

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 020/11/RFQ/ISA	Date: 14 November 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.

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: Vineet Mathur

Title: Admin. & Procurement Analyst

Date: 14 November 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>04 December 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 Monitoring & Evaluation Agency to support International Solar Alliance (ISA) ▪ 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>✓ General Terms and Conditions / Special Conditions for Contract.</p>
Special Conditions of Contract	<p>✓ 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> <ul style="list-style-type: none"> - Legal Registration: <ul style="list-style-type: none"> ○ Certificate of Registration of the company - Relevant Experience: <ul style="list-style-type: none"> ○ Minimum 5 years of expertise in Results based Management and monitoring & evaluation ○ Demonstrable experience of working with multilateral organisations/alliances (similar to ISA) in developing Results Frameworks (sample work from at least one organisation should be shared) ○ The organization should have strong understanding of the renewable energy sector, especially, in terms of methodologies for calculating CO2 emissions reduction, direct jobs created, investments mobilized etc. ○ Minimum experience of at least 5 years in conducting RBM trainings <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	<p>Quotations shall be quoted in US Dollars or Indian Rupees</p>

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 19 – 24 under Solicitation policy 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	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: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	ENGLISH
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate;
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
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 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	<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
Right not to accept any quotation	<p>ISA is not bound to accept any quotation, nor award a contract or Purchase Order</p>
Right to vary requirement at time of award	<p>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.</p>
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract for Services
Expected date for contract award.	<p>January 2023</p>
Policies and procedures	<p>This RFQ is conducted in accordance with ISA Programme and Operations Policies and Procedures</p>
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

1. BACKGROUND

International Solar Alliance is a global platform of 90¹ member countries working towards increased deployment of solar energy technologies to improve energy access, energy security and facilitate energy transition. To assist the alliance in their collective work, a Secretariat has been established in Delhi, India, which supports Member Countries to develop low-carbon growth trajectories. ISA works on three strategic priority areas: 1) Policy & Capacity Building; 2) Programmatic Support and 3) Analytics & Advocacy. It has established partnerships with multilateral development banks, development financial institutions, private and public sector organisations, civil society and other international institutions to achieve its objectives.

2. PURPOSE

As per its commitment to accelerate universal energy access and climate change mitigation, International Solar Alliance is working to establish a strong results-based management (RBM) system that will help plan, measure and report progress; facilitate informed decision-making and learning. To support establishment of this system, services of an agency are required.

The selected agency is expected to provide best practices in Results-Based Management from their experience of working with different international/multi-/bi-lateral organisations.

3. SCOPE OF WORK

The M&E agency will support ISA on the following:

i. Revise Theory of Change (TOC) and Results framework

ISA has developed draft versions of Theory of Change (ToC) and Results Framework for its Strategic Plan period of 2022-2026; and the selected agency is expected to support finalisation of the framework through the following indicative tasks:

- Review the draft ToC and Results framework and revise them in consultation with staff and other stakeholders to ensure that all aspects of ISA's multi-faceted work are adequately captured and the selected indicators are SMART.
- Assess existing data sources and mechanisms and develop the columns - Means of Verification, Risks & Assumptions – of the Results frame
- Develop ready-to-use indicator reference sheets
- Specifically, ensure that the framework supports donor requirements and measures performance at two levels: Performance of the Alliance i.e. progress in Member Countries and Performance of ISA Secretariat.

¹ 110 Signatory and 90 Member Countries (As on 1 November 2022)

- Integrate gender equity and social inclusion considerations into the results framework through gender disaggregated and gender-specific indicators
- Validate the finalised Results Framework through consultations with staff, National Focal Points and key donors

ii. Revise monitoring sheets and develop methodologies for measurement

Monitoring sheets have been developed by ISA to effectively monitor progress against the targets set in the Results framework for each programme/unit/function. The selected agency is expected to

- Develop standard methodologies and data collection tools for measuring the impact, outcome, output and activity indicators.
- Update the indicators and data in the monitoring sheets as per the finalized results frame, as mentioned above
- Assist in integration of relevant data points into existing data sources/mechanisms at ISA, in consultation with staff.

iii. Revise MEL policy and develop a learning plan

The M&E agency will also revise the draft Monitoring, Evaluation and Learning (MEL) policy of ISA to ensure that the Results Framework and the MEL policy are in sync and in line with international best practices. Additionally, the agency will have to develop a short Learning plan for the Strategic Plan period of 2022-26.

iv. Design and deliver RBM trainings

To promote a better understanding of RBM and to orient staff and member country representatives to M&E within ISA, the agency will conduct two trainings (one day duration each) on:

- 1) RBM approach, results-based planning and budgeting; and
- 2) ISA's Results Framework i.e. outcomes, outputs, activities and targets for the strategic plan period 2022-26; monitoring sheets, M&E policy, etc.

v. Any other associated task, as recommended by Director General, ISA

4. MANAGEMENT

The contracted agency will work closely with the M&E focal point from ISA and is expected to independently coordinate with all relevant stakeholders, with some assistance from ISA Secretariat.

The selected agency will identify a Team Leader who will be the focal point for all discussions with ISA and be available for the entire contract duration. S/he will be responsible for supervision, quality assurance, completion of tasks, and timely submission of deliverables. S/he will also provide monthly updates and participate in relevant meetings, as required.

5. DUTY STATION

The work can be undertaken remotely, except for the RBM trainings which have to be delivered in person.

6. DURATION

The contract duration will be January to June 2023 (six months). Detailed activities with time frame are given below –

Activities	Completed by
Initiation meeting with ISA	1 week from award of contract
Desk review of relevant ISA documents such as Strategic Plan, Ease of Doing Solar Report, Solar Investments Report	2 weeks from award of contract
Discussions with ISA staff	4 weeks from award of contract
Revise ToC and Results frame	8 weeks from award of contract
Prepare Indicator Reference Sheets	8 weeks from award of contract
Validation meetings with Member Country representatives	10 weeks from award of contract
Validation meetings with key donors	10 weeks from award of contract
Desk review of monitoring sheets developed by ISA	12 weeks from award of contract
Revise sheets and develop methodologies and data collection tools for measurement	12 weeks from award of contract
Revise and submit MEL Policy	16 weeks from award of contract
Develop Learning plan	16 weeks from award of contract
Present MEL policy and learning plan within ISA	18 weeks from award of contract
Develop training content and share with ISA	20 weeks from award of contract
Conduct two trainings for ISA staff and member country representatives	23 weeks from award of contract
Submit a training report with recommendations	24 weeks from award of contract

The completion dates for specific deliverables may be modified in consultation with ISA to meet practical realities, however, all deliverables should be completed within the contract duration.

7. DELIVERABLES & PAYMENT SCHEDULE

Deliverables	Payment Schedule
Final ToC, Results Framework	25%
Short note on discussion points and recommendations emerging from consultations with Member Countries and key donors	
Monitoring sheets in excel along with methodologies for measurement	25%

Indicator Reference Sheets with detailed methodologies and data collection tools	
Revised MEL Policy	50%
Learning plan	
Training material (power points or any other) and Training report with recommendations	

All deliverables should be formatted and submitted in ready-to-print formats.

8. QUALIFICATIONS/EXPERIENCE REQUIRED

- Strong expertise in Results based Management and M&E for 5 years or more
- Demonstrable experience of working with multilateral organisations/alliances (similar to ISA) in developing Results Frameworks (sample work from **at least one organisation** should be shared)
- Strong understanding of the renewable energy sector, especially, in terms of methodologies for calculating CO₂ emissions reduction, direct jobs created, investments mobilized etc.
- Experience of at least 5 years in conducting RBM trainings

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.

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

Deliverables	Payment Schedule	Price in INR or USD
Final ToC, Results Framework	25%	
Short note on discussion points and recommendations emerging from consultations with Member Countries and key donors		
Monitoring sheets in excel along with methodologies for measurement	25%	
Indicator Reference Sheets with detailed methodologies and data collection tools		
Revised MEL Policy	50%	
Learning plan		
Training material (power points or any other) and Training report with recommendations		

Currency of the Quotation: US Dollars or INR					
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.	
<i>Exact name and address of company</i> Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text.	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.

Email Address: Click or tap here to enter text.