

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-CO-MM-2023-004

Date: 08 June 2023

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of 12th floor Trafalgar Plaza Building Improvement

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 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. 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:

Signature: for: ALBENTO Jessamyn
Digitally signed by ALBENTO Jessamyn
Date: 2023.06.08 14:43:08 +08'00'

Name: Andrew John Siegman

Title: Sr. Resource Management Officer

Date: 08-June-2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	19 June 2023 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	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Email</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: mmagtibay@iom.int / aninal@iom.int / jjose@iom.int</p> <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: 10 MB ▪ Mandatory subject of email: RFQ-CO-MM-2023-004 ▪ 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 into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in PHP
Duties and taxes	<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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including	English

catalogues, instructions and operating manuals	
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Negotiable but preferred with credit terms</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Marianne Magtibay</p> <p>E-mail address: mmagtibay@iom.int</p>
Clarifications	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 thru email by Click or tap to enter a date.
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input checked="" type="checkbox"/> Other Technical Specification scoring with 70 passing score</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i></p>
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	Contract
Expected date for contract award.	01 July 2023
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.



ANNEX 1: SCHEDULE OF REQUIREMENTS

FIT OUT GUIDELINES AND SCOPE OF WORKS FOR IOM GENERAL CLINICAL

LABORATORY & OFFICES

I GENERAL REQUIREMENT:

1. Plan and redesign the existing office space in accordance with existing laws and HSFRB Guidelines for the extension of the Clinical Working Areas sufficient to accommodate its activities and allow for smooth and coordinated workflow.
2. Submit three (3) sets of Architectural Floor Plans signed and sealed by an Architect and/ Engineer for the DOH-PTC application. Floor plans should conform to the prescribed planning and design guidelines, and checklist for the specific health facility.
3. Furnish all labor, materials, equipment, tools, and other facilities to complete the entire works required including water, sanitary, plumbing, electrical, mechanical lines and render ready for use the proposed Renovation of IOM General Clinical Laboratory & Offices.
4. Process Permits/Clearances, As-built plans.

II SPACES REQUIRED:

The Renovation shall have the following Area conforming to DOH Standard

- Registration and Waiting Area
- Cashier
- X-ray and Control Room
- Server Room
- 3 Doctor's Room
- AHU Room
- Storage Room
- Locker Room and Pantry

III PRE-CONSTRUCTION WORKS:

1. Board-up for Office access.
2. Dismantling of existing elevated carpet flooring including all necessary accessories to complete the works.
3. Dismantling of existing wall partitions including all necessary accessories to complete the works.
4. Dismantling of old lighting fixtures, cabling and the likes.
5. Dismantling of existing ducts & other utilities, including all necessary accessories to complete the works.
6. Refurbishment of existing built-in cabinets or carpentry for all areas affected, including all necessary accessories to complete the works.

7. Standard surface preparation of walls for repainting.

IV ARCHITECTURAL WORKS:

1. DOORS AND GLAZING WORKS

- Provide new doors as indicated on the designed plan complete with hardware and accessories.
- Repainting of steel door.
- Compliant with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.

2. FLOOR FINISHES

- Provide durable, cleanable and wear resistant flooring for both admin and LS areas.
- Provide seamless and coved flooring in the collection clinical working areas.
- Provide non-slip flooring for areas subject to foot traffic while wet.
- Compliant with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.

3. CEILING FINISHES

- Provide Ord. Gypsum Board on light metal frame as indicated on the designed reflected ceiling plan for the non-clinical working areas.
- Provide impervious, smooth, and easy to clean ceiling tiles for the clinical working areas.
- Compliant with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.

4. MASONRY WORKS

- Install masonry construction as indicated on designed plan.
- All concrete surfaces damaged during cleaning, grubbing, and hauling shall be repaired or retouched by smooth plaster finish.

5. EXTERIOR WALL FINISH

- Provide semi-gloss latex finish for CHB.

6. INTERIOR WALL FINISH

- Provide semi-gloss, odor-less latex paint for wall finish.
- Compliant with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.

7. WATER PROOFING WORKS

- Provide water proofing compound for all affected areas.

8. LAMINATED TOILET PARTITIONS

- Provide toilet partitions including hardware and accessories.

V ELECTRICAL WORKS:

1. RELOCATION OF EXISTING ELECTRICAL PANEL

- Roughing-in
- Wires and Cables
- Fittings, hangers & boxes

2. INSTALLATION OF ELECTRICAL WIRINGS

- Wires and cables
- Electrical pipes and boxes (should include Embedded Auxiliary Rough-Ins)
- Panel boards & Circuit Breakers
- Grounding System

3. INSTALLATION OF DEVICES

- Wiring devices
- Outlets
- Gang switch
- Power & lighting panel

4. PROVIDE AND INSTALL DIRECTORIES TO ALL PANEL BOARDS

5. PROVIDE NECESSARY DOCUMENTS SUCH AS INSULATION TEST TO ALL NEW WIRES INSTALLED PRIOR TO TESTING AND COMMISSIONING.

6. FOLLOW AS PER DESIGNED PLAN SPECIFICATION AND SCOPE OF WORK TO COMPLETE THE PROJECT AND RENDER IT TO BE OPERATIONAL.

VI SANITARY/ PLUMBING WORKS:

1. PLUMBING FIXTURES

- Provide and install new plumbing fixtures as indicated in the plan complete with trims, fittings, and accessories.
- Provide necessary cleats, brackets, and anchors as needed.
- Provide necessary documents such as Flushing Test, Leak Test, Pressure Test to all new installed Fixtures and Pipes prior to Testing and Commissioning

VII MECHANICAL WORKS:

1. VENTILATION

- Supply and installation of ventilating equipment as specified in the plans.

