# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: NG30-22-0912 | Date: 18 October 2022 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for Maintenance of Integrated Access Control System and CCTV Camera**

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:

Name: Tahlil WARDERE

Title: Procurement and Logistics Officer

Date: 18 October 2022

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Deadline for the Submission of Quotation** | 30th October 2022 at 16:00hrs WAT  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  Email  Courier / Hand delivery  Other **iommaiduguribids@iom.int**  Bid submission address: Click or tap here to enter text.   * File Format: PDF or Word format signed and stamped * 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: 30MB in total * Mandatory subject of email: RFQ NG30-22-0912: Maintenance of Integrated Access Control System and CCTV Camera * 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. |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct** | 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)](https://www.ungm.org/Public/CodeOfConduct). |
| **Conflict of Interest** | **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. |
| **General Conditions of Contract** | 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. |
| **Eligibility** | 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. |
| **Currency of Quotation** | Quotations shall be quoted in Naira (NGN) |
| **Duties and taxes** | 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:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | English |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for Sixty (60) 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** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other : First Payment: IOM will pay the Service Provider 40% of the total contract amount after signing of the agreement, confirmation of necessary materials to be produced and approval by the requesting unit. Final Payment: The balance of 60% (Sixty percent) of the total Contract Price shall be after the completion of 100% (one hundred per cent) of the Service, subject to IOM’s receipt and approval of the final report and IOM’s verification of successful completion of all activities.. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: IOM Maiduguri Tender  E-mail address: iommaiduguritenders@iom.int  Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 2 day before the submission deadline. Responses to request for clarification will be communicated through email by 28 October 2022 |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others *(for ex, environmental criteria/considerations, etc)* |
| **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** | Service Agreement |
| **Expected date for contract award.** | 20 November 2022 |
| **Policies and procedures** | This RFQ 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](http://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: SCHEDULE OF REQUIREMENTS**

**Quotation Documents:**

The following shall constitute the Quotation Documents to be submitted by the Service Provider:

1. Annex 2: Quotation Submission Form duly completed and signed
2. Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
3. Annex 4: Activity Schedule
4. Annex 5: CVs of Key Staff (project manager/team lead, content creator and producer)
5. Annex 6: Previous experience with UN agencies, INGO’s, private corporations/enterprises and Government Agencies. Bidder to provide information on previous experience working with such UN and/or INGO, enterprises etc. Vendor should list agencies worked with, work done and contact information (names, telephone numbers, email addresses etc). Include proof of previous experience in the form of Certificates of Completion, Contracts, Purchase Orders etc.

**Opening of Quotations:**

At the indicated time and place, the opening of Quotations shall be carried out by IOM in the presence of the Service Provider who wish to attend. IOM reserve the right to conduct opening of Quotations in public or not.

**Acceptance of Quotations**:

IOM is not bound to take an immediate decision on the acceptability or unacceptability of Quotations at the time of their opening.

**Rejection of Quotations:**

Quotation can be rejected for the following reasons:

1. the Quotation is not presented in accordance with the RFQ Instructions and data as well as the schedule of requirements (Annex1)
2. the Quotation is received after the deadline for submission.
3. the Quotation Form or any document which is part of the Quotation Document is not signed;
4. the Service Provider is currently under list of UN sanctioned Vendors;
5. the Service Provider offer imposes certain basic conditions unacceptable to IOM

IOM is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Contractors.

**Evaluation of Quotations**

IOM shall evaluate and compare the Quotations on the basis of the following:

* 1. Completeness and responsiveness of the documents mentioned in 9.1
  2. Contractors technical and financial capacity to perform the Contract
  3. Compliance with construction schedule and viable methodology offered.
  4. Compliance with technical specifications.
  5. Service Provider’s availability and capacity of equipment.
  6. Price

**The following evaluation criteria shall be used to evaluate the Bids received:**

1. **Preliminary Examination of Bids [Pass/Fail criteria]**

This stage of the evaluation is to assess the document formality required for each bidder with pass or fail criteria before undertaking their detailed examination or evaluation. Confirmation will be done one by one, whether the submitted documents and format are in conformity with the requirement as mentioned in 9.1 above. In case of no submission or missing of any of required documents deemed as important, such Applicant shall be disqualified at this stage.

