

## **ADVERT**

### **Title**

ILO/HARARE/RFQ - NPPNAM012024 / REVIEWING AND FINALIZING THE NAMIBIAN NATIONAL PRODUCTIVITY POLICY

### **Consultant invitation message**

The ILO invites interested consultants to submit technical and financial proposals for reviewing and finalizing the Namibian National Productivity Policy.

The submission should include a technical and financial proposal with a detailed breakdown of consultancy fees and related expenses. The proposal submissions should reach the ILO no later than 30 June 2024, Harare, Zimbabwe Time.

The request for quotations (financial and technical proposals) should be sent to the emails below. The e-mail subject heading should state the following: DEVELOPMENT OF THE NAMIBIAN NATIONAL PRODUCTIVITY POLICY

Technical Proposal: [hre-procurement@ilo.org](mailto:hre-procurement@ilo.org)

Financial Proposal: [fin\\_harare@ilo.org](mailto:fin_harare@ilo.org)



International  
Labour  
Organization

# ► Request for Quotation<sup>1</sup> for the Procurement of Services

## ILO/HARARE/RFQ – NPPNAM012024

ILO/HARARE/RFQ - NPPNAM012024 / REVIEWING AND FINALIZING THE  
NAMIBIAN NATIONAL PRODUCTIVITY POLICY

**Responses to be received by 30 Jun 2024, 16:00, Harare,  
Zimbabwe Time**

### 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 require further information on your personal data, please contact [pcrt@ilo.org](mailto:pcrt@ilo.org) indicating "Personal Data Protection – RFQ No. xx/20xx" in the subject.

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<sup>1</sup> The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject:

ILO/HARARE/RFQ - NPPNAM012024 / REVIEWING AND FINALIZING THE  
NAMIBIAN NATIONAL PRODUCTIVITY POLICY

Reference: RFQ - NPPNAM012024

Date: **05 June 2024**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services 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 **30 June 2024, 16:00hrs HARARE, ZIMBABWE TIME**. Late bids will 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,



Director

## ► SUBMISSION OF YOUR OFFER

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### 1. SUBMISSION METHOD

For this request, offers may be submitted by **email to: [hre-procurement@ilo.org](mailto:hre-procurement@ilo.org) for technical proposals and [fin.harare@ilo.org](mailto:fin.harare@ilo.org) for the financial proposals**. You must submit your offer strictly in compliance with the procedures described below.

### 2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

### 3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **30 June 2024, 16:00hrs HARARE, ZIMBABWE TIME** to the following address:

For technical proposals: [hre-procurement@ilo.org](mailto:hre-procurement@ilo.org)

For financial proposals: [fin.harare@ilo.org](mailto:fin.harare@ilo.org)

Fax - N/A

Click or tap here to enter text.

Name of the ILO Office

Address of the ILO Office

Zip code, City

Country

### 4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

### 5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to [hre-procurement@ilo.org](mailto:hre-procurement@ilo.org) by 24 June 2024.

## 6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 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.

## 7. ANNEXES

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).

## 8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

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](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)



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**International Labour Organization- ILO Country Office for Zimbabwe and Namibia**



**In collaboration with the Ministry of Labour, Industrial Relations, And Employment Creation**

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**REQUEST FOR QUOTATIONS & TERMS OF REFERENCE FOR REVIEWING AND FINALIZING THE  
NAMIBIAN NATIONAL PRODUCTIVITY POLICY**

**Type of Contract:** International Consultancy Firm

**Duration of Assignment** 6 Months in 2024

**Deadline: 30 June 2024, 1600hrs Central Africa Time**

## **1. Background Information**

The Government of Namibia recognizes the importance of productivity in driving economic growth and improving the welfare of its citizens. Increasing productivity levels in member states is a priority of the Southern African Development Community (SADC) as expressed in the Declaration on Productivity in the Southern African Development Community signed in 1990, Maputo, Mozambique on productivity which calls for each Member State to formulate and adopt appropriate productivity policies and strategies at the macro, institutional and enterprise levels. Productivity growth is key to poverty alleviation and improved living standards. When robust labour market institutions and employment policy frameworks are in place, productivity growth can drive wage and per capita income growth. Higher incomes for workers feedback into the economic cycle as higher demand, which prompts further private investment and, thanks to the consequent increase in public revenue, leads to improvements in education, infrastructure, social services and governance. The relationship between productivity growth and improved living standards (e.g., in the form of decent job creation, higher wages, improved working conditions), however, is not automatic. Robust policy frameworks play a crucial role in ensuring that the gains from productivity growth translate into positive socio-economic outcomes such as the creation of decent jobs.

