# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: 4200425003 | Date: 21 February 2023 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Engagement of a Creative Agency for Implementation of an Awareness Raising Campaign & Facilitating a Design Lab for the Managing Migration Through Development (MMDP 2.0) project**

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:

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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

Annex 4: CVs Of Key Supervisory Staff

Annex 5: Bidder’s Declaration of Conformity

Annex 6: Vendor Information Sheet

Annex 7: Sample of IOM Service Agreement Template

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. Also Annexes 4, 5, 6 and 7 should be submitted along these two. 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: Mohamed Abdi

Title: PLO

Date: 21.02.2023

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

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| **Deadline for the Submission of Quotation** | 7th April 2023 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 Click or tap here to enter text.  Bid submission address: iomlagostenders@iom.int   * File Format: PDF for all files * 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: *4200425003: Engagement of a Creative Agency for Implementation of an Awareness Raising Campaign & Facilitating a Design Lab for the Managing Migration Through Development (MMDP 2.0) project* * 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 Click or tap here to enter text. |
| **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  ☒ Annex 4: CVs of Key Supervisory Staff (Project Manager and Foreman)  ☒ Annex 5: Bidders Declaration of Conformity  ☒ Annex 6: Vendor Information Sheet  ☒ Valid Certificate of Registration (Certificate of Incorporation)  ☒ 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.  ☒ Proof of Financial capacity. Vendor to provide detailed copies of audited financial statements for the last three years.  Annexes 2 to 6 shall be **duly signed,** accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialled by the person signing the Quotation Form. |
| **Quotation validity period** | Quotations shall remain valid for forty-five(45) 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  *(please specify, i.e. by LOTs only or by line item, etc)* |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other Click or tap here to enter text. |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Mohamed I. Abdi  E-mail address: abdmohamed@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 8 days before the submission deadline. Responses to request for clarification will be communicated through email by 30 March 2023 |
| **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** | Purchase order |
| **Expected date for contract award.** | 21 April 2023 |
| **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**

**Technical Specifications for Services/ Terms of reference:**

The International Organization for Migration’s (IOM) encourages safe migration and public action to prevent human trafficking and exploitation. By leveraging the power and popularity of media and technology and using a Communication for Development (C4D) approach, IOM inspires young people and their communities to act against human trafficking.

IOM with support from the Italian Embassy in collaboration with state and non–state actors is currently implementing a project “Managing Migration Through Development (MMDP) 2.0 In Edo State” with the focus to strengthen the capacity of state and non-state actors in Edo state to provide sustainable reintegration support to returned migrants, including vulnerable groups. Since 2019, the combined efforts by the Federal Government of Nigeria (FGN), development partners, and the IOM have been instrumental in facilitating the voluntary return of over 29,000 returnees stranded alongside the Central Mediterranean route and from various destination countries.

Supported by the Italian Embassy, IOM seeks to implement the Managing Migration Through Development MMDP 2.0 in Edo state in collaboration with key Government partners to enhance a coherent response in protecting and assisting returned migrants, and vulnerable returnees, including unaccompanied and separated minors, victims of trafficking, people living with disabilities, migrants with medical needs, victims of kidnapping etc.

The MMDP 2.0 is aimed at producing creative campaigns content that will show the dangers of irregular migration and trafficking in persons as well as provide access to information on safe migration and available local opportunities. The campaign encompasses five key C4D steps activities namely, Step 1 - Base line research; Step 2 Design Lab to create participatory campaign content; Step 3 – Produce and pre-test campaign content; Step 4 – Disseminate and promote content via social media and monitoring; Step 5 – End line survey & production of documentary achievements.

To this end, IOM seeks to engage the services of an experienced creative agency to produce media content and pre-test it, facilitate the design lab and provide planning and technical support for the MMDP 2.0 campaign over a period of four months. The activities will take place in Edo State.

**EXPECTED DELIVERABLES AND TIMELINE**

To complete this task, the agency is estimated to take up to a period of four months and is to work closely with IOM in the implementation of the listed deliverables.

Under the overall supervision of the Awareness Raising Officer and the direct supervision of the Senior Awareness Raising Project Assistant, the selected creative agency will undertake the following.

