Request for Proposal (RFP)
Convention on Chemical and Biological Toxins Safety Training

RFP NUMBER: ILRI/RFP-006-2026

Submission Emails

- **Technical Proposal: ILRI-Technical-Toxinstraining@cgiar.org**
- **Financial Proposal: ILRI-Financial-Toxinstraining@cgiar.org**
- **Clarifications: ilriprocurementkenya@cgiar.org**

Key Dates

1. Advertisement Date	31/07/2026
2. Clarifications Submission Deadline	05/08/2026
3. RFP Submission Deadline	07/08/2026

1. Background and Context

1.1 About ILRI

The International Livestock Research Institute (ILRI) works for better lives through livestock in developing countries. ILRI is co-hosted by Kenya and Ethiopia, has 14 offices across Asia and Africa, employs some 700 staff, and has an annual operating budget of about USD 100 million in 2024. ILRI is a CGIAR research Centre, a global research partnership for a food-secure future, with its headquarters in Nairobi, Kenya and a principal campus in Addis Ababa, Ethiopia.

1.2 Assignment Context

The International Livestock Research Institute (ILRI) undertakes scientific research activities that involve the handling, storage, transport, and disposal of various chemicals, biological agents, and toxins within laboratory, field, and support operations. While these materials are essential for advancing scientific research and innovation, they may pose significant risks to personnel, the environment, institutional operations, and public health if not handled appropriately.

Chemical and biological toxins can cause acute or chronic health effects, environmental contamination, accidental exposure, misuse, or security concerns if proper biosafety, biosecurity, and chemical safety measures are not observed. Laboratories and research facilities are therefore required to implement robust safety systems, operational controls, emergency preparedness measures, and regulatory compliance mechanisms to safeguard personnel and the environment.

In addition to occupational safety and environmental protection obligations, institutions handling biological and toxic substances are expected to comply with national and international legal frameworks governing chemical safety, biosafety, biosecurity, hazardous waste management, and non-proliferation of biological and toxic materials.

The institute recognizes the importance of maintaining high standards of safety, research integrity, ethical conduct, and responsible stewardship of sensitive materials. Regular training and awareness creation are therefore essential to ensure that staff handling chemicals, biological toxins, infectious materials, and related hazardous substances understand the risks involved and are competent in implementing appropriate safety and containment measures..

1.3 Purpose of the RFP

This RFP invites qualified firms, institutions, or training providers to submit technical and financial proposals for one comprehensive training session for sixty (60) participants at ILRI's offices in Nairobi. The selected provider will customize the training to ILRI's research environment and deliver the complete scope, assessments, practical demonstrations, learning materials, certification, reporting, and institutional recommendations described in this RFP.

2. Training Purpose and Objectives

2.1 Overall Purpose

The overall purpose is to strengthen ILRI's institutional capacity to prevent chemical and biological incidents and to promote safe, secure, ethical, and compliant research practices involving hazardous chemicals, biological agents, toxins, infectious materials, and related waste streams.

2.2 Specific Objectives

- Ensure personnel safety and prevent environmental contamination through the safe handling, use, storage, transport, and disposal of chemicals and biological toxins.
- Enhance staff awareness and understanding of chemical safety, biosafety, and biosecurity principles.
- Strengthen compliance with national requirements, ILRI policies, and applicable international conventions and best practices relating to chemical and biological toxins safety.
- Promote safe laboratory practices and appropriate containment procedures for hazardous chemicals, biological agents, toxins, and infectious materials.
- Enhance preparedness and response to chemical spills, biological exposure incidents, laboratory emergencies, and accidental releases.
- Promote responsible conduct of research and protection of research integrity.
- Prevent unauthorized access, misuse, theft, diversion, or intentional release of sensitive biological and toxic materials.
- Strengthen institutional capacity in risk assessment, hazard communication, incident reporting, and investigation.
- Uphold ILRI's reputation, ethical standards, and commitment to safe and responsible research practices.

2.3 Expected Training Outcomes

- Participants demonstrate improved knowledge in chemical safety, biosafety, biosecurity, occupational health, emergency preparedness, and applicable compliance requirements.
- Participants can identify hazards, interpret labels and Safety Data Sheets, select appropriate controls and PPE, and apply safe handling, storage, segregation, transport, decontamination, and waste-management practices.
- Participants can describe and practice appropriate responses to spills, exposures, accidental releases, and other laboratory emergencies.
- Participants understand access control, inventory accountability, dual-use concerns, and responsible conduct requirements for sensitive materials.
- ILRI receives actionable recommendations for strengthening institutional chemical and biological toxins safety systems.

3. Scope of the Training Services

The service provider shall design and deliver an integrated training program covering the following minimum content. The program must be customized to ILRI's laboratory, field, and support environment and should use realistic, non-sensitive examples relevant to research operations.

3.1 Chemical Safety

- Classification and identification of hazardous chemicals.
- Chemical labelling systems, hazard communication, and interpretation and use of Safety Data Sheets (SDS).
- Safe handling, use, storage, segregation, and transportation of chemicals.
- Chemical compatibility and incompatibility, including safe segregation principles.
- Routes of exposure and acute and chronic health effects of hazardous chemicals.
- Chemical waste identification, segregation, storage, treatment, and disposal procedures.
- Spill prevention, spill-control equipment, spill response, reporting, and follow-up actions.

3.2 Biological Toxins and Biosafety

- Core principles of biosafety and biosecurity.
- Classification of biological agents and toxins and the implications for risk control.
- Biological hazard identification and risk assessment.
- Containment measures, biosafety levels, and selection of appropriate controls.
- Safe handling of infectious materials, biological agents, and biological toxins.
- Prevention of laboratory-acquired infections and accidental exposure.
- Biological waste management, decontamination, disinfection, and disposal procedures.

3.3 Biosecurity and Responsible Research

- Biosecurity threats, insider and external risks, and dual-use concerns.
- Responsible conduct of research involving biological agents and toxins.
- Access control, authorization, chain of custody, inventory management, and accountability for sensitive materials.
- Prevention of misuse, theft, diversion, unauthorized access, or intentional release.
- Incident escalation, reporting channels, confidentiality, and protection of sensitive information.

3.4 Occupational Health and Emergency Preparedness

- Hazard identification and risk assessment, including the hierarchy of controls.
- Selection, correct use, limitations, inspection, removal, and disposal of Personal Protective Equipment (PPE).
- Incident and near-miss reporting, investigation, root-cause analysis, and corrective actions.

- Emergency preparedness, alarm and communication arrangements, evacuation, containment, and recovery procedures.
- First-aid and immediate response measures for chemical and biological exposure, pending professional medical support.
- Practical spill, exposure, decontamination, and emergency-response scenarios.

3.5 Regulatory and Compliance Requirements

- Applicable national occupational safety and health requirements.
- Environmental management and hazardous-waste requirements.
- Applicable biosafety and biosecurity regulatory requirements and institutional controls.
- Relevant international conventions and best practices, including the Chemical Weapons Convention and Biological Weapons Convention where applicable to the training context.
- Alignment with ILRI policies, procedures, research-integrity expectations, and responsible stewardship of sensitive materials.

4. Required Training Approach and Methodology

The proposed methodology shall be participatory, practical, suitable for adult learners, and capable of accommodating a mixed group of participants with different roles and levels of prior knowledge. At a minimum, the service provider shall include:

- A pre-training needs or participant-level assessment to establish baseline knowledge and tailor the training emphasis.
- Structured theory sessions covering regulatory requirements, hazard identification, chemical safety, biosafety, biosecurity, responsible research, and emergency preparedness.
- Practical demonstrations on safe handling procedures, PPE use, spill response, decontamination, waste management, and emergency response.
- Case studies and scenario-based group discussions based on realistic chemical and biological incidents.
- Simulation or tabletop exercises, where applicable, to strengthen response decision-making, communication, and coordination.
- Pre-training and post-training assessments to measure learning outcomes and identify areas requiring reinforcement.
- Question-and-answer sessions, participant feedback, and facilitated discussion of ILRI-relevant safety challenges.
- An approach that protects sensitive information and avoids unnecessary disclosure of operational details that could create safety or security risks.

4.1 Training Duration and Schedule

The assignment comprises one training session for sixty (60) participants. Bidders shall propose a realistic duration and detailed agenda sufficient to cover the complete scope, practical demonstrations, simulations, assessments, discussion, and certification. The final training date(s), daily schedule, and sequencing will be agreed with ILRI during contract finalization.

4.2 Quality Assurance

- Training content shall be technically accurate, current, consistent with applicable requirements and good practice, and tailored to ILRI's operating environment.
- The lead trainer shall review and approve all materials and maintain consistency across the training team.
- Assessment tools shall be fit for purpose and shall enable meaningful comparison of pre-training and post-training performance.
- Practical activities shall be risk-assessed and conducted using safe, controlled demonstrations and appropriate equipment.
- The final report shall present clear evidence, analysis, observations, and actionable recommendations.

5. Deliverables and Acceptance Requirements

All deliverables shall be prepared in English, provided in editable electronic format and PDF where relevant, and submitted to the ILRI-designated focal point. The service provider shall deliver the following:

No.	Deliverable	Minimum Requirements	Timing / Acceptance
1	Customized training plan and agenda	Detailed program mapped to the RFP scope; learning objectives; trainer allocation; methodology; practical exercises; assessment plan; equipment and material requirements; and risk controls.	Submit for ILRI review and approval before training.
2	Pre-training assessment	Baseline participant assessment and summary of results used to refine delivery emphasis.	Administer before or at the start of training.
3	Training delivery	Comprehensive in-class and practical training for 60 participants, including theory, demonstrations, case studies, simulations or tabletop exercises, and facilitated discussion.	On the agreed training date(s); subject to ILRI attendance and quality confirmation.
4	Training materials	Participant manuals or handouts, presentations, reference resources, relevant SOP templates, Safety Data Sheet examples, and biosafety/biosecurity resources customized to the ILRI context.	Provide in electronic format and, where agreed, printed format before or during training.
5	Post-training assessment and participant feedback	Post-training assessment, comparison with baseline, learning analysis, and participant feedback summary.	Complete by the end of the training session.

No.	Deliverable	Minimum Requirements	Timing / Acceptance
6	Certificates	Certificates of participation and/or competence. Where competence certification is proposed, the assessment criteria and pass standard must be agreed with ILRI in advance.	Issue at completion or within the agreed period after verification of participant details.
7	Final training report	Executive summary; agenda; attendance record; participant profile; methodology; pre/post assessment results; observations; participant feedback; issues encountered; photographs where authorized; conclusions; and recommendations.	Submit within the post-training period proposed by the bidder and approved by ILRI.
8	Institutional safety-system recommendations	Practical recommendations for strengthening chemical