Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. Bid submittals will be accepted no later than **Monday, March 4th, 2019 17:00 Central European Time, Vienna, Austria**. Technical and financial proposals shall be emailed to the Management Associate, Juan Cerda, at procurement@seforall.org by the bid deadline for bids to be considered. For any questions or clarifications please submit them via email to procurement@seforall.org

Date: [Insert submission date]

**Subject: RFQ 2019/05: Consulting Services Energizing Finance: Taking the Pulse - Assessment of Market Needs**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the Sustainable Energy for All General Conditions of Contract;
	2. Our quotation shall be valid for the period of time of **30 days** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
	3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with Sustainable Energy for ALL;
	4. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
	5. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [***insert full Company name of bidder***] to sign this quotation and bind [***insert full Company name of bidder***] should Sustainable Energy for All accept this quotation as listed in Form B:

Name: [complete]

Title: [complete]

Date: [complete]

Country of Operations: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

Website: [complete]

# Form B: Technical & Financial Proposal

RFQ reference no: RFQ 2019/05

Name of Bidder: [insert name of bidder]

Provide a proposal that contains the following:

* Statement of the offeror’s understanding of the assignment as well as its proposed approach and methodology.
* Detailed work plan.
* Company profile.
* Link to two previous reports produced by the offeror that are similar to the deliverable required in this assignment. Reports may also be attached to the offeror’s proposal.
* CVs of the proposed lead consultant and each additional team member.

|  |  |
| --- | --- |
| Currency | EURO/USD |

|  |
| --- |
| **ACTIVITY** |
| **Consultant** | **UOM** | **QTY****LOE (Days)** | **Unit Price**  | **Total Price**  |
| 1. Lead Consultant
 | Day | Insert | Insert | Insert |
| 1. Consultant
 | Day | Insert | Insert | Insert |
|  | Day | Insert | Insert | Insert |
|  | Day | Insert | Insert | Insert |
| 1. **\*Other Costs (if applicable)**
 | Insert |
|  **Total Costs** | Insert |

* Do **NOT** include travel costs. SEforALL will calculate and include ‘duty travel’ costs during the contract conclusion stage with the successful bidder. The costs of the ‘duty travel’ is calculated as per SEforALL Travel and Reimbursement policies.

Payment terms 30 days accepted: [ ]  Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers.** Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_