

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQPROC# 2023-1629

Date: 11 December 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the supply, delivery and installation of Various Laboratory Equipment for IOM Lebanon**

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: 

Mathie Luciano  
Head of Office

12 DEC 2023

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

|  |   |
|--|---|
| <p><b>Deadline for the Submission of Quotation</b></p> | <p>03 January 2024, on or before 3PM Beirut Time<br/>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>  |
| <p><b>Method of Submission</b></p>                     | <p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering<br/> <input checked="" type="checkbox"/> Email <a href="mailto:iomlebanonbids@iom.int">iomlebanonbids@iom.int</a><br/> <input type="checkbox"/> Courier / Hand delivery<br/> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="#">Click or tap here to enter text.</a></p> <ul style="list-style-type: none"> <li>▪ File Format: pdf or word</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: 5MB per file per email</li> <li>▪ Mandatory subject of email: <b>RFQPROC# 2023-1629</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> |
| <p><b>Cost of preparation of quotation</b></p>         | <p>IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>  |
| <p><b>Supplier Code of Conduct</b></p>                 | <p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a>.</p>  |
| <p><b>Conflict of Interest</b></p>                     | <p>UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.</p>   |
| <p><b>General Conditions of Contract</b></p>           | <p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>  |
| <p><b>Eligibility</b></p>                              | <p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p> <p>For the purpose of eligibility check, the following documents must be submitted:</p> <p><b>Legal Eligibility</b><br/> Latest and valid government permits, licenses and company registration<br/> Submit <b>any of the following</b> whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> <li>• Company's Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any</li> <li>• License to operate</li> </ul>   |

|   |  |
|---|--|
|   | <p>Company Profile (including the names of owners, key officers, technical personnel) showing minimum 1 year of operation supplying similar items as per IOM requirements.</p> <p><b>Technical Eligibility</b><br/>Experience and References</p> <ul style="list-style-type: none"> <li>• Provide summary of past projects providing similar goods and services.</li> <li>• Provide list of three clients, (UN, NGO or private companies) wherein you are currently providing similar goods and services.</li> </ul> <p><b>Financial Eligibility</b></p> <ul style="list-style-type: none"> <li>• List of all contracts entered for the last 1 year (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements.</li> <li>• Duly Filled Out Vendor Information Sheet and UN Code of Conduct</li> </ul>  |
| <b>Currency of Quotation</b>  | Quotations shall be quoted in USD  |
| <b>Duties and taxes</b>   | <p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes<br/>Please note that payment for goods and VAT are paid both in USD.</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>   |
| <b>Language of quotation and documentation including catalogues, instructions and operating manuals</b> | English  |
| <b>Documents to be submitted</b>  | <p>Bidders shall include the following documents in their quotation:</p> <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 (Product sheets, catalogue/list of accessories, Warranty Terms and Conditions and Service Level Agreement).</p> <p><input checked="" type="checkbox"/> Eligibility Documents</p> <p><input checked="" type="checkbox"/> Other Quality Related documents</p> <p>Submit all or any of the following:</p> <ol style="list-style-type: none"> <li>1. WHO pre-qualification or Stringent Regulatory Authority (SRA) Certification or</li> <li>2. CE Certification or</li> <li>3. Other certifications (for example: ISO Certification, Declaration of Conformity, Certificate of Good Manufacturing practice, etc)</li> </ol> |
| <b>Quotation validity period</b>  | Quotations shall remain valid for 60 calendar 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>   | <p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted <b>Vendors may quote per Lot or Combination of Lot</b></p>  |
| <b>Payment Terms</b>  | <p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods and services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>   |
| <b>Contact Person for correspondence,</b>   | <p>Focal Person: Adham Raydam</p> <p>E-mail address: araydan@iom.int</p>   |

|   |   |
|---|---|
| <b>notifications and clarifications</b>           | <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>  |
| <b>Clarifications</b>                             | Requests for clarification from bidders must be submitted from 11 December 2023 to 14 December 2023. Responses to request for clarification will be communicated through Bid Bulletin via email by 18 December 2023   |
| <b>Evaluation method</b>                          | <input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer<br>Vendors maybe awarded per lot or combination of lots<br><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>   |
| <b>Evaluation criteria</b>                        | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1<br><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract<br><input checked="" type="checkbox"/> Comprehensiveness and availability of In Country of after-sales services<br><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time<br><input checked="" type="checkbox"/> Others <i>Compliance to Quality Related requirements</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  |
| <b>Expected date for contract award.</b>          | 19 January 2024   |
| <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: SCHEDULE OF REQUIREMENTS

#### Technical Specifications for Goods:

| Lot No | Minimum technical requirements  | Unit | Quantity  |
|--------|---|------|---|
| 1      | Centrifuge<br>Benchtop, general purpose, speed adjustable, high speed (up to RPM 5000), with timer, adapters/inserts for 5-10 ml blood collection tubes, 24x tubes capacity   | Ea   | 2   |
| 2      | <b>Dynex DS2 Automated ELISA System (for IGRA)</b><br>(Specifications attached)   | ea   | 1   |
| 2.1    | <b>Accessories:</b><br>Sample Tips (432/box)<br>Reagent tips (432/box)<br>Deep-Well Strips (250/box)<br>Control Vials with Caps (33/pack)<br>Reagent Tubes, 25 mL (24/pack)<br>Reagent Tubes, 15 mL (10/pack)<br>Sample Rack Holder   |      |   |
| 2.2    | <b>Reagent:</b><br>QuantIFERON-TB Gold Plus (QFT-Plus) ELISA Kit (QIAGEN)   | test | 100 tests (min. expiry date till the end of 2024) |
| 2.3    | <b>Reagent:</b><br>Quantiferon-TB Gold Plus Collection Kit  | test | 200 (min. expiry date till the end of 2024)       |
| 3      | <b>Incubator 37 °C (for IGRA testing):</b><br><b>Memmert or equivalent reputable brand</b><br>General-purpose incubator, stainless steel, weldless interior, minimum of three adjustable stainless-steel shelves. Warm air or water jacket design. Full length inner glass door. Heating elements isolated from internal chamber for safety. LED display with audible/visual over-temperature alarm. Access port for connection to chart recorder. Medium sized, approx. size: 50–70 litres. Range: ambient to +60°C (min), optimized at 37 °C accuracy: ± 0.5<br><br>Temperature variation at 37 °C: ≤0.1 °C. Temperature overshoot within this limit.<br><br>Documentation Manufacturer’s certificate:<br>The manufacturer must have a management system certified to ISO 9001.<br>One certificate states that the incubator has been calibrated at the factory to 37 °C. | ea   | 1   |

|     |   |    |        |
|-----|---|----|--------|
| 4   | Immunoassay Analyzer<br>(Specifications attached)   | ea | 1      |
| 4.1 | <b>Reagents:</b> <ul style="list-style-type: none"> <li>•HIV kit, (Ab/Ag)</li> <li>•HIV Calibrator</li> <li>•HIV Control</li> <li>•Anti-HCV kit</li> <li>•Anti-HCV Calibrator</li> <li>•Anti-HCV Control</li> <li>•HBs Ag Kit</li> <li>•HBs Ag Calibrator</li> <li>•HBs Ag Control</li> <li>•TSH reagent</li> <li>•TSH Calibrator</li> <li>•TSH Control</li> <li>•Ferritin Reagent</li> <li>•Ferritin Calibrator</li> <li>•Ferritin Control</li> </ul>        | ea | 1 each |
| 5   | <b>Hematology analyzer</b><br>(Specifications attached)   | ea | 1      |
| 5.1 | Reagents for CBCD<br>Control<br>Calibrator (if applicable)  | ea | 1 eac  |
| 6   | <b>HBA1c analyzer</b><br>Benchtop<br>POC or HPLC<br>Low output  | ea | 1      |
| 7   | <b>Biochemistry analyzer</b><br>(Specifications attached)<br>Cobas c111/ Humalyzer-3500, Human or equivalent<br>reputable brand   | ea | 1      |
| 7.1 | <b>Reagents:</b> <ul style="list-style-type: none"> <li>•Creatinine reagent, calibrator, and control</li> <li>•SGOT reagent, calibrator, and control</li> <li>•SGPT reagent, calibrator, and control</li> <li>•Phosphatase Alkaline reagent, calibrator, and control</li> <li>•GGT reagent, calibrator, and control</li> <li>•Bilirubin total and direct, reagent, calibrator, and control</li> <li>•Electrolytes reagent, calibrator, and control</li> </ul> | ea | ?      |
| 8   | <b>Medical Appliances</b>   |    |        |
| 8.1 | <b>Refrigerator</b> , medical, with temperature recorder and<br>alarm<br>(Specifications attached)  | ea | 1      |

|     |   |            |   |                           |
|-----|---|------------|---|---------------------------|
| 8.2 | <b>freezer</b> , Medical, small, with temperature recorder and alarm<br>(Specifications attached)   | ea         | 1 |                           |
| 9   | <b>Microscope:</b><br>Light microscope, binocular, with LED illumination. with quadruple revolving nosepiece, eyepieces 10x (anti-fungus layer), plan objectives (anti-fungus) 4x, 10x, 40x, 100x   | ea         | 1 |                           |
| 10  | <b>Hematology manual Counter</b> (for manual blood cell counts)   | ea         | 1 |                           |
|     | Product Type  |            |   | Differential Cell Counter |
|     | Displayed Text  |            |   | 0 to 999                  |
|     | For Use With  |            |   | Blood Cell Counting       |
|     | Includes  | Stip chart |   |                           |
| 11  | <b>Tube roller mixer</b><br>Operation Mode: rolling & swinging.<br>Amplitude 24mm -<br>Max. Capacity: 4kg<br>Roller Quantity: 6 rollers<br>Motor: brushless DC motor<br>Speed Accuracy: 1rpm<br>Roller Length: 280mm<br>Speed Range: 10-80rpm<br>Voltage: AC100-240 50-60HZ<br>Power: 25W | ea         | 1 |                           |
| 12  | <b>Mechanical rotator (rotor/ orbital mixer),</b><br>speed-adjustable to 100 ±20 rpm, circumscribing a circle 20mm in diameter in a horizontal plane, with timer and humidifying cover (recommended)<br>VRN-200 Gemmy Industrial, Taiwan or equivalent                                    | ea         | 1 |                           |

**Note:**

For each equipment offered vendors must include and provide prices the following:

- All standard accessories, consumables and parts required to operate the equipment, including the quantity needed from each item.
- Spare parts and accessories that need to be regularly changed+ frequency of their replacement.
- PM kits
- Leadtime of availability of spare parts.
- Warranty Cost for 1 year, 2 years and 3 years including terms, inclusions and exclusions.
- Quantity of spare parts available in the company to respond to any malfunction and to repair or replace the equipment.

**Delivery Requirements**

| Delivery Requirements                  |   |
|--|---|
| <b>Delivery date and time</b>          | Bidder shall deliver the goods 4 weeks After Contract signature.  |
| <b>Delivery Terms (INCOTERMS 2020)</b> | DDP IOM Lebanon   |
| <b>Customs clearance</b>               | <input checked="" type="checkbox"/> Not applicable; Note that we will only accept bids that will not require IOM to be involved in customs clearance and securing import license. |

|  |   |
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| <b>(must be linked to INCOTERM)</b>                                    | Shall be done by:<br><input type="checkbox"/> Name of organisation<br><input type="checkbox"/> Supplier/bidder<br><input type="checkbox"/> Freight Forwarder  |
| <b>Exact Address(es) of Delivery Location(s)</b>                       | Jnah,   |
| <b>Distribution of shipping documents (if using freight forwarder)</b> | Not applicable  |
| <b>Packing Requirements</b>  | Standard packaging  |
| <b>Training on Operations and Maintenance</b>                          | Not applicable  |
| <b>Warranty Period</b>   | Options for:<br><br>1 Year standard manufacturing warranty<br>2 Years standard manufacturing warranty<br>3 years standard manufacturing warranty<br><br>Note that the warranty terms must be submitted showing inclusions, exclusions, availability of spare parts. |
| <b>After-sales service and local service support requirements</b>      | Indicate the Company or Aftersales Service Center details and provide the following:<br>1. Service Level Agreement related to response time and resolution time to repair/maintain the equipment.<br>2. Leadtime on parts replacement                               |
| <b>Preferred Mode of Transport</b>                                     | N/A   |



## 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 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.  |

<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 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.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.   |
| <input type="checkbox"/> | <input type="checkbox"/> | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.   |
| <input type="checkbox"/> | <input type="checkbox"/> | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.   |

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

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - 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. |

**Technical Offer:**

Bidders must submit the following:

1. Product Sheets of proposed equipment.
2. Catalogue or list of accessories and its references.
3. Warranty Terms and Conditions showing inclusions/exclusions and availability of parts
4. Service Level Agreement showing the response and resolution time when an issue is reported related to the operation of the equipment
5. Quality related documents; any of the following:
  - a. WHO pre-qualification or Stringent Regulatory Authority (SRA) Certification or
  - b. CE Certification or
  - c. Other certifications (for example: ISO Certification, Declaration of Conformity, Certificate of Good Manufacturing practice, etc)

**Financial Offer:**

Bidders may use the attached Technical specifications form and must be submitted in both pdf and excel file formats.

**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 <i>[pls. specify]</i> | <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:<br><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.

*Exact name and address of the 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.