



International Labour Office



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International  
Labour  
Organization

## **REQUEST FOR QUOTATION**

***[ILOKTM-RFQ-2022-02]***

Responses to be received by *[30 Nov 2022]*

*[Nov/2022]*



## REQUEST FOR QUOTATION

Reference: RFQ N° [ILOKTM-RFQ-2022-02]  
Request for Quotation to print OSH training materials

Dear Bidder,

On behalf of the International Labour Office (ILO), I invite your company to submit a bid for the items described in the Bid Form attached to this letter ([Annex I](#)).

When preparing your bid, please use the Bid Form and follow the instructions set out in the Terms and Conditions applicable to ILO contracts ([Annex III](#)). Please return your completed Bid Form to the ILO together with the Certification Form ([Annex II](#)) duly signed by an authorized legal representative of your company.

The conditions set out in the ILO Terms and Conditions for the Purchase of Goods, as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

### SUBMISSION OF YOUR OFFER:

**For this request, offers may be submitted by E-mail ONLY.** You must submit your offer strictly in compliance with the procedures described below.

For it to be eligible for consideration, the ILO must receive your offer, signed **by the legal representative and stamped with the official seal of your company**, on or before **30/11/2022 5:30 PM [Time zone: Nepal GMT+5:45]** at the following address:

**The Director**  
**ILO Country Office for Nepal**  
**Nayabato, Lalitpur**  
**Kathmandu, Nepal**  
**Email: [KTM\\_PROCUREMENT@ilo.org](mailto:KTM_PROCUREMENT@ilo.org)**

Offers received after the deadline specified above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension. Bidders are requested to submit one copy of company registration certificate, VAT registration, updated tax clearances and authorized dealership certificate (if any).

Yours faithfully,

Richard Howard  
Director  
ILO Country Office for Nepal

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**Attachments:**

- *Bid Form ([Annex I](#))*
- *Certification to be submitted by a Bidder ([Annex II](#))*
- *Terms and Conditions applicable to ILO [contracts](#) ([Annex III](#))*



**[Bidder's name & address]**

Reference: **RFQ N° [ILOKTM-RFQ-2022.02]**  
**Request for Quotation to print OSH training materials**

Date: 24/11/2022

**Closing Date: 30/11/2022 5:30 PM [Time zone: Nepal GMT+5:45]**  
**Submission ONLY by E-mail is permitted.**

**Ship-to country: Nepal**

### The following should be completed by the Bidder

For the supply of goods:

| Your Bid Reference                    | Date                       | Currency                       | Bid Validity Date                            |
|---------------------------------------|----------------------------|--------------------------------|--|
| <b>Total Amount EXW</b>               | <b>Place of Collection</b> | <b>Delivery Time (In Days)</b> | <b>Total Weight Kg &amp; Total Volume/M3</b> |
| <b>Total Amount DAP [destination]</b> | <b>Place of Collection</b> | <b>Delivery Time (In Days)</b> | <b>Total Weight Kg &amp; Total Volume/M3</b> |
|                                       |                            |                                |  |

Responsible for sale: \_\_\_\_\_

Signature: \_\_\_\_\_

*This Quotation has been prepared in accordance with  
"Terms and Conditions applicable to ILO Contracts"*



| No | Item               | Requested Specifications   | QTY | Unit Price (NPR) | Total Price (NPR) |
|----|--------------------|--|-----|------------------|-------------------|
| 1  | Flipbook 1         | Material Handling, Work Posture, and machine safety (Nepali) <ul style="list-style-type: none"><li>- Four Colour print in A3 size</li><li>- One sided printing</li><li>- Paper Quality: 300 gsm art paper with matt finish</li><li>- Binding: Wired Binding with table calendar like hardbound stand</li><li>- Pages: 53</li></ul> | 45  |                  |                   |
| 2  | Flipbook 2         | Physical environment, and work-related welfare facilities <ul style="list-style-type: none"><li>- Four Colour print in A3 size</li><li>- One sided printing</li><li>- Paper Quality: 300 gsm art paper with matt finish</li><li>- Binding: Wired Binding with table calendar like hardbound stand</li><li>- Pages: 54</li></ul>    | 45  |                  |                   |
| 3  | Action Checklist 1 | WISE Action Checklist <ul style="list-style-type: none"><li>- Four colour Print in A4 size</li><li>- Two-sided printing</li><li>- Paper Quality: 100 gsm</li><li>- Binding: Staple</li><li>- Pages: 8</li></ul>  | 45  |                  |                   |
| 4  | Action Checklist 2 | WIND Action Checklist <ul style="list-style-type: none"><li>- Four colour Print in A4 size</li><li>- Two-sided printing</li><li>- Paper Quality: 100 gsm</li><li>- Binding: Staple</li><li>- Pages: 8</li></ul>  | 45  |                  |                   |

|                                    |   |
|------------------------------------|---|
| <b>Warranty</b> [if applicable]    | <i>[indicate number of months/years]</i>  |
| <b>Training</b> [if applicable]    | <i>[indicate number of participants, language and venue]</i>                                    |
| <b>Spare parts</b> [if applicable] | <i>[indicate for how many months/years of normal operation spare parts should be available]</i> |



**RFQ N° [ILOKTM-RFQ-2022-02]**

**CERTIFICATION TO BE SUBMITTED BY A BIDDER IN AN  
ILO COMPETITIVE BIDDING PROCEDURE**

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).<sup>1</sup>
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

*“coercive practice”* is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

*“collusive practice”* is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

*“conflict of interest”* is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

*“corrupt practice”* is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

*“fraudulent practice”* is any act or omission, including a misrepresentation, that knowingly or recklessly misleads,

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<sup>1</sup> The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>



**ANNEX II**

or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date



**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS**

[https://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---inter/documents/legaldocument/wcms\\_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)