



International Labour Organization

INVITATION TO BID

[Long Term Agreement for procuring promotional & printing items under LWAC cluster

ITB ref: ILO-LTA-LAWC-2025-001]

Responses to be received by *[20 April, 2025 within 4.30 pm Bangladesh local time]*

[March/2025]



Subject: Procurement of Promotional & printing items under Long Term agreement

Invitation to Bid (ITB) N°: [ILO-LTA-LAWC-2025-001]

Date: 18/03/2025

Dear Sir/Madam,

The International Labour Office (hereinafter the “ILO”) is pleased to invite your company to submit a Bid for [specify the ITB purpose] and as further described in Annex III.

To enable you to submit a Bid, please find enclosed:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder's Declaration Form;
- Annex II-C: Bidder's Information Form;
- Annex II-D: Recent References;
- Annex II-E: Price Submission Form;
- Annex III: Description of the Requirements; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Bid must be received by the ILO no later than **20th April, 2025] on 04:30 PM**. Late bids shall be rejected.

You may submit a Bid to the ILO provided that your organization is qualified, able and willing to supply the goods and/or to perform the works specified in this ITB. Participation in this ITB indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this ITB and its Annexes may render a Bid ineligible for consideration.

You are kindly requested to acknowledge receipt of this ITB and to indicate whether or not you intend to submit a Bid by completing and returning the form provided in Annex II-A.

We look forward to receiving your Bid.

Yours sincerely,

[Mohammad Masud Parvez Siddique]

Senior Procurement Assistant



International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: **ITB N° [ILO-LTA-LAWC-2025-001]**
Promotional & printing items under Long Term agreement]

Abstract

This document outlines the requirements for presentation of an Invitation to Bid to be considered by the International Labour Office.



INSTRUCTIONS TO BIDDERS

Contents

1. INTRODUCTION	5
1.1 GENERAL	5
1.2 ELIGIBLE BIDDERS	5
1.3 COST OF BID	5
1.4 ITB SCHEDULE SUMMARY	5
1.5 CLARIFICATION QUESTIONS	5
2 BIDDING CONDITIONS	5
2.1 ACKNOWLEDGMENT OF RECEIPT	5
2.2 NUMBER OF COPIES, FORMAT AND SIGNING OF BID	5
2.3 SUBMISSION AND RECEIPT OF BIDS	6
2.4 OFFICIAL LANGUAGE.....	7
2.5 CORRESPONDENCE	7
2.6 NO CONSULTATION.....	7
2.7 CONTRACT CONDITIONS	7
2.8 WORK ON ILO PREMISES.....	7
2.9 BID CURRENCY	7
2.10 INCOMPLETE BIDS.....	8
2.11 CHANGES TO BIDS	8
2.12 NO MATERIAL CHANGE(S) IN CIRCUMSTANCES.....	8
2.13 ITB DOCUMENT, SPECIFICATIONS, DRAWINGS	8
2.14 SUB-CONTRACTING	8
2.15 BID VALIDITY	8
2.16 NOTIFICATION OF BID EVALUATION	8
2.17 PUBLICITY	8
3 CONTENT OF BID	9
3.1 BIDDER'S DECLARATION FORM (ANNEX II-B)	9
3.2 BIDDER'S INFORMATION FORM (ANNEX II-C).....	9
3.3 RECENT REFERENCES (ANNEX II-D).....	9
3.4 PRICE SUBMISSION FORM (ANNEX II-E).....	10
4 EVALUATION OF BIDS AND CONTRACT AWARD	10
4.1 PRELIMINARY EVALUATION.....	10
4.2 EVALUATION OF BIDS.....	10
4.3 AWARD OF THE CONTRACT	11
4.4 DEBRIEFING / BID PROTEST MECHANISM	11



1. INTRODUCTION

1.1 General

The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the ITB documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.

1.2 Eligible Bidders

Bidders should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Invitation to Bid.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 ITB Schedule Summary

• ITB release date:	18/03/2025
• Site visit or bidders' conference (if applicable):	07/04/2025
• Clarification questions, if any, related to this ITB must be submitted to [lawc-dhaka@ilo.org] by:	07/04/2025, COB
• ILO response to clarification questions by:	09/04/2025
• Bids Receipt Deadline:	20/04/2025 04:30 PM [Bangladesh Time Zone]
• Estimated Contract Signature Date:	20/05/2025
• Estimated Contract Start Date:	20/05/2027

1.5 Clarification Questions

A Bidder requiring any clarification of the ITB documents may notify the ILO in writing. The ILO's response will be made in writing to any request for clarification received by the deadline indicated above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the ITB documents.

2 BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

The Bidder is requested to return promptly the Acknowledgement of Receipt form provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Bid.

