

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: GE10- 4200724285

Date: 26 July 2024

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Upgrading the functionality and design of the Diaspora web portal <https://www.gda.ge/>.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer**, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Georgia Procurement Unit

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	16 Aug 2024 17:00 GMT+4 If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	Quotations must be submitted as follows: <input checked="" type="checkbox"/> Email  Bid submission address: <a href="mailto:smgeoprocurementunit@iom.int">smgeoprocurementunit@iom.int</a>  <ul style="list-style-type: none"> <li>▪ File Format: Any</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10MB</li> <li>▪ Mandatory subject of email: GE10-4200724285-Company Name</li> <li>▪ 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."</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct</b>	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: <a href="https://ungm.org/">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	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.
<b>General Conditions of Contract</b>	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 <a href="https://www.iom.int/resources/general-conditions-contracts-provisions">https://www.iom.int/resources/general-conditions-contracts-provisions</a> .
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in GEL
<b>Duties and taxes</b>	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: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in

	accordance with the Schedule of Requirements in Annex 1																														
Quotation validity period	Quotations shall remain valid for <a href="#">Click or tap here to enter text.</a> 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	<input checked="" type="checkbox"/> Not permitted																														
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.																														
Contact Person for correspondence, notifications and clarifications	Focal Person: Goderdzi Latsoshvili E-mail address: glatsoshvili@iom.int <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>																														
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 by email by 24 July 2024																														
Evaluation method	<div><div><input checked="" type="checkbox"/> Other:IOM will evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance with the requirements and by using the following criteria and sub-criteria</div><table><tr><th>No</th><th>Criteria</th><th>Max. score</th></tr><tr><td>1.</td><td>Overall response</td><td></td></tr><tr><td>1.1</td><td>Completeness of response</td><td>15</td></tr><tr><td>1.2</td><td>Overall concord between requirements and proposal</td><td>15</td></tr><tr><td>2.</td><td>Quality of the Proposal</td><td></td></tr><tr><td>2.1</td><td>Correspondence of the methodology to ToR</td><td>30</td></tr><tr><td>2.2</td><td>Work plan / time schedule</td><td>20</td></tr><tr><td>3.</td><td>Qualification, experience and correspondence of professional staff for the assignment</td><td></td></tr><tr><td>3.1</td><td>Experience of technical personnel (description of previously implemented projects)</td><td>20</td></tr><tr><td></td><td>Total:</td><td>100</td></tr></table><div><p>The minimum technical score <math>S_t</math> required to pass is: 80 Points.</p><p>The Financial evaluation of Service Providers who passed the qualifying score, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:</p><p><math>S_f = 100 \times FI / F</math></p><p>Where:</p><p>Sf - is the financial score of the Financial Proposal under consideration, FI - is the price of the lowest Financial Proposal, and F - is the price of the Financial Proposal under consideration.</p><p>The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)</p><p><math>Sc = S_t \times T\% + S_f \times F\%</math></p><p>The firm achieving the highest combined technical and financial score will be invited for negotiations.</p></div></div>	No	Criteria	Max. score	1.	Overall response		1.1	Completeness of response	15	1.2	Overall concord between requirements and proposal	15	2.	Quality of the Proposal		2.1	Correspondence of the methodology to ToR	30	2.2	Work plan / time schedule	20	3.	Qualification, experience and correspondence of professional staff for the assignment		3.1	Experience of technical personnel (description of previously implemented projects)	20		Total:	100
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Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract																														
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order																														

<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	Service Contract
<b>Expected date for contract award.</b>	23 August 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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

### TERMS OF REFERENCE

**1. Nature of the consultancy:** Support boosting the technical capacities of the Diaspora web portal ([www.gda.ge](http://www.gda.ge)) and upgrading functionalities and design.

#### **2. Project Context and Scope:**

With the project “Improved Specialization in Migration Governance and Integrated Border Management in Georgia” (SPECS), IOM is contributing to improved implementation of migration and border management and governance in Georgia. One of the important components of the project is to increase the capacities of the Ministry of Foreign Affairs of Georgia to reach out to the Georgian diaspora.

Diasporas are recognized for their significant and positive impact across various sectors, including remittances, direct investments, human capital transfers, philanthropy, capital market investments, and tourism. Acknowledging this potential, Georgia has prioritized diaspora mobilization and engagement as integral components of its long-term strategic framework and development agenda. Recent years have seen intensive efforts to unlock the developmental potential of the diaspora through various initiatives.

