



**International
Labour
Organization**

Request for Quotation* for the Procurement of Services

ILO/CO ADDIS/RFQ/2021/014

Production of Radio programme

**RESPONSES TO BE RECEIVED: ADDIS ABABA, ETHIOPIA 22 JUN 2021, 17:00, (5:00 PM)
TIME ZONE**

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 have any requests for information, please contact addis_procurement@ilo.org indicating "Personal Data Protection – RFQ number" in the subject.

** Quotation – hereinafter refers to your offer*

Subject: Production of Radio programme

Reference: ILO/CO ADDIS/RFQ/2021/014

Date: 02 June 2021

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company submit a bid for the 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 June 22, 2021, 17:00 (5:00 PM)**, GMT+3 Addis Ababa, Ethiopia time. Late bids shall 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,



Alexio Musindo



Director,
ILO Country Office for Ethiopia, Djibouti, Somalia,
Sudan and South Sudan and Special Representative to the AU and ECA

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.

All submissions eligible for consideration must include:

- Annex II, and
- Annex III, and
- Appendix A.

all signed by the legal representative and stamped with the official seal of your company, on or before June 22, 2021, 17:00 (5:00 PM), Addis Ababa, Ethiopia
Time at the following address:

Submission by e-mail:

Please submit your proposal at the following e-mail address:

addis_procurement@ilo.org

Proposals must be received in two different files.

The first file named **Technical Proposal + RFQ reference**.

The second file named **Financial Proposal + RFQ reference**.

The financial proposal file **must be password protected**. The Password will be required by e-mail **only** if the technical proposal meet or exceed the minimum score during the evaluation of technical proposal.

Where there is any infringement of these instructions (e.g., financial proposal not password protected, or password transmitted together with the financial proposal, or references to prices are included in the Technical offer) the proposal will be rejected.

Physical Submission:

Hand delivered (including by courier services) directly to the below address in return for a signed and dated receipt.

International Labour Office

Name of the ILO Office: ILO Country Office for Ethiopia, Djibouti, Somalia, Sudan and South Sudan

Address of the ILO Office: Mennelik II Avenue, ECA Old Building, 5th Floor

Zip code, City: Addis Ababa

Country: Addis Ababa, Ethiopia

Proposal must be submitted using the double envelope system i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words **“Envelope A – Technical Proposal”** and the other **“Envelope B- Financial offer”**.

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the proposal will be rejected.

The outer parcel should bear the following information:

- a) The address for submission of proposals indicated above
- b) The reference to the RFP to which the Bidder is responding
- c) The name and address of the Bidder to enable the Proposal to be returned unopened if it is declared to have been received “late”.

The pages of each of the Technical and Financial Proposal must be numbered. The inner package shall be sealed and shall bear the name of the bidder and be marked as follows:

ILO/CO ADDIS/RFQ/2021/014
Production of Radio Programme
CONFIDENTIAL
DO NOT OPEN BEFORE
June 22, 2021, 17:00 (5:00 PM)

In addition, the information below should appear on both sides of the inner envelope:

CONFIDENTIAL**To be opened by the Evaluation Panel ONLY**

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.

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);

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

The ILO recommends the usage of Adobe Acrobat Reader for all Annexes in PDF format.