2.2 Number of Copies, Format and Signing of Bid

The Bidder shall submit one original and [0] copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the Original Bid



shall prevail. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder i.e., by a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary, to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

2.3 Submission and Receipt of Bids

It is the responsibility of the Bidder to ensure that a Bid is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Bids must be received on or before 20/04/2025 04:30 PM [Bangladesh time zone] . Bids and modifications to Bids received after the bid receipt deadline will be rejected. Bids must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Registered Mail** (official postal service) to:
International Labour Office
[LAWC cluster, 5th Floor, ILO]
[PPD Secretariate Office Complex, Block-F, Plot-17/B & C Agargaon]
[Administrative Zone, Sher-e Bangla Nagar, Dhaka-1207, Bangladesh]
Or
- **Hand-delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Bids submitted by any other means will be rejected.

Bids must be submitted using an inner and outer envelope. The original and the copy of the Bid should be placed in separate sealed envelopes marked as “Original” and “Copy”. The envelopes containing the original and the copies shall then be enclosed in one single outer parcel.

Where there is any infringement of these instructions (e.g., envelopes are unsealed or not marked as required), ILO will assume no responsibility for the misplacement or premature opening of a Bid.

The outer parcel shall be sealed and bear the following information:

- a) the address for submission of Bids indicated above;
- b) the reference of the ITB to which the Bidder is responding;
- c) the name and address of the Bidder, to enable the Bid to be returned unopened if it is declared to have been received “late”.

In addition, the information set out below should appear on both sides of the parcel:

ITB N° [Insert Reference no: ILO-LTA-LAWC-2025-001]
Promotional & printing items under Long Term agreement]
CONFIDENTIAL
DO NOT OPEN BEFORE
20/04/2025 04:30 PM [(Bangladeshi time zone)]

In addition, the information below should appear on both sides of the inner envelope:

CONFIDENTIAL
To be opened by the Evaluation Panel ONLY



2.4 Official Language

The Bid and all correspondence and documents related to the Bid shall be written in the [english] language.

2.5 Correspondence

Any communication in connection with this ITB should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the ITB. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the ITB assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the ITB, for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium or an association for the purpose of submitting a Bid.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these ITB documents.

By submitting a Bid, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions applicable to ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Bid which does not accept the Terms and Conditions applicable to ILO Contracts set out in Annex IV.

2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local legislation. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be subjected to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in [BDT]. If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in [specify currency] at the official UN exchange rate applying on the last day for submission of Bids.



2.10 Incomplete Bids

ILO may reject a Bid that does not provide all the information requested which is necessary for assessment of the Bid by the ILO.

2.11 Changes to Bids

Changes or amendments to Bids will only be accepted if they are received before the deadline for receipt of Bids and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked "Change(s) to Bid".

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the ITB process, including but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Bids.

2.13 ITB Document, Specifications, Drawings

The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO are issued solely for the purpose of enabling a Bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted. ILO reserves the right to approve any subcontractor that was not included in the ITB Submission Form and request a copy of the sub-contracting agreement between the Bidder and its subcontractor(s).

2.15 Bid Validity

The validity of a Bid shall be six (6) months commencing from the time and date of the closure of Bids stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Bids, and to modify or exclude any of the terms of this ITB, at its sole discretion.

2.16 Notification of Bid Evaluation

The ILO will evaluate the Bids based on the Bidders' responses to the requirements set out in the ITB documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the ITB process, a Bidder is not permitted to create any publicity in connection with the ITB.



3 CONTENT OF BID

Each Bid shall comprise the following documents:

3.1 Bidder's Declaration Form (Annex II-B)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

“*Coercive practice*” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

“*Collusive practice*” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“*Conflict of interest*” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“*Corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“*Fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation.

3.2 Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- a) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- b) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the situation at the end of the previous fiscal year, bearing the statement “certified true copy”, the date and the signature of a person authorized to represent the company;
- c) A copy of the last three financial statements of the Bidder, certified by independent auditors.

3.3 Recent References (Annex II-D)

Bidders must provide details of three contracts entered into during the past five years which are similar in nature to that arising from this ITB. The information in Annex II-D must include, as a minimum:

- Client name, location, and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.



3.4 Price Submission Form (Annex II-E)

Bidders shall complete this form, providing the price breakdown information sought and attach all required documents.

The Bids shall be checked for any arithmetic errors in computation and summation. Any arithmetical errors will be corrected without prejudice to the Bidder as follows:

- Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate by the corresponding quantity, the unit rate shall prevail and the total amount shall be corrected. If, in the opinion of the ILO, there is an obvious error in the unit rate, the total amount as quoted shall prevail and the unit rate shall be corrected.
- If there is a discrepancy between words and figures in Annex II-E the amount in words will prevail.

Amounts corrected in the manner mentioned above shall be binding on the Bidder. If the Bidder does not accept the corrections, its Bid shall be rejected.

4 EVALUATION OF BIDS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Bid, the ILO will undertake a preliminary examination. Bids will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, Clause 3: Content of Bid);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, Clause 2.2: Number of Copies, Format and Signing of Bid;
- c) The validity period of the Bid is not in accordance with the requirements of the ITB as specified in Annex I, Instructions to Bidders, Clause 2.15: Bid Validity.

