

REQUEST FOR PROPOSAL (RFP)

RFP Reference: CO/BD10-MPSD/2023/041

Date: 03 December 2023

SECTION 1: REQUEST FOR PROPOSAL (RFP) for Conduct an assessment for mapping out potential climate smart and disaster resilient livelihood options in selected project locations.

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFP.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFP 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 RFP 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:

Name: IOM Dhaka

Title: Supply Chain Unit

Date: 03 December 2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>17 December 2023</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Email</p> <p>Bid submission address: smbgdiomtenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF/ Docs ▪ 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: 9 MB ▪ Mandatory subject of email: CO/BD10-MPSD/2023/041: RFP for Conduct an assessment for mapping out potential climate smart and disaster resilient livelihood options in selected project locations _IOM Bangladesh. ▪ 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. ▪ Do not keep anybody in the CC of the email sent as submission of bid.
Cost of preparation of quotation	<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>
Supplier Code of Conduct	<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: Supplier Code of Conduct (ungm.org).</p>
Conflict of Interest	<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>
General Conditions of Contract	<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 https://www.iom.int/do-business-us-procurement.</p>
Eligibility	<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>
Currency of Quotation	<p>Quotations shall be quoted in BDT</p>
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 checked="" type="checkbox"/> be inclusive of VAT.</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	<p>ENGLISH</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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

	<p>accordance with the Schedule of Requirements in Annex 1</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed Vendor Information Sheet as per attached IOM template. <input checked="" type="checkbox"/> Company profile with the legal documents of the business entity (eg-Trade license, Certificate of incorporation, BIN, TIN, etc.) <input checked="" type="checkbox"/> Bank Statement / Financial Audit Report of last three years. <input checked="" type="checkbox"/> Documentary evidence of experience (Contract/PO copy) within last two (02) years. <input checked="" type="checkbox"/> Client list with reference contact no and details. 																		
Quotation validity period	Quotations shall remain valid for 90 days 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	<input checked="" type="checkbox"/> Not permitted																		
Payment Terms	<input type="checkbox"/> Payment will be made in Monthly Basis within 30 days after receipt of services and submission of payment documentation.																		
Contact Person for correspondence, notifications and clarifications	Focal Person: IOM Dhaka , Supply Chain Unit E-mail address: smbgdiomtenders@iom.int																		
Clarifications/ Pre-Proposal Meeting	<p>Bidders are requested to send their queries (if any) within 6 December 2023 through below mentioned email address and IOM will reply the respective queries (if any) within 10 December 2013 by return mail or Uploaded in the IOM web portal .</p> <p>E-mail: smbgdiomtenders@iom.int</p> <p>Web portal: https://bangladesh.iom.int/procurement</p>																		
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to highest scorer through Combined Evaluation <ul style="list-style-type: none"> - Eligibility (Pass /Fail) - Technical Evaluation (70% weight) - Financial Evaluation (30% weight) - Combined Evaluation 																		
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the RFQ/General Conditions of Contract <input checked="" type="checkbox"/> Steps of Evaluation and Criteria: <p>a) Eligibility</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SL No</th> <th style="width: 70%;">Criteria</th> <th style="width: 20%;">Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bidder Should have a minimum of 5 years of relevant business experience.</td> <td>Pass /Fail</td> </tr> <tr> <td>2</td> <td>The team leader must have 8 (eight) years of professional experience in the relevant field.</td> <td>Pass /Fail</td> </tr> <tr> <td>3</td> <td>Bidder needs to be submitted the updated legal documents: <ul style="list-style-type: none"> - Copy of Trade License, - TIN certificate and - BIN Certificate </td> <td>Pass /Fail</td> </tr> <tr> <td>4.</td> <td>Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation</td> <td>Pass /Fail</td> </tr> </tbody> </table> <p>b) Technical Evaluation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SL No</th> <th style="width: 70%;">Criteria</th> <th style="width: 20%;">Score</th> </tr> </thead> <tbody> </tbody> </table>	SL No	Criteria	Score	1	Bidder Should have a minimum of 5 years of relevant business experience.	Pass /Fail	2	The team leader must have 8 (eight) years of professional experience in the relevant field.	Pass /Fail	3	Bidder needs to be submitted the updated legal documents: <ul style="list-style-type: none"> - Copy of Trade License, - TIN certificate and - BIN Certificate 	Pass /Fail	4.	Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation	Pass /Fail	SL No	Criteria	Score
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	1	Organization Profile of the participating bidder(s)	8
	2	Understanding of the assignment and Methodology:	15
	3	Work Plan: Activity wise detail work Plan	7
	4	Sample of relevant work experience: - consulting firm submit at least 2 sample works along with proposal	15
	5.	Expertise of Resource: - Team Leader /Key Management expertise - Other resource expertise:	10
	6	Client List of similar assignment done with following type of Organization: (at least 5 clients): Client Category: UN, Bank, MNC and International Organization [5 or more clients will get 5 points and each client will get 1 point]	5
		Total Score	60
	<p>Note: Technical Pass marks is 36 out of 60 score (60% of Technical Score). Those who qualify in the technical proposal, and they will be reviewed for financial proposal.</p> <p>c) Financial Evaluation: 40% weight will be considered for financial Proposal. Bidder should offer their price accordance with their technical Proposal and price should be inclusive of all taxes and associated costs</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 or Purchase Order		
Expected date for contract award.	01 January 2024		
Policies and procedures	This RFP 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: TERMS OF REFERENCE

