

RFQ Reference: LTA- NG20-013

Date: 17 July 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) FOR ONE YEAR LABORATORY EQUIPMENT MAINTENANCE AND REPAIR FOR IOM LAGOS AND ABUJA

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:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirement

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 by the method and by the date and time indicated. 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:

IOM Procurement Lagos.

Date: 17.07.2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	7th August, 2024 10am prompt If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email iomlagostenders@iom.int <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. Bid submission address iomlagostenders@iom.int . <ul style="list-style-type: none"> ▪ File Format: pdf ▪ 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: not more than 30MB ▪ Mandatory subject on Email: LTA- NG20-013:One year Laboratory Equipment Maintenance and Repair for IOM Lagos and Abuja 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 proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
Supplier Code of Conduct	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: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Nigerian Naira (NGN)
Duties and taxes	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: All prices shall be in Naira <ul style="list-style-type: none"> <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 and documentation including catalogues, instructions and operating manuals	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: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for One Year 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
Payment Terms	<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 Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Procurement Unit E-mail address: bachigbu@iom.int Attention: Quotations shall not be submitted to this address just as stated in the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated email by 19 July 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other Delivery Timeline
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 <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time/ competitive price <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM 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, 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.
Type of Contract to be awarded	Purchase order for Services and Long-term Agreement
Expected date for contract award.	18 September 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award 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.

EVALUATION CRITERIA

A. Preliminary and Technical Examination of Bids [Pass/Fail criteria]

This stage of the evaluation is to assess the document formality required for each bidder 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. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

General Evaluation Criteria

No.	Requirements	Importance	Criteria
1.	Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped)	High	Pass/Fail
2.	Annex 3: Vendor Information Sheet completed and signed (and preferably stamped)	High	Pass/Fail
3.	Annex 4: Declaration of Conformity completed and signed (and preferably stamped)	High	Pass/Fail
4.	Annex 5: Technical and Financial Offer duly completed and signed (and preferably stamped)	High	Pass/Fail
5.	Service provider must have an ISO 17025 accredited calibration service or traceability to an international standard, ISO 17025	High	Pass/Fail
6.	Company Profile (including the names of owners, key officers, technical personnel)	High	Pass/Fail
7.	Copy of Corporate Affairs Commission Certificate (CAC).	High	Pass/Fail
8.	Tax Compliance: Submit 2023 Tax Clearance Certificate	High	Pass/Fail
9.	Audited Financial Statements for the last three (3) years	High	Pass/Fail

B. Preliminary and Technical Examination of Bids BD BACTEC MGIT 320/960 [Pass/Fail criteria]

No.	Requirements	Importance	Criteria
1.	Service provider must present a Certificate of accreditation by the major test equipment manufacturer, BD as a calibration centre of test equipment.	High	Pass/Fail
2.	Service provider must be an agent for BD in Nigeria.	High	Pass/Fail
3.	The technical person must present a training certificate from BD for these specific instruments	High	Pass/Fail
4.	Services include annual preventative maintenance in accordance with the manufacturer's specifications	High	Pass/Fail
5.	Contractor will furnish any required Preventive Maintenance (PM) kits needed to perform Preventive Maintenance	High	Pass/Fail

C. Preliminary and Technical Examination of Bids Dynex DS2 automated ELISA system [Pass/Fail criteria]

No.	Requirements	Importance	Criteria
1.	Service provider must present a Certificate of accreditation by the major test equipment manufacturer, Dynex as a calibration centre of test equipment	High	Pass/Fail
2.	The technical person must present a training certificate from Dynex for these specific instruments.	High	Pass/Fail
3.	Service provider must be an agent for Dynex together with Qiagen in Nigeria	High	Pass/Fail
4.	Services include annual preventative maintenance in accordance with the manufacturer's specifications	High	Pass/Fail
5.	Cost of annual preventive maintenance should NOT include preventive maintenance kits. PM kit will be supplied by the organization.	High	Pass/Fail

D. Preliminary and Technical Examination of Bids GeneXpert Instruments [Pass/Fail criteria]

No.	Requirements	Importance	Criteria
1.	Service provider must present a Certificate of accreditation by the major test equipment manufacturer, Qiagen as a calibration centre of test equipment.	High	Pass/Fail
2.	The technical person must present a training certificate from Cepheid for these specific instruments	High	Pass/Fail
3.	Service provider must be an agent for Cepheid in Nigeria.	High	Pass/Fail
4.	Cost of annual preventive maintenance should NOT include preventive maintenance kits. PM kit will be supplied by the organization	High	Pass/Fail

*Bidders must attain the rating of “pass” in all areas shown as of “high” importance so as to proceed to the technical evaluation.

