



International Labour Office



International Labour Organization

REQUEST FOR QUOTATION

***RFQ 02/2025 SKILLS FOR YOUTH AND WOMEN
EMPLOYABILITY AND PRODUCTIVITY PROJECT (SYWEP):
Registered Organisation to conduct Business and Market
Analysis for Horticulture***

Responses to be received by 28 November 2025



International Labour Office

November 2025

REQUEST FOR QUOTATION

Reference: RFQ N° RFQ 02/2025 SYWEP

Registered Organisation to Conduct Business and Market Analysis for

Horticulture

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 fax or E-mail. 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 28/11/2025 05:00 PM Harare time** at the following address:

hre-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.

Yours faithfully


Philile Masuku
Director

Attachments:

- Bid Form ([Annex I](#))



International Labour Office

- 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° RFQ 02/2025 SYWEP**
Business and Market Analysis for Horticulture
Date: 28/11/2025

Closing Date: 28/11/2025 05:00 PM Harare Time
Submission by fax or E-mail is permitted.

Ship-to country: Zimbabwe

The following should be completed by the Bidder

For the supply of goods:

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

Responsible for sale: _____

Signature: _____

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



ANNEX I

No	Item	Requested Specifications	Proposed Specifications (to be filled by supplier)	QTY	Unit Price (USD)	Total Price (USD)
1						
2						
3						
4						
5.						

Warranty [if applicable]	[indicate number of months/years]
--------------------------	-----------------------------------

Training [if applicable]	[indicate number of participants, language and venue]
--------------------------	---

Spare parts [if applicable]	[indicate for how many months/years of normal operation spare parts should be available]
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RFQ N° [Insert Reference N°]

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).¹
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,

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



International Labour Office

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



ANNEX III

TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► Request for Proposals/Quotations from Registered Organisations

Business and Market Analysis for Establishment of Aggregating Business Units at Chaminuka and Kaguvi Vocational Training Centres (VTCs) in the Horticulture Value Chain

SKILLS FOR YOUTH AND WOMEN EMPLOYABILITY AND PRODUCTIVITY (SYWEP) Project – a partnership between the Government of Zimbabwe, the African Development Bank (AfDB) and the ILO Country Office for Zimbabwe and Namibia (CO-Harare).

The ILO is requesting proposals/quotations from Registered Organisations as per the following Terms of Reference

1. Introduction and background

Introduction

The International Labour Organization (ILO) seeks to advance social justice and decent work, which are essential for poverty alleviation and sustainable, inclusive development. To achieve these objectives, the ILO implements Decent Work Country Programmes (DWCPs), which are strategic frameworks developed with member countries to address decent work challenges while supporting national development goals. These programmes are partly delivered through development cooperation projects.

The AfDB funded **Skills for Youth and Women Employability and Productivity (SYWEP)** project is such a development cooperation project which aims to increase employment opportunities for youth and women through skills training, productivity enhancement, entrepreneurship, and market linkages in selected agricultural value chains, including horticulture, aquaculture, and small livestock. The project is implemented in collaboration with the Ministries of Youth Empowerment, Women Affairs, Finance and Economic Development and Labour, employers', workers', and informal economy organizations

A key component of the project is the establishment of **Vocational Training Centre Business Cluster Units (VTCBUs)** that will serve as the for-training students and women and youths in the community on the selected value chain, business management, financial literacy and linking them with the market. The VTCBUs can do community skills outreach and offer extension services to women and youths on the selected value chain. As part of this initiative, Chaminuka VTC and Kaguvi VTC have been earmarked for interventions in the **horticulture value chain**.

The project is a response of the recently enacted Technical Vocational Education and Training (TVET) policy which sets the platform for the Government to play its part in enhancing the youth demographic dividend. According to the TVET policy of 2023, the Vocational Training Centres have a mandate to develop an entrepreneurial and self-reliant culture among the Zimbabwean youths through vocational skills and business management training, targeting out of school youths, school leavers and aspiring entrepreneurs. The target youth niche for Vocational Training Centres constitutes a population currently grappling with rampant drug and substance abuse. This will make vocational training and skills development a major tool to effectively fight the scourge. The skills development will enhance self-empowerment, community development and foster employment creation. The transformation process includes the development and implementation of training packages based on the concepts and principles of the competence-based Zimbabwe National Qualification Framework (ZNQF), greening of Vocational Training Centres and training programmes, and the mainstreaming of entrepreneurship as well as gender and inclusivity in all training programmes.

