

# REQUEST FOR PROPOSAL

|   |                   |
|---|-------------------|
| RFP Reference: <b>2022-009 - Provision of Business Plan<br/>Assessment Services</b> | Date: 6 July 2022 |
|---|-------------------|

The International Organization for Migration (IOM) kindly requests your proposal for the provision of the services described in the submission form below.

As such we request that you read this request and submit your best offer according to the Terms of the Reference (TOR) attached to this RFP. It is your responsibility to ensure that your proposal is submitted on or before the deadline. Proposals received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your proposal.

Issued by:

Signature: \_\_\_\_\_

Name: Joan Madarang

Title: Procurement Case Officer

Date: 06 July 2022

## RFP INFORMATION

|  |   |
|--|---|
| <b>Deadline for the submission of proposal</b> | <p>14 July 2022 1600H Beirut Time</p> <p>If any doubt exists as to the time zone in which the Bid 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>Bids 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: <b>beyproc@iom.int</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>pdf</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>5MB</b></li> <li>▪ Mandatory subject of email:</li> </ul> <p><b>PROC# 2022-009-Company Name (keep it short) – Technical 1 of 3</b><br/> <b>PROC# 2022-009 -Company Name (keep it short) – Technical 2 of 3</b><br/> <b>PROC# 2022-009 -Company Name (keep it short) – Technical 3 of 3 &lt;example&gt;</b><br/> <b>PROC# 2022-009 -Company Name (keep it short) – Financial</b></p> <ul style="list-style-type: none"> <li>▪ It is recommended that the entire submission 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 proposal:</b>        | <p>The International Organization for Migration (IOM) shall not be responsible for any costs associated with a supplier’s preparation and submission of proposal, regardless of the outcome or the manner of conducting the selection process.</p>  |
| <b>Supplier Code of Conduct</b>                | <p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the IOM. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a>.</p>  |
| <b>General Conditions of Contract</b>          | <p>Any Purchase Order or contract that will be issued as a result of this RFP shall be in accordance with the IOM General Contract Terms and Conditions under Annex A – Purchase Order for General Services unless specifically noted otherwise herein.</p>   |
| <b>Documents to be submitted</b>               | <p>Bidders shall submit and sign the following documents:</p> <ol style="list-style-type: none"> <li>1. Vendor Information Sheet filled out and signed</li> <li>2. Company Documents</li> <li>3. Bidder’s Declaration Form</li> <li>4. Bid submission form.</li> <li>5. Technical Proposal using attached technical proposal standard forms TPF 1 to TPF 4</li> <li>6. CV of Proposed Team</li> <li>7. Financial Proposal using attached financial proposal standard forms FPF 1 to FPF 2</li> </ol>  |

|                            |  |
|----------------------------|--|
| <b>Bid validity period</b> | The proposal shall remain valid for <b>90 calendar</b> days from the deadline for the submission.  |
| <b>Technical Proposal</b>  | <p>The Technical Proposal shall provide the following information:</p> <ol style="list-style-type: none"> <li>1. A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2).</li> <li>2. A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of 2 -3 pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.</li> <li>3. The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).</li> <li>4. Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last <b>5 years</b>, language fluency, Degree experience in similar assignments or roles, experience in private sector, business development, trainings and business plans development, technical experience using various applications in particular ODK(Open Data Kit) and Kobo-tool box.</li> </ol> |
| <b>Financial Proposal</b>  | The Financial proposal shall include the lump sum, all in costs associated with the assignment. These costs should be broken down by activity or deliverable. All items and activities described in the technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items. Use forms FPF1 to FPF 2.   |
| <b>Partial bids</b>        | <input checked="" type="checkbox"/> Not permitted<br><br><input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids  |
| <b>Alternative bids</b>    | <input checked="" type="checkbox"/> Not permitted<br><br><input type="checkbox"/> Permitted Insert conditions for alternative bids   |
| <b>Clarifications</b>      | <p>Contact person for correspondence, notifications and clarifications</p> <p>Contact person/s: Joan Madarang</p> <p>E-mail address: jmararang@iom.int</p> <p><b>Attention: Proposals shall not be submitted to this address but to the address for bid submission above.</b></p> <hr/> <p>Requests for clarification from bidders will not be accepted any later than <b>09 July 2022</b>. Responses to request for clarification will be communicated in writing by electronic mail and shared with all parties by <b>12 July 2022</b>.</p>  |
| <b>Evaluation method</b>   | <input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer  |

|   | <p>☒The contract will be awarded to the firm achieving the <b>highest combined technical and financial score.</b></p> <p>The proposals shall be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.70; F = the weight given to the Financial Proposal = 0.30; T + F = 1)</p> $Sc = St \times T\% + Sf \times F\%$  |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
|---|--|---|-----------------------|---|----|--|----|-----------------------|-----------|-----------------------|-----------------------|---|----|---|----|---|----|
| <p><b>Technical Evaluation</b></p>  | <p>IOM shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system. Each responsive proposal shall be given a technical score (St).</p> <p>A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 70% of the total maximum points.</p> <p>The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:</p> <table border="1" data-bbox="571 943 1493 1379"> <thead> <tr> <th data-bbox="571 943 1326 1025"><b>(i) Service Provider/Consulting Firm profile relevant to the requirement</b></th> <th data-bbox="1326 943 1493 1025"><b>Maximum Points</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1025 1326 1205"> <p>1. The <b>Service Provider/Consulting Firm</b> has <b>proven</b> experience and performance on comparable projects for international organizations / public sector entities / Private sector development.<br/>5 years of experience.</p> </td> <td data-bbox="1326 1025 1493 1205">15</td> </tr> <tr> <td data-bbox="571 1205 1326 1379"> <p>2. <b>Service Provider/Consulting Firm's</b> has proven experience in business plans and private sector development</p> </td> <td data-bbox="1326 1205 1493 1379">15</td> </tr> <tr> <td data-bbox="571 1379 1326 1462" style="text-align: center;"><b>Category total</b></td> <td data-bbox="1326 1379 1493 1462" style="text-align: center;"><b>30</b></td> </tr> </tbody> </table> <table border="1" data-bbox="571 1469 1493 1982"> <thead> <tr> <th data-bbox="571 1469 1326 1552"><b>(ii) Work Plan</b></th> <th data-bbox="1326 1469 1493 1552"><b>Maximum Points</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1552 1326 1635"> <p>3. Workplan is well written and fits the target implementation schedule.</p> </td> <td data-bbox="1326 1552 1493 1635">10</td> </tr> <tr> <td data-bbox="571 1635 1326 1783"> <p>4. Methodology and approach correspond to the workplan accurately. Adequacy of hours allocated to assignment with breakdown between different phases of the project.</p> </td> <td data-bbox="1326 1635 1493 1783">10</td> </tr> <tr> <td data-bbox="571 1783 1326 1982"> <p>5. Workplan proposes feasible schedule for collection, analysis, assessment, write-up of proposals/recommendations and dissemination and identifies areas that require special attention, and this is reflected in the schedule and hours allocated.</p> </td> <td data-bbox="1326 1783 1493 1982">10</td> </tr> </tbody> </table> | <b>(i) Service Provider/Consulting Firm profile relevant to the requirement</b> | <b>Maximum Points</b> | <p>1. The <b>Service Provider/Consulting Firm</b> has <b>proven</b> experience and performance on comparable projects for international organizations / public sector entities / Private sector development.<br/>5 years of experience.</p> | 15 | <p>2. <b>Service Provider/Consulting Firm's</b> has proven experience in business plans and private sector development</p> | 15 | <b>Category total</b> | <b>30</b> | <b>(ii) Work Plan</b> | <b>Maximum Points</b> | <p>3. Workplan is well written and fits the target implementation schedule.</p> | 10 | <p>4. Methodology and approach correspond to the workplan accurately. Adequacy of hours allocated to assignment with breakdown between different phases of the project.</p> | 10 | <p>5. Workplan proposes feasible schedule for collection, analysis, assessment, write-up of proposals/recommendations and dissemination and identifies areas that require special attention, and this is reflected in the schedule and hours allocated.</p> | 10 |
| <b>(i) Service Provider/Consulting Firm profile relevant to the requirement</b>   | <b>Maximum Points</b>  |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <p>1. The <b>Service Provider/Consulting Firm</b> has <b>proven</b> experience and performance on comparable projects for international organizations / public sector entities / Private sector development.<br/>5 years of experience.</p>                 | 15   |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <p>2. <b>Service Provider/Consulting Firm's</b> has proven experience in business plans and private sector development</p>  | 15   |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <b>Category total</b>   | <b>30</b>  |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <b>(ii) Work Plan</b>   | <b>Maximum Points</b>  |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <p>3. Workplan is well written and fits the target implementation schedule.</p>   | 10   |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <p>4. Methodology and approach correspond to the workplan accurately. Adequacy of hours allocated to assignment with breakdown between different phases of the project.</p>   | 10   |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |
| <p>5. Workplan proposes feasible schedule for collection, analysis, assessment, write-up of proposals/recommendations and dissemination and identifies areas that require special attention, and this is reflected in the schedule and hours allocated.</p> | 10   |   |                       |   |    |  |    |                       |           |                       |                       |   |    |   |    |   |    |

|                             |  |                       |
|-----------------------------|--|-----------------------|
|                             | <b>Category total</b>  | <b>30</b>             |
|                             | <b>(iii) Key Professional Staff qualifications and competence for the assignment</b>   | <b>Maximum Points</b> |
|                             | <p>6. Proposed evaluator’s qualification and experience in <b>business plan review</b>, based on CV/profiles submitted is adequate for the project.</p> <p>5. Proposed evaluator/s have minimum 5 years of experience of implementing similar projects.</p> <p>6. Proposed evaluator/s is fluent in English and Arabic</p> <p>7. Proposed evaluator/s is with Degree in Finance, Economics, Business Studies, Social Science or any other relevant field.</p> <p>8. Proposed evaluator/s has experience in similar assignments or roles, minimum 2 years.</p> <p>9. Proposed evaluator/s has Experience in private sector, business development, trainings and business plans development.</p> <p>10. Proposed evaluator/s has technical experience using ODK(Open Data Kit) and Kobo-tool box.</p>                      | 20                    |
|                             | 7. Key team members have past experience in delivering similar projects in an international organization or public sector environment. Must have ≥5 years of experience of implementing similar projects.  | 20                    |
|                             | <b>Category total</b>  | <b>40</b>             |
|                             | <b>Over All TOTAL</b>  | <b>100</b>            |
|                             | <p>The minimum technical score St required to pass is: <b><u>70 points</u></b></p> <p>Technical Proposal shall not be considered for evaluation in any of the following cases:</p> <ul style="list-style-type: none"> <li>a) late submission, <i>i.e.</i>, after the deadline set</li> <li>b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm and Terms of Reference (TOR);</li> </ul>  |                       |
| <b>Financial Evaluation</b> | <p>IOM shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.</p> <p>IOM will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.</p> <p>The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:</p> |                       |

|  |  |
|--|--|
|  | <p><b><math>S_f = 100 \times FI / F</math></b></p> <p>Where:</p> <p><math>S_f</math> - is the financial score of the Financial Proposal under consideration,</p> <p><math>FI</math> - is the price of the lowest Financial Proposal, and</p> <p><math>F</math> - is the price of the Financial Proposal under consideration.</p> |
| <b>Right not to accept any proposal</b>  | <b>IOM is not bound to accept any proposal, nor award a contract or purchase order.</b>  |
| <b>Type of contract to be awarded</b>    | <b>Purchase Order (PO) for General Service</b><br><b>Refer to Annex A for the PO template</b>  |
| <b>Expected date for contract award.</b> | <b>20-25 July 2022</b>   |
| <b>Expected Contract Duration:</b>       | <b>Start Date: 25 July 2022</b><br><b>Completion date: 25 September 2022</b>   |

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

Please attach the latest vendor information sheet to be filled in and signed by the vendor

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

<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.

## BID SUBMISSION FORM

|                |       |
|----------------|-------|
| RFP Reference: | Date: |
|----------------|-------|

Bidders are required to complete the tables below without making any changes to the fields in grey below.

### Submission Requirements

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

#### Technical Proposal:

| Have you duly completed all the Returnable Proposal Forms?                                      |                          |
|---|--------------------------|
| • TPF-1: Technical Proposal Submission Form   | <input type="checkbox"/> |
| • TPF – 2: Service Providers/ Consulting Firms Organization                                     | <input type="checkbox"/> |
| • TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment | <input type="checkbox"/> |
| • TPF – 4: Team Composition and Task Assignments  | <input type="checkbox"/> |
| • CV using Service Provider’s Format  | <input type="checkbox"/> |

#### Financial Proposal:

|   |                          |
|---|--------------------------|
| • FPF-1: Financial Proposal Submission Form | <input type="checkbox"/> |
| • FPF– 2: Summary of Costs                  | <input type="checkbox"/> |



## Bidder's Signature

I, the undersigned, certify that I am duly authorized to sign this bid and bind the company below in event that the bid 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.

## TPF-1: Technical Proposal Submission Form

*[Location, Date]*

To: *[Procurement Case Officer and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**TPF – 2: Service Providers/ Consulting Firms Organization**

*[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]*

**TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

*[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]*

**TPF – 4: Team Composition and Task Assignments**

| <b>1. Technical/Managerial Staff</b> |          |      |
|--------------------------------------|----------|------|
| Name                                 | Position | Task |
|                                      |          |      |
|                                      |          |      |
|                                      |          |      |
|                                      |          |      |
|                                      |          |      |

| <b>2. Support Staff</b> |          |      |
|-------------------------|----------|------|
| Name                    | Position | Task |
|                         |          |      |
|                         |          |      |
|                         |          |      |
|                         |          |      |

**Section III. Financial Proposal - Standard Forms**

**FPF-1: Financial Proposal Submission Form**

*[Location, Date]*

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## FPF– 2: Summary of Costs

| <b>Costs</b>   | <b>Currency</b> | <b>Amount(s)</b> |
|--|-----------------|------------------|
| I – Remuneration Cost (All in Lump Sum Cost)           |                 |                  |
| <b>Total Amount of Financial Proposal <sup>1</sup></b> |                 |                  |

### Breakdown of Remuneration Cost

| <b>Acitivity</b> | <b>Currency</b> | <b>Amount(s)</b> |
|------------------|-----------------|------------------|
|                  |                 |                  |
|                  |                 |                  |
|                  |                 |                  |

<sup>1</sup> Indicate total costs, net of local taxes, to be paid by IOM in each currency.

Authorized Signature:

Name and Title of Signatory

