



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ No. 11/2022/CO-MANILA/098

Service Contractor for the Development of Health Promotions and Communications Toolkits under the project “Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally”

Responses to be received by 12 Dec 2022, 17:30, Manila Philippines 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: Service Contractor for the Development of Health Promotions and Communications Toolkits under the project "Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally"

Reference: RFQ No. 11/2022/C0-MANILA/098

Date: **11 November 2022**

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 **12 December 2022, 1730 hrs, Manila, Philippines 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 **Add fax, email**. 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 **12 December 2022, 1730 hrs, Manila, Philippines time** to the following address:

bacal@iloguest.org

OR Fax number

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

*International Labour Organization CO-Manila
19th Flr. Yuchengco Tower RCBC Plaza
Ayala Ave, Makati City
Philippines*

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 MANILA@ilo.org by 25 November 2022.

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/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf