



## OFFER SUBMISSION FORM (TO BE COMPLETED BY THE BIDDER)

**Reference N°: ILO/CO ADDIS/RFQ/2022/015; Consultancy Services**  
**Closing Date: 27 Feb 2022 17:00, Addis Ababa, Ethiopia Time**  
**Bidder Name: Fill in Bidder's name and address**

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, [the Terms and Conditions Applicable to ILO Contracts for Services](#) for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
<b>Total</b>		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

### Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Comments</b>	Click or tap here to enter text.	Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Tel/Fax:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Signature:** Click or tap here to enter text.

**COMPANY STAMP**



## APPENDIX A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks. All individual activities and sub-activities should be specified and their respective cost quoted. Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.