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| **Eligibility Requirement** | **Importance** | **Criteria** |
| Annex 2: Quotation Submission Form duly completed and signed | High | Pass/Fail |
| Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 | High | Pass/Fail |
| Annex 4: Activity Schedule | High | Pass/Fail |
| Annex 5: CVs of Key Supervisory Staff (technical engineer) | High | Pass/Fail |

\*Bidders must attain the rating of “pass” in all areas shown as of “high” importance so as to proceed to the technical evaluation.

1. **Technical Examination [Weighted criteria]:**

Technical Qualifying criteria are the minimum requirements that will be evaluated on a weighted basis. This will determine whether the Bid is substantially responsive to the technical requirements. All bids must be checked for substantial responsiveness to the technical requirements.

The technical evaluation accounts for 40 points (40%) out of the total combined score (technical + financial) of 100 points.

Non-conformity to the requirements is a justifiable basis for the rejection of a Bid. These are those deviations that, if accepted, would not fulfill the purposes for which the Bid is requested, or would prevent a fair comparison with Bids that are properly compliant with the requirements.

Material technical deviations include but not limited to:

1. Inability to meet the critical delivery schedule or work schedule clearly specified in the RFQ;
2. Failure to comply with minimum experience criteria as specified in the RFQ;
3. Failure to meet major technical requirements (e.g., offering completely different types specified, plant capacity well below the minimum specified, equipment not able to perform the basic functions for which it is intended; and/or
4. Failure to bid for the required scope of work (e.g., for the entire works or a complete package or a complete schedule).

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| **Criteria** | **Requirement** | **Rating** |
| 1. **Bidders’ experience, financial capacity, equipment and construction Schedule: [Max 70 points]** | | |
| 1. **Similar experience:** Successful similar experience in terms of equivalent nature and complexity (i.e. developing scripts, producing audios and broadcasting) carried out on behalf of UN and INGOs or other reputable organizations in Nigeria. Provide evidence such as Contracts or Purchase Orders and Completion Certificates.   The Bidder must demonstrate through past projects its ability to produce a high quality work. | **4 or more Service** of equivalent nature and complexity | **50 Points** |
| **3 Service** of equivalent nature and complexity | 30 Points |
| **2 Service** of equivalent nature and complexity | 20 points |
| Bidder who has carried out **1 Service** of equivalent nature and complexity | 10 points |
| 1. **Proposed Technical approach and methodology:** | The technical approach and methodology **presented fully addresses ToR** objectives, showing excellent understanding of subject matter and required processes | **20 points** |
| The technical approach and methodology **presented adequately addresses** ToR objectives, showing moderate understanding of subject and required processes | 15 points |
| The technical approach and methodology presented **partially addresses** ToR objectives, showing partial understanding of subject and required processes | 10 points |
| The technical approach and **methodology poorly address** ToR | 5 points |
| 1. **Program of works:** This category is based on the proposed time to complete the service. Detailed Program of works (Sequence of activities on how the service will be implemented) is required to show how the service feasibility was planned. | **Adequately** shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR | **20 Points** |
| **Fairly shows** realistic timelines and deliverables consistent with required Project duration as outlined in the TOR | 15 Points |
| Timelines **unrealistic** and/or deliverables inconsistent with TOR | 5 points |
| 1. **Key professional staff qualifications and competency for the assignment: [Max 30 points]** | | |
| a) **Site Supervising Expert for CCTV and Fire Alarm System**  Detailed CV should be presented.  Attach Certificate or other equivalent professional body. | Experience of =>5 Years in CCTV Installation, and Fire safety automation systems or other relevant experience.or | **30 Points** |
| Experience of => 2 - 5 CCTV Installation, and Fire safety automation systems, or other relevant experience or | 20 Points |
| Experience of less than 2 Years in CCTV Installation, and Fire safety automation systems, or other relevant experience. | 10 points |

1. **Detailed Examination of Bids (financial)**

Only the Financial Proposal of bidders that obtain overall Pass in the Preliminary evaluation and a minimum of 70% in technical evaluation shall undergo the financial evaluation.