Terms of Reference (ToR)

Title: Request for Laboratory Equipment Maintenance and Repair

Background:

The International Organization for Migration (IOM) is part of the United Nations Systems as the leading international governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 175 member states and a presence in over 100 countries. IOM has had a presence in Nigeria since 2002.

To this end, IOM operates Migration Health Assessment Centers (MHACs) in Abuja and in Lagos and now with extension to Benin City, providing migration health-related assistance for immigrants, refugees, asylum seekers and mobile populations.

IOM MHAC laboratory services are crucial parts of the migration health activities which contributes to disease prevention and management. Laboratories under MHAC need to produce relevant, accurate and reliable results migrants' care.

The laboratory uses different instruments for its day-to-day operation. Appropriately maintained laboratory equipment can result in operational efficiencies that positively impact run time, increase output, and decrease costs. For these instruments periodic equipment maintenance is one of the activities performed to ensure laboratory equipment is in good working condition and operating safely. This includes regular equipment calibration, cleaning, lubrication, inspection, testing, and more.

The IOM MHACs in Abuja and Lagos are seeking to engage a qualified biomedical equipment maintenance service providers for bi-annual and annual preventive maintenance service and emergency call maintenance services as stated in Annex I and Annex II. Vendor will provide preventive maintenance service for equipment listed in Annex I per the mandatory requirements.

Locations:

This service is required for IOM MHAC Laboratories in Abuja and Lagos.

Tasks to be performed under this contract:

1. Repair and replace faulty parts.
2. Calibration to be performed to the manufacturer's specification across the full instrument range.
3. Perform calibration or calibration certification according to manufacturer's instructions.

Qualifications, Specialized Experience, and additional competencies:

1. For Micropipette Equipment Calibration
 - 1.1. Service provider must have an ISO 17025 accredited calibration service or traceability to an international standard, ISO 17025.

- 1.2. Adjusting the pipette as necessary to correct for any inaccuracies.
- 1.3. Service provider must have an experience in calibrating pipette of any brand and type.
2. For BD BACTEC MGIT 320/960
 - 2.1. Service provider must present a Certificate of accreditation by the major test equipment manufacturer, BD as a calibration centre of test equipment.
 - 2.2. Service provider must be an agent for BD in Nigeria.
 - 2.3. The technical person must present a training certificate from BD for these specific instruments.
 - 2.4. Services include annual preventative maintenance in accordance with the manufacturer's specifications.
 - 2.5. Contractor will furnish any required Preventive Maintenance (PM) kits needed to perform Preventive Maintenance.
3. For Dynex DS2 automated ELISA system
 - 3.1. Service provider must present a Certificate of accreditation by the major test equipment manufacturer, Dynex as a calibration centre of test equipment.
 - 3.2. The technical person must present a training certificate from Dynex for these specific instruments.
 - 3.3. Service provider must be an agent for Dynex together with Qiagen in Nigeria.
 - 3.4. Services include annual preventative maintenance in accordance with the manufacturer's specifications.
 - 3.5. Cost of annual preventive maintenance should NOT include preventive maintenance kits. PM kit will be supplied by the organization.
4. For GeneXpert Instruments
 - 4.1. Service provider must present a Certificate of accreditation by the major test equipment manufacturer, Qiagen as a calibration centre of test equipment.
 - 4.2. The technical person must present a training certificate from Cepheid for these specific instruments.
 - 4.3. Service provider must be an agent for Cepheid in Nigeria.
 - 4.4. Cost of annual preventive maintenance should NOT include preventive maintenance kits. PM kit will be supplied by the organization.
5. For Biological Safet Cabinets
 - 5.1. Service provider must verify:
 - a) Down flow and inflow velocities
 - b) Particle count test
 - c) Airflow smoke patterns
 - d) Poly Alpha Olefin (PAO) test for High Efficiency Particulate Air (HEPA) filter integrity
 - 5.2. Inspect the cabinet for any physical abnormalities/ malfunction
6. The service provider submits separate cost for periodic maintenance in **Annex I** and for emergency call maintenance services in **Annex II**.
7. Contractor will provide the necessary manpower and supervision to properly execute the preventive maintenance
8. Preventive Maintenance – The contractor will perform PM according to manufacturer's specifications. The contractor will have written procedures to be followed and documented evidence that each piece of equipment has been inspected according to those procedures.

