

# Bidding Form A

## Quotation Submission Form

*[insert letterhead of the Bidder, full postal address, telephone numbers and email address]*

.....*[date]*

To: [Full address of]

We agree to supply the goods specified in the Schedule of Requirement and prices of the ..... *[name and identification number of quotation]* in accordance with the Conditions of Contract accompanying this Bid for the Contract Price of ..... *[amount in numbers]*, ..... *[amount in words]* **in United States Dollars.**

We also offer to deliver the said goods within the period of *[insert number]* days/weeks / months *[delete as necessary]* as specified in the Local Purchase Order and General Condition of Contract.

This quotation and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation complies with the conditions required by the Invitation for Quotations (IFQ).

Authorized Signature: .....

Name and Title of Signatory: .....

Date: .....

Name of Bidder: .....

Address: .....

## Bidding Form B

### Schedule of Requirements and Prices

Item	Description of Goods	Units	Quantity	Rate	Amount (USD)	Warranty Period <i>(where applicable)</i>
1						
2						
3						
4						
5						
	Total Amount for Supply of Goods (exclusive of VAT)					
	Add VAT (If / when applicable)					
	<b>Total Amount for Supply of Goods (including VAT)</b>					
	Goods to be supplied to ALIGHT Project site, Sool, Somaliland					

<b>Summary</b>	
Total Amount in United States Dollars (in words)	<i>[insert Total Amount for Supply of Goods, including VAT]</i>
The delivery period offered is:	<i>[insert number]</i> days/weeks/months from date of LPO

## Bidding Form C

### Manufacturer's Authorization Form

*[insert letterhead of the Manufacturer, full postal address, telephone number and email address]*

To: *[name and address of the Purchaser]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Bidder]* to submit a Quotation, and subsequently negotiate and sign the Contract with you against Quotation No. *[reference number of the IFQ]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Quotations.

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*[Name and Signature for and on behalf of Manufacturer]*

**Note:** *This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. Form C should be included by the Bidder in its Bid.*

*[A separate form is required for each manufacturer whose goods are being offered for supply]*

## Bidding Form D

### Memorandum for Anti-Bribery Policy

This company \_\_\_\_\_ (*name of Company*) places importance on competitive Bidding taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its Bid, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/ Code of Conduct and a Compliance Program in place which includes all reasonable steps necessary to assure that the “No-bribery” commitment given in this statement will be complied with by its managers and employees as well as by all third parties working with this company on public sector projects or contract including agents, Suppliers, consortium partners, sub-contractors and suppliers. Copies of our Anti- Bribery Policy/Code Conduct and Compliance Program are attached.

\_\_\_\_\_  
*([Name of the Authorized Person])*

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Company stamp/seal*

**Note: A copy of the Bidder’s Anti-Bribery Policy must be attached to this Form D.**

**Bidding Form E**  
**Form of Conflicts of Interest and**  
**Declaration of Impartiality and Confidentiality**

**Part I: Supplier Declaration of Potential Conflicting Relationships and/or Conflicts of Interest**

**Name of Supplier/Consultant/Contractor (all referred to as Vendors):**

**Name(s) of Chief Executive Officer and/or Managing Director and all Directors:**

**I, as the individual with the legal authority to represent the information for the above named Vendor, confirm that**

1. The above named Vendor (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) has no business or family relationship with any ALIGHT Directors, Consultants Managers or staff:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

2. The above named Vendor (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) has no business or family relationship with ALIGHT Directors, Consultants, Managers or staff or any other entity who is directly or indirectly involved in any part of (i) the preparation of the Bidding Documents and Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

3. List the following:

a) All individuals within the Vendor's organization (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) that have any business or family relationship with ALIGHT Directors, Consultants, Managers or staff;

b) The said ALIGHT Directors, Consultants, Managers or staff members

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4. I understand that ALIGHT requires that all Vendors observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, I agree that (i) my company shall not, directly or through an agent, engage in Fraud and Corruption in competing for the Contract; (ii) ALIGHT has the right to sanction, including declaring the my company ineligible, either indefinitely or for a stated period of time, award or continuation of an ALIGHT Contract if at any time it has been determined that my company, directly or through an agent, engaged in Fraud and Corruption; (iii) Furthermore, I state that the company has not engaged in any such fraudulent or corrupt activities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_