

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ No. 008/4/2022 /ISA	Date: 30 May 2022

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: Administrative & Procurement Analyst

Date: 30 May 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>13 June 2022 (6.00 PM) 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 <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <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 preparation of ISA internal Dashboard ✦ 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. ✦ 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 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 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	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
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	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 an ISA contract.
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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>
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General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC:</p> <p style="text-align: center;">General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p>
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Special Conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days
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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> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, subcontractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p>
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	S.No	Criteria	Proof to be Submitted (anyone from below)
	1,	Certification and experience in developing Tableau Dashboards and Data Science	<ul style="list-style-type: none"> • Undertaking on bidder's letterhead with details of experience in development of Tableau Software • Self-attested Copy of Certificate provided by Tableau • Self-attested copy of Certification in Data Science Stream
	2.	Sample Tableau dashboard hosted in Tableau Public profile for technical evaluation and link to be provided along with RFP application	Link to be provided for evaluation
Bidders must have the legal capacity to enter a binding contract with ISA and to deliver in the country, or through an authorized representative.			
Currency of Quotation	Quotations shall be quoted in INDIAN RUPEES		
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 19 – 24 under Solicitation policy 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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol 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.
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Duties and taxes	<p>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 from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/></p> <p>be exclusive of GST and other applicable indirect taxes</p>
Language of quotation	<p>ENGLISH 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 type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input type="checkbox"/> 100% within 10 days after receipt of goods, works and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Click or tap here to enter text.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Passing Inspection Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible] Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
Contact Person for correspondence, notifications	<p>E-mail address: procurement@isolaralliance.org</p> <p>ATTN: ISA Procurement Team</p>
and clarifications	<p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</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 Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.</p>
Evaluation method	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
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, Click or tap here to enter text. reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	July 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	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS Terms of Reference:

BI Tool needs to directly connect, extract, and transform all the required data from data source provided by International Solar Alliance (ISA).

- Standardized data format to be created from existing data files as per business requirements with certain percentage of buffer column to incorporate future data addition from ISA
- Interactive and Informative Dashboard to be developed and made live on the Tableau Online portal
- **Business Processes to be incorporated in the dashboard:**
Country (ratified/signed), Programme details, Project details, Fund (Granted/Sanctioned), Capacity (Proposed/Approved), Program-wise Country highlights, Country-wise Program highlights
- **Features & Functionality to be incorporated in the dashboard:**
World Map with highlight on hovering each Country, Coloured based on Country ratified (green), signed (dark yellow), potential (peach) with basic information displayed such as NFP (National Focal Point) Name, Programs Active, Total Capacity Approved, Site Visits Done(count)/Status/Details
- **Data Visualisation** – enables the graphical representation of data in a variety of formats. These formats may include charts, graphs, maps, data art, infographics, and data dashboards. The tool will have interactive capabilities enabling business users to manipulate or drill into the underlying details. The tool should allow self-service data preparation and data discovery capabilities. It is envisaged that the tool will not require significant involvement from technical resources (i.e., internal IT department) to predefine data models upfront to enable analysis
- **Enterprise Reporting** – This is defined as a system that enables regular provision of information to decision-makers within the organisation. Enabling the creation, and distribution of ad-hoc queries, reports, and dashboards, based on pre-modelled data and predefined semantic layer. Scheduled reports to be generated periodically as per BI best standard practices
- User Level Permission/Access of the Dashboard to ISA staff
- User training to be provided to ISA staff on data input ways for the newer formats
- Dashboard to be either embedded into SharePoint or a link redirecting from ISA Website

The services required are as follows and detailed further below:

Project Delivery/Expertise

The supplier is expected to be responsible for project management and delivery. Providing both resources and a detailed project delivery plan, duration including dates, milestones, and details of the key personnel involved in the delivery of this project.

Also, ISA would require the developer to report at ISA Secretariat office location till the delivery of the dashboard or project completion.

Flexible licensing for software usage

It is anticipated that up to 100 users will require use of the software. User numbers are likely to change from one month to another and therefore it is assumed that licensing will provide the flexibility to both increase and decrease users and change the level of access available as per the requirement. It is anticipated that the pricing offered will be structured to enable any changes to be reflected within a given period.

The number of users would initially be relatively small. As dashboards and visualisations are

developed and as products are deployed the number of users would increase.

External users will need to be able to access a suite of dashboards (developed using this tool), that will be embedded on the ISA website.

Internal users have been classified into two main segments:

- Creator/Admin (supports the end-to-end workflow, inclusive of data prep/data Integration and IT services – maintenance/support) – Up to 2 users
- Viewer (view and interact with dashboards/visualisations) – Up to 10 users

The figure mentioned above is indicative of the range and approximate mix of users across the organization requiring access after analysts have developed the initial suite of product. The tool should be able to manage up to 100 concurrent users.

All the licenses if required to be purchased to access the Dashboard per user, will be under the name of International Solar Alliance. Considering the dashboard to be of SaaS Model, ISA will have complete ownership of the data exchanged and residing on the server hosting the platform.

Hands on training and training materials

It is anticipated that the supplier will provide full training to our ICT service team to ensure the smooth operation of the software, enabling them to support the system. Training should include but not be limited to the installation of new releases, managing service desk requests, adding, deleting, and changing users' access or user type and resolving errors and the recovery of data.

In addition, training will be required for end user within the organization, circa 8-14 staff mainly comprised of Analysts. It is expected that 'hands on/on site' training would be provided in addition to the provision of training materials for self-help (such as videos, podcasts, and up-to-date documentation). The supplier is expected to provide support, training and guidance to analysts to build a small suite of dashboards and visualisations (Including creation of semantic layers), ensuring capability is developed to manage the tool end to end.

This training is anticipated to be completed at the start of the contract. Note that if significant changes occur to the software during the term of the contract it is anticipated that sufficient training would be provided to staff to support those changes at a later stage.

Technical Specifications for Services:

Item No	Minimum technical requirements	Unit	Quantity

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Click or tap here to enter text. after Contract signature.
Delivery Terms (INCOTERMS 2020)	
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Packing shall be of an efficient and effective standard to protect the Goods against the hazards associated with handling during loading and unloading while in transits, delivery and storage at the destination places
Training on Operations and Maintenance	Instructing on how to operate and maintain equipment is required.
Warranty Period	As per Annex-1
After-sales service and local service support requirements	As per Annex-1
Preferred Mode of Transport	No specific delivery mode is required. The Bidder may deliver by air or by land or using a multimodal transport mode.

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 <i>(If yes, provide a Copy)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input 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: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS/SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid 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.

THE UNIT PRICES PROVIDED BELOW SHOULD BE ALL-INCLUSIVE BASIS CONSIDERING TRANSPORTATION AND ALL OTHER RELATED COSTS TO THE ISA OFFICE. NO ADDITIONAL COST LINE SHOULD BE ADDED TO THE TABLE.

Currency of the Quotation: INDIAN RUPEES					
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					
Transportation Price					
Insurance Price					
Installation Price					
Training 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

Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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 <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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 style="text-align: center;">_____</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>
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