* Submit work plan demonstrating how the said activity will be achieved in an appropriate manner. This should be submitted within five days of signing the contract and its finalization will involve integration of feedback from IOM.
* Draft script and creative brief on the video content and incorporate IOM’s feedback**.**
* Together with IOM, facilitate a two-day design lab discussion as part of brainstorming with partners on possible content that will be suitable for the campaign. (Logistics for this will be covered by IOM).
* Engage in pre-production activities for the video such as casting, location scouting.
* Produce a 60 second jingle about the campaign to air on two radio stations.
* Produce short-form video content of 2-3 minutes with key information on irregular migration, safe migration, and opportunities in Nigeria.
* Facilitate a one-day pre-test session/workshop of the script and video concepts and highlight issues such as how to develop key messages that encourages behavioural change, the quality of video content ideal for the campaign among others. (Logistics for this will be covered by IOM).
* Design five Graphics design illustrations for posters and stickers.
* Print the poster A3 size(1000 copies) A3 size stickers (500 copies)
* Airing of content on three media channels for one month in Edo state (Radio & TV)
* Promote content on social media (Facebook,Instagram, YouTube) for three months.
* Engage 20 key influencers and celebrities from Edo State for content distribution.

The creative agency’s payment shall be based on the financial proposal approved by IOM. Payment will be issued upon submission of the deliverables stated above within the deadline period.

**Qualifications**

* The agency should have a local knowledge of the community and context , to be able to produce materials and content relevant to the audience.
* Have a minimum of five years of experience in producing video content and graphic designs. .
* Have worked with different clients using communication for development approach in producing content aimed at promoting behavioural change in the community.
* Agency should be willing to submit their profile/similar previous work developed.
* The agency should have good working relationship with different media houses(TV, Radio, Print) in Benin City, Edo State.
* Share their financial workplan/budget based on the above-mentioned deliverables.

**Method of Application**

IOM invites experienced and interested creative agencies both at local and national levels working on Migration and human trafficking to submit an Expression of Interest (EoI), along with requisite organizational documents and a cover letter in support of their application.

1. The creative agency will be expected to submit their proposal as an EoI including the CVs of team members and
   1. Each proposal should be developed in accordance with the deliverables and responsibilities listed above.
   2. Each proposal shall incorporate a detailed program design, including background and context, methodology and work plan.
   3. Provide a detailed financial cost, mentioning rates and unit costs, broken down by activities and deliverables. Estimated costs/amount is all inclusive.
   4. Each proposal should contain an organizational profile and a portfolio of previous work done in similar field for similar organisations, especially on radio program production.
   5. The organisational profile should include legal identity documents of the organisation and

Programs and projects, past and current with short descriptions.

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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| **No.** | **Requirements** | **Compliance Rating** |
| 1 | Annex 2: Quotation Submission Form duly completed and signed (and preferably stamped) | Pass/Fail |
| 2 | Annex 3: Technical and Financial Offer duly completed and signed (and preferably stamped | Pass/Fail |
| 3 | Company Profile (including the names of owners, key officers, technical personnel) | Pass/Fail |
| 4 | Copy of Corporate Affairs Commission Certificate (CAC). | Pass/Fail |
| 5 | Curriculum Vitae (CV) for Proposed Professional Staff | Pass/Fail |
| 6 | Audited Financial Statements for the last two (2) years | Pass/Fail |
| 7 | Dully filled, signed, and stamped Vendor Information Sheet Vendor code of Conduct and Declaration of Conformity. | 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 Evaluation Criteria**

