

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 23120

Date: 11 April 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of services: Protection from *Sexual Exploitation and Abuse (PSEA): Together We Say No (PHASE 2)***

International Organisation for Migration (IOM) kindly requests your quotation for the provision of 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: Terms of Reference

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: Niiara Abliamitova

Head, MSCU

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

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<b>02 May 2023, 4:00 PM, Manila Time</b> 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> .
<b>Method of Submission</b>	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other  Bid submission address: <a href="mailto:mscuprourement@iom.int">mscuprourement@iom.int</a>  <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be <b>maximum 60 characters long</b> 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>10 mb</b></li> <li>▪ Mandatory subject of email: <b>Submission: Together We Say No (Phase 2), [name of provider]</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>	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.
<b>Supplier Code of Conduct</b>	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> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b>
<b>Duties and taxes</b>	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: <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
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	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
<b>Quotation validity period</b>	Quotations shall remain valid for 90 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
<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
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Jio Santino DESLATE E-mail address: <a href="mailto:jdeslate@iom.int">jdeslate@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the email address listed in the section entitled "Method of Submission".</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 14 days before the submission deadline (21 April 2023). Responses to request for clarification will be communicated 7 days by 28 April 2023.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input 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 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>	Purchase Order for Services
<b>Expected date for contract award.</b>	26 May 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 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: TERMS OF REFERENCE**

### ***Protection from Sexual Exploitation and Abuse (PSEA): Together We Say No (PHASE 2)***

#### **1. Background**

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. Since 2016, IOM has been a part of the United Nations system, as a related organization.

With over 23,000+ staff, related personnel, and partner staff globally, across 450 offices and 165 countries, IOM works to ensure safe, orderly and regular migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The Organization works in variety contexts globally including within humanitarian, transitional and development contexts. Protection of Sexual Exploitation and Abuse (PSEA) is a priority.

In 2022, the World Food Programme (WFP) and IOM, in partnership with Translators Without Borders, launched a joint initiative for frontline workers entitled “PSEA at the Frontline: Together We Say No” (TWSN). Phase I of TWSN is aimed at providing frontline workers and partners with critical knowledge on PSEA through highly illustrated print, audio and multimedia communication materials. The PSEA communication materials were developed based on feedback from over 3 000 frontline humanitarian workers in over 80 countries, with extensive field testing carried out in five countries: Afghanistan, Bangladesh, Colombia, South Sudan, and Türkiye.

TWSN (Phase I), now available in over 22 languages, supports frontline workers and partner staff to identify sexual exploitation and abuse, report misconduct through the appropriate channels, ultimately be key and important strategic allies within the PSEA response. For more information on TWSN (Phase I), please visit <https://psea.interagencystandingcommittee.org/psea-frontline-together-we-say-no>

This Request for Quotes is specifically for TWSN (Phase 2) which will again be implemented in coordination with WFP but will focus on PSEA communication for beneficiaries and affected populations.

#### **2. Objective of the Assignment**

The objective of the assignment focuses on contributing to the development of TWSN (Phase 2) specifically for beneficiaries and affected populations and will enable IOM and WFP to understand and create the most efficient and effective ways to increase PSEA awareness and communication amongst beneficiaries and affected populations across a variety of contexts. The service provider will only be responsible for delivering on Outputs 1, 2, 3 and 5.

## Scope of Work

### Part A Desk review and assessment

#### Output 1: Led by service provider

Conduct a global desk review of the communication tools and materials that already exist for beneficiary populations on PSEA; review IOM and WFP's joint project Phase 1 *PSEA at the Front Line: Together We Say No (TWSN)* communication materials, products, and outputs developed and available [here](#) in 22 languages.

#### Output 2: Led by service provider, with support from IOM/WFP

Develop protocol/methodology and assessment tools (survey, focus group discussions, in-depth interviews, feedback forms, as required) to gather feedback from beneficiary populations, including vulnerable and hard-to-reach populations, and other key stakeholders (or use existing data if available) to:

- a) identify preferred communication channels for receiving PSEA messaging in different contexts (how beneficiary populations access information, whether they have access to and use digital technology, communication channel preferences, etc.);
- b) identify which PSEA messaging contributes to a strengthened understanding of PSEA;
- c) identify the PSEA messaging and modalities that may best contribute to a multiplier effect within communities and influence positive change.

