

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: [4200457475](#)

Date: 15 May 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for Engagement of a Training Institution for Business digitalization skills Training for returned Migrants in Benin , Edo State**

International Organisation for Migration (IOM) 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:

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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

Annex 5: Bidder's Declaration of Conformity

Annex 6: Vendor Information Sheet

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. Also Annexes 4, 5, 6 and 7 should be submitted along these two. 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.

Approved by:

Name: Mohamed Abdi

Title: PLO

Date: 15.05.2023

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<p>29th May 2023 at 16:00hrs WAT</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:iomlagostenders@iom.int">iomlagostenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF for all files</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>30MB in total</b></li> <li>▪ Mandatory subject of email: <b>4200457475: Engagement of a Training Institution for Business digitalization skills Training for returned Migrants in Benin , Edo State</b></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>IOM 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>
<b>Supplier Code of Conduct</b>	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a>.</p>
<b>Conflict of Interest</b>	<p>UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN 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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>
<b>Eligibility</b>	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <a href="#">Click or tap here to enter text.</a></p>
<b>Duties and taxes</b>	<p>The International Organization for Migration 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:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>

<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li><input checked="" type="checkbox"/> Annex 5: Bidders Declaration of Conformity</li> <li><input checked="" type="checkbox"/> Annex 6: Vendor Information Sheet</li> <li><input checked="" type="checkbox"/> Valid Certificate of Registration (Certificate of Incorporation)</li> </ul> <p><u>Annexes 2 to 6 shall be <b>duly signed</b>, accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialled by the person signing the Quotation Form.</u></p>
<b>Quotation validity period</b>	Quotations shall remain valid for forty-five(45) days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTs only or by line item, etc)</i>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other <i>Click or tap here to enter text.</i>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Stella Okemuo  E-mail address: <a href="mailto:sokemuo@iom.int">sokemuo@iom.int</a>  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>8 days</b> before the submission deadline. Responses to request for clarification will be communicated <b>through email</b> by <b>22 May 2023</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <i>Click or tap here to enter text.</i>
<b>Evaluation criteria</b>	<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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<a href="#">Purchase order</a>
<b>Expected date for contract award.</b>	16 June 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if

	<p>not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.</p>
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## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Services/ Terms of reference:

The combined efforts by the Federal Government of Nigeria (FGN), development partners, and the International Organization for Migration (IOM) have been instrumental in facilitating the voluntary return of over 30,000 stranded Nigerians from different transit and destination countries. Edo state accounts the highest of this figure who have experienced Human right violations. The data further indicates that 30% of the returned Nigerian migrants from the Sahel region, Middle East, and Europe are vulnerable and have been exposed to violence, exploitation, and abuse. The recount of experiences of the returnees indicated severe modern slavery in transit, Labour exploitation for men and sexual exploitation for women. Returning migrants often find themselves destitute with limited access to social and economic opportunities. Many returnees do not have a job waiting for them upon their arrival nor the possibility of resuming their previous economic activities upon returning to their respective communities of origin. Although few returnees could find work in the sector in which they worked before their departure, many others are unable to either secure a job or create their own income-generating activity. According to the perception study conducted by the Edo State Task Force Against Human Trafficking (ETAHT) in 2019, the major factor that promotes unsafe travels and irregular migration is poverty, followed by unemployment and economic hardship, peer pressure, and family pressure across endemic communities in Edo State.

To address these challenges, in 2018, the Edo state government set up a Taskforce Against Human Trafficking (ETAHT) with a mission to reduce human trafficking and irregular migration and reintegrate returnees back into society. The Task Forces aim to research and promote strategies for tackling the scourge of human trafficking while working in collaboration with relevant agencies in addressing human trafficking in Edo State. The Edo State Government recognizes that this problem is part of larger developmental issues in the State. As a response, the State government formulated The Managing Migration through Development Project (MMDP), a more integrated programme adopted in its strategic plan of action to find a sustainable solution. The programme is therefore formulated through a development lens, as a key factor in addressing the current migration crises and more importantly, in preventing future irregular migration from the state.

IOM is currently implementing a project entitled “Nigeria: Managing Migration through Development (MMDP) 2.0 in Edo State,” funded by the Italian Government, through the Directorate General for Italian Citizens Abroad and Migration Policies of the Italian Ministry of Foreign Affairs and International Cooperation. The project aims at supporting the efforts of the Edo State government on the implementation of MMDP 2.0.

Within the framework of the MMDP 2.0., IOM is seeking the services of a Technical and Vocational Education and Training (TVET) institution to provide business digitalization training for 30 selected returned migrants y from Edo state to improve the capacity of their businesses in utilizing business digitalization opportunities.

### Objectives:

The main objective of this engagement is to

- To develop an 18-days tailored training course for 30 participants on business digitalization skills.

### Scope of the work

The selected Training Institution will provide digitalization training in strict accordance as outlined below:

#### **Business Digitalization – Physical and Virtual – Hybrid Session: 30 persons.**

- Mindset of Digital Marketing/Digital Financial Tools for Small Businesses.
- Social media accounts and optimization/ Marketing Channels & Marketplace.
- Branding / Content Marketing and Creation / Content Strategies.
- Content Marketing with Graphics/Canva/ Caption Writing and User-generated content.
- Video Creation / Video Marketing /Camera Setup Improvising tools.

- Product Photography and Lighting / Toolsoow / Apps Editing and Photos Apps/ Voice-over.
- Social Media Ads & Campaign / Ad Strategy / Business Manager Account / Growing your Following & Analytics.
- WhatsApp Tools, Statues and Community for Marketing Business.
- introduced to the Edo Online Marketplace I.e., Konga Enrolment etc .
- Invoice and Offer Drafting / Optimizing Sales Strategies for Special Holiday.
- Financial Management and access to funding opportunities in Edo State.
- Business Formalization.
- Ensure Follow up and Consistency, Guidance and Application of ALL physical session training.
- Ensure Participants E-Commerce and Social media calendar Creation and continues execution while leverage on influencers platforms online.
- Ensure Participants application of trained tech tools and utilizing targeted audience.
- Ensure Participants application of all financial tools.

**Timeframe of Assignment**

The training is expected to take 18 working days, within a period covering from the date of signing the Letter of Engagement.

Specific task	Deliverable	Timeline (Working days)
Execute Business Digitalization Training for 30 trainees - Physical Session.	Delivery of Training Course Outline.	9
Execute Business Digitalization Training for 30 trainees - Virtual Experts Mentorship Session.	Delivery of Training Course Outline.	9
Training Report, Pre and Post Questionnaires, Pictorial Documentation and Attendance Sheet.	Stamped or Signed document.	-

**Location of Work**

The vocational training is to take place in Benin city, Edo state for returned migrants who undergo screening and selection.

The training is to take place 9am to 3pm Monday, Wednesday, and Thursday for 9 days (within 3 weeks) Physical and 9 days (within 3 weeks) Virtual for a total of 18 days.

**Qualification of successful TVET Institution**

IOM is seeking to partner with a Technical and Vocational Skill Training institute in Edo State to enhance socio-economic opportunities of returned migrants. TVET Institute with NABTEB certification and structural/personnel capacity to carry out the training courses at location. (Training curriculum should be included as attachment)

Provide evidence of experience in similar services as those required by IOM with International organizations, Government institutions and Private sectors.

Trainers Experience Evidence of competent trainers (CVs (Curriculum Vitae) should be included as attachments. CV (Curriculum Vitae) of lead trainers with years' experience in relevant activity)

Evidence of the existence of a proper organizational governance structure (Organization's organogram and CV of key Management staffs)

**Scope of Proposal Price and Schedule of payment**

The contract price is a fixed output-based price to cover the training fee and consumables to train 30 persons regardless of extension of the specified duration.

Payments will be paid in tranches.