Annex I: List of Laboratory and Medical Equipment for annual and bi-annual periodic Maintenance

SN	Category	Equipment Type	Quantity and Locations of the Instruments		Unit Cost (N)	Service is Required
			IOM Lagos	IOM Abuja		
1	Freezer/s and Refrigerator/s	Refrigerator YC-395L, Refrigerator YC-725L & Samsung fridge	5	8		Once per year
		Fridge Freezer YCD-EL 450	0	1		Once per year
		Chest Freezer, RCF-S110	1	0		Once per year
		Refrigerator (Double door)	0	1		Once per year
2	Laboratory Instruments	EONone Semi-automated Chemistry Analyzer	0	3		Once per year
		Fully Automated Chemistry Analyzer, CM 250	1	1		Once per year
		Dynex DS2 ELISA System	1	1		Once per year
		GENEXPERT GX-IV 4-MODULE, 6C and 10C	1	8		Once per year
		BACTEC MGIT 320	0	2		Once per year
		BACTEC MGIT 960	0	1		Once per year
		Rayto Microplate Reader	1	1		Once per year
		Rayto Microplate Washer	1	1		Once per year
		Thermometer	4	14		Once per year
3	Rotator	Oscillator/Orbital Shaker	2	1		Once per year
4	Incubator	Incubator, DNP-9022-1A, Nuve Incubator	1	1		Once per year
		Memmert Incubator	0	2		Once per year
5	Autoclave	Autoclave, NC 90M	1	1		Once per year
		Autoclave 75L	0	2		Once per year
		Autoclave 150L	0	1		Once per year
6	Centrifuge(s)	Benchtop Centrifuge, ROTOFIX 32 A, Nuve Table Centrifuge	1	1		Once per year

		Refrigerated Centrifuge	0	3		Once per year
7	Biological Safety cabinet		0	2		Twice per year
8	Water Distiller	Water distiller	1	1		Once per year
9	Pipette(s)	Micro Pipettes, Single Channel	4	7		Twice per year
10	Microscope		0	1		Once per year
11	Weighing Balance	Disabled weighing scale SECA -664	13	7		Once per year
		SECA Baby weighing scale 374	4	0		Once per year
		Baby EBST-20L Weighing scale	1	1		Once per year
12	Mixer	Vortex Mixer	0	2		Once per year
13	Air Steril / UV	Airsteril	15	14		Once per year
14	Oxygen concentrator	Oxygen concentrator	1	1		Once per year

Annex II: List of Laboratory equipment for emergency call maintenance

SN	Category	Equipment Type	Quantity and Locations of the Instruments		Cost per piece (N)	Service is Required
			IOM Lagos	IOM Abuja		
2	Laboratory Instruments	EONone Semi-automated Chemistry Analyzer	0	3		Emergency call
		Fully Automated Chemistry Analyzer, CM 250	1	1		Emergency call
		Dynex DS2 ELISA System	1	1		Emergency call
		GeneXpert (GX-IV-L), 6C and 10C	1	8		Emergency call
		BACTEC MGIT 320	0	2		Emergency call
		BACTEC MGIT 960	0	1		Emergency call
		Rayto Microplate Reader	1	1		Emergency call
		Rayto Microplate Washer	1	1		Emergency call
4	Incubator	Incubator, DNP-9022-1A, Nuve Incubator	1	1		Emergency call
		Mermert Incubator	0	2		Emergency call
5	Autoclave	Autoclave, NC 90M	1	1		Emergency call
		Autoclave 50L	0	1		Emergency call
		Autoclave 150L	0	1		Emergency call
6	Centrifuge(s)	Benchtop Centrifuge, ROTOFIX 32 A, Nuve Table Centrifuge	1	1		Emergency call
		Refrigerated Centrifuge	0	3		Emergency call
7	Biological Safety cabinet		0	2		Emergency call
8	Water Distiller	Water distiller	1	1		Emergency call

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:	LTA-NG20-013	Date: Click or tap to enter a date.

ANNEX 3 VENDOR INFORMATION SHEET¹

ANNEX 4 BIDDER'S DECLARATION OF CONFORMITY²

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.

¹ [Vendor Information Sheet.xlsx](#)

² 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 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.
<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 https://www.ungm.org/Public/CodeOfConduct .
<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 5: 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:	LTA-NG20-013	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: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	Annex I: List of Laboratory and Medical Equipment for annual and bi-annual periodic Maintenance (Kindly provide the detail cost breakdown of all line items of Annex I on your signed and stamped letter headed paper)	
2.	Annex II: List of Laboratory equipment for emergency call maintenance (Kindly provide the detail cost breakdown of all line items of Annex II on your signed and stamped letter headed paper)	
Total Price		

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.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____ _____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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