A. Name of Service: To Conduct an assessment for mapping out potential climate smart and disaster resilient livelihood options in selected project Locations.

B. Background:

IOM International Organization for Migration (IOM) Bangladesh is implementing a project “Bangladesh: Reducing Irregular Migration and Supporting Returnees & Displaced Persons” in coordination with the Ministry of Expatriates Welfare and Overseas Employment (MoEWOE), and the Ministry of Environment, Forest and Climate Change (MoEFCC).

Key objective of the project is to contribute towards strengthening safe migration pathways in through raising awareness, supporting sustainable reintegration and providing alternatives to irregular migration

Major interventions of the project includes- (I) Awareness raising on safe migration, the risks associated with irregular migration and alternative to irregular migration (II) reintegration support to the returnee migrants from Libya who returned voluntarily with IOM support, returnee women workers and (III) supporting the GoB to provide climate resilient livelihood alternative to the displaced persons due to climate change, that will prevent unsafe migration.

The International Organization for Migration (IOM) Bangladesh is looking for a consultancy firm to conduct an assessment to map out potential climate smart and disaster resilient livelihood options in selected project locations. Details of the announcement is mentioned below;

Position Information	
Project Title	BANGLADESH: REDUCING IRREGULAR MIGRATION AND SUPPORTING RETURNEES & DISPLACED PERSONS
Duty Station	Dhaka and project areas
Organizational Unit	Migration Policy and Sustainable Development (MPST) , IOM, Bangladesh Country Office
Contract type	Consultancy Contract (Firm)
Report to	National Program Officer
Start Date	01 January 2024
Contract Period	04 months

C. Context of the Assignment:

Climate change and disasters magnify existing drivers of migration. While most of such human mobility in the context of climate change is internal in nature, this eventually leads to pathways of irregular migration as affected population resort to negative coping mechanism in the absence of alternative livelihoods and climate resilient agricultural practices. Most of the migrants become self-employed or employed in the informal sector of the urban centres. One of reasons for this is lack of skills among the affected population which are in high demand in formal sector of the country.

In this context and to address the labour market mismatch and vulnerabilities that arise from livelihoods being adversely affected by disasters and climatic stressors, IOM proposes to assess labor market demand in the selected project locations (The districts are – Sylhet, Madaripur, Shariatpur,

Faridpur and Rajshahi.), major urban centres like Dhaka, Chattogram, etc, nearest divisional headquarters and adjacent districts and identify potential climate smart livelihood options, both on farm and off farm. It is critical to offer alternative livelihood opportunities for the internally displaced persons and people vulnerable to climate change to ensure migration remains a choice and not a necessity

Objective of the consultancy

To prepare an assessment report on labour market demand in project areas, private sector requirement for skilled human resources and propose potential climate smart livelihood options for returnee migrants from Libya, returnee women workers and climate induced displaced persons in the selected areas /districts

D. Scope of Services

The assessment would deploy primary and secondary research techniques. Drawing data from the existing labor force, projections of skills in demand from the private sector and taking into consideration the recent infrastructural development in the area, most notably the Padma Multipurpose Bridge, the assessment would identify skills in demand in the particular region for the next decade and beyond. This would be beneficial for all stakeholders who are engaged in skill development initiatives and disaster resilience and climate change adaptation efforts. The assessment would be presented and validated at the local and national levels to guide future intervention design

Key task of the firm

- Assess current and future high demand skills and livelihood opportunities in project locations, adjacent districts, nearby divisional cities and Dhaka.
- Map out current skill development initiative of the government and private sector training institutes in selected project locations.
- Identify labor force characteristics, educational and skills level of the population residing in project location with a particular focus on population at the risk of displacement.
- Propose disaster resilient and climate change adaptation efforts considering current disaster and climate risks in assessment areas.
- Present assessment findings at dissemination event at local and national level which will be organized by IOM.

