**Section Six: Bid Submission Form**

**Bid Submission Letter**

To: SHEILD, Tyre, South Lebanon

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the related services required for the Translation Agency Agreement with your Invitation to Bid dated 29th of December 2022. We are hereby submitting our Bid.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation.
2. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
3. We do not employ, nor anticipate employing, any person who is or was recently employed by SHEILD.

We confirm that we have read, understood and hereby fully accept the Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of SHEILD under this ITB.

We agree to abide by this Bid for: 90 Days.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that SHEILD is not bound to accept this Bid that we shall bear all costs associated with its preparation and submission.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Contact Details:

**Section Seven: Documents Establishing the Eligibility and Qualifications of the Bidder**

|  |  |
| --- | --- |
| Bidder’s Legal Name |  |
| In case of Joint Venture (JV), legal name of each party |  |
| Actual Country/ies of Registration/Operation |  |
| Year of Registration in its Location |  |
| Countries of Operation  |  |
| No. of staff in each Country  |  |
| Years of Operation in each Country  |  |
| Value and Description of Top three (3) Biggest Contract for the past five (5) years |  |
| Bidder’s Authorized Representative Information |  |

**Section Eight: Price Schedule Form**

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all services to be provided. Separate figures must be provided for each functional grouping or category, if any.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Kindly present two quotation offers as follows:**

1. **One offer if the payment is to be made in Fresh USD**
2. **Another offer if the payment is to be made in Check in USD**

**Note: Please provide your own Quotation forms with your letterheads, signature and stamp.**