

Request For Quotation Provision of meeting room and catering service for 3 events in Rome in May 2025

RFQ Reference No: 30000004761

Issuing/Publishing Date: 09/04/2025 1:22 PM

County:

Open for Response Date: 09/04/2025 1:22 PM

International Organization for Migration (IOM) is conducting a competitive solicitation process for the Provision of the "Venue rental and catering services for n. 3 events, which will take place on 17, 23, 24, 25 May 2025 and will gather a total number of 44 participants in Rome".

We hereby invite you to submit a quotation in response to this RFQ. The selected contractor will be awarded a Purchase Order in accordance with IOM's General Conditions of Contract.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline.

Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Deadline for the Submission of Quotation: 16 April 2025 3:00 PM CET

Quotations must be submitted as follows:

E-tendering: in order to submit proposal in the portal, Suppliers must first register via the IOM WAVE Supplier portal: <https://fa-evlj-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=aaQLh23bqzyEX6BGkWD2tYjYCRWOgQV8B%2FWB2GAwtkfKeI7S9ipPqDQpZg%3D%3D>

Full guides on how to register via the portal ([PowerPoint Presentation](#)) and on how to submit a proposal ([PowerPoint Presentation](#)) are available on IOM website <https://www.iom.int/business-opportunities>.

or **Email** (should Suppliers encounter issues with registration) at the following address: iomromeprourement@iom.int

- File Format: PDF
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

- All files must be free of viruses and not corrupted.

- Max. File Size per transmission: 30 MB
- Mandatory subject of email: Request for Quotation [30000004761](#)

• Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y".

• It is recommended that the entire Quotation be consolidated into as few attachments as possible.

Terms of payment: 100% of the payment will be due after all the events within 30 days.

All prices shall:

be inclusive of VAT and other applicable indirect taxes

be exclusive of VAT and other applicable indirect taxes

Issued by: Route des Morillons, 17 Geneva Switzerland

Name:

Title:

Date: 2025-04-09 13:22:10.0

This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.

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Requirements

**Response is required*

ANNEX 1: SCHEDULE OF REQUIREMENTS

Room rental and catering services for the following three events:

1. Room rental and catering services for one-day event: "A.MI.CO. Grants 2024 Reflection and Learning Workshop":

Room Availability: 17 May 2025, 8:00 am – 6:00 pm

Room Capacity: 12 people

Desk arrangement: Theatre style (with possibility to change desk layout for group activities)

Catering Services *:

- 12-person morning coffee break (sweet and savoury options);
- 12-person light buffet lunch (including vegetarian options)

Presence of waitstaff

Eco-friendly supplies such as recyclable or compostable plates and cups are preferable

Customized solutions for participants with food allergies

Other: Flipchart support and video projector or screen with HDMI cable

* All food **must not** contain pork (i.d. prosciutto, charcuterie, 'strutto')

2. Room rental and catering services for three-day event: "A.MI.CO. Climate Training Course":

Room Availability: 23, 24, 25 May 2025, 8:00 am – 6:00 pm

Room Capacity: 23 people

Desk arrangement: moderators' desk and theatre-style layout for participants (with possibility to change desk layout for group activities)

Catering Services*:

- Daily 23-person morning coffee break (sweet and savoury options);
- Daily 23-person light buffet lunch (including vegetarian options)

Presence of waitstaff

Eco-friendly supplies such as recyclable or compostable plates and cups are preferable

Customized solutions for participants with food allergies

Other: Flipchart support and video projector

* All food **must not** contain pork (i.d. prosciutto, charcuterie, 'strutto')

3. Room rental and catering services for three-day event: "A.MI.CO. Changemakers":

Room Availability: 23, 24, 25 May 2025, 8:00 am – 6:00 pm

Room Capacity: 9 people

Desk arrangement: Theatre-style layout for participants (with possibility to change desk layout for group activities)

Catering Services*:

- Daily 9-person morning coffee break (sweet and savoury options);
- Daily 9-person light buffet lunch (including vegetarian options)

Presence of waitstaff

Eco-friendly supplies such as recyclable or compostable plates and cups are preferable

Customized solutions for participants with food allergies

Other: Flipchart support and video projector

* All food **must not** contain pork (i.d. prosciutto, charcuterie, 'strutto')

Section 1. Eligibility criteria- Minimum Eligibility and Qualification Criteria

- *1. Bidding companies must be legally registered in Italy. Document/Evidence are due to be provided. Please attach Legal Registration certificate of the Company (e.g. Chamber of Commerce registration; Statute)

Proprietary and Confidential

Select one of the following:-

- a. Yes(*Response attachments are required*)
- b. No

*2. Proposer accepts General Conditions of Contract "Purchase Order".

Select one of the following:-

- a. Yes
- b. No

Comments:

Lines

Delivery Requirements:

Currency of the Quotation:EUR					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
	"A.MI.CO. Grants 2024 Reflection and Learning Workshop", 17 May 2025. Room rental and catering services with 1 coffee break and 1 lunch for 12 participants for 1-day event				
Total Price					
	"A.MI.CO. Climate Training Course" on 23, 24, 25 May 2025. Room rental and catering services with 1 morning coffee break and 1 lunch for 23 participants for 3-day event				
Total Price					
	"A.MI.CO. Changemakers" on 23, 24, 25 May 2025. Room rental and catering services with 1 morning coffee break and 1 lunch for 9 participants for 3-day event				
Total Price					

SECTION 2: INSTRUCTIONS TO PROPOSERS

Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> • File Format: Click or tap here to enter text. • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Max. File Size per transmission: Click or tap here to enter text. • Mandatory subject of email: Click or tap here to enter text. • Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y". • It is recommended that the entire Quotation be consolidated into as few attachments as possible. • The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct	<p>All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).</p>
Conflict of Interest	<p>UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement.</p>
Eligibility	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in Click or tap here to enter text.</p>
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes,</p>

	<p>except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	Click or tap here to enter text.
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	Quotations shall remain valid for Click or tap here to enter text. days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted (please specify, i.e. by LOTs only or by line item, etc)</p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Click or tap here to enter text.</p> <p>E-mail address: Click or tap here to enter text.</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted any later than Click or tap here to enter text. days before the submission deadline.</p> <p>Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.</p>
Evaluation method	<p><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Evaluation criteria	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1

	<input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Click or tap to enter a date.
Expected date for contract award.	Click or tap to enter a date.
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
	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.		

Delivery Requirements:

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Click or tap here to enter text. After Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.
Other information	

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET [Vendor Information Sheet.xlsx](#)

BIDDER'S DECLARATION OF CONFORMITY This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	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 Price					
Transportation Price					
Insurance Price					

Installation Price	
Training Price	
Other Charges (specify)	
Total Final and All-inclusive Price	

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of the company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No

alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

Proprietary and Confidential

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *a brief description of your qualification and capacity that is relevant to the Scope of Works;*
- *a brief method statement and implementation plan;*
- *team composition and CVs of key personnel*

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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Note: Contract terms are associated with this RFQ. If you received this RFQ by email, the contract terms document is attached. Otherwise, the contract terms document is faxed or mailed separately. The contract terms document is an inseparable part of this RFQ.