

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-ANK-2024-0171**

Date: 09 September 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Localization, Editing and Production of Existing Video Content Service for IOM Türkiye

International Organisation for Migration (IOM) kindly requests your quotation for the provision of localization, editing of existing video content 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 Offer

Annex 4: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted separately as Technical Offer (using Annex 2: Quotation Submission Form, Annex 3 Technical Offer) and separately as Financial Offer Annex 4, by the method and by the date and time indicated. It is your responsibility to ensure that your offers are 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:

Signature: _____

Name: Mr. Ozgur OZTURK

Title: National Logistics/Procurement Officer

Date: 09.09.2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Deadline for the Submission of Quotation</p>	<p>19 September 2024, 15:00, GMT+3 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations must be submitted as follows: <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomturkiyetenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: 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: TD-ANK-2024-0171 ▪ 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. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt. <p>Quotations should be sent in separate emails as follows:</p> <ul style="list-style-type: none"> - Separate e-mail for the Technical Offer - Separate e-mail for the Financial Offer <p>Non-compliance with this instruction shall result in rejection of the bid received.</p>
<p>Cost of preparation of quotation</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>Supplier Code of Conduct</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>Conflict of Interest</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>General Conditions of Contract</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 https://www.iom.int/do-business-us-procurement.</p>
<p>Eligibility</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>Currency of Quotation</p>	<p>Quotations shall be quoted in EUR</p>
<p>Duties and taxes</p>	<p>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:</p>

	<p>All prices shall:</p> <p><input 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>
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	<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 Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Annex 4: Financial Offer duly completed and signed</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for 90 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.
Price validity period	Prices are valid for one year(s) contract duration. (<i>non-LTA</i>)
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Payment Terms	<p><input checked="" 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>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Mr. Tayfun GENC</p> <p>Mobile Number: 90 531 723 2583</p> <p>E-mail address: procsupportank@iom.int</p> <p>The above e-mail procsupportank@iom.int should be used <u>only</u> for any potential questions/clarifications.</p> <p>Attention: Quotations shall not be submitted to this address.</p> <p>(Quotations received to procsupportank@iom.int, will not be considered for evaluation.)</p>
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 email and Tender Bulletin at IOM web page by 16 September 2024
Evaluation method	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)</p>
Right not to accept any quotation	IOM 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, 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	Purchase Order
Expected date for contract award.	25 September 2024

Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at 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 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

Project Title

Localization, Editing and Production of Existing Video¹ Content for IOM Türkiye

Background

IOM Türkiye requests the localization of an existing video for its Assisted Voluntary Return and Reintegration (AVRR) Unit. The current video is intended for a general international audience, but certain sections need to be adapted to address relevant migrants in Türkiye. Documents that will be provided will contain the transcript of the video and highlight the specific parts that require editing.

Beneficiaries

The direct beneficiary will be the Presidency of Migration Management. Migrants are the targeted audience.

Objective

To edit the existing video (with a duration of 1.5 minutes) to ensure that all content is culturally and contextually relevant to migrants in Türkiye.

Scope of Work

- I. Review of Provided Materials:
 - a. Analyse the revision requests regarding text and visuals and provide possible options/ideas.
 - b. Review the provided documents which contain the transcript of the video² and notes on the sections that need modifications.
 - c. Necessary documents (video script, IOM Türkiye branding guideline, logos animation video and working files), will be provided by IOM Türkiye to the service provider.
2. Editing Tasks:
 - a. Visual Edits:
 - i. Replace or modify visuals/illustrations that are requested to be revised by IOM.
 - ii. Ensure that all visual content which will be suggested by the company to be discussed and approved by IOM.
 - b. Audio Edits:

¹ <https://youtu.be/W1QVJaeJ6g0?si=vcYEpZLjI0IoBQRu>

- i. Ensure accurate synchronization between the modified audio/voiceover and the video.
 - ii. Replace the audio/voiceover in English, Turkish, Arabic, Farsi, Pashto, Russian, Bengal, French and Urdu.
 - c. Text Edits:
 - i. Update in-video texts to reflect the script provided by IOM Türkiye.
 - ii. Prepare in-video texts, subtitles, and dubbing in multiple languages: English, Turkish, Arabic, Farsi, Pashto, Russian, Bengal, French and Urdu.
 - iii. Ensure translations are accurate.
3. Specific Requirements:
- a. The provided transcript highlights the exact timestamps and content that need changes. Each change must adhere to this transcript.
 - b. Maintain the quality and tone of the original video.
 - c. Ensure that all edits are seamless, and the video retains its professional appearance. IOM can request as many edits as needed.
 - d. Guarantee continuity for videos in additional languages when requested by ensuring that the working files would allow such adaptations.
 - e. All revisions must be in dialogue with IOM Türkiye in the execution. At all stages of production, the service provider is asked to provide continuous information and visual presentation to IOM Türkiye contact person and is expected to act with IOM Türkiye guidance and approval.
 - f. The service provider is required to communicate regularly with IOM Türkiye contact in the video production processes.
4. Deliverables:
- a. All video and working files are prepared in the current format and maintain the same or higher quality as the original.
 - b. Audio tracks (dubbing files), in-video texts, and subtitles are in the required languages.
 - c. A brief report summarizing the changes made, including the timestamps and nature of the edits.
 - d. Ensure all deliverables are compatible with the organization's video playback systems.

Timeline

- Project kick-off meeting: [30.09.2024]
- Submission of the first draft of the updated video in English with the updated transcript in English: [15.10.2024]
- Review and feedback by IOM Türkiye: [18.10.2024]
- Submission of the final edited video with English and Turkish: [31.10.2024]
- Approval on the final video by IOM Türkiye [05.11.2024]
- Submission of the final video with all languages in mp4. and mov. formats[19.11.2024]

Payment Terms

100% within 30 days after receipt and approval of service and submission of payment documentation.

Submission Requirements

Interested companies are requested to submit the following:

1. A brief proposal outlining their approach to the project.
2. Examples of previous work relevant to this project.
3. Detailed project timeline and cost estimate.

Evaluation Criteria

- Relevant experience and portfolio.
- Understanding of the project requirements.
- Quality of the proposal.
- Cost-effectiveness.

Contact Information

Interested vendors can contact to receive an example transcript with the list of changes required. For any inquiries or further information, please contact:

Name : Mr. Tayfun GENÇ

Telephone : 0090 531 723 25 83


Email : procsupportank@iom.int (Please send the email with the RFQ reference number)

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 Technical Offer along with Annex 3: Technical 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:	TD-ANK-2024-0171	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET³



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: _____

Other Names/Acronyms _____

Address*

House No _____

Street Name _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* _____

Contact Information

Company Tel/Mobile: _____ Contact Person: _____

Company Email: _____ Contact Person Position: _____

Company Website: _____

Industry Category*:

<input type="checkbox"/> 0100 - Commercial Vendors	<input type="checkbox"/> 0500 - International Organizations - Non-UN
<input type="checkbox"/> 0200 - National CSOs	<input type="checkbox"/> 0600 - UN entities
<input type="checkbox"/> 0300 - National Government Entities	<input type="checkbox"/> 0005 - Individual Consultant/Non-Staff
<input type="checkbox"/> 0400 - International CSOs	

Business Type*:

Direct Producer/Manufacturing

Reseller/Distributor/Service Provider

Provide Services/Goods Internationally* Yes No

Disability-Inclusive* Yes Not applicable

Women-owned/controlled*

At least 51% women-owned/controlled

Less than 51% women-owned/controlled

Not applicable

Notes

All fields marked with * are mandatory. The form may be returned if mandatory fields are highlighted or in the wrong format (eg, zip code).

Vendor Name - should match IDs or registration documents.

If there is insufficient space, please use the Other Information section.

