

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements (Terms of Reference)

Annex 2: Quotation Submission Form

Annex 3: Technical Offer

Annex 4: Financial offer

Annex 5 : Supplier user guide

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline.

Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



SECTION 2: RFQ GENERAL INSTRUCTIONS

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. 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: NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	UNDP 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, Fraud, Corruption,	All prospective suppliers must read the United Nations 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: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. Other more specific eligibility requirements are included in Section 2.1 RFQ Specific Instructions, if applicable.
Currency of Quotation	Quotations shall be quoted in in the currency indicated in the portal.

Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 - 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
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.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	UNDP 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, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at 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, the Bidder must register on the UNGM prior to contract signature.



SECTION 2: RFQ SPECIFIC INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: • General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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 in the requirements section. All prices must: ☐ be inclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Payment Terms	☐ On monthly basis, 100% within 30 days after receipt of services and submission of payment documentation .
Conditions for Release of Payment	☐ Passing Inspection [specify method, if possible] Complete Installation ☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] ☐ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements ☐ Others [pls. specify]
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated through Quantum Click or tap to enter a date.
Evaluation method	☐ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☐ Full compliance with all requirements as specified in Annex 1 • Full acceptance of the General Conditions of Contract • The ISP must be a Telecom license holder, valid company registration certificate (Provide Document) • List and value of similar projects performed, in addition to Client's contact details who may be contacted for further information.

Type of Contract to be awarded	☐ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Expected date for contract award.	01 March 2023

ANNEX 1: SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

TERMS OF REFERENCE

UNDP Iraq is an important partner of the Government of Iraq for achieving national development goals and international commitments. Through extensive networking within the international development community, UNDP endeavors to bring global experience to the doorstep of Iraq policy makers at all levels. Resources for priority and innovative interventions are mobilized from a gradually diversifying group of partners, including donors, NGOs, private sector and local communities.

In this context, for undertaking routine office day to day businesses/functions, UNDP Country Office Iraq intends to engage a courier company for the **Establishment of LTA- Provision of Domestic/ International Courier Services** to UNDP and Other UN agencies located in Iraq.

UThe Terms of Reference are detailed in this document as follows:

As the contract with the service provider is expected to be long-term business relationship, the performance of the successful contractor will remain as the basis of contract renewals on an annual basis.

An estimate of the value of Courier services for one year period is approximately USD 4,000. Estimate threshold for three years LTA would be USD 12,000

Scope of Services:

The minimum services that the service provider is expected to undertake are as below but not limited to:

- [Mail Handling- Outbound & Inbound and Door to Door mails from/to all UNDP and other UN Agencies Offices and from/ to all destinations throughout all governorates/districts of Iraq and other countries:](#)
 1. Pick-up, receiving, labelling, packing, invoicing and delivery of the following:
 - a. Special Courier
 - b. Parcel/Cargo/ Merchandise
 2. On prescribed timing courier staff will pick and drop (domestic mail) for UNDP and other UN agencies in Iraq.
 3. Immediate collection and delivery of highly timely sensitive, extremely urgent and critical shipments (same day services).
 4. Shipment insurance for all risks of physical shipment damage or loss, from any external cause.
 5. Hold for collection and storage at courier facility.
 6. Provide the services in strict observance of UNDP Security Guidelines and ensure that the Contractor's personnel is always adequately identified every time they are on UNDP premises.
 7. Ensure availability of online tracking system for the use by own clients
 8. Ensure that all courier documentation such as Airway Bills are properly filled out with complete details at origin and destination, i.e. complete name of Sender, UNDP & UN Offices physical address, telephone number and e-mail address, complete name of the Notified Party at destination, physical address, telephone contact number and relevant e-mail address.
 9. Enter relevant weights, volumes, and units to be couriered on every Airway Bill.