Productivity levels in Namibia remains low compared to other countries in the region and have been influenced by a variety of factors including deficiencies in infrastructure, low levels of labour skills, poor access to market inputs, regulatory barriers on business activities, access to land tenure, inadequate policies to support firms to adopt technologies, access to electricity and water, policy uncertainty in the process of adopting reforms, a large public sector that introduces different distortions in prices and allocation of resources, high input costs, large informal sector, and high youth unemployment.

In this context, the improvement of firm productivity in the Namibian economy requires redefining a gradual process of addressing these constraining factors, particularly implementing a strategy of coherent reforms, increasing the low levels of private investment, promoting value addition and diversification of business activities, and putting in place an adequate strategy for upgrading the labour skills needed for productivity transformation. Improving firm access to credit would also support

investment and growth in particular Small and Medium-sized Enterprises (SMEs), but it needs to be based on strengthening economically viable business initiatives and addressing financial sector barriers to channel credit to SMEs, including a review of enterprises' access to commercial and development finance.

Given the long-standing problem of a high concentration of market power and the large role of the public sector within the context of the small domestic Namibian market, firm productivity improvement also requires improved market entry and competition. The low productivity and inefficiency of logistics and trade facilitation need to be addressed given the geographical characteristics of markets in the country and the comparative advantage of Namibia to offer trade corridors for Atlantic maritime transportation for neighbouring countries' exports. This requires supporting investment in digital connectivity and technological capacity, modernization of customs and business procedures, reforming and harmonizing on a regional basis regulatory framework for domestic and external logistical services and transportation requirements and improving national and regional interagency coordination.

The significant comparative advantage of Namibia in mineral resources provides an additional strategic opportunity to promote MSMEs-connected activities and investments, particularly for the provision of services, which can represent a driving initiative for firm productivity improvements.

Namibia lacks a productivity policy directive and a legal mandate, supported by evidence-based analysis, and it lacks a well-coordinated institutional ecosystem and operational framework with programmes and support measures for firms of different sizes and in different key sectors of the economy. Having policies and an operational framework in place will foster a common vision and understanding of the importance of productivity for economic development, and it will facilitate access by the public and private sector to information about productivity improvement approaches, it will foster improved cooperation among social partners on productivity issues, and ultimately lead to increased productivity and sustained competitiveness of the Namibian economy and workforce. At the same time, productivity drivers span across various policy domains and productivity policies therefore benefit from linking to and, where relevant, embedding with extant frameworks and directives (e.g., industrial and trade policies, SME policies, employment policies, education and skills policies, social protection policies and others).

The Vision 2030, for Namibia to become a prosperous and industrialized country, with skilled and competent human resources, enjoying peace, harmony, and political stability, urges its human resources to increase their productivity level. Consequently, Namibia's productivity performance will determine its country's future prosperity as an industrialized and competitive country.

In 2007, Cabinet directed this Ministry to spearhead the National Productivity Agenda that should bring together stakeholders in their diversity, to share a common consciousness and commitment to promoting productivity improvement at individual, organizational and national levels.

In 2016, the Ministry of Labour, Industrial Relations, and Employment Creation (MLIREC) in consultation with key stakeholders, developed a Draft National Productivity Policy. The Draft Policy was approved by Cabinet in principle, pending consultations and incorporation of inputs from some stakeholders in 2018. During the incorporation of inputs, it was further realized that the Policy is not informed by detailed situational analysis about Namibia. It was also realized that it is not aligned or give some reflection of international frameworks such as the UN Agenda 2030 for Sustainable Development Goals.

However, taking into consideration the above shortfalls, and the time passed for the Draft Policy to be finalised and implemented and given the shift in the economy due to Covid-19 as well as technological advancement, it is crucial that the Draft Policy be updated to address these issues to ensure policy coherence with international, regional, and other recent national frameworks and policies.

The National Productivity Policy aims to provide the foundation for a legal and regulatory framework that can assist the government in setting out strategies and programmes that can address the root causes of low productivity and, in partnership with employers and business membership organizations and workers' organizations, seek to enhance productivity in all sectors of the economy, and ensure that productivity growth translates into positive socio-economic outcomes such as the creation of more and better jobs. The policy will provide a mechanism for deepening a partnership between the public and private sector and it will provide a mechanism for monitoring and evaluating progress and impact towards achieving the goals and targets set out in the policy.

The Ministry has already established an inter-ministerial coordination Committee (Technical Working Group or TWG) for this project to act as lead partner during the redrafting of the policy and policy implementation action plan. MLIREC will take ownership and responsibility to coordinate the redrafting process, implementation, monitoring and evaluation upon the completion of the project.

For this purpose, the MLIREC seeks the services of an experienced service provider/consultancy firm to support these efforts, and through a consultative process to redraft and finalize the National Productivity Policy in close collaboration with the TWG. These terms of reference (TOR) serve as the guiding document that describes the process and scope of the assignment.