Rationale for the Intervention

Vocational Training Centres (VTCs) in Zimbabwe have traditionally played a critical role in preparing youth and women with vocational and technical skills to develop their employability for formal

employment with employers in the labour market. However, many VTCs graduates cannot secure formal employment and jobs, and therefore often resort to being self-employed and/or doing own-production work. Against this background VTCs across Zimbabwe are seeking to also strengthen the entrepreneurial and enterprise development and management capacities of VTCs learners for them to become entrepreneurs with a better understanding of market opportunities and, in the case of agriculture, the importance of value addition to primary produce. However, the current occupational and skills development training system faces several limitations:

- **Mismatch with labour market needs:** Curricula often emphasise theory over practice and are not fully aligned with the demand of the labour market and the requirements of employers in the agricultural sector, including agribusiness employers or off-takers. This is even more pronounced when it comes to aquaculture, which is a relatively new agricultural intervention in Zimbabwe.
- **Limited exposure to enterprise operations:** Skills development training rarely provides opportunities for students to engage in business operations and to understand market environments, leaving graduates with weak entrepreneurial competencies and practical business management skills.
- **Inadequate linkages with private sector:** Collaboration between VTCs and the private sector, producers, and markets is limited, resulting in poor transition of graduates into decent employment opportunities or self-employment as entrepreneurs. Many end up in the informal sector.
- **Weak integration of good agricultural practices (GAP):** Climate-smart production techniques, value addition, food safety standards, and occupational safety and health are not sufficiently embedded in training.

As a result, many graduates are ill-equipped to enter the workforce or to start viable businesses, while surrounding communities miss opportunities to supply structured markets.

The **SYWEP** project is addressing this challenge by supporting the establishment of **Vocational Training Centre Business Cluster Units (VTCBUs)** as commercial enterprise and aggregation hubs which provide learning opportunities to develop their technical skills as well as entrepreneurial and business management competencies. These hubs therefore seek to address this challenge by combine practical training and enterprise operations, enabling VTCs institutions to:

- Equip learners with market-driven, hands-on skills in priority value chains.
- Provide aggregation and value addition services that connect VTCBUs, women and youths in the value chain with the markets or off-takers.
- Serve as platforms for work-based learning, business incubation, and sustainable income generation for both the VTCs and surrounding communities.

By directly linking skills training with enterprise development and market systems, these interventions are expected to strengthen employability, entrepreneurship, and long-term sustainability in Zimbabwe's agricultural sector.

Vocational Training Centre Business Cluster Units (VTCBUs)

The VTCBUs are a central element of the project. They are envisioned as enterprise-oriented hubs, anchored at selected VTCs, that combine training with real business operations in priority agricultural value chains.

The VTCBUs will function not only as places of learning technical and practical business management skills, but also as aggregation and value addition platforms where:

- Produce from surrounding communities – especially youth and women producers – is collected, graded, processed, and packaged to meet the requirements of buyers.
- Learners from the VTCs gain practical, work-based training by directly participating in production and enterprise operations.
- Value addition facilities such as packhouses, cold storage, processing units, and certification services will add value to products and increase their shelf life thereby increasing access to higher value markets.

This aggregation function addresses the current fragmentation of small-scale producers who struggle to meet off-taker requirements in terms of volume, consistency, and standards. The VTCs will anchor the VTCBUs because they:

- Already serve as training centres for youth and women and can extend this role into enterprise-oriented, market-linked training.
- Have existing infrastructure, buildings and land, as well as institutional support from government that can be upgraded for practical enterprise operations.
- Provide a sustainable anchor institution that can ensure continuity of services beyond the project, rather than creating entirely new structures.
- Offer an opportunity to bridge the gap between skills training and labour market demand, turning theoretical training into business-oriented practices.