4.2 Evaluation of Bids

Bids will be reviewed and evaluated by an Evaluation Panel in accordance with the following criteria:

- Compliance with the pricing conditions set out in the ITB;
- Compliance with the requirements relating to technical design features or the product's ability to satisfy functional requirements;
- Compliance with the Terms and Conditions applicable to ILO Contracts;
- Compliance with start-up, delivery or installation deadlines set by the ILO;
- Proof of after-sales service capacity and appropriateness of the Bidder's service network.

The Bids will be evaluated to determine compliance with the Requirements specified in the ITB. "Compliance" is defined as compliant or not compliant with each of the Requirements identified in Annex III.

If the Requirements are grouped in multiple Lots, evaluation will be based on compliance with the requirements of each Lot and the total cost of each Lot, taking into consideration that the ILO may contract separately for each Lot.



4.3 Award of the Contract

The ILO will award the contract to the lowest priced, technically qualified Bidder.

The ILO reserves the right to accept or reject any Bid in whole or in part, to annul the solicitation process and reject all Bids at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

Awarding of the contract arising from this ITB will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder shall not be questioned by any other Bidder.

The Contract or the benefit of the Contract shall not be assigned, subcontracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shade lights on the rational of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated to the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.



The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



**FORMS TO BE COMPLETED
AND
TO BE SUBMITTED BY THE BIDDER**

- **ANNEX II-A: Acknowledgement of Receipt**
- **ANNEX II-B: Bidder's Declaration Form**
- **ANNEX II-C: Bidder's Information Form**
- **ANNEX II-D: Recent References**
- **ANNEX II-E: Price Submission Form**



ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

International Labour Office
LAWC cluster, 5th Floor, ILO Country
Office for Bangladesh
PPD Secretariat Office Complex,
Block-F, Plot-17/B&C,
Agargaon Administrative Zone, Sher-e-
Bangla Nagar,
Dhaka-1207, Bangladesh]

Fax: [N/A]

E-mail: [lawc-dhaka@ilo.org]

Reference: **ITB N° [Insert Reference: ILO-LTA-LAWC-2025-001]**
Promotional & printing items under Long Term agreement]

- WE ACKNOWLEDGE RECEIPT OF ALL BID DOCUMENTS FOR THE ABOVEMENTIONED ITB
(Note: In event of missing elements, contact the ILO Officer in Charge)
- WE INTEND TO SUBMIT A BID
- WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:



**CERTIFICATION TO BE SUBMITTED BY A BIDDER
IN AN ILO COMPETITIVE BIDDING PROCEDURE**

ITB N° [Insert Reference: ILO-LTA-LAWC-2025-001] - [Insert Title: Promotional & printing items under Long Term agreement]

Date: 18/03/2025

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.



International Labour Office

ANNEX II-B

to influence improperly the actions of another;

“*fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;
The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

**BIDDER'S INFORMATION FORM**

I, the undersigned, by submitting this Bid, hereby confirm that these instructions are accepted in full and without restriction, including the Terms and Conditions applicable to ILO Contracts being used for this bidding procedure and resulting contract.

1. SUBJECT	
Invitation to Bid Number:	[Insert Reference: ILO-LTA-LAWC-2025-001]
Requirements:	[Promotional & printing items under Long Term agreement]

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2022]	Year 2 [i.e. 2023]	Year 1 [i.e. 2024]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).



4. SUMMARY OF WORK DISTRIBUTION			
	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, Clause 3.2: Bidder's Information Form, the following documents are attached to this form:

- a) Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- b) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- c) A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) contracts of a similar nature to that envisaged as arising from this ITB. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of Goods provided and Works or Services performed;
- Order or Contract value of Goods, Works and/or Services provided;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of Goods and/or Works/Services Performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				



PRICE SUBMISSION FORM

TO BE RETURNED ON BIDDER'S LETTERHEAD

ITB N° [Insert Reference: ILO-LTA-LAWC-2025-001] - [Promotional & printing items under Long Term agreement]

Date: 18/03/2025

Dear Sir/Madam,

Having examined this Invitation to Bid including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we the undersigned, offer to execute and complete the Requirements, in accordance with the Terms and Conditions applicable to ILO Contracts, for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

TOTAL CONTRACT PRICE	[Insert Amount in words and numbers]	[Insert Currency]
-----------------------------	--------------------------------------	-------------------

We understand that the ILO is not bound to accept any Bid it may receive.

Our Price Submission Form includes the following documents:

- Priced List of Goods and/or related Works and Services
- Priced Bill of Quantities
- Other Price Breakdown List

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



International Labour Office

ANNEX III

DESCRIPTION OF THE REQUIREMENTS

[Annex III shall consist of the specification, financial proposal format & other information and mandatory criteria.]



International Labour Office

ANNEX IV

TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf