

## Request For Quotation EVALUATION OF THE STATE REINTEGRATION PROGRAMME

**RFQ Reference No:** 30000005131,1

**Issuing/Publishing Date:**

**County:** Georgia

**Open for Response Date:** 24/04/2025 12:03 PM

**Subject:** *Evaluation of the State Programme for Supporting Reintegration of Returned Georgian Migrants (PR GE42000000327)*

The International Organization for Migration (IOM) is kindly asking for your quotation for the provision of the services according to the RFQ attached.

When preparing your quotation, please be guided by the RFQ information below. 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.

**Method of Submission:** E-Tendering or email.

Please note that all proposals should be submitted through the supplier portal via this link [Supplier Portal Login](#) or be sent via e-mail.

In the case of a new supplier, IOM strongly encourages to perform Self-Registration process in WAVE Supplier Portal, link for Self-Registration - [Register Here](#) and submit bids via E-tendering.

Your quotation can be sent by e-mail, kindly use the following e-mail address for submitting your proposal - **SMGEOProcurementUnit@iom.int**.

**Subject of the e-mail:** *RFQ No. 30000005131 - Bidder's Name - Bid.*

**The RFQ comprises the following documents:**

- This RFQ with instructions and data
- ANNEX 1: TERMS OF REFERENCE (TOR)
- ANNEX 2: QUOTATION SUBMISSION FORM
- ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES
- Vendor Information Sheet (VIS)

**Documents to be submitted:**

- ANNEX 2: QUOTATION SUBMISSION FORM (Signed)
- ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES (Signed)
- Vendor Information Sheet (Signed)
- Bank Account Certificate
- Business License

**Quotation validity period:**

Quotations shall remain valid for *60 calendar days* from the deadline for the Submission of Quotation.

**Clarifications:**

Requests for clarification from Suppliers, if any, shall be submitted via e-mail at **SMGEOProcurementUnit@iom.int** and will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated via e-mail within two business days of receipt of request for clarification.

Thank you and we look forward to receiving your quotations.

IOM Georgia Procurement Unit

Issued by: Route des Morillons, 17 Geneva Switzerland

Name:

Title:

Date:

*This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.*

## 2

### Requirements

*\*Response is required*

#### Section 1. Supporting document checklist

\*1. Provide ANNEX 2: QUOTATION SUBMISSION FORM (Signed)

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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\*2. Provide ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES (Signed)

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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\*3. Provide Vendor Information Sheet\_VIS (Signed)

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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\*4. Provide Business License

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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\*5. Provide Bank Account Certificate

Select one of the following:-

- a. Yes(*Response attachments are required*)  
 b. No

Comments:

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Proprietary and Confidential

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## Section 2. Additional Required Information

\*1. Provide ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES in the requested currency - USD.

Select one of the following:-

- a. Yes(*Response attachments are optional*)
- b. No(*Response attachments are optional*)

Comments:

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## Section 3. Technical Evaluation

\*1. Provide information about specific experience relevant to the assignment.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

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\*2. Provide a brief methodology and work plan in response to the Terms of Reference.

Select all that apply:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

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\*3. Provide brief information about staff qualifications and competence for the assignment.

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

Comments:

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**Lines**

**Delivery Requirements:**

<b>Currency of the Quotation:</b> USD					
<b>INCOTERMS:</b>					
<b>Item No</b>	<b>Description</b>	<b>UOM</b>	<b>Qty</b>	<b>Unit price</b>	<b>Total price</b>
	Evaluation of the current State Programme for Supporting Reintegration of Returned Georgian Migrants and providing recommendations for the revision and development of the new methodology for revised programme (Please see ToR for details)				
<b>Total Price</b>					

DRAFT

**SECTION 2: INSTRUCTIONS TO PROPOSERS**

<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> <li>• File Format: Click or tap here to enter text.</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: Click or tap here to enter text.</li> <li>• Mandatory subject of email: Click or tap here to enter text.</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>
<p><b>Cost of preparation of quotation</b></p>	<p>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.</p>
<p><b>Supplier Code of Conduct</b></p>	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).</p>
<p><b>Conflict of Interest</b></p>	<p>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.</p>
<p><b>General Conditions of Contract</b></p>	<p>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/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>
<p><b>Eligibility</b></p>	<p>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.</p>
<p><b>Currency of Quotation</b></p>	<p>Quotations shall be quoted in Click or tap here to enter text.</p>
<p><b>Duties and taxes</b></p>	<p>The International Organization for Migration is exempt from all direct taxes,</p>

	<p>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:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	Click or tap here to enter text.
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for Click or tap here to enter text. days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted (please specify, i.e. by LOTs only or by line item, etc)</p>
<b>Payment Terms</b>	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Click or tap here to enter text.</p> <p>E-mail address: Click or tap here to enter text.</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline.</p> <p>Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.</p>
<b>Evaluation method</b>	<p><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
<b>Evaluation criteria</b>	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1

	<input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
<b>Right not to accept any quotation</b>	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>	Click or tap to enter a date.
<b>Expected date for contract award.</b>	Click or tap to enter a date.
<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

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
	Click or tap here to enter text.		
	Click or tap here to enter text.		
	Click or tap here to enter text.		
	Click or tap here to enter text.		

### Delivery Requirements:

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods Click or tap here to enter text. After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	Click or tap here to enter text.
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	Click or tap here to enter text.
<b>Distribution of shipping documents (if using freight forwarder)</b>	Click or tap here to enter text.
<b>Packing Requirements</b>	Click or tap here to enter text.
<b>Training on Operations and Maintenance</b>	Click or tap here to enter text.
<b>Warranty Period</b>	Click or tap here to enter text.
<b>After-sales service and local service support requirements</b>	Click or tap here to enter text.
<b>Preferred Mode of Transport</b>	Choose an item.
<b>Other information</b>	

## 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** [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY** 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 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.
<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.

Yes	No	
<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.ungm.org/Public/CodeOfConduct">https://www.ungm.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 – GOODS

*Bidders are requested to complete this form, sign it and return it as part of their bid 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.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					

Installation Price	
Training Price	
Other Charges (specify)	
<b>Total Final and All-inclusive Price</b>	

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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 the 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.

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

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No*

alterations to its format shall be permitted and no substitutions shall be accepted.

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

### Technical Offer

Provide the following:

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

### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
<b>Total Price</b>		

### 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

Proprietary and Confidential

	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.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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**ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS**

*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 and capacity that is relevant to the Scope of Works;*
- *a brief method statement and implementation plan;*
- *team composition and CVs of key personnel*

**Financial Offer**

Description of Works	UOM	Qty	Unit Price	Total Price
<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.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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