The assignment

To ensure the viability and sustainability of the planned interventions, this assignment will undertake a comprehensive business and market analysis of **Chaminuka VTC and Kaguvi VTC**, earmarked for interventions in the horticulture value chain. The study will identify the most suitable production focus for the targeted VTCs, assess infrastructure and technology requirements, assess market potential and map potential market linkages, and determine the feasibility of establishing Business Units. A central component of the assignment will be to propose operational and governance models for the business units.

The service provider will therefore be expected to develop a bankable business case that clarifies the most viable model for each hub, including:

- The products and services which should be the focus of each VTCBU
- Operations and direct and indirect cost for managing each VTCBU
- Cost and pricing structure and related revenue streams and investment strategies to ensure financial sustainability beyond project funding.
- Options for management and governance (VTC-led, cooperative-led, public-private partnerships).
- Business plan for the VTCBU
- Risk assessment and mitigation strategies.

This assignment is critical to defining how VTCBUs can become practical platforms that bridge skills training, production, and markets, ensuring that youth and women gain employable skills, community producers secure reliable market access, and VTCs evolve into sustainable centres of enterprise development.

2. Objectives

The overall objective of the assignment is to conduct an in-depth **business case and market analysis** for the horticulture value chain at Chaminuka VTC and Kaguvi VTC. The specific objectives are:

1. Identify the most viable horticultural crops to be prioritized at each VTC based on agro-ecological suitability, market demand, and profitability.
2. Assess the current gaps at the VTCs in terms of infrastructure, equipment, technical capacity, and resources required to establish and operate Aggregating Business Units.
3. Define the infrastructure and technology requirements for the proposed business units, including packhouses, irrigation, cold storage, and other value addition facilities.
4. Map and assess potential markets and off-takers at local, national, regional, and international levels, including quality, certification, and standard requirements.
5. Propose models for integrating surrounding community producers as contracted suppliers to the VTC Business Units.
6. Provide a detailed **business case and financial justification** for the establishment and operation of the off-taker business units at both VTCs.

3. Scope of work

The Service Provider will undertake the following key tasks:

3.1 Business and Market Analysis

- Conduct agro-ecological assessments to determine suitable horticultural crops for the two VTCs.
- Analyze production potential, input requirements, and expected yields.
- Assess local, regional, and export market opportunities for the identified crops.
- Evaluate market trends, pricing structures, and buyer preferences.

3.2 Institutional and Infrastructure Assessment

- Review existing facilities and resources at Chaminuka and Kaguvi VTCs.
- Identify gaps in infrastructure, equipment, staffing, and technical expertise.
- Recommend required investments in infrastructure (e.g., packhouses, greenhouses, irrigation, cold storage).

3.3 Community Linkages and Supplier Integration

- Map potential community producer groups and cooperatives around the VTCs.
- Propose an inclusive model for engaging youth, women, and vulnerable groups as suppliers through contract farming or aggregation arrangements.

3.4 Business Case Development

- Prepare a comprehensive business case and a business plan for each VTCBC, including financial models, cost-benefit analysis, and projected cash flows.
- Recommend governance and management structures for the VTC Business Clusters.
- Assess risks and propose mitigation strategies.

4. Expected Outputs

The Service Provider is expected to deliver the following:

1. **Inception Report** outlining methodology, work plan, and timelines.
2. **Business and Market Analysis Report** detailing crop selection, production potential, demand, pricing, and market opportunities.
3. **Infrastructure and Gap Assessment Report** highlighting facility and resource requirements.
4. **Community Linkages and Supplier Model Report** with recommendations for integrating local producers.
5. **Business Case Report** for Chaminuka and Kaguvi VTCs, including financial models, market linkages, and operational frameworks.
6. **Final Consolidated Report** incorporating all findings, recommendations, and stakeholder feedback.

5. Deliverables and Timeframe

The Service Provider is expected to deliver the following:

Deliverable	Timeline from Contract Signing
Inception Report	2 weeks
Value Chain and Market Systems Analysis Report	4 weeks
Infrastructure and Capacity Gap Report	6 weeks
Draft Business Case Reports	8 weeks
Final Consolidated Report	10 weeks

6. Proposal submission requirements

Interested companies should submit a detailed proposal including:

1. Technical proposal outlining their approach to the assignment.
2. Financial proposal.
3. CVs of proposed team highlighting relevant qualifications and experience.
4. Proof of registration.
5. At least three references from similar assignments.

