REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 42/08/RFQ/Comms/2023ISA  Date: 8th August 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ)

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

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: Procurement Unit
Date: 08.08.2023
SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction
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.

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.

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.

Deadline for the Submission of Quotation
16.08.2023 by 1900 HRS IST

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: procurement@isolaralliance.org

▪ File Format: pdf, jpeg, zip
▪ 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: 35 MB
▪ Mandatory subject of email: RFQ for conceptualise, design and develop International Solar Alliance’s (ISA) Annual Report for 2023
▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.

It is recommended that the entire Quotation be consolidated into as few attachments as possible.

Cost of preparation of quotation
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.

Supplier Code of Conduct, Fraud, Corruption,
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

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.

Gifts and Hospitality
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.

Conflict of Interest
ISA requires every prospective Supplier 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.

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 in the best interest of the work of the ISA.

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.

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.

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

☐ https://www.isolaralliance.org/images/ISA_GTB.pdf

Special Conditions of Contract

☐ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days

☐ Others [pls. specify]

Pre-bid Conference

Not Applicable

Eligibility

A vendor who will be engaged by ISA 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 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.

Legal Registration:

a. Certificate of Registration of the company

2. Relevant Experience:

a. The organization should have undertaken similar assignments in past (please attach proof)

b. Experience in undertaking publication on Renewable Energy (please attach proof)

c. Minimum 8 years of experience in the business.

3. Financial soundness:

   Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.

   Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Currency of Quotation

Quotations shall be quoted in INR

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 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. 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.

**Only one Bid**

The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- b) they have the same legal representative for purposes of this RFQ; or
- c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;
- d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or
- e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

**Duties and taxes**

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:

- All prices must:
  - ☒ be inclusive of VAT and other applicable indirect taxes
  - ☐ be exclusive of VAT and other applicable indirect taxes
  - [according to project and applicable country agreement]

**Language of quotation**

English

Including documentation including catalogues, instructions and operating manuals.

**Documents to be submitted**

Bidders shall include the following documents in their quotation:

- ☒ 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;
- ☒ Company Profile.
- ☒ Copy of proof the organization should have undertaken similar assignments in past (please attach proof). Copy of contract or Purchase order
- ☒ Copy of proof of Experience in undertaking publication on Renewable Energy (please attach proof)
- ☒ Copy of proof of Minimum 10 years of experience in the business.

**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**

- ☒ 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

**Payment Terms**

- ☒ Within 30 days upon ISA’s acceptance and receipt of invoice.

**Conditions for Release of Payment**

- ☒ Written Acceptance of Services based on full compliance with RFQ requirements
| Contact Person for correspondence, notifications and clarifications | Mr. Nikhil Kumar  
E-mail address: NikhilKumar@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 not be 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. |
<table>
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<tr>
<td>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.</td>
<td></td>
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<tr>
<td>Evaluation method</td>
<td>☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</td>
</tr>
</tbody>
</table>
| Evaluation criteria | ☒ Full compliance with all 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 | 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 | ☒ Purchase Order  
☒ Contract for Works  
☐ Other Type/s of Contract [pls. specify] |
| Expected date for contract award | 30 September 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. |
SCOPE/ TERMS OF REFERENCE AND METHODOLOGY

The scope of the project includes the following:

➢ Drafting and writing the Report content using information the ISA team provides
➢ Copy editing and proof reading the complete Report
➢ Incorporating all changes recommended by the ISA team. There may be multiple rounds of revisions and corrections to ensure clarity and correctness.
➢ Conceptualising the overall design of the Report, sourcing relevant images from photo banks, using graphical representation, and making the report exciting and reader friendly
   • Two design layouts, including the cover page, must be submitted to the ISA team for review and approval within ten days of the contract award.
   • The design will have to be finalised basis of feedback and approval from the ISA team.
➢ The final product will be copyrighted and will be owned by ISA
➢ Coordinating with the ISA team on all aspects. This will entail the following:
   • Any last-minute changes must be incorporated and dealt with, including working weekends and beyond official weekday hours
   • The final page count of the Report will be decided basis of the final content
   • The current estimate on the number of pages is expected to be around 150
   • Two quotes should be submitted
      ▪ Lumpsum quote for the preparation of the 2023 Annual Report of upto 150 pages
      ▪ A per-page quote, which will be applicable only if the number of pages increases beyond 150 pages
      ▪ The per-page quote will be applicable only to number of pages above 150
➢ Throughout the period of this contract, the vendor will set up weekly meetings, either in-person or virtual, with the ISA team to discuss the following:
   o Design and format
   o Raw and final content
   o Timelines

TIMEFRAME AND DELIVERABLES

▪ The Report narrative should be crisp, clear, and easily comprehensible
▪ Where possible, information should be represented through figures, flowcharts, and infographics.
▪ The draft Report with designs will be delivered 45 days before the launch date or as agreed upon with the ISA team. (Final Annual Report will be tabled at the ISA Assembly on October 30th. Near final draft will be needed a month in advance to be circulated to ISA member countries for inputs. Some additions will be done after the Assembly and COP 28 and the Annual Report will be closed by 31 December 2023.)
▪ The final Report will be delivered a week after receiving and addressing comments/feedback post-submission of the Final Report.
▪ The text of the draft Annual Report will be delivered in Word format (to enable edits) and high-resolution printer-friendly PDF versions will be delivered as final report.
▪ The Final Report must be translated into French and Spanish and delivered in Word format and high-resolution printer-friendly PDF versions.

TEAM COMPOSITION

▪ To ensure development of an effective drafting process and create a cohesive and impactful Annual Report, the agency must submit detailed CVs of the following:
   o Team members who will lead the content drafting and editing processes (more than 2 relevant profiles required)
   o Team members who shall lead design for the Annual Report (more than 2 relevant profiles required)

METHODOLOGY

▪ A detailed, preferably week wise approach, methodology & implementation plan should be submitted by the agency for review with milestones clearly marked out. (Beginning 15th August)
▪ The final output should be made engaging for the ISA’s target audiences, via the use of infographics, charts, graphs, and stock images. Ideas and work plans must highlight this aspect.

INTERNATIONAL WORK

▪ The international publications produced by the agency should be highlighted and work done for United Nation organisations or other inter-governmental organisations specifically called out during the submission of documents.
ISA Annual Report 2023 | Table of Contents

1. Messages from President and Co-President
2. Foreword from Director General

3. ISA at a Glance
   A. ISA Membership
   B. Governance Structure
   C. Strategic Approach

4. ISA’s Priority Areas of Work
   I. Advocacy & Analytics
      A. Flagship Reports
         o Ease of Doing Solar (EoDS) 2022
      B. 2022 World Solar Reports
      C. Country Partnership Framework
      D. Private Sector Interventions
      E. ISA at COP28
   II. Capacity Building
      A. ISA Solar Fellowship for Mid-Career Professionals
      B. STAR-C
      C. Online Training Programmes
      D. Webinars
   III. Programmes and Projects
      A. Programmes
         • Scaling Solar Applications for Agriculture use
         • Affordable Finance at Scale
         • Scaling Solar Mini Grids
         • Scaling Solar Rooftops
         • Scaling Solar E-Mobility and Storage
         • Solar Parks
         • Solarising Heating and Cooling Systems
         • Solar PV Battery and Waste Management
         • Solar for Green Hydrogen
      B. Demonstration Projects
         • An update on Ongoing Projects
IV. Resource Mobilisation
V. Data, Evaluation & Learning

Global Footprint
5. Global Partnerships
6. The SolarX Startup Challenge
7. The Solar Finance Facility
8. One Sun One World One Grid
9. ISA’s Engagements
10. ISA’s Digital Footprint

Accelerating Solar Deployment
11. Way Forward
12. ISA Secretariat
13. Financial Reports
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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</thead>
<tbody>
<tr>
<td>RFQ reference:</td>
<td>Click or tap here to enter text. Date: Click or tap to enter a date.</td>
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</table>

### Company Profile

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Detail</th>
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<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Website</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
</tr>
<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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<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</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</td>
<td>☒ Yes ☐ No</td>
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<td>Institutions promoting such issues (If yes, provide a Copy)</td>
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<th>Is your company a member of the UN Global Compact</th>
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<td>☒ Yes ☐ No</td>
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**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>
<thead>
<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.

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- **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.

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<th>Yes</th>
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- **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.

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- **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.
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<th>Yes</th>
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**Signature:**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

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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<tbody>
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<td>Click or tap here to enter text.</td>
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</table>

**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.

**Compliance with Requirements**

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<tr>
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<th>You Responses</th>
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<tbody>
<tr>
<td></td>
<td>Yes, we will comply</td>
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<tr>
<td>Delivery Lead Time</td>
<td>☐</td>
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<td>Validity of Quotation</td>
<td>☐</td>
</tr>
<tr>
<td>Payment terms</td>
<td>☐</td>
</tr>
<tr>
<td>Other requirements [pls. specify]</td>
<td>☐</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.

**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.