The Georgian Diaspora Web Portal ([www.gde.ge](http://www.gde.ge)), overseen by the Ministry of Foreign Affairs of Georgia in collaboration with IOM, serves as a vital platform to foster outreach and cooperation with the Georgian diaspora. Its primary objective is to facilitate diaspora engagement and promote their involvement in development endeavours within Georgia.

In the fifth sectoral priority of the Migration Action Plan for 2023, the GoG has outlined various priorities to further the engagement of the Georgian diaspora in the development of the country. In that context, it is crucial to support the MFA in enhancing its capacities to reach out to the Georgian diaspora in an effective manner. One of those priorities concerns the further development of the Diaspora web portal [www.gda.ge](http://www.gda.ge), which was created in the previous decade with EU funding and IOM support as a digital tool to considerably enhance the capacities of the MFA to conduct efficient outreach to Georgian diaspora communities abroad. IOM, based on the request of MFA, intends to enhance the technical capabilities of the Diaspora web portal.

#### **3. Overview of the proposed system**

Diaspora web portal - [www.gda.ge](http://www.gda.ge) - serves as a pioneering digital hub tailored for the Georgian diaspora, offering a diverse array of curated information. Its primary audience includes Georgian expatriates, diaspora organizations, media outlets, and Sunday schools. The portal aims to facilitate connectivity among diaspora members, streamline communication, and enhance accessibility to governmental services and news through a unified platform. Its mission is to create an interactive digital space where users can access a wide range of information spanning services, news, economy, education, culture, and youth initiatives. Additionally, the portal serves as a hub to acquaint individuals with the endeavors of diaspora representatives, including diaspora organizations, media platforms, and educational institutions operating abroad.

The web portal necessitates enhancements across the following categories:

- **Visual Update:**
  - Visual update/design change to ensure the webpage aligns with the design of other digital resources of the Ministry of Foreign Affairs, such as [www.mfa.gov.ge](http://www.mfa.gov.ge).
- **Functional Update:**
  - Add authorization and registration functionality.
  - Functional equipment of authorized user space.
  - Ensure the user space supports a comprehensive diaspora database.
  - Enhance existing functionalities.

- Adapt the product for seamless use across all digital devices and browsers.
- Design the web page architecture to accommodate future enhancements.

**4. Objective of the consultancy:** The goal of the project is to enhance the webpage by adding new functionalities, improving existing tools, updating the design, and optimizing the portal's technical performance.

**5. Scope of Work:**

The consulting firm will work closely with the Ministry of Foreign Affairs of Georgia and IOM Georgia to elicit requirements and manage the [www.gda.ge](http://www.gda.ge) development life cycle.

In particular, the scope of the work will be as follows:

- i. **Visual Update:** A skilled UX/UI designer will be engaged to create the portal design in accordance with this ToR and **detailed technical specifications outlined in Appendix N1**. The development team will work to seamlessly integrate the new design elements into the platform, prioritizing user experience and optimizing interface functionality.
- ii. **Authorization/Registration(Refer to detailed technical specifications outlined in Appendix N1):** The portal offers various registration forms tailored to different user categories: individuals, organizations, including media outlets and Sunday schools, businesses, and the state authorities. During registration, users are required to provide the following information:
  - Name / Surname (mandatory)
  - Email address
  - Password
  - Security captcha

After registration, authorized users can proceed to their profile to provide additional information and upload visual material, such as images or videos.

**Profile Visibility Settings** - At the end of the personal profile setup, users can choose whether they want their profile to be public. This determines if their profile is visible to other registered users on the platform.

**Search Engine Privacy** - Information of registered and authorized users will not be indexed by open search engines like Google or Yahoo, ensuring privacy and security.

iii. **Diaspora Database(Refer to detailed technical specifications outlined in Appendix N1):** All registered users—whether individuals, diaspora organizations, media outlets, Sunday schools, public agencies, or businesses—are included in a unified diaspora database. This database is accessible only to registered and authorized users and is visible within their user space.

Information is entered into the database through two methods:

- **User Registration:** Users can choose to make their profiles public during registration.
- **Data Entry by Administrator:** The portal administrator has the ability to input information about specific organizations, individuals, or agencies into the database using the web page administration panel. Entries made by the administrator are clearly indicated as such. Additionally, the administrator possesses the capability to edit and delete this information as needed.

### **Diaspora Database Functions:**

- **Search by Keyword:** Users can search for profiles in the database by entering keywords into a search field. Keywords can include first names, surnames, professions, organization names, and other relevant terms. The search function will return profiles that match the specified keyword, enabling users to quickly find the information they need.
- **Search with Filters:** Users can refine their search using multiple filters including country, city, profession, field of activity, and more. Users can select multiple filters simultaneously to narrow down search results. The system should automatically update filter options to incorporate new geographic locations and professions as users provide this information during registration.
- **Access to Public Profiles:** Authorized users can view profiles of registered members who have chosen to make their profiles public. All information provided by the user during the second stage of registration will be visible on these public profiles.
- **Board Creation and Management:** Authorized users can create and manage boards within their personal space to organize public profiles. Users have the flexibility to name and edit these boards as required. Additionally, profiles can be tagged on the boards, and users can choose to send a general email to all tagged profiles.

### **User Space Functions**

- **Saving Web Page Information:** Users have the ability to save content published on the webpage across various categories, including news, announcements, and economic programs. This content can be organized and grouped on boards for easy access and management.
- **Adding News:** Both individuals and organizations can share news about their activities and events. This information is exclusively visible to registered users who visit the respective public profile. Users have the option to upload a cover photo, text, video materials, and photo albums within this section.
- **Participation in Grant Competitions:** Within the user space, there is a dedicated page for grant competitions. Only registered and authorized users, including individuals and organizations, can submit applications from their profiles to participate in grant competitions. The grant competition page features the following fields: applicant's name/surname (auto-filled), contact information (auto-filled), CV (auto-filled), motivational text, and a file upload option.
- **Communicator:** Users can communicate via SMS messages within the system. Moreover, they will receive email notifications upon receiving new messages.

Users should have the ability to delete their profiles. This feature allows users to manage their account preferences and remove their presence from the platform as needed.

### **Authorization**

- **Email Verification:** Upon completing registration, users can authorize their accounts via email. They can log in using the password specified during registration, along with their email, for authorization.
- **Password Recovery:** The authorization section includes a password recovery function. In case of forgotten passwords, users can initiate a password reset process. They will receive relevant instructions via email on how to create a new password and proceed with authorization.

## **6. Tangible and measurable outputs of the work assignment, realistic delivery dates and details as to how the work must be delivered:**

### **I. Expected Deliverables:**

The service provider will deliver the following as part of this assignment:

1. Platform Architecture and IT Infrastructure Development, *completed within 6 weeks.*
2. Web Page Design Creation, *completed within 6 weeks.*
3. Authorization and Registration Functionality Development, *completed within 6 weeks.*
4. User Space Functionality Setup, *completed within 6 weeks.*
5. Diaspora Database Creation and Integration into the User Space, *completed within 5 weeks.*
6. Testing, *completed within 2 weeks.*
7. Mapping, *completed within 2 weeks.*
8. News Component Management, *completed within 1.5 weeks.*
9. Control Panel Debugging, *completed within 1.5 weeks.*

The assignment should be completed within **9 months** from the starting date.

Detailed technical specifications are outlined in Appendix N1. All tasks and deliverables align with the requirements specified in the technical document. Any deviations should be discussed and approved by the project team.

## **II. Reporting Arrangements:**

The service provider will work under the overall guidance of MFA.

## **7. Required Qualifications:**

- Web Development Skills: Proficiency in web development languages and frameworks such as HTML, CSS, JavaScript, and relevant libraries (e.g., Bootstrap) for implementing visual updates, responsive design, and additional functionalities.
- Understanding of UI/UX principles to create visually appealing designs and ensure intuitive user interaction.
- Experience in implementing secure authentication and authorization systems for user registration and login functionalities.
- Skills in project planning, task prioritization, and time management to meet delivery deadlines effectively.
- Capability to identify issues, debug code, and implement solutions efficiently during the development process.
- Thoroughness in refining existing pages, implementing additional functions, and ensuring the accuracy of translations.
- Familiarity with version control tools like Git for managing code changes and collaboration among team members.
- Ability to adapt to changing project requirements, incorporate feedback, and make adjustments accordingly.



## 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

Please fill and sign the attached vendor information sheet

### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference;
- description of previously implemented projects;
- 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: GEL

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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 Name: Click 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.