- Provide adequate ventilation with required air exchanges per hour to be maintained in each specific area of the clinical laboratory in compliance with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.
- Provide dedicated exhaust fans as a minimum requirement in the clinical working area and its sections in compliance with the Technical & Material Specifications indicated under A.O. No. 2021 – DO37.
- Provide all materials, equipment and perform all the work necessary for the complete execution of the ventilation as indicated on designed plan.
- Technical & Material Specifications are indicated under A.O. No. 2021 – DO37.
- To include PMS of installed equipment during warranty period

2. AIR CONDITIONING

- Supply and installation of air-cooled air conditioning units complete with refrigerant pipes, condensate drainpipes and fittings to attain required HVAC requirements
- Provide complete electric power supply, instrumentation, and control system.
- All condenser units shall be provided with a reinforced concrete foundation.
- Provide mild steel painted finish pedestal and/ or hangers for all air-conditioners, FCU, ACCU, refrigerant pipes and condensate drains.
- Chip-off and restore all areas affected by the installation of the air conditioning system.
- Leak testing, air balancing, test run
- Testing and commissioning
- Include PMS of to be installed FCU, ACCU during warranty period

3. FIRE PROTECTION

- Adjust existing Fire Protection Fixture if needed.
- Leak Test, Pressure Test and Test Run should be conducted prior to ceiling covering
- Testing and Commissioning

VIII PROJECT COMPLETION:

- The project should be completed 90 days

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
	AREA		
	Xray Room 16sqm	1	set
	Control Room 4.1sqm	1	set
	Changing Room	4	sets

	Reception	5.02sqm/staff	1	set
	Cashier	5.02sqm/staff	1	set
	Waiting Area	0.65sqm/person		
	Doctor's Room	7.43sqm minimum	3	sets
	Public Toilet	3.06sqm	1	set
	Locker Room and Pantry	1.40sqm/person	1	set
	Storage	4.65sqm or 1.2sqm/storage unit		
	Server Room	existing	1	set
	<i>(for other area, it should conform to DOH-SFHRB-QO401-PDG-PTC-CLG)</i>			
	FINISHES			
	Walls and Partition	Impervious, smooth, less termination and easy to clean		sqm
		Structurally sound, safe & sturdy		
		Conforming to Fire Code of the Philippines		
	Clinic Interior Wall	Shall be from Floor to Ceiling		sqm
	Cubicle Curtain and Draperies	Shall be Non-combustible or Flame-Retardant		
	Flooring	Durable, Readily cleanable and Wear-Resistant		
	Entrance Porch, CR	should have non-slip surface		sqm
	Clinical Flooring	shall be seamless & 6" self-coving to wall		sqm
	Glazing	shall be tempered		sqm
	Ceiling	shall be sturdy materials that allows durability, ease of cleaning and fire resistance		sqm
	CLEARANCES			
	Corridor	1.2m Minimum		
	Ceiling Height	2.6m Minimum		
	Door Opening	0.90m Minimum		
	HVAC			
	ACCU	Daikin VRV, 20Hp	2	set
	FCU	Daikin 2way Ceiling Cassete	4	set
		Daikin 4way Ceiling Cassete	7	set
		Daikin Concealed Type	2	set
	BLOWER	Ceiling Mounted, 1.0-1.5Hp	4	set
	ELECTRICAL			
	Conduits	shall be IMC or RSC		
		minimum 15mm diameter		
		maximum Four (4) 90deg bends per run		
		supported every 1.5m interval for suspended type		
	Wires and Cables	All wires should be copper		
		Minimum size of wire for Power and Lighting should be 3.5mm2 THHN/THWN		
		Color coding should be observed		
		Cat5e should be used for Telephone and Data		
		RG6 Coaxial Cable for CCTV should be used		
	Outlet Boxes	shall be Galvanized, Gauge 16 deep type		
		Junction Box and Square Box should have cover		
	Devices	Rated 15Amperes, 230Volts		
	Panel Board	Shall be bolt-on type		
		Gauge 16, have dead front cover, powdercoated		
		Should have ground bus bar terminal		
		Should be labelled,		
	Lighting Fixtures	LED, areas shall be well lighted, with no dangling exposed wires		
		minimum 50000 life hrs		
	PLUMBING			
		Continuous and sufficient supply of water shall be made available at all times.		
		Piping system should be concealed yet should be located where they will be easily accessible during repair and services		
	<i>(for other concern, it should conform to DOH-SFHRB-QO401-PDG-PTC-CLG)</i>			

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 1 month After Contract signature.

Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<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
Exact Address(es) of Delivery Location(s)	15th Floor Trafalgar Plaza Building 105 H.V Dela Costa St. Salcedo, Makati City
Distribution of shipping documents (if using freight forwarder)	n/a
Packing Requirements	n/a
Training on Operations and Maintenance	n/a
Warranty Period	1 year- retention period
After-sales service and local service support requirements	Quarterly preventive maintenance
Preferred Mode of Transport	n/a
Other information	

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.

VENDOR INFORMATION SHEET¹

Please find attached Vendor information sheet.

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.

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 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.
<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.unhcr.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 3: TECHNICAL AND FINANCIAL OFFER - GOODS

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.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
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 proposal
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 [pls. specify]	<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.	
<i>Exact name and address of the company</i> Company Name: Click 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. Email Address: 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.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - WORKS

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 and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Total				

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. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: 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.