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# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: Ref No.  **4200513209 Project title:**  **PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW, MA XUMAADE AND QALAAN-QALE VILLAGES IN XARADHEERE GALMUDUG STATE OF SOMALIA**  | Date: 20 August 2023 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)** **for PROJECT TITLE: PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW, MA XUMAADE AND QALAAN-QALE VILLAGES IN GALMUDUG STATE OF SOMALIA**

International Organisation for Migration (IOM) kindly requests your quotation PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW, MA XUMAADE AND QALAAN-QALE VILLAGES IN GALMUDUG STATE OF SOMALIA

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: Quotation Submission Form

Form A: Eligibility and Qualification Form

Form B: Key Supervisory Staff Schedule Form

Form C: Construction Schedule Form

Form D: Construction Equipment and Machinery Form

Form E: Vendor Information Sheet & UN Code of Conduct- enclosed separately

Annex 2: Schedule of Requirements –

Annex A: Bill of Quantities enclosed separately

Annex B: Project proposed Design, enclosed separately

Annex 3: General Conditions of Contract, enclosed separately

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 1: Quotation Submission Form, and Annex 2: Schedule of Requirements – BOQ and Project Design, 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.

Issued by:

Procurement Unit

IOM Somalia

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

|  |  |
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| **Deadline for the Submission of Quotation** | **27th August 2023, 5:00 PM local time** If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>. |
| **Delivery Locations** |  **XARADHEERE (2) & DUSAMAREEB (1) DISTRICTS GALMUDUG STATE OF SOMALIA**  |
| **Method of Submission** | Quotations must be submitted as follows: [x]  **Email**Bid submission address: **procurement-tenderonly@iom.int*** File Format: \*.doc, \*.pdf
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: 8MB
* Mandatory subject of email: **PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW , MA XUMAADE AND QALAAN-QALE VILLAGES IN GALMUDUG STATE OF SOMALIA .** It is recommended that the entire quotation be consolidated into as few attachments as possible.
 |
| **Cost of preparation of quotation** | IOM shall not be responsible for any costs associated with a Bidder’s preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.  |
| **Supplier Code of Conduct** | All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: [Supplier Code of Conduct (ungm.org)](https://www.ungm.org/Public/CodeOfConduct).  |
| **Declaration of Conformity for Suppliers** | The bidder must read the Declaration of Conformity for Suppliers and submit a signed copy together with the bid.  |
| **Conflict of Interest** | **IOM encourages every prospective supplier to** avoid and prevent conflicts of interest, by disclosing to IOM 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. |
| **Eligibility** | Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Only Bidders that are determined to be qualified shall be considered for award. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Annex 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to IOM’s satisfaction.   |
| **Currency of Quotation** | Quotations shall be quoted in US Dollars  |
| **Duties and taxes** | The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:[x]  be inclusive of VAT and other applicable indirect taxes[ ]  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation and documentation including catalogues, instructions and operating manuals** | English |
|  |  |
| **Quotation validity period** | Quotations shall remain valid for 60 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** | [x]  Not permitted[ ]  Permitted  |
| **Payment Terms** | **First Instalment:** IOM will pay the Contractor 90% of the total amount on confirmation by IOM of satisfactory progress toward the completion of 100% per cent) actual measured work as per Bill of Quantities.**Second Instalment:** The balance of 10% (ten per cent) of the total Contract Price will be held for 12 (Twelve) months after provisional acceptance of the completed Works.  |
| **Contact Person for correspondence, notifications and clarifications** | Focal Person: Noor Mohamed E-mail address: **nmderow@iom.int** **ATTENTION: BID DOCUMENTS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR QUOTATION SUBMISSION AS SET OUT BELOW (SEE SECTION 2 , RFQ INSTRUCTION AND DATA )** |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline. Responses to request for clarification will be communicated by email. |
| **Confidentiality** | Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.  Any effort by a Bidder or anyone on behalf of the Bidder to influence IOM in the examination, evaluation and comparison of the Bids or contract award decisions may, at IOM’s decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing IOM’s vendor sanctions procedures. |
| **Evaluation Method for the Award of Contract** | Lowest priced technically responsive, eligible and qualified bid. |
| **Evaluation of Bids** | IOM will conduct the evaluation solely on the basis of the Bids received. Evaluation of Bids shall be undertaken in the following steps: 1. Preliminary examination including eligibility
2. Arithmetical check and ranking of bidders who passed preliminary examination by price
3. Evaluation of Technical Bids (Pass/Fail basis)
4. Evaluation of prices

Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation, if necessary |
| **Preliminary Examination** | IOM shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any Bid at this stage.   |
| **Evaluation of Eligibility and Qualification** | Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Annex 1 (Evaluation Criteria). In general terms, vendors that meet the following criteria may be considered qualified: 1. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in IOM’s ineligible vendors’ list;
2. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;
3. They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;
4. They are able to comply fully with the IOM General Terms and Conditions of Contract;
5. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
6. They have a record of timely and satisfactory performance with their clients.
 |
| **Evaluation of Technical Bid and prices** | The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, IOM may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.  |
| **Right to Accept, Reject, Any or All Bids** | IOM reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IOM’s action. IOM shall not be obliged to award the contract to the lowest priced offer.  |
| **Award Criteria**  | In the event of a Contract award, IOM shall award the contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest-priced, substantially compliant offer to the RFQ. IOM reserves the right to conduct negotiations with the bidder recommended for the award on the content of their bid. |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | Construction Contract |
| **Expected date for contract award** | 31 August 2023 |
| **Policies and procedures** | This RFQ is conducted in accordance with Policies and Procedures of IOM. |