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| **Criteria** | | **Score** |
| **1. Specific experience of the Service Providers relevant to the assignment: [Max 30 points]** | | |
| 1) Duration of experience in Proposed work: Total number of years engaged in producing graphics designs, scripts/creative briefs, short videos for social media and Public Service Announcements (PSAs) for radio broadcasting. | =>5 or more years | **10** |
| =<4 to >2 years | 6 |
| <1 year | 3 |
| 2) Experience in producing video content and graphic designs for social and behavioural change communication campaigns/activities | **=> 3 or more** similar assignments with documented evidence. | **20** |
| 2 similar assignments with documented evidence. | 10 |
| 1 similar assignment with documented evidence. | 5 |
| **2. Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 40 points]** | | |
| 1) Organization and staffing. | **Very good** presentation of organization in Nigeria with knowledge of issues relating to safe migration and communication for development. | **10** |
| **Good** presentation of organization in Nigeria with knowledge of issues relating to safe migration and communication for development. | 5 |
| **Fair** presentation of organization in Nigeria with knowledge of issues relating to safe migration and communication for development. | 3 |
| 2) Proposed Technical approach and methodology | The technical approach and methodology presented **fully addresses** objectives in the ToR, showing **excellent understanding** of subject matter and required processes | **20** |
| The technical approach and methodology presented **adequately addresses** objectives in the ToR, showing **moderate understanding** of subject and required processes | 15 |
| The technical approach and methodology presented **partially addresses** objectives in the ToR, showing partial **understanding** of subject and required processes | 6 |
| The technical approach and methodology **poorly addresses** objectives in the ToR, showing **poor understanding** of subject matter and required processes | 0 |
| 3) Work Plan Feasibility | **Adequately** shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR | **10** |
| **Fairly** shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR | 5 |
| Timelines **unrealistic** and/or deliverables **inconsistent** with TOR | 2 |
| No work plan submitted | 0 |
| **3. Key professional staff qualifications and competence for the assignment: [Max 30 points]** | | |
| Qualifications and Experience of the Project Manager | Experience of 5 or more years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | **15** |
| Experience of 3-4 Years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | 9 |
| Experience of less than 2 Years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | 6 |
| Qualifications and Experience of the team members | Experience of 5 or more years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | **15** |
| Experience of 3-4 Years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | 9 |
| Experience of less than 2 Years on media content production and broadcasting on radio and social media as related to migration issues, media management and engagement. | 6 |

**Delivery Requirements**

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| **Delivery Requirements** | |
| **Delivery date and time** | Bidder shall deliver the services After Contract signature/ PO |
| **Delivery Terms (INCOTERMS 2020)** | DAP |
| **Customs clearance**  **(must be linked to INCOTERM** | Not applicable  Shall be done by:  Name of organisation  Supplier/bidder  Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | Edo State |
| **Distribution of shipping documents (if using freight forwarder)** | NA |
| **Packing Requirements** | NA |
| **Training on Operations and Maintenance** | NA |
| **Warranty Period** | 5 months |
| **After-sales service and local service support requirements** | NA |
| **Preferred Mode of Transport** | NA |
| **Other information** |  |

**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: | *4200425003: Engagement of a Creative Agency for Implementation of an Awareness Raising Campaign & Facilitating a Design Lab for the Managing Migration Through Development (MMDP 2.0) project* | Date: Click or tap to enter a date. |

**VENDOR INFORMATION SHEET[[1]](#footnote-2)**



**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **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.*

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| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | *4200425003: Engagement of a Creative Agency for Implementation of an Awareness Raising Campaign & Facilitating a Design Lab for the Managing Migration Through Development (MMDP 2.0) project* | 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: NGN**

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| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. | Draft script and creative brief on the video content and incorporate IOM’s feedback |  |
| 2. | Engage in pre-production activities for the video such as casting and location scouting. |  |
| 3. | Produce a 60 second jingle about the campaign to air on two radio stations. |  |
| 4. | Produce short-form video content of 2-3 minutes with key information on irregular migration, safe migration, and opportunities in Nigeria. |  |
| 5. | Facilitate a one-day pre-test session/workshop of the script and video concepts and highlight issues such as how to develop key messages that encourages behavioural change, the quality of video content ideal for the campaign among others. (Logistics for this will be covered by IOM). |  |
| 6. | Design five Graphics design illustrations for posters and stickers |  |
| 7. | Print the poster A3 size (1000 copies) |  |
| 8. | A3 size stickers (500 copies) |  |
| 9. | Airing of content on three media channels for one month in Edo state (Radio & TV) |  |
| 10. | Promote content on social media (Facebook, Instagram, YouTube) for three months. |  |
| 11. | Engage 20 key influencers and celebrities from Edo State for content distribution. |  |
| **Total Price** | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| 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. |

1. [Vendor Information Sheet.xlsx](https://iomint.sharepoint.com/:x:/t/ManilaSupplyChainUnit/EcdiXZEFetxEl29DHqMnNLgBnUvABCGiNC-UMMSpf4ddXQ?e=IBVJfN) [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)