- **Other Standard arrangements and conditions of services are as follows:**

1. Housekeeping and Maintenance: As a standard requirement, the courier company shall be strictly required to conduct their own mail room housekeeping and office equipment maintenance and abides by the Standard office policies and procedures, including dress code or as may be necessary
2. Performance Standards: In the performance of the contract, the service providers is expected to comply with the following minimum performance standards:

Mail handling	Minimum Performance Standard
Outbound Documents/	• 100% Shipped and received by the recipient • Proof of delivery to be provided after 1 working day.
Mails without POD	• 100% mailed after 1-2 working hours from receipt • Reference: is IRAQ post mailing time/date.
Billing	• Billing and cost allocation to be submitted within the first week of the next month.
Inbound documents, Packages and mails	• Courier company will be responsible to ensure that there is no misplacement or damage of the documents, packages or mails.
Data information (mail manager status of	• Status of mails provided within 1 day from request
Documentation (log of incoming	• Zero error.
Problem resolution	• Problem resolution response time within 24 hours.
Misplaced items	• Any misplaced or damaged items would be investigated by the Registry- in charge and liquidating damages might be applied on the vendor depending on the value of the misplaced or

- **Billing**

Preparations of monthly itemized billing of chargeable mails within the first week of the next month.

- **Mail Tracking:**

Submission of data information required to track and trace whereabouts of the mail anytime upon request except those that are mailed through Iraq post.

- **Status Monitoring**

Monitoring of mail status and necessary proof of delivery.

- **Management Reporting**

Submission of monthly management reports to monitor the performance of the service as below:

- Summary of shipments by type of service
- Service Details
- Service details by designation
- Destination details
- Destination Details
- Average transit time per country
- Reasons of Delay per Country
- Reasons of delay per region.

- **Investigation Report:**

In case of delays, open, lost or non-arrival of shipment/diplomatic pouch/es, the service provider is required to submit an investigation report immediately with following information:

- Shipment details
- Sequence of events
- Failure Analysis
- Investigation results
- Containment Plan
- Recommended Corrective Actions.

- **Customer Satisfaction Survey**

The Service Provider is required to submit a Customer Satisfaction Survey to Courier Administrator every 6 months for dissemination to UNDP. Feedback on service performance will identify strengths and weaknesses in order to ensure continuous improvements and better service.

- **Overtime:**

UNDP will not be responsible for any overtime incurred by Outsourced staff provided by the courier company. handbook specified that their working hours will be from 0800 to 1700 hrs.

Qualifications of the Successful Contractor:

The Contractor will be required to:

- Provide a Company Profile and Organogram.
- Provide a list of key Clients for the past three (3) years. The list must include all relevant contact details, i.e. telephone and electronic mail addresses;
- Be fully licensed under the World Trade Organization Courier Service Regulation and must provide Certified proof (Registration Certificates or Operating License), thereof;
- Details of online tracking system;
- Provide a list of destinations serviced by the Courier;
- Provide a comprehensive Resume of the Key Account Manager.

Institutional Arrangements:

- The Service Provider will provide a dedicated Account Manager by providing their complete name and contact details and they must be able to be contacted on a 24 hour and seven days a week basis. A back up of the Account Manager may be identified if possible.
- The UNDP shall identify a focal point by providing their complete name and contact details and who shall interface with the Service Provider in all matters relating to this service;
- The Service Provider will be liable to providing UNDP with information relating to any changes in itinerary and the reasons there of.

- **Duration of the services**

The services will be provided under a UNDP contract for a period of one (01) year renewable, subject to performance for another two subsequent years.

- **Piggy backing**

All UN Agencies are eligible to piggyback on the UNDP Contract/LTA With the successful contractor.

- **Mail Courier Rates:**

Domestic (Iraq)/International Mail

Rates should be quoted as per the table below mentioned in below Table

	Domestic mail		International mail	
Destination (Weight in Kgs)	Rates in USD	Rates in USD for each additional KG	Rates in USD	Rates in USD for each additional KG
Within City 0.5 KG				
Within City 1.0 KG				
Same Zone 0.5 KG				
Same Zone 1.0 KG				
Different Zone 0.5 KG				
Different Zone 1.0 KG				

Note: Mention the list of cities in each zone.

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.
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RFQ reference:	RFQ-043-23	Date: 01 February 2023
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Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	☒ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	☒ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	☒ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	☒ Yes ☐ No
Is your company a member of the UN Global Compact	☒ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

Yes	No	
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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 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:	RFQ-043-23	Date: 01 February 2023

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 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.

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Currency of the Bid: USD

Refer to Annex 4 - Financial Offer

Compliance with Requirements

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

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.

<i>Exact name and address of company</i> 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.
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