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| **Documents to be submitted as Preliminary evaluation**  | Bidders shall include the following **mandatory** documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ Annex 4: Signed copy Bill of Quantities (BOQ)☒ Annex 5: Valid registration for more than six months from Federal Government of Somalia and Ministry of Public works and Housing from Galmudug state of Somalia ☒ Annex 6: Detailed Construction Schedule☒ Audited financial statements for the last three years  |
|  |  |
| **Evaluation method** | [x] The contract will be awarded to the lowest price substantially compliant offer |
| **Evaluation criteria** | [x] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[x]  Similar experience in terms of Scope, Cost and subject matter-**3 or more construction works** of equivalent nature and complexity. | Pass/Fail |
| [x]  **List of Equipment owned or hired:** The following three equipment are required: Concrete Mixer, (assorted) hand tools, scaffolding, welding  | Pass/Fail |
| [x] **Proposed work program**-2 weeks less or up to 1 week more than the IOM proposed completion time. | Pass/Fail |
| [x]  **Key professional staff qualifications and competence for the assignment-** | Pass/Fail |
| * **Project Engineer- to have** Bachelor’s Degree in **Civil Engineering** and experience of => 5 Years.
 |
| * **Admin Staff- to have** Bachelor’s Degree in **Business Management or related course** and experience of =>5 Years
 | Pass/Fail |
| * **Foreman-to have** Diploma in **Building and construction work** and experience of =>5 Years
 | Pass/Fail |

**ANNEX 1: 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. |
|  | **PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW , MA XUMAADE AND QALAAN-QALE VILLAGES IN GALMUDUG STATE OF SOMALIA**  | Date: Click or tap to enter a date. |

We, the undersigned, offer to supply the goods and related services/works required for IOM in accordance with your RFQ dated 27th  August 2023. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below is: Insert amount in words and figures, indicating amount(s) and respective currency(ies) (by lots if applicable) .

The discounts offered and the methodology of their application are:

* **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
* **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

**Our Bid is valid for Click or tap here to enter text.**

**COMPANY PROFILE[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder\* | Click or tap here to enter text. |
| Legal Address (house no, street name, zip code, city\*, region\*, country\*) | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Registration date\* and VAT number\* | Click or tap here to enter text. Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Business type/industry category\*  | [ ]  Direct Producer/Manufacturing [ ]  Reseller/Distributor/Service Provider |
| Are you a UNGM registered vendor? | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| Do you provide services/goods internationally?  | [ ]  Yes [ ]  No If no, in which country: Click or tap here to enter text. |
| Contact information\*  | Company Tel/Mobile: Click or tap here to enter text.Company Email: Click or tap here to enter text.Company Website: Click or tap here to enter text.Contact Person 1:Click or tap here to enter text.Contact Person 2: Click or tap here to enter text. |
| Disability inclusive business\* | [ ]  Yes [ ]  No  |
| Women-owned/controlled\* | [ ]  Yes [ ]  No  |

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

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|[ ] [ ]  On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|[ ] [ ]  It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|[ ] [ ]  On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM. |
|[ ] [ ]  IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **FORM A. ELIGIBILITY AND QUALIFICATION FORM**

|  |  |  |
| --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: Click or tap to enter a date. |
| RFQ reference:  | **PROSPOSED BOREHOLE REHABILITATION WORKS FOR ABGALOW , MA XUMAADE AND QALAAN-QALE VILLAGES IN GALMUDUG STATE OF SOMALIA**  |

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] No non-performing contracts during the last 3 years  |
| [ ]  Contract(s) not performed in the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
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*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | Year  | Currency  | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  |

|  |  |
| --- | --- |
| **Financial information**(Pls. state currency) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Curent Ratio (curent assets/curent liabilities) |  |  |  |

[x]  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the bidder or party to a JV, and not a sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**FORM B: KEY SUPERVISORY STAFF SCHEDULE FORM**

*(To be assigned for the proposed project)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name** | **Position** | **Yrs. with the Firm** | **Qualification** | **Largest Cost****of Project Handled** | **Years of Experienced****On said Position** |
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Please submit CV and qualification documents for proposed key supervisory staff.

We hereby certify that the above key supervisory staff is available for use in the execution of the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractors authorized signature over printed name

**FORM C: CONSTRUCTION SCHEDULE FORM**

**Duration in Weeks**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity No.** | **Activity Name** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| Manpower Allocation & Descriptions |  |  |  |  |  |  |  |  |
| Equipment Allocation & Descriptions |  |  |  |  |  |  |  |  |

The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction schedule. You may use your own company template too.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractors authorized signature over printed name

**FORM D: CONSTRUCTION EQUIPMENT AND MACHINERY**

*(Please list down construction equipment and machinery your company is in possession of. You may use your own company template too)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Equipment Description | Qty | Unit | Technical condition |
| Needs repair | In good condition | Owned or Leased |
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The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction equipment and machinery list.

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Contractors authorized signature over printed name

**ANNEX 2: SCHEDULE OF REQUIREMENTS**

Annex A: BILL OF QUANTITIES (BoQ)

Annex B: Proposed project Design

Form E: Vendor Information Sheet & UN Code of Conduct- enclosed separately

Section 3: GENERAL CONDITIONS OF CONTRACT

**These Documents are separately enclosed to this RFQ.**

1. For the selected vendor the Vendor Information Sheet with bank details should signed and submitted [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)