Deliverables

- **Inception report with details workplan and timeframe**
- **Study tools**
- **Draft reports**
- **Presentation on Draft Report**
- **Final Report**
- **Draft and final policy brief**
- **Presentation in dissemination event**

E. Current Service Locations:

Current expected service locations as below:

Dhaka- i) IOM country office, House-13/A, Road-136, Gulshan-1, Dhaka.

ii) IOM Lab, Life Care Medical Center (6th floor), Ja-28 / 8-D, Mohakhali C/A, Dhaka.

Sylhet- i) Medi Aid Diagnostic Center, Near Dorga Gate, Sylhet.

Cox's Bazar - Service may be required in the future.

F. Modality of Service Fees:

Service fee to be quoted as per below modality:

- Monthly basis service fee for the regular service as one-time transaction per day per location.
- Vault service per night (As and when needed. To be submitted with the monthly invoice as per actual usage of vault)
- Rate to be quoted in separate line for the additional service on the weekend and UN listed holidays. (As and when needed. To be submitted with the monthly invoice as per actual usage on call basis)
- Rate to be quoted in separate line for the additional number of services needed on the working day. (As and when needed. To be submitted with the monthly invoice as per actual usage on call basis)

G. Duration of the Work

- a) Duration of the assignment: 03 months.

H. Coordination and Reporting:

The Individual Consultant or consultancy firm will work under the direct supervision of the National Programme Officer, Migration, Environment, Climate Change and Resilience in coordination with the Head-Migration Policy and Sustainable Development. Satisfactory completion of the deliverables and final submission will be subject to the approval of IOM. Coordination with IOM should be maintained through regular updates on work progress (either through email or virtual meetings), or as needed, submitted to IOM. Participate in coordination meetings with relevant stakeholders including with the focal persons from the GoB as and when required.

I. Required Information for Assessment and Evaluation;

The consultant should have the following competence:

- i. Team Leader must be an expert who has completed a minimum master's degree in Climate Change, Disaster Management, Public Policy, Social Sciences, Migration Studies, International Development, International Relations or a related field with at least eight years of relevant professional experience. Ph.D. is an added advantage.
- ii. Experience on assessing labour market scenario and livelihood options
- iii. The team composition need to consider diversified professional background relevant to this consultancy service such as background in climate change displacement related study/survey, gender need analysis, data processing and analysis, excellence in report writing and presentation
- iv. Advanced knowledge of climate change, disaster, migration, and cross cutting issues around the globe and for Bangladesh.
- v. Solid experience in conducting large scale research projects across the country.
- vi. Sound knowledge and demonstrated capacity in designing the tools and methodology.
- vii. Demonstrated ability to draw lessons from relevant international, regional and national practices and processes;
- viii. Excellent presentation, oral and written communication skills;

- ix. Proficiency in English and good analytical, drafting skills;
- x. Ability to deliver according to a specified timeline while maintaining the quality of the output;
- xi. Strong organizational, analytical and writing skills;
- xii. Need to submit updated legal business documents (Trade License, TIN Certificate, BIN) and should have above qualification, expertise and experiences

J. The application package should include the following documents:

- a) Consultant Profile: CV of the expert including records on past experience in similar assignments and name of the references.
- b) Technical Proposal with understanding of TOR, detailed methodology, and work plan
- c) Financial Proposal indicating the proposed number of workdays for each task of the Consultancy and daily fee (in BDT) including applicable VAT and tax.
- d) Two Samples of previous work on similar assignments.

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:	CO/BD10-MPSD/2023/041	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

Please attach the completed (Filled & Signed) vendor information sheet with your Bid in the IOM templated as attached

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		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.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

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:	CO/BD10-MPSD/2023/041	Date:

Technical Offer

Provide the following:

- Annex 2: Quotation Submission Form duly completed and signed.
- Company profile with the legal documents of the business entity (eg-Trade license, Certificate of incorporation, BIN, TIN, etc.).
- Completed Vendor Information Sheet as per attached IOM template.
- Concept note /Methodology.
- Experience Document
- Documentary evidence of experience (Contract/PO copy) within last five (05) years.
- List of clients with reference details.
- Resource planning for the service with detailed SOP.
- Reference letter from the existing of former clients/ contract copy/MOU.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: [Click or tap here to enter text.](#)

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
	VAT	
Total Price		

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)				
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.

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