

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 014/08/RFQ/ISA	Date: 12 August 2022
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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: Vineet Mathur

Title: Admin. & Procurement Analyst

Date: 12 August 2022

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.</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>23 August 2022 18.00 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, 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 Development of Blueprint for Green Hydrogen ▪ 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	<p>ISA 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.</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>

Conflict of Interest	<p>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 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 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>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>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.</p> <ol style="list-style-type: none"> 1. Legal Registration: <ol style="list-style-type: none"> a. Certificate of Registration of the company 2. Relevant Experience: <ol style="list-style-type: none"> a. The organization should have undertaken similar assignments in past (please attach proof) b. The organization should have worked in Solar and/or Wind energy sector for minimum 15 years with (minimum 3 projects each with contract value of US\$ 50 Thousand and above in last 3 years). c. Execution of minimum 3 assignments in last 5 years on assessing global opportunities for Hydrogen with Inter Governmental organizations/MDBs/UN/Governments, out of which minimum 1 project should have contract value of at least US\$ 50,000 each. d. Minimum 3 reports/roadmap for Multilateral institutions, inter-governmental organisations, governments, or private sector assessing opportunities, supply-demand mapping, policy/regulatory framework in the Hydrogen sector, of which at least one report in the Green Hydrogen sector (Green Hydrogen – Hydrogen produced through electrolysis of water using Renewable electricity from Solar and/or Wind resources). e. Please attach proof – Work order and/or Completion certificate. 3. Minimum qualification of the Team <ol style="list-style-type: none"> a. The Team to comprise Team Lead, Renewable Energy and Hydrogen Expert, and Financial Expert b. Team Lead

	<ul style="list-style-type: none"> i. More than 12 years of global experience in the Solar and/or Wind Energy sector, specifically project finance, investment advisory, strategic advisory, and policy/regulatory advisory, with minimum 5 projects each of contract value equivalent to US\$ 30,000 and above in last 3 years undertaken. ii. Minimum 1 Year of global experience in the Green Hydrogen sector, specifically market assessment, roadmap and investment opportunities in the Green Hydrogen sector iii. Experience of working on international projects in the Hydrogen sector with governments/multilateral institutions/intergovernmental sector, with minimum of 1 projects in the last 2 year <p>c. Renewable Energy and Hydrogen Expert</p> <ul style="list-style-type: none"> i. More than 6 years of global experience in the solar energy sector, specifically policy & regulation, market assessment, business models ii. More than 1 year of global experience in providing consultancy for the Hydrogen sector, with at least 1 projects on market assessment, roadmap and investment opportunities in the Green Hydrogen sector <p>d. Financial Expert</p> <ul style="list-style-type: none"> i. More than 10 years of experience in the Solar and/or Wind energy sector, of which at least 5 years of global experience investment mobilization, project finance, investment advisory, strategic advisory, and business development <p>e. Please provide CVs of the proposed team members as proof.</p> <p>4. Financial soundness:</p> <ul style="list-style-type: none"> a. Minimum Average annual turnover of USD Five Hundred Thousand over past 3 years Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. <p>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.</p>
Currency of Quotation	Quotations shall be quoted in US Dollars
Joint Venture, Consortium or Association	Joint Venture, Consortium or Association not allowed.
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> <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	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including ISA as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt

	<p>from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	ENGLISH
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 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	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <small>Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</small></p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other <small>Click or tap here to enter text.</small></p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement@isolaralliance.org</p> <p>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.</p>
Clarifications	<p>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</p> <p>procurement@isolaralliance.org</p>
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p>
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 checked="" type="checkbox"/> Contract for Services

Expected date for contract award.	1 st September 2022
Publication of Contract Award	ISA will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate ISA Web site.
Policies and procedures	This RFQ is conducted in accordance with ISA Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

SCOPE/ TERMS OF REFERENCE AND METHODOLOGY

The International Solar Alliance (ISA), an intergovernmental organization established in 2015, is a collaborative platform to deploy solar energy technologies as a means for bringing energy access, energy security and driving low carbon energy transition in member countries. The ISA is mandated to mobilize \$1 trillion of investment for a massive deployment of solar energy technologies and expand solar markets by 2030, thereby paving the way for future technologies adapted to the needs of the Member Countries. ISA partners with multilateral development banks (MDBs), development financial institutions (DFIs), private and public sector organizations, civil society and other international institutions to deliver this change and impact.

The International Solar Alliance has launched a thematic programme – ‘Solar for Green Hydrogen’ – to support ISA membership in transitioning to Solar-based Green Hydrogen as a vector for decarbonisation, particularly in hard-to-abate sectors. The programme is dedicated to provide analytics, capacity building, and readiness support to the ISA membership. The ISA Secretariat is developing a Blueprint for Green Hydrogen across its membership. The Blueprint is expected to assess the current status of Hydrogen production/consumption across various geographies/countries, policy/regulatory framework for transitioning to solar based green hydrogen, develop readiness framework, and identify investment opportunities for solar hydrogen production/consumption in the near, mid & long-term.

Key Deliverables and Outcomes shall include:

1. The consultant shall support the ISA Secretariat in developing a Blueprint for implementation of the Ninth Programme of the ISA – ‘Solar for Green Hydrogen’. The Blue Print is to be developed in close consultation with various stakeholders including ISA member countries. The Consultant shall identify stakeholders, in addition to stakeholders identified by the ISA Secretariat. The stakeholder consultations will be undertaken in virtual mode by the consultant, with support from the ISA Secretariat. No travel is required under the assignment.
2. The Consultation draft of the Blue print will be rolled out at the CoP 27 in November 2022.
3. Consultation draft for the Blueprint, to be presented at COP 27 in November 2022, will focus on following:
 - a. Development Context: Global development of the Green Hydrogen sector encompassing electrolyser technologies, cost projections, supply and demand analysis at global scale, demand projection disaggregated regionally.
 - b. Barriers and Challenges to GH2 production and utilisation – technical barriers, safety barriers, policy & regulatory barriers, cost barriers, supply chain barriers etc.
 - c. Opportunities in select ISA Member countries from different regions of the ISA including – National policies/strategies/regulations/roadmaps, a readiness assessment framework for green hydrogen production, trade and consumption, identification of front runner countries and companies, end-use sectors for market development
 - d. Financing Green Hydrogen – Business models for production and utilisation, policy instruments to create demand, financing instruments, and existing national/multilateral funding sources for production and utilisation
 - e. Recommendations to member countries and on ISA’s offerings under the Ninth programme.
4. The final Blueprint will provide a holistic overview of the solar hydrogen sector and its development encompassing:

- i. A technical and economic assessment of current global solar hydrogen sector encompassing, *inter alia*, global green hydrogen certification and safety standards, electrolyser technologies, current production capacity and supply chains, hydrogen transportation infrastructure, hydrogen storage technologies, and end-use sectors. The assessment will thus identify frontrunner ISA member countries in solar hydrogen sector and their respective competitive advantage across solar hydrogen value chain.
 - ii. The assessment will also identify technological, economic, market activation barriers to adoption of Solar Hydrogen.
 - iii. The Blueprint will undertake readiness assessment for production/use of solar hydrogen across ISA membership encompassing cost competitiveness for production of solar hydrogen across various regions and member countries of the ISA, national policies/strategies for production/end-use of green hydrogen, capacity gaps (both human and institutional).
 - iv. The Blueprint will identify objective and standardised parameters to monitor continually the ecosystem readiness of identified ISA member countries.
 - v. The Blueprint will provide a roadmap for production/deployment of solar hydrogen across identified ISA member countries through 2030, 2040, and 2050. The roadmap may focus on investment ready opportunities for hydrogen production, assessment of potential long-term purchase agreements including but not limited to replacement of existing grey hydrogen end uses, business and pricing models, international trade opportunities across ISA membership etc.
5. The Blueprint will identify ready-to-invest opportunities across various end-use sectors across identified ISA member countries, and provide recommendations on business and financing models (including potential global partners).
6. The consultant will identify stakeholders - across ISA membership, peer organisations, industry associations - for consultations and technical workshop to be organised by the ISA Secretariat.
7. Based on stakeholder consultations, the consultant will assess the need for a global Solar Hydrogen Coalition, to be seeded by the ISA, to create synergies in development of the sector. The Consultant will also provide a concept proposal for such an Alliance along with potential Terms of Reference.
8. Presentation on the Blueprint at the Fifth Assembly of the ISA in October 2022 – The presentation will include preliminary analysis on development context, barriers and challenges, broad assessment of opportunities across various regions of the ISA.

The expected outputs, corresponding timelines, and payment milestones are as below:

S.No.	Activity Milestone	Submission Deadline	Payment Milestone
1.	Annotated Outline for the Blueprint document and the Inception report	September 7 th 2022	
2.	First draft of the Consultation draft of the Blueprint document	October 10 th 2022	
3.	Presentation on the Consultation draft of the Blueprint document	October 15 th 2022	
4.	Final Consultation Draft of the Blueprint Document to be launched at COP 27	October 31 st 2022	First tranche - 30 % of the total contract value
5.	Identification of Stakeholder for consultations on the Consultation draft	November 10 th 2022	
6.	Stakeholder consultations	To be completed by December 31 st 2022	Second tranche – 30 % of the total contract value
7.	Identification of stakeholder for Technical Workshop on Green Hydrogen in February 2023	January 15 th 2023	
8.	Final Solar for GH2 blueprint	February 28 th 2023	Third tranche – 40 % of the total contract value

All materials generated and engagements to be labelled as “ISA supported”.

ANNEX 2: QUOTATION SUBMISSION FORM

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

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services.

Currency of the Quotation: US Dollars					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click 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>Authorized Signature:</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>