



REQUEST FOR PROPOSAL

TERMS OF REFERENCE TVET- TRACER STUDY

RFP DOCUMENT [0000001560]

RFP ISSUE DATE: [26th JANUARY 2025]

PROPOSAL SUBMISSION DEADLINE: [8TH FEBUARY 2025]

CARE USA
151 ELLIS STREET NE
ATLANTA, GA 30303-2440

CONFIDENTIAL DOCUMENT

PREPARED BY
CARE®



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP.
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder.
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of the submitted proposal.
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion

by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest, or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.



2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE 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 RFP.

3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL
4.1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to som.consultant@care.org of their intent to participate, or not to participate in the bidding process on **8TH February 2025**

Proposals will be accepted until **11:59 PM EST on 8th February 2025.** **delivered via email solely to som.consultant@care.org**, no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended TERMS OF REFERENCE TVET- TRACER STUDY

HE4 TVET PROGRAM

Introduction

A consortium of CARE International (CARE) and Save the Children (as the lead agency) is implementing the Horumarinta Elmiga Phase IV (HE IV) Program. This program is being delivered in partnership with the Ministry of Education and Science (MOE&S) and the Ministry of Employment, Social Affairs, and Family (MESAF) to provide durable solutions for vulnerable families and youth in Somaliland. As part of a broader initiative by CARE, the program supports the creation of realistic livelihood opportunities. The EU-funded Horumarinta Elmiga (Education for Empowerment through Cohesive and Harmonized Systems) project (HE IV)

focuses on improving access to quality basic education and providing relevant Technical and Vocational Education and Training (TVET) opportunities for youth in Somaliland.

As part of Outcome 2 in the Horumarinta Elmiga IV project, TVET is a key component of the program. The project aims to reach 885 disadvantaged youth (50% of whom are females, with 15% being youth with disabilities) by offering employable skills training linked to Employment Promotion Services and functional literacy and numeracy training. Skills training is being delivered through Vocational Training Centers (VTCs) and Host Training Enterprises located in major towns across Somaliland.

Supporting TVET trainees in their transition to decent employment is a top priority under HE IV. Employment promotion activities focus on creating a favorable environment for TVET graduates to smoothly transition into the workforce. To ensure graduates acquire practical, hands-on experience, internships and apprenticeships are planned and organized in collaboration with VTCs, Host Training Enterprises, and relevant line ministries, such as MESAF. These internships provide graduates with opportunities to work directly in businesses, enterprises, institutions, agencies, and public offices, enabling them to gain essential workplace experience.

Collaboration among employment stakeholders, including ministries, the private sector, and training institutions, is crucial to enhance internships and apprenticeships. This collaboration ensures that graduates are supported in securing gainful employment and entrepreneurial opportunities.

Recent labor market surveys indicate an employment rate of 60–70% among program graduates, with a majority employed in wage or self-employment. The private sector remains the primary employer of graduates and plays a vital role as a partner throughout the training cycle.

Having completed the training of all targeted beneficiaries through Institutional and Enterprise-based programs, there is an urgent need to fast-track an end-line tracer study.

This study aims to assess the current post-training employment status of the graduates, particularly in wage and self-employment, and to provide evidence-based insights for future programming

1.

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the service at least _30 days after Contract signature.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)] <input type="checkbox"/> FCA [Free Carrier (Port)] <input type="checkbox"/> FAS [Free Along-Side Ship (Port)] <input type="checkbox"/> FOB [Free On-Board (Port)]

		<input type="checkbox"/> CFR [Cost, & Freight (Port)]
		CIF [Cost, Insurance & Freight (Port)]
		<input type="checkbox"/> CPT [Carriage Paid-To (Place)]
		<input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)]
		<input type="checkbox"/> DAP [Delivered at Place (Place)]
		<input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)]
		<input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____
		<input type="checkbox"/> Shouldered by CARE
		<input checked="" type="checkbox"/> Supplier/ Bidder
		<input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	Please provide addresses
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above.

1.6. PROJECT TIMELINE

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email (duale.fadumodahir@care.org) to no later than **29th January 2025**

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	26 th January 2024	CARE	
Terms of Reference of TVET Tracer Study for HE4 TVET Program in Somaliland	8 th February 2025	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	3 rd February 2025	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	5 th February 2025	CARE	
Supplier's Deadline of Submission of Proposal	8 th February 2025	Supplier	Deadlines must be strictly observed.
Finalists selected	n/a	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

1.7. PROJECT REQUIREMENTS

a. Technical Requirements

a.1 Technical Proposal of the Product

See below TOR

Purpose of the Tracer Study

The underlying objective of the tracer study is to determine the impact of the TVET program on its graduates. Specifically, the assessment will focus on the following:

- Establish employment rate of EBTVET, IBTVET and Mobile TVET youth graduates supported disaggregated by gender location, and skill learned.
- Provide details on employment engaged in youth TVET graduates, including the type of employment (daily, weekly, and monthly)
- Evaluating the economic activities and performance of graduates
- Determine if the TVET program helped to build the capacity of the targeted youth in terms of skills and improve their livelihood condition upon the completion of the project.
- Identify the external and internal factors that helped young people get employment.
- Prepare five case stories from employed youth, three from those who received paid jobs and two from those engaged in self-employment.
- Provide recommendations (based on the findings) on how CARE/SCI can better support the employment creation of Somali youth.

Scope and Methodology

The overall objective of the tracer study is to collect information to evaluate the project's contribution to transforming the livelihoods of youth under the HE4 project through skills training and employment. The study aims to measure the effectiveness (social, economic, and skills training impact) of the project in equipping the target group with the necessary skills, attitudes, and knowledge for self or wage employment.

The data collected through the tracer study will enable reporting on key impact indicators, including employment status, and will generate analysis on factors determining post-skills training career paths and performance in various employment subsectors. Additionally, the study will provide recommendations for improving the 'competitiveness' of skills graduates in the labor

market. Furthermore, tracer study is essential for building an evidence base to demonstrate the impact of skills training.

The general focus will involve tracing and identifying ex-trainees through – but not limited to – CARE and SCI officers, VTCs (Vocational Training Centers), Host Training Enterprises, Focus Group Discussions (FGDs), observation of graduates at work, interviews with employers, meetings with unemployed graduates, data collection (both qualitative and quantitative), data analysis, and reporting.

The consultant will be responsible for:

1. **Developing a Work Plan:** This includes conducting a literature review and reviewing project background documents, progress reports, mid-term review reports, and evaluative end-line reports.
2. **Producing an Inception Report:** The inception report will outline key research tracer questions, proposed methodologies, sampling methods, data collection instruments, and a training plan for data collection across six regions.
3. **Data Collection:** Using a mixed-methods approach that incorporates both qualitative and quantitative methodologies.
4. **Data Analysis and Reporting:** Developing a tracer study report with primary and secondary findings, and formulating recommendations in line with the study's purpose.
5. **Presenting the Findings:** Sharing the tracer report findings with key stakeholders.

The review will draw on both primary and secondary data collection techniques. These will include a desk review of relevant documents generated since the inception of the training, such as labor market skills surveys, local market and skills assessment reports, baseline data, field visit monitoring reports, and periodic and annual reports.

The tracer study will specifically track the TVET program graduates and assess the program's impact on their livelihoods. The study will target all TVET graduates trained under the Horimarinta Elmiga Project Phase IV in the project's target areas to evaluate how they utilize the skills and knowledge gained and the resulting economic benefits.

The successful consultant will receive a list of TVET graduates trained under the project, which will form the sampling frame for the study. The consultant will also assess the capacity of the institutions engaged in providing TVET training under the project.

The study is expected to employ a mixed-methods approach, and applicants are required to propose a suitable methodology. This proposed approach will be discussed and approved by the Consortium Management Unit as part of the inception process.

Study questions

Below are the key questions to be answered as part of the tracer study:

- How many youths are employed and what type of employment were they engaged in?
- How much salary or income do they earn per week or month? What are the Income levels of employed graduates?
- Have the TVET program graduates been able to open and sustain their own businesses or get gainful employment because of the skills obtained from the training? Identify Sustainability of business opened by graduates?
- provide a ranking of employability of skills learned by young people.
- What are the internal (design & implementation) and external factors affecting the realization of the objectives of the TVET program?
- What are the key lessons in terms of design, implementation, and context that can be documented to inform ongoing projects or design of similar future interventions?
- Percentage of employed/self-employed youth and adults (disaggregated by sex) who demonstrated livelihood improvement.
- Proportion of successful completers of skill training who are employed /self-employed within 6 months of completion of their training.

Specific tasks:

The consultant will review current MOES and MESAF TVET and employment policies, studies, and strategies including HE project phases 1, 2,3, and 4 documents, studies, and relevant reports.

In addition, he /she will analyse Sand report on:

- Employment rates of the ex-trainees – both in formal and self-employment.
- Whether they are employed by their former Host Trainers.
- Document those employed by other enterprises other than their trainers.
- If in self-employment, sources of capital and their new comparative economic status.
- Number of ex-trainees who reverted to their former occupations.
- Those unreachable /status unknowns.

- Comparative Income levels of individuals and households.
- Numbers of Children/siblings are directly benefitting.
- Skills areas showing the highest rate of employment
- Challenges facing unemployed graduates and why.
- Challenges' facing unemployed female graduate's singles /married.
- Challenges facing women in wage employees/self-employment.
- Challenges faced by CARE and SCI; Enterprise trainers and Community.
- The usefulness of the skills they acquired.
- Usefulness of tool kits or cash grants.
- The views of the current employers, parents, and potential trainees.
- Youth post skills training livelihoods support options to spur gainful employment.
- Document Economic and behavioral changes in the beneficiaries' lives including human-interest cases.

NB: The consultant is not limited to the above.

Key Deliverables and Timelines:

The study is supposed to be completed over a period of approximately 27 working days. The table below highlights the key deliverables expected from this assignment and their corresponding timelines:

Major Deliverables	Timeline (days)	Proposed Dates
Inception meeting with the Consortium Management Unit to establish a common understanding of the scope of the assignment		
Desk review and submission of inception report including work plan and data collection tools	4	
Recruit and train data collectors	3	
Carry out data collection and supervise enumerators/data collectors, including spot-checking	8	

regularly, and providing updates to the CARE focal person.		
Submit draft Tracer study report	2	
Present the Tracer study findings and recommendations to the CARE team, and they will share them with the other stakeholders.	1	
Finalize and submit the final Tracer study report taking into account the comments received from the stakeholder validation workshop	4	
Submit raw data collected from the study	5	

Qualification and experience of the consultant

The consultant should possess the following academic qualifications, technical skills, and experience:

➤ **Academic Qualifications:**

- A post-graduate degree in Economics, Livelihoods (preferably specializing in TVET), Social Sciences, Development Studies, Business Studies, or any related field.

➤ **Professional Experience:**

- Minimum of 10 years of experience in coordinating and conducting tracer studies or evaluations of youth economic empowerment programs in conflict- and humanitarian-affected countries, preferably in Somalia.
- Strong experience in conceptualizing and implementing tracer studies within the context of TVET.
- Demonstrated knowledge of vocational skills training programs and their impact on youth wage and self-employment.
- Proven experience in training, facilitation, and supervising survey enumerators to collect and enter data per high-quality standards.
- Strong track record in quantitative and qualitative data analysis.

➤ **Technical Skills and Competencies:**

- Evidence of past similar assignments, particularly linking TVET with youth wage and self-employment outcomes.

- Excellent communication and report-writing skills in English. Fluency in Somali is an added advantage.
- Proficiency in using relevant computer applications for research, data analysis, and reporting.
- Ability to produce high-quality deliverables under tight deadlines.
- Capacity to collaborate effectively with CARE and Consortium Management Unit, particularly MEAL teams and incorporate feedback as required.

Code of Conduct

CARE's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with CARE. CARE's Code of Conduct sets out the standards which all staff members must adhere to. CARE places the highest priority on the safety and security of its personnel. The consultant will work and live amongst the CARE staff. CARE will cover the cost of the consultant's travel to the field and back after the end of the contract (including airport tax), accommodation, and meals in field locations. Though applicants are expected to provide a budget for the exercise, The consultant shall be responsible for his/her income tax and/or insurance during the assignment A contract will be signed by the consultant upon commencement of the assignment which will detail additional terms and conditions of service, aspects on inputs and deliverables. CARE's Code of Conduct and Child Safe-guarding policy sets out the standards that all staff members must adhere to. The consultant is bound by the principles and conditions of CARE's Code of Conduct, Child Safeguarding policy, ethical standards, and participation practice standards.

How to Apply and Application Requirements:

Candidates interested in this consultancy service must provide the following documentation in PDF format:

➤ **Technical Proposal:**

- A detailed response to the Terms of Reference, specifically addressing the scope of work, study design, methodology to be used, and key selection criteria (maximum 20 pages).
- A timeline for implementation and an initial work plan based on the proposed methodology.

➤ **Financial Proposal:**

- A detailed budget breakdown, including expected daily rates and other relevant costs, aligned with the initial work plan and any additional costs like flight, transportation and accommodation will be covered by CARE
- **Company/Institutional Profile or Curriculum Vitae (CV):**
 - Include a minimum of three references.
 - At least one copy of a past report or deliverable from similar work

How to Apply

Candidates interested in the position should send their applications online to som.consultant@care.org to be received no later than 8th February 2025. The application should be titled "Terms of Reference for Mapping and Capacity Assessment Support to Local NGO Partners."

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days after service delivery)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

CARE will review proposed budgets and pricing after the initial review of the criteria above.

*