The proposed team for the assignment should have the following qualifications:

1. Advanced degree in Agribusiness, Agricultural Economics, Economics, Business Administration, or related field.

2. At least 7 years' experience in agribusiness development, value chain analysis, and business modelling.
3. Proven expertise in horticulture value chains and market systems development in Zimbabwe or the region.
4. Demonstrated experience in conducting business case and financial feasibility studies with evidence thereof.
5. Familiarity with Zimbabwe's agricultural sector, policies, and market dynamics.
6. Strong analytical, financial modelling, and report-writing skills.

7. Reporting and Coordination

The service provider will work under the overall supervision of the SYWEP Project Manager and in close collaboration with the Ministry of Youth Empowerment, Development and Vocational Training, and the Ministry of Women Affairs, Community, Small and Medium Enterprises Development. Regular consultations and validation with private sector stakeholders and community representatives will be required.

8. Application procedure

Qualified and interested companies are invited to submit their technical proposals of how they intend to undertake the assignment to hre-procurement@ilo.org and a financial proposal with detailed costs to fin_harare@ilo.org by 28 November 2025.

The RFQ (financial and technical proposals) must reach the ILO **no later than 28 November 2025** and should be sent to the emails below:

Technical proposal: HRE-PROCUREMENT@ilo.org (note it's HRE-PROCUREMENT@ilo.org)

Financial proposal: FIN_HARARE@ilo.org (note it's FIN_HARARE)

Please consider that:

The ILO only contracts companies in its Suppliers Database. Interested bidders should submit at their earliest convenience their filled-in supplier's forms. Click on this [Link](#) to access the supplier's forms. Once completed, filled in and signed suppliers forms should be submitted to HRE-PROCUREMENT@ilo.org copying FIN_HARARE@ilo.org

Mandatory requirements:

For all other suppliers not related to a person:

- Copy of Registration Certificate must be provided with the form

For all suppliers:

- bank letter or bank account document showing full banking information is accurate and complete and must be provided with the form.
- suppliers subject to VAT/GST must provide copy of the tax registration certificate along with the form.

Special Terms and Conditions

Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to ILO according to the contract. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

Unsatisfactory or Incomplete Work

For the assignment, the ILO's Standard Rules and Procedure for Service Contracts shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate, to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

► Request for Quotation¹ for the Procurement of Services

RFQ SYWEP 02/2025

RFQ SYWEP 02/2025/Business and Market
Analysis for Horticulture.

**Responses to be received by 28 Nov 2025, 17:00, Harare,
Zimbabwe Time**

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – RFQ No. xx/20xx" in the subject.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject:

RFQ SYWEP 02/2025/Business and Market Analysis for Horticulture.

Reference: RFQ SYWEP 02/2025

Date: **28 November 2025**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer 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 [Terms and Conditions Applicable to ILO Contracts](#), 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.

Your Bid must be received by the ILO no later than **28 November 2025, 17:00hrs, HARARE, ZIMBABWE TIME**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

ILO Procurement Bureau

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by email to: hre-procurement@ilo.org for technical proposals and fin_harare@ilo.org for the financial proposals. You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **28 November 2025, 17:00hrs, HARARE, ZIMBABWE TIME** to the following address:

For technical proposals: hre-procurement@ilo.org

For financial proposals: fin_harare@ilo.org

OR Fax number

Alternatively (Add details here or remove, as required):

Name of the ILO Office
Address of the ILO Office
Zip code, City
Country

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to hre-procurement@ilo.org by 20 November 2025.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 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.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmstp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► 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 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.
4		Click or tap here to enter text.
5		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.

► ILO Vendor Selection Procedure: Certification

The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
 - (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts ¹ with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions ², nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings ³;
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;
10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

¹ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

² See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

³ As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : <https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx>.

11. committed financial irregularity; or

12. created a shell company or is a shell company for the purpose of responding to the current selection process.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

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

For the Vendor

Name:

Title:

In

Signed on

Contact details

International Labour Organization

Route des Morillons 4
CH-1211 Geneva 22
Switzerland

Procurement Bureau (PROCUREMENT)

Email: pcrt@ilo.org

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