Test the protocol, methodology and assessment tools (consider age and sex) in coordination with beneficiary population and other key stakeholders in **two countries**. Support provided by IOM/WFP within the two select countries.

#### Output 3: Led by service provider

Analyze findings from the two countries and provide recommendations based on how PSEA communication products should be leveraged to increase both reach and comprehension. The **report** should include recommendations and justifications on the way forward at the country level for the reproduction, adaptation, and development of PSEA communication materials, including but not limited to:

- a) Community preferences on modalities (channels, how and when to receive messages on this topic) and appropriateness of the PSEA messages for beneficiary populations;
- b) Selection of existing TWSN communication materials to use and/or adapt to better reach beneficiary populations; and
- c) Where gaps are identified, recommendations of new PSEA communication materials (mediums, channels, and tools) and key messages to be developed for different contexts.

**Note:** Existing communication materials developed under the TWSN campaign can be used and/or adapted for use amongst beneficiary populations. Additionally, given that we want to limit the number PSEA communication materials available in each language, the final package should not replicate the TWSN Phase I package but should be comprised of the most impactful PSEA products for use within beneficiary populations. As identified in c) above, new products can be proposed.

Additionally, within this output, the service provider will also update the methodology based on the findings. The updated methodology should be comprehensive and user-friendly for rollout amongst humanitarian staff/UN agency staff. The methodology will be used to deliver output 4.

#### Part A: SUMMARY OF DELIVERABLES

- **Output 1:** Summary of the findings of the desk review
- **Output 2:** Assessment tools and protocol/methodology created and tested in 2 countries
- **Output 3a:** Analysis report with concrete recommendations and justifications for of the selection of PSEA communication materials/tools for rollout amongst beneficiary populations
- **Output 3b:** Updated methodology developed to pilot the PSEA communication materials amongst beneficiary populations in additional countries for piloting by IOM and WFP within output 4. The methodology and tools should be user friendly so that staff at the field level can easily implement (see output 4) and provide the necessary feedback

### **Part B**

#### **Adaption and finalization of PSEA communication materials to be used within beneficiary populations**

##### **Output 4: Led by IOM/WFP (for reference only)**

Based on the recommendations, report, protocol, and tools provided by the service provider in Part I:

- a) Identify three countries/local languages to pilot the PSEA communication materials amongst beneficiary populations within different contexts
- b) Translate, adapt, and, if necessary, develop PSEA communication materials in local languages
- c) Pilot the materials and collect the necessary information at the field level (as defined in the protocol and tools developed by the service provider in output 3) in three countries
- d) Provide feedback, based on criteria set by the service provider

##### **Output 5: Led by service provider**

Based on country feedback provided by IOM/WFP, provide rational, recommendations and updated guidance for a final package of communication materials on PSEA for global rollout within beneficiary populations. This should include clear recommendations on how to adapt and create communication materials (including at least one visual, one audio, and one interactive activity) to use in different contexts. The final PSEA communication materials may be limited to approximately six (6) products.

#### Part B: SUMMARY OF DELIVERABLES

- **Output 4:** To be finalized by IOM/WFP and handed over to the service provider
- **Output 5:** PSEA communication package for beneficiary populations finalized, including guidance for rollout amongst UN and partner agencies, across a variety of contexts

**Note:** a) IOM/WFP will be responsible for supporting with the translations of any PSEA communication materials; b) Where new PSEA communication products are recommended, further discussion will be required on the production of these materials; c) Based on agreed simplified PSEA messaging developed by the service provider in Part A and B, and coordinated by IOM and WFP, communities will be invited to adapt the communication materials to their local context through creative artistic forms (music, drama, dance, photography, etc.).

### **3. Schedule of Deliverables and Period of Performance**

To be delivered according to the proposal submitted and agreed upon with IOM.

### **4. Institutional and organization agreement**

The service provider will be responsible for delivering all outputs to IOM within the designated timetable and in accordance with the required tasks as agreed in the Service Agreement with IOM. The service provider will stay in close contact with IOM Headquarters' PSEAH Unit and WFP's equivalent. The service provider will adjust activities and outputs where necessary and in accordance with any instructions given by IOM.

### **5. Implementing Methodology**

IOM expects the service provider to propose an appropriate methodology/approach to deliver the outputs detailed in Part A and B of the Scope of Work. The methodology/approach should include a detailed technical narrated proposal, detailed implementation plan with a timeline and a detailed budget.

### **6. Required Qualifications of the Service Provider**

The service provider must have:

- a track record in working with local populations, using a participatory and *Do No Harm* methodology
- experience in creating simple communication tools through different formats, mediums, and channels
- an understanding of the topic and experience in relevant fields (PSEA, sexual and gender-based violence, protection, gender, etc.)
- experience in working with and creating guidance, tools and/or communication materials for diverse groups
- completed similar contracts with positive references in the past five years. Please submit a list of your previous experience in this area detailing the date each contract was started and ended, the name of the client it was executed for with a contact person with phone number and email and the contract amount.

**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:		
RFQ reference:		Date:

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

[see attached]

**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.

<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 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.
<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.unhcr.org/Public/CodeOfConduct">https://www.unhcr.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.
<input type="checkbox"/>	<input type="checkbox"/>	Proposer accepts General Conditions of Contract in Purchase Order for Services
<input type="checkbox"/>	<input type="checkbox"/>	Proposer accepts validity period

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

Name:

Title:

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:		
RFQ reference:		Date:

#### Evaluation Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Proposer accepts the General Conditions of Contract in Purchase Order for Services	<b>Annex 2: Bidder's Declaration of Conformity</b>
Proposal Validity	<b>Annex 2: Bidder's Declaration of Conformity</b>

#### Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Proposer is a legally registered entity.	Vendor Information Sheet
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation	Annex 2: Bidder's Declaration of Conformity
No conflicts of interest in accordance with Bidder's Declaration Of Conformity	Annex 2: Bidder's Declaration of Conformity
The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Annex 2: Bidder's Declaration of Conformity

## Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference;
- completion of the below chart (amend as necessary) which highlights the minimum qualifications required
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

<b>Minimum qualification 1</b>	<b>Track record in working with local populations, using a participatory and Do No Harm methodology – vendor must have led a minimum of two (2) projects involving local populations and using the cited methodology.</b>
Supporting documentation and/or references	Signed individual reports on each of the applicable previous project detailing involvement in pertinent projects
Meets requirements (y/n)	
<b>Minimum qualification 2</b>	<b>Proven experience in creating communication products for vulnerable populations using a variety of formats, mediums, and channels – vendor must have produced at least two communication products in a range of formats.</b>
Supporting documentation and/or references	Signed individual reports on each of the applicable previous project detailing involvement in pertinent projects
Meets requirements (y/n)	
<b>Minimum qualification 3</b>	<b>Proven experience within the fields of PSEA, sexual and gender-based violence, protection, or gender) – vendor must have led a minimum of two projects which focused on at least one of the above areas.</b>
Supporting documentation and/or references	Signed individual reports on each of the applicable previous project detailing involvement in pertinent projects
Meets requirements (y/n)	
<b>Minimum qualification 4</b>	<b>Proven experience working with and creating guidance, tools and/or communication materials for diverse groups within humanitarian contexts – vendor must have led a minimum of two (2) projects on communication for diverse groups within humanitarian contexts</b>
Supporting documentation and/or references	Signed individual reports on each of the applicable previous project detailing involvement in pertinent projects
Meets requirements (y/n)	

<b>Minimum qualification 5</b>	<b>Completed similar contracts with positive references in the past five years. Please submit a list of your previous experience in this area detailing the date each contract was started and ended, the name of the client it was executed for with a contact person with phone number and email and the contract amount</b>
Supporting documentation and/or references	Signed individual reports on each of the applicable previous project detailing involvement in pertinent projects
Meets requirements (y/n)	

### 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: USD**

Ref	Description of Deliverables	Cost
1.		
2.		
3.		
4.		
5.		
<b>Total Price</b>		

### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				

Communication				
Other Costs: (please specify)				
<b>Total</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"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date:  Name:  Functional Title of Authorised Signatory:  Email Address: