**REQUEST FOR QUOTATION.**

|  |  |
| --- | --- |
| **Country** | Nigeria |
| **Date** | 24th October, 2023 |
| **Currency** | Nigerian Naira |
| **Project** | Monitoring and Evaluation Support for Nigeria for Women Project (NFWP) – P177941 |
| **Reference No** | NG-M AND E SUPPORT-331197-NC-RFB |
| **Assignment Title** | Engagement of Firm for IBM: Telecommunication System for Telephone Survey |
| **Contract Duration** | Contract signing date – December 2024 |
| **Location** | FCT, Abuja. |

Diadem Consults Initiative Ltd/GTE is a development organization focused on improving the growth and development of populations through strengthening governance and democratic processes, implementation of sustainable programs and conduct of empirical research to generate evidence to inform policies and program implementation.

Diadem Consults Initiative Ltd/GTE *has received* financing from the International Bank for Reconstruction and Development] (the “Bank”) toward the cost of the Monitoring and Evaluation Support for Nigeria for Women Project and intends to apply part of the proceeds toward payments under the contract for the procurement of the non-consulting services of a Firm for Telecommunication System during Iterative Beneficiary Monitoring (IBM) Phone Survey.

As part of the support under Component 2: Iterative Beneficiary Monitoring (IBM) and Responsive Feedback Mechanism (RFM) of the grant project “M&E support to NFWP”, Diadem is looking for an organization to deploy a suitable technology that will support the conduct of a telephone survey termed Iterative Business Monitoring (IBM) for the NFWP. The Organization will be supervised by the Abuja-based MIS Advisor. They will also be responsible for supporting the Diadem Consults Initiative Ltd/GTE to assess the availability of infrastructure, and other systems necessary to implement an effective telephone survey system.

**Diadem Consults Initiative Ltd/GTE now invites eligible firms to submit quotations (using the form attached) for this non-consulting service. The firm should demonstrate experience in providing telecommunication services to clients in the public and private sector. *Note: The firm must delete the (brackets) in the form of quotation.***

**The firm will be responsible for the following:**

1. **Telephone survey solution deliverables:**
   1. Inbound and outbound call capabilities to administer surveys responses.
   2. Quality assurance functionalities to ensure we meet up with the objectives of the survey.
   3. Real time monitoring
   4. Integration: Integration with existing systems.
   5. Reporting and Call Recording: Robust reporting tools and all voice calls should be recorded and stored securely for a minimum of 2 years on the service provider's infrastructure.
2. **Technical Support**:
   1. Provide 24/7 technical support during the entire duration of the project to address any system issues promptly.

**NOTE**

1. **PAYMENT TERMS**
2. Payment will be made to your company’s bank account based on these payment terms:

- Upon signing of contract – 20%

- Configuration of server for IBM and Development of voice over protocol – 50%

- Completion of IBM survey: upon submission of technical report of the server performance during the survey – 30%

1. 10% withholding tax will be deducted before payment is made.
2. The firm’s bank account details should be included in the form of quotation.
3. **SUBMISSION OF QUOTATIONS**
4. ***The firm’s complete CAC documents, Tax Clearance Certificate (TCC)/Evidence of tax payment in Nigeria should*** be sent with the quotation.
5. **Your quotation in English language, should be accompanied by adequate technical documentation, evidence of previous work done.**
6. The quotations shall be valid for a period of 30 days from the date of this request.
7. All quotations should be submitted on or before Tuesday, 7th November 2023.
8. Quotations are to be sent via email to: [diademcon.procurement@gmail.com](about:blank) using the job title as the subject of the email or by hand to the **address below:**

**-**Diadem Consults Initiative Ltd/GTE

**-**Attn: Obidiegwu Blessing Ogochukwu, Procurement Officer.

**-**Address: No 4, Ikole Street, Area 11, Garki-Abuja, Nigeria.

1. Firms are expected to complete and submit the price schedule table and technical requirement table attached.
2. **The firm should include its company profile or share its website link during submission of the quotation.**
3. **The firm should in addition to the form of quotation attach a note: not more than 2 pages (minimum of font size 14) on how they can meet up with the responsibility as stated in this document.**
4. **PRICE**
5. This includes the cost of all the IT infrastructure required to provide seamless data and call access for the duration of the survey. Human resources to manage server back end, storage of the server for the duration of the project and include charge for all 3rd party subscription packages.
6. All tax payable by the vendor should be included in the total cost.
7. Diadem Consults Initiative Ltd/GTE is an NGO and is VAT exempt. Therefore, we should not be charged 7.5% VAT.
8. The Firm shall not change the price of quoted goods/service after submission of quotation until six months after the contract signing period.
9. A price variation adjustment provision of 10% due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted six months after the contract signing.
10. **EVALUATION OF QUOTATIONS**

***SELECTION CRITERIA***

1. Innovation of solution, completeness (ability to proffer and deploy solution to problem independently).
2. Cost effectiveness.
3. Demonstrate ability to meet up with each deliverable stated in this RFQ.
4. The firms experience in deploying telecommunication services and short-term telecommunication services.
5. The firm’s ability to demonstrate partnership with OEM.
6. The ability to assure security of solution.
7. **ELIGIBILITY**
8. In case the Firm is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.
9. A Firm may have the nationality of any country. A Firm shall be deemed to have the nationality of a country if the Firm is constituted, incorporated, or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including Related Services.
10. Firms and individuals may be ineligible if:
    * 1. as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of Goods or the contracting of works or services required; or
      2. the Borrower’s country prohibits any import of Goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
11. A Firm that has been sanctioned by the Bank, pursuant to the Bank’s Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank’s external website: [http://www.worldbank.org/debarr.](about:blank)
12. Firms that are state-owned enterprises or institutions in the Purchaser’s country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
    * 1. are legally and financially autonomous.
      2. operate under commercial law; and
      3. are not under supervision of the Purchaser.
13. A Firm shall not have a conflict of interest. Any Firm found to have a conflict of interest shall be disqualified. A Firm may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Firm:
    * 1. directly or indirectly controls, is controlled by or is under common control with another Firm that submitted a Quotation;
      2. receives or has received any direct or indirect subsidy from another Firm that submitted a Quotation;
      3. has the same legal representative as another Firm that submitted a Quotation;
      4. has a relationship with another Firm that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Firm, or influence the decisions of the Purchaser regarding this Request for Quotations process; or
      5. or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, or Related Services, that are the subject of the Request for Quotations process; or
      6. or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for implementing the Contract; or
      7. would be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
      8. has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.
14. **FRAUD AND CORRUPTION**
15. Diadem Consults Initiative Ltd/GTE. requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework.
16. In further pursuance of this policy, Firms shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, firms, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
17. **CONTRACT AWARD**

The Contract will be awarded to the Firm who:

* + 1. is eligible.
    2. offers the lowest evaluated price/s,
    3. technically compliant quotation, and
    4. guarantees ability to meet up with each deliverable stated in this RFQ.

The award will be made to the firm offering the lowest substantially evaluated responsive quotation and that meets the required technical and financial capabilities. The successful firm will sign a Contract as **per the form of contract** **attached**.

***An Advance Payment Guarantee from a commercial bank in Nigeria will be required to be submitted by the successful firm after contract award****.*

1. **ADDITIONAL NOTES**

* Diadem Consults Initiative Ltd/GTE shall not be responsible for any costs associated with a Firm’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
* E-mail to [diademcom.procurement@gmail.com](about:blank) for any enquiry or clarifications.
* If inquiries are sent to other email address(es), even if they are Diadem staff, they have no obligation to respond nor can Diadem confirm that the query was received. Any delay in Diadem’s response shall not be used as a reason for extending the deadline for submission, unless Diadem determines that such an extension is necessary and communicates a new deadline to all Firms.

Yours Faithfully,

**Obidiegwu Blessing Ogochukwu**

Procurement Officer,

Diadem Consults Initiative Ltd/GTE.

**FORM OF QUOTATION**

\_\_\_\_\_\_\_\_\_(Date)

**To:** Diadem Consults Initiative Ltd/GTE

No. 4 Ikole Street, Area 11, Garki Abuja,

Nigeria.

We offer to execute the Telecommunication System for Telephone Survey - NG-M AND E SUPPORT-331197-NC-RFB in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in words and numbers) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (name of currency)\_\_\_\_\_\_\_\_\_\_\_\_\_. We propose to execute the non-consulting services described in the request for quotation (RFQ).

This Quotation and your written acceptance will 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 Validity of the Quotation required by the Request for Quotation (RFQ) documents.

**Authorized Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and Title of Signatory**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Firm**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tin Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNICAL REQUIREMENT TABLE**

Please note: All responding firms must clearly and explicitly fill out the ‘Firm’s comment on requirement’ column. *Monotone, unclear, and inconsistent responses will not be accepted.*

|  |  |  |
| --- | --- | --- |
| **Ref No** | **Technical Requirement** | **Firm’s comment on requirement** |
| TR01 | Inbound and outbound call capabilities to administer surveys responses |  |
| TR02 | Quality assurance functionalities to ensure we meet up with the objectives survey |  |
| TR03 | Real time monitoring |  |
| TR04 | Integration capabilities |  |
| TR05 | Technical Support strategy |  |
| TR06 | Telecommunication service mode of access for the survey |  |
| TR07 | Security and Safety standards of compliance level solution |  |
| TR08 | OEM Partnership Certification |  |
| TR08 | Other relevant information about the firm’s solution |  |

**PRICE SCHEDULE TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref No** | **Service** | **Unit Price** | **Quantity** | **Total Cost of item** |
| PS01 | Installation telecommunication Provision of Inbound and outbound call services for 10 survey enumerators and 1 quality assurance resource for 8 rounds (**costed per round**) |  | 8 |  |
| PS02 | Storage of survey conversations for 2 years (**costed per month**) |  | 24 |  |
| PS03 | Priority Technical Support services (**costed per round**) |  | 8 |  |
| PS04 | Other relevant cost heads for delivering the service. |  |  |  |
| **Grand Total** | | | |  |

**FORM OF CONTRACT**

THIS CONTRACT (“Contract”) agreement number …………..is entered into this…………………. between **Diadem Consults Initiative Ltd/GTE** (“the Client”) having its principal office at No. 4 Ikole Street, Area 11, Garki Abuja, Nigeria and ……………………. (“the Firm”) having his principal address at ………….……..

**WHEREAS**

1. Diadem Consults Initiative Ltd/GTE is a development organization focused on improving the growth and development of populations through strengthening governance and democratic processes, implementation of sustainable programs and conduct of empirical research to generate evidence to inform policies and program implementation.
2. Diadem Consults Initiative Ltd/GTEhas receivedfinancing from the International Bank for Reconstruction and Development] (the “Bank”) toward the cost of the Monitoring and Evaluation Support for Nigeria for Women Project (NFWP) and intends to apply part of the proceeds toward payments under the contract for engagement of Firm for IBM: Telecommunication System for Telephone Survey.
3. We are writing to confirm the terms of the contract concerning the provision of your non-consulting services to Diadem Consults Initiative Ltd/GTE. You are to deploy a suitable technology that will support the conduct of a telephone survey termed Iterative Business Monitoring (IBM) for the NFWP and will also be responsible for supporting the Diadem Consults Initiative Ltd/GTE to assess the availability of infrastructure, and other systems necessary to implement an effective telephone survey system.
4. **TERM**

You shall provide your services to Diadem Consults Initiative Ltd/GTEin the period **…………….**. The firm shall perform the Services during the period, or any other period as may be subsequently agreed by the parties in writing.

**NOW THIS AGREEMENT witnessethes as follows:**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
2. Supplier’s Quotation; Term and Conditions of Service, Technical Specification;
3. Addendum (if applicable);

# FEES AND EXPENSES

# Diadem Consults Initiative Ltd/GTEwill pay you a gross fee of …………... This amount includes all services provided under this contract.

* 1. Breakdown of payment to be made upon achieving each milestone is as follows;

|  |  |  |
| --- | --- | --- |
| S/N | Milestone | % of Contract Sum |
| 1 | Upon signing of contract | 20% |
| 2 | Configuration of server for IBM and Development of voice over protocol | 50% |
| 3 | Completion of IBM survey: upon submission of technical report of the server performance during the survey | 30% |

* 1. Payment may be reasonably withheld by Diadem Consults Initiative Ltd/GTE in the event of any disputes regarding fees, expenses or quality of services provided.
  2. The gross fee under this contract is exclusive of VAT; however, 10% withholding tax will be deducted at the point of payment.
  3. Payment will be made in Naira within 30 days upon submission of **a detailed approved report and signed invoice** (sample as in Annex A) to Diadem Consults Initiative Ltd/GTE.

3. **CONFIDENTIAL INFORMATION AND COMPANY PROPERTY**

3.1 You shall not use or disclose to any person either during or at any time after your engagement by Diadem Consults Initiative Ltd/GTE any confidential information about the business or affairs of Diadem Consults Initiative Ltd/GTE [or any of its business contacts], or about any other matters, which may come to your knowledge in the course of providing the Services. For the purposes of this clause, confidential information means any information or matter which is not in the public domain, and which relates to the affairs of Diadem Consults Initiative Ltd/GTE [or any of its business contacts].

3.2 The restriction in clause 3.1 does not apply to:

(a) Any use or disclosure authorized by Diadem Consults Initiative Ltd/GTE or as required by law; or

(b) Any information which is already in, or comes into, the public domain otherwise than through your unauthorized disclosure.

3.3 All documents, manuals, hardware, and software provided for your use by Diadem Consults Initiative Ltd/GTE and any data or documents (including copies) produced, maintained, or stored on Diadem Consults Initiative Ltd/GTE's computer systems or other electronic equipment (including mobile phones if provided by Diadem Consults Initiative Ltd/GTE.), remain the property of Diadem Consults Initiative Ltd/GTE.