Product Categories (check all applicable)*

<input type="checkbox"/> Agriculture, Livestock and Fisheries	<input type="checkbox"/> Fuels and Derivatives	<input type="checkbox"/> Legal and Investigation	<input type="checkbox"/> Power Supply and Electric
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Furniture	<input type="checkbox"/> Logistics and Warehousing	<input type="checkbox"/> Quality Control and Environment
<input type="checkbox"/> Clothing and Luggage	<input type="checkbox"/> Hospitality, Events	<input type="checkbox"/> Media and Printing	<input type="checkbox"/> Security
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurance	<input type="checkbox"/> Medical, Drugs and Pharma	<input type="checkbox"/> Social and Humanitarian Services
<input type="checkbox"/> Consultancy and Contracted Services	<input type="checkbox"/> IT and Communications	<input type="checkbox"/> NFPs - Household and Camps	<input type="checkbox"/> Tickets
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Land and Buildings	<input type="checkbox"/> Office Equipment and Supply	<input type="checkbox"/> Tools and Machinery
<input type="checkbox"/> Food and Beverage	<input type="checkbox"/> Learning, Training and Recreation	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Vehicles and Accessories

UNGM No. _____ <https://www.ungm.org/DN/assessments>

UN Partner Portal Reference _____ <https://www.unpartnerportal.org>

Registration Date _____ Main Country of Operations (dd-mm-yyyy)

Licensing Auth./Type _____ License No.: _____ Reg. Date: _____ Expiry Date: _____

For additional licenses, please use the Other Information Section dd-mm-yyyy

Partner Entities (Indicate if there are other relevant business partner accounts already registered in IOM. Format: Account Number-Name)

Same entity registered in another office _____

Parent company _____

Subsidiaries/Branches _____

Other Information:

VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* Bank Transfer Check** Cash** Others** _____

Justification for Non-Bank Payment Method** _____

Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name _____
Bldg and Street _____
City _____
Postal Code _____
Country _____
Bank Account Name _____
Bank Keys _____
Account Currency _____
Bank Account No. _____

*Depending on the country

Swift Code/BIC (accounts outside U.S.A.) _____
IBAN Number (mandatory for banks in Europe) _____
Clearing No. (CHF accounts in Switzerland) _____
ABA No. for ACH (USD accounts in U.S.A.) _____
Bank Branch Code _____

Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

Printed Name

Signature

Position/Title

Date

BIDDER’S DECLARATION OF CONFORMITY⁴

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.
<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.

⁴ 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 the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<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 OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Technical Offer 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:	TD-ANK-2024-0171	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

The Technical Offer shall be in a separate document, provides the following information using the Service Provider’s preferred template:

As stated on Method of Submission article “Quotations should be sent in separate emails to iomturkeytenders@iom.int for the technical and financial Offers are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the bid received.”

3.1 Administrative Documents

- i. Chamber of commerce
- ii. Official gazette
- iii. Taxation cards
- iv. Authorized signature list

3.2 Company Information:

- a. Corporate Information:
 - i. Company mission statement (including profit or not for profit status)
 - ii. Organization structure in accordance with the geographical presence.
 - iii. Project Team, Roles and Responsibilities, CVs, Backstopping, Single Contact Point, Contingency plans etc.
 - iv. Previous work samples

3.3 A brief description of the Service Provider’s profile and past performance/experience of the same type of the requested activity. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):

- i. Relevant Contractual projects (UN Agencies).
- ii. Relevant Contractual projects (EU Agencies).
- iii. Relevant Contractual projects (Others).

ANNEX 4: FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation with separate email . 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:	TD-ANK-2024-0171	Date: Click or tap to enter a date.

As stated on Method of Submission article “Quotations should be sent in separate emails to iomturkeytenders@iom.int for the technical and financial Offers are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the bid received.”

Financial Offer

- 4.1 The cost breakdown with as much details as possible, including the quantities and unit costs.
- 4.2 All costs associated with the provision of this service, including (i) remuneration for the experts and manpower (ii) expenses such as for the designing, formatting, producing, installing, implementing, programming and training to end users, and operational cost, such as travel and transportation, etc, and (iii) all applicable taxes. (Activities and items included in the Technical Offer not priced shall be assumed to be included in the prices of other activities or items).
- 4.3 Terms of payment and payment method shall be clearly specified in the Financial Offer and further discussed during the negotiations.

Currency of Quotation: EUR

Ref	Description of Deliverables	Quantity	Unit	Price (EUR)
1.	Provision of localization, editing of existing video content services	1	Lump Sum	
Total Price				

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.	Authorized Signature: _____ _____ Date: Click or tap here to enter text.

<p>here to enter text. Click or tap</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: 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>
---	---