service Providers, Consultants, etc. to assist the Bidder in organizing the events including ancillary activities and all services incidental to the activities mentioned herein.
2. **IT Infrastructure:** Establishment of adequate IT infrastructure at the venue to:
 - a. Facilitate Interactive Regional Committee meeting.
 - b. Registration modules if required for individual entry and visitors' data with back-end database for capturing details of all visitors as per the provided category by ISA.
 - c. Designing of dynamic event program module & speaker management for scheduled sessions as per approved program that can be integrated to ISA Website and App.
 - d. Password protected docket for circulation of documents.

- e. Online meeting/conference tool such as Zoom, MS Teams etc. with simultaneous interpretation facilities during the event with limit up to 500 participants.
- f. Providing technical advisory related to hosting the platform on a reliable server and its smooth hassle-free execution.
- g. Speaker Management - Operations Team to set up speaker dry run and speaker links for audio/video test.
- h. Track participation and engagement throughout the platform.
- i. Registration option per language, option to toggle between languages
- j. Live-Webcast of the Event in all language with all necessary backup of the required items during the Event.
- k. Recording the proceedings of Regional Committee in Session in all the languages.
- l. The platform should allow exchange of information in a secure manner and all activities must have an audit-trail with high performance and intuitive analytics.
- m. Analytical report to be created.
- n. Handling participants' queries and troubleshooting during the event to ensure that all runs smoothly.
- o. Host the interactive Regional Committee Meeting with carefully designed architecture for simultaneous including reverse interpretations in English, French, Spanish and Arabic.
- p. Bug Fixing and support 24X7 during the event.
- q. Prior Testing of the platform in all ISA Regions to ensure bandwidth compliance.
- r. Event Hall to be equipped with professional VC Camera, Video Screen (Number will depend on the size of participants), Audio/Video setup, Table Mics and Hands-free mics, HDMI cables, Internet, and Wi-Fi setup with internet speed minimum 10 MBPS per user.
- s. Power Extension for all participants at the table.
- t. Photography & Videography of the Event
- u. Bar code enabled ID card with scanning facility for entry in the Hall and record the in/out time.

Communication:

- a) Audio Video, backdrops, standees and venue set up (flags etc.) will be undertaken by the bidder and ISA communication team will provide the designs and content.
- b) All printing requirements will be taken care of by the bidder. One printer will be installed near the meeting room to provide support to the meeting.

Operations:

- Overseeing venue and Protocol
- Arrangements of Visa/Tickets for the delegates of countries.
- Logistics and transport and Security Arrangements.
- Receiving the dignitaries at airport along with one liaison officer who will escort to the airport.
- Ensure smooth and hassle-free departure of the dignitaries.
- To ensure accommodation and logistics at Hotel for the Ministerial delegation and others.
- Allocation of rooms to Ministerial delegates and accompanying official guests.
- Translation and Simultaneous interpretation.
- Coordination with PSUs and ISA Corporate Partners.
- Simultaneous including reverse interpretations in English, French, Spanish and Arabic.,
- Printing of Materials & placement
- Ensure delegate kits and distribution of material at the venue.
- Formulating the Advisory and updating it as per the requirement.
- Preparation of report and minutes of all the meetings
- Assisting ISA Secretariat in e-mailing of invitations, follow-up for securing confirmations
- Preparation & distribution of all necessary documents for the Events

- **Technical Specifications for Services:**

Item No	Minimum technical requirements	Unit	Quantity

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall proceed with preparation and deliverance as per the scope of work for scheduled date of event.
Delivery Terms (INCOTERMS 2020)	Event designed, organized as per the given timeline and TOR
Customs clearance	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Kigali, Rwanda
Distribution of shipping documents (if using freight forwarder)	Bidder's responsibility
Packing Requirements	Safe delivery of supplies, handling will be bidder's responsibility
Training on Operations and Maintenance	NA
Warranty Period	NA
After-sales service and local service support requirements	NA
Preferred Mode of Transport	NA

ANNEXURE 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input 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.
<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.

ANNEXURE 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;

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: USD

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

***Service Charges for booking tickets/visas should be quoted separately**

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company	Authorized Signature:

<p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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