



**International  
Labour  
Organization**

## **Request for Quotation for the Procurement of Services**

**ILO/CO ADDIS/RFQ/2022/015**

***Consultancy services to develop International  
Labour Standards (ILS) How to Guide for IGAD  
Sub-Region***

**RESPONSES TO BE RECEIVED BY 27 FEB 2022, 17:00, ADDIS ABABA, ETHIOPIA TIME**

### **DISCLAIMER**

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you have any requests for information, please contact [addis\\_procurement@ilo.org](mailto:addis_procurement@ilo.org) indicating "Personal Data Protection – RFQ number" in the subject.

*\* Quotation – hereinafter refers to your offer*

**Subject: Consultancy Services**

**Reference: ILO/CO ADDIS/RFQ/2022/015**

**Date: 16 February 2022**

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company submit a bid for the described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO **no later than 27 February 2022, 1700 hrs (5 pm), Addis Ababa, Ethiopia**. Late bids shall be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Aminata Gnele Coulibaly



Procurement Officer

## SUBMISSION OF YOUR OFFER

For this request, offers may be submitted by e-mail. You must submit your offer strictly in compliance with the procedures described below.

All submissions eligible for consideration must include:

- Annex II, and
- Annex III, and
- Appendix A.

all signed by the legal representative and stamped with the official seal of your company, on or before 27 February 2022 at 17:00, ADDIS ABABA, ETHIOPIA TIME at the following address:

[addis\\_procurement@ilo.org](mailto:addis_procurement@ilo.org)

Offers received after the deadline specified above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III);

Terms and Conditions applicable to ILO contracts are available at

[https://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---inter/documents/legaldocument/wcms\\_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)

*The ILO recommends the usage of Adobe Acrobat Reader for all Annexes in PDF format.*