## **2. Objective**

The objective of this assignment is to finalize a National Productivity Policy, which is informed by a situational analysis, and which is based on global evidence and world competitiveness ranking of economies based on their performance on the following criteria:

- a) Economic performance
- b) Government efficiency
- c) Business efficiency
- d) Infrastructure

These ranking criteria of the IMD [World Competitiveness Ranking](#) will be considered by the service provider as a way of analyzing the Namibian economy, and as a way to understand how some countries on the WCR index perform better than others and the success factors that lead to sustained productivity and improved competitiveness. These factors will be considered in the National Productivity Policy. Ultimately, Namibia will seek to join the WCR where only two African economies currently feature, namely Botswana and South Africa.

## **3. Work to be performed.**

Under the overall guidance of the Executive Director of the Ministry of Labour, Industrial Relations and Employment Creation, the service provider will undertake the following tasks:

- a) Conduct a review of the current state of productivity in Namibia, including an analysis of emerging trends, challenges and main constraining barriers, factors that contribute to productivity including assessment of factors with greatest contribution capacity, and opportunities for improving productivity in different sectors of the economy as well as an assessment of the job creation potential associated with productivity growth in the different sectors of the economy.
- b) Assess sector and regional differences of the potential for productivity improvement and propose which opportunities have the potential to generate the highest returns on productivity improvement within possible time horizons, targets, and possible (aspirational) rates of productivity growth.

- c) Review best practices and experiences from other countries in the region and beyond on productivity improvement initiatives, including policies, programs, and projects aimed at enhancing productivity levels in different sectors of the economy and considering the IMD WCR index and ranking criteria.
- d) Engage stakeholders at all levels, including government agencies, private sector organizations, trade unions representatives, civil society organizations, and academia, to ensure that the National Productivity Policy is widely accepted and effectively implemented, through the organization of consultative meetings, workshops, and seminars.
- e) Lead the process of the redrafting of the Policy that is evidence-based and aligned to international, regional and Namibia's national development priorities, including Vision 2030, National Development Plans, and the Harambee Prosperity Plan.
- f) Coordinate with the TWG, which will provide technical input throughout the redrafting process of the Policy (i.e., assessment of current available data, Productivity Profile for Namibia, and identification of data sources for data analysis).
- g) Develop the Policy Implementation Action Plan that sets out key objectives, strategies, actions, and performance indicators for achieving the policy vision, including timelines, responsible agencies, and resource requirements.
- h) Develop the monitoring and evaluation framework for the National Productivity Policy that is aligned to Namibia's monitoring and evaluation system, including the establishment of baseline indicators, targets, and methods for data collection, analysis, and reporting.
- i) Attend and present the comprehensive National Productivity policy to the high-level validation workshop organized by the TWG to finalization of the draft Productivity policy.
- j) Assist in the editing of the finalize the draft Policy.
- k) Perform such other duties pertaining to this assignment as may be assigned by the MLIREC or appointing authority.
- l) Provide a forward-looking vision of productivity transformation which combines a proper balance of addressing in a realistic manner the current challenges and the significant future opportunities of the Namibian economy.

#### 4. Deliverables

The service provider is expected to deliver the following outputs:

- a) **Inception Report:** The service provider will submit an inception report within 2 weeks of the start of the assignment, which will outline the proposed methodology, work plan, and deliverables for the development of the National Productivity Policy.
- b) **Situational analysis and review report:** The Service Providers is expected to submit a synthesis report on the current state of productivity in Namibia, which will include an analysis of the trends, challenges, and opportunities for improving productivity, and the implications for quality job creation, in different sectors of the economy.
- c) **Hindering factors contributing to low productivity report:** The Service Provider is expected to submit a report on the factors that contribute to low productivity in Namibia, particularly the key bottlenecks, including institutional, policy, and regulatory constraints, as well as socio-economic factors such as education, health, and poverty.
- d) **Drivers and factors with the capacity to contribute to productivity growth** in the Namibian economy including those factors with the potential to make the highest

contributions, including their role in driving productivity on short-, medium- and long-term bases and in leading to quality job creation.

- e) **Best practices and experiences report:** The Service Provider is expected to submit a report on relevant best practices and experiences from other countries in the region and beyond on productivity improvement initiatives, including policies, programs, and projects aimed at enhancing productivity in different sectors of the economy. The goal is to identify lessons that are relevant for Namibia and to be useful for the drafting of a National Productivity Policy.
- f) **National Productivity Policy:** The Service Provider is expected to develop an updated National Productivity Policy that is evidence-based and aligned with international, regional and Namibia's national development priorities, including Vision 2030, National Development Plans, and Harambee Prosperity Plan. The plan should include the approach for the government's capacity for improving incentives and capabilities to increase productivity, with institutional responsibility to propose productivity enhancing policies.
- g) **Targeting methodology** to guide the identification of specific targets for policy interventions.
- h) **Policy Implementation Plan:** The Service Provider is expected to develop Policy implementation plan that sets out key objective, strategies, actions, and indicators for achieving the policy vision, including timelines, responsible agencies, and institutional coordination capacity to promote productivity, and resource requirements. The plan should provide clarity and coherence in the definitions of objectives and proper sequencing for the proposed interventions.
- i) **Monitoring and Evaluation Framework:** The Service Provider is expected to develop a monitoring and evaluation framework for the National Productivity Policy that is aligned to Namibia's national monitoring and evaluation system, including the establishment of baseline performance indicators, targets, and methods for data collection, analysis, and reporting. The purpose of this framework is to properly monitor the implementation of interventions, identify results, and draw lessons for adjusting, experimenting, and fine-tuning policy interventions to improve firm productivity.

## 5. Timeline for Deliverables

The contract shall be for a six-month period from **20 July 2024** to **21 January 2025**.

	Deliverables	Duration
1	Inception Report	2 weeks after commencement of the assignment
2	Situational Analysis and Review Report	2 months after the commence of the assignment
2.1	Factors Contributing to Low Productivity Report	
2.2	Best Practices and Experiences Report	
3	Stakeholders' consultation workshop First Draft National Productivity Policy and Implementation Action Plan Validation National Productivity Policy and Implementation Action Plan	4 months after commencement of the assignment
4	Final National Productivity Policy and Monitoring and Evaluation Framework	6 months after commencement of the assignment
	Final report on policy development process	6 months after commencement of assignment

The policy must be comprehensive in dealing with productivity issues, in line with international, regional, and national norms and standards.

**THE FOLLOWING ANNEXES SHOULD BE ATTACHED TO THE FINAL REPORT on the policy development process:**

- a. Synthesis notes from meetings with stakeholders, including a list of all respondents during consultations, interviews, and other meetings as well as attendance registers.
- b. Available statistics gathered in the course of the data collection and assessment process.
- c. References and sources documents consulted.
- d. Other materials relevant to the assignment.

**6. REPORTING ARRANGEMENTS**

The Service Provider will report to the MLIREC Focal person of this project, alternatively to the Chief Development Planner responsible for Productivity Sub-division with regular coordination with the TWG and the Director of Labour Market services.

**7. Application process:**

- 7.1 All applications must be submitted in PDF format.
- 7.2 The e-mail subject heading should state the following: DEVELOPMENT OF THE NAMIBIAN NATIONAL PRODUCTIVITY POLICY
- 7.3 The proposal must consist of
  - 7.3.1 technical proposal with methodology for the assignment
  - 7.3.2 Financial proposal
  - 7.3.3 work plan
  - 7.3.4 CVs of consultants and experts and their role in the assignment
  - 7.3.5 references of similar work done.
- 7.4 Applications will be assessed and scored based on the above-mentioned elements, which the proposal must contain, and overall value for money.

**All submissions will be acknowledged.**

**8. Payment Schedule**

Payment shall be made against deliverables in seven instalments as appears in the table below:

<b>Deliverables</b>	<b>Payment Milestone</b>
Inception Report and work plan (commencement of the project)	20% of the total contract value
Draft National Productivity Policy and Implementation Action Plan with supporting documents	40% of the total contract value
Final productivity Policy and Monitoring and Evaluation Framework	40% of the total contract value

## ► Offer submission form (to be completed by the bidder)

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**Reference:** Add RFQ number and description

**Closing Date:** Date, time, time zone

**Bidder Name:** Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Professional Fees	Click or tap here to enter text.
2	Travel and DSA costs	Click or tap here to enter text.
3	Other costs	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.



## Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
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.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**COMPANY STAMP**

**Position:** Click or tap here to enter text.

**Tel/Fax:** Click or tap here to enter text.

**E-mail:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Signature:** Click or tap here to enter text.

## Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.



## ► ILO Vendor Selection Procedure: Certification

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The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
  - (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
  - (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
  - (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts <sup>1</sup> with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions <sup>2</sup>, nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings <sup>3</sup>;
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;
10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

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<sup>1</sup> [https://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---inter/documents/legaldocument/wcms\\_768752.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf)

<sup>2</sup> See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

<sup>3</sup> As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : <https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx>.

11. committed financial irregularity; or

12. created a shell company or is a shell company for the purpose of responding to the current selection process.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

The undersigned certifies/y to be duly authorized to sign this certification on behalf of the Vendor.

**For the Vendor**

Name:

Title:

In

Signed on

**Contact details**

**International Labour Organization**

Route des Morillons 4  
CH-1211 Geneva 22  
Switzerland

**Procurement Bureau (PROCUREMENT)**

Email: [pcrt@ilo.org](mailto:pcrt@ilo.org)

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