3.4 You will use all reasonable endeavours to ensure that any Diadem Consults Initiative Ltd/GTE. electronic data used by you is appropriately protected by anti-virus and encryption software.

4.0 **DATA PROTECTION**

4.1 You consent to Diadem Consults Initiative Ltd/GTE. holding and processing data relating to you for legal, personnel, administrative and management purposes. You consent to Diadem Consults Initiative Ltd/GTE making such information available to Diadem Consults Initiative Ltd/GTE’s partner organizations, those who provide products or services to Diadem Consults Initiative Ltd/GTE (Such as advisers), regulatory authorities, governmental or quasi-governmental organizations.

5. **INTELLECTUAL PROPERTY**

5.1 You hereby assign to Diadem Consults Initiative Ltd/GTE all existing and future intellectual property rights (including, without limitation, patents, copyright, and related rights) and inventions arising from your Services to Diadem Consults Initiative Ltd/GTE. You agree promptly to execute all documents and do all acts as may, in the opinion of Diadem Consults Initiative Ltd/GTE, be necessary to give effect to this clause 5.

6. **INSURANCE AND LIABILITY**

The Firm shall on demand indemnify and hold Diadem Consults Initiative Ltd/GTE harmless against all losses, liabilities, costs, claims, demands and proceedings (including any direct, indirect, or consequential liabilities, losses, loss of profit and all interest, penalties and legal and other professional costs and expenses) awarded against, paid by, suffered, or incurred by Diadem Consults Initiative Ltd/GTE arising out of or in connection with:

6.1 the provision of services by the firm under this contract; or

6.2 any claim made against Diadem Consults Initiative Ltd/GTE or its employees, agents, firms, or sub-contractors in respect of any liability, loss, damage, injury, cost, or expense sustained by Diadem Consults Initiative Ltd/GTE or its employees, agents, firms, or sub-contractors or by any third party to the extent that such loss, liability, damage, injury, cost, or expense was caused by or relates to or arises from any act or omission of the Firm.

7. **FRAUD AND CORRUPTION**

**1. Purpose**

1.1 The Bank’s Anti-Corruption Guidelines apply with respect to procurement under Bank Investment Project Financing operations.

**2. Requirements**

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), firms, contractors, and suppliers; any sub-contractors, sub- consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

i. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

iii. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v. “Obstructive practice” is:

(a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(b) acts intended to materially impede the exercise of the Bank’s inspection and

audit rights provided for under paragraph (e.) below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-firms, sub- contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

d. Pursuant to the Bank’s Anti- Corruption Guidelines and in accordance with the Bank’s prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner; (ii) to be a nominated sub-contractor, firm, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;

e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), firms, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

8. **GENERAL**

8.1 This contract constitutes the entire understanding between the firm and Diadem Consults Initiative Ltd/GTE regarding the provision of Services and supersedes any previous agreement (whether or not reduced to writing) in relation to the provision of services.

8.2 This contract may only be varied by a document signed by both you and Diadem Consults Initiative Ltd/GTE.

8.3 The firm will be accountable to the Abuja-based MIS Advisor.

8.4 The Firm shall not assign this Contract or Subcontract any portion of it without the Client’s prior written consent.

8.5 This contract may be terminated by either party on 30 days’ written notice. During such period, the Firm shall complete ongoing tasks till the mutually agreed date of termination and the supervisor shall ensure payment for such tasks.

**Please acknowledge receipt of this letter and acceptance of its terms by signing, dating, and returning the enclosed copy.**

Yours faithfully,

FOR: DIADEM CONSULTS INITIATIVE LTD/GTE

Name of Authorized Representative

Position of Authorized Representative

FOR: FIRM

I here under append my signature to confirm my acceptance of the terms set out in this contract:

­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative

Position of Authorized Representative

**ANNEX A**

|  |
| --- |
| **INVOICE** |

|  |  |
| --- | --- |
| **Invoice Date:** |  |
| **Name of Consultant:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Invoice Period:** |  |
| **Total travel expense invoice for period:** | 0 |
| **Service performed during the period/Title of Contract:** |  |
| **Current Invoice Amount:** | 0 |

**Bank Account Details**:

**-Account Name**:

**-Account No:**

**-Bank Name:**

**Certification:**

*“I certify that the services and expenses claimed in this invoice were delivered and incurred in accordance with the terms and conditions of my executed contract with Diadem Consults Initiative Ltd/GTE“*

**Consultant:**

**Signature**  **Date**