- The first tranche of 30% will be paid after the Notice of Award has been signed.
- The second tranche of 50% will be paid after 9 days’ training (within 3 weeks) of the Physical training execution with submission and approval of interim report and attendance sheets.
- Third tranche of 20% upon service completion, submission, and approval of final report.

**The following evaluation criteria shall be used to evaluate the proposals received:**

**A. Preliminary Examination of Proposals [Pass/Fail criteria]**

This stage of the evaluation is to assess the document formality required for each applicant with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

Eligibility Requirement	Importance	Criteria
NABTEB Registration Certificate as proof of registration as a TVET Institution	High	Pass/Fail
Provide evidence that Training institution is domiciled in Edo state	High	Pass/Fail
Valid Certificate of Registration (Certificate of Incorporation) or other applicable license/ documentation for government institutions.	High	Pass/Fail
Detailed training programs and curricula on offer.	Medium	Pass/Fail
<b><i>*Applicants must attain the rating of “pass” in all areas shown as of “high” importance to proceed to the technical evaluation/examination.</i></b>		

**B. Technical Examination [Weighted criteria]:**

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the proposal is substantially responsive to the technical requirements. All proposals must be checked for substantial responsiveness to the technical requirements.

Criteria	Requirement	Rating
<b>General Experience (Maximum of 40 points)</b>		

Provide evidence of past experience in similar services as those required by IOM with International organizations, Government institutions and Private sectors.	Evidence of experience providing similar services in all 3 sectors	<b>20 Points</b>
	Evidence of experience providing similar services in 2 sectors	15 Points
	Evidence of experience providing similar services in 1 sector	10 Points
Duration of experience in proposed work: Total number of years engaged in TVET Services	Above 5 years	<b>20 Points</b>
	3 to 4 years	15 Points
	1 to 2 years	10 Points
<b>Trainers Experience (Maximum of 40 points)</b>		
Evidence of competent trainers (CVs should be included as attachments)	CV of lead trainers with above 10 years' experience in relevant activity	<b>20 Points</b>
	CV of lead trainers with 5 to 9 years' experience in relevant activity	15 Points
	CV of lead trainers with 1 to 4 years' experience in relevant activity	10 Points
Evidence of the existence of a proper organizational governance structure (Organization's organogram and CV of key Management staffs)	Evidence of Organization's organogram and CV of key Management staffs	<b>20 Points</b>
	Evidence of only one of the stated Criteria	10 points
<b>Financial Capacity (Maximum of 20 points)</b>		
This category is based on the applicant's financial capability by taking responsibility for agreed financial commitments of the trainee. <b>Required:</b> Copies of the last three years audited financial statements.	Positive Working capital from the audited accounts for the Last three years.	<b>20 Points</b>
	Positive Working capital from the audited accounts for the Last two years.	15 points
	Positive Working capital from the audited accounts for the Last one year.	10 points
<b><i>*Only applicants that obtain a 70% Pass and above in the technical evaluation shall be shortlisted for a physical verification.</i></b>		



### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the services After Contract signature/ PO
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Edo State
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Training on Operations and Maintenance</b>	NA
<b>Warranty Period</b>	3 months
<b>After-sales service and local service support requirements</b>	NA
<b>Preferred Mode of Transport</b>	NA
<b>Other information</b>	



## 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:	<a href="#">4200457475: Engagement of a Training Institution for Business digitalization skills Training for returned Migrants in Benin , Edo State.</a>	Date: Click or tap to enter a date.

  
**VENDOR INFORMATION SHEET<sup>1</sup>**



VIS-and-VCF-Combined\_Draft.xlsx

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<sup>1</sup> [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

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 - 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:	<i>4200457475: Engagement of a Training Institution for Business digitalization skills Training for returned Migrants in Benin , Edo State</i>	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 of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: NGN**

Ref	Description of Deliverables	Quantity	Price
1.	Training in Business Digitalization skills ( Training fee and consumables) for 18 days	30 persons	
<b>Total Price</b>			

#### Compliance with Requirements

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text.

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