* Offer submission form (to be completed by the bidder)

**Reference:** Add RFQ number and description

**Closing Date**: Date, time, time zone

**Bidder Name**: Fill in Bidder’s name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the [Terms and Conditions Applicable to ILO Contracts for Services](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf) for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

|  |  |  |
| --- | --- | --- |
| Task | Description | Lump Sum in Add currency here (Excluding VAT) |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. |
| Total |  | Click or tap here to enter text. |

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

|  |  |  |
| --- | --- | --- |
| Position (title) | Based at contractor’s Office | Based at the ILO |
| 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. | 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. | 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. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Comments | Click or tap here to enter text. | Click or tap here to enter text. |

**Name:** Click or tap here to enter text. **COMPANY STAMP**

**Position:** Click or tap here to enter text.

**Tel/Fax:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Signature**: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.