The financial evaluation accounts for 60 points (60%) out of the total combined score (technical + financial) of 100 points.

The lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points.  The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

               Sf = 100 x Fl / F

               Where:

               Sf -  is the financial score of the Financial Proposal under consideration,

               Fl -  is the price of the lowest Financial Proposal, and

               F  -  is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights  (T = the weight given to the Technical Proposal = 0.40; F = the weight given to the Financial Proposal = 0.60; T + F = 1)

               Sc = St x T% + Sf x F%

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of IOM there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be. The amount stated in the bid shall be adjusted by IOM in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected. IOM may request clarification or further information in writing from the bidders at any time during the bid process. The bidders’ responses shall not contain any changes regarding the substance (including the rates) of their proposal. IOM may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

**Post Qualification**:

Prior to award, post-qualification will be carried out by IOM to further determine the selected Service Provider’s technical and financial capability to perform the contract. IOM shall verify and validate any documents/information submitted and previous projects.

If the lowest evaluated bidder fails in post qualification examination, its bid shall be rejected, and the next ranked bidder shall then be subject to post qualification examination. If successful, this bidder shall receive the award, otherwise the process continues.

**Award of Contract**:

The Service Provider that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IOM shall notify the selected Service Provider through a Notice of Award. IOM shall also notify in writing, the other Service Providers who were not selected without disclosing the reason for rejection.

**Delivery Site and Period of Delivery**:

The works shall be done in *Borno State.*

The duration of the service is *twenty four (24) months* after 2 years upon receipt of the Notice to Award (NOA).

**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.*

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| 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. |

**BIDDER’S DECLARATION OF CONFORMITY[[1]](#footnote-2)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | 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. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | 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. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | 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. |
|  |  | 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 - 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: | 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**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**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:** Naira (NGN)

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| --- | --- | --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Unit** | **Quantity** | **Price** |
| 1. | Routine CCTV Maintenance within Maiduguri and Jere **(as per attached TOR)** | 1 | Site |  |
| 2. | Routine CCTV Maintenance Outside Maiduguri (Bama, Banki, Damasak, Dikwa, Gwoza, Monguno, Ngala and any other LGA within Borno) **(as per attached TOR)** | 1 | Site |  |
| 3. | Routine Maintenance of Fire Alarm Systems within Maiduguri and Jere **(as per attached TOR)** | 1 | Site |  |
| 4. | Routine Maintenance of Fire Alarm Systems Outside Maiduguri (Bama, Banki, Damasak, Dikwa, Gwoza, Monguno, Ngala and any other LGA within Borno) **(as per attached TOR)** | 1 | Site |  |
| 5. |  |  |  |  |
|  |  |  |  |  |
| **Total Price** | |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal (**Please complete this column**) |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | Click or tap here to enter text. |

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| 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 company*  Company NameClick 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. |

**ANNEX 4: ACTIVITY SCHEDULE:**

**Duration in Weeks or Months**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity Name** | **Duration** | | | | | | | |
| **Act.No.** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
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| 11 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Manpower Allocation & Descriptions | |  |  |  |  |  |  |  |  |
| Equipment Allocation & Descriptions | |  |  |  |  |  |  |  |  |

The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction schedule.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractors authorized signature over printed name

**ANNEX 5: CVS OF KEY SUPERVISORY STAFF (PROJECT MANAGER/TEAM LEAD, CONTENT CREATOR AND PRODUCER). Kindly present one CV for each:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference: | Click or tap here to enter text. | | |

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| --- | --- | --- |
| **Position (as per ToR)** |  | |
| **Personnel Information** | Name: | |
|  | Nationality: | Date of birth: |
|  | Language Proficiency: | |
| **Present Employment** | Name of employer: | Contact: (manager or HR) |
|  | Address of employer: | |
|  | Telephone: | Email: |
|  | Job title: | Years with present employer: |
| **Education / Qualifications** | *Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.* | |
| **Professional Certifications** | *Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.* | |
| **References:** | *Provide names, addresses, phone and email contact information for two (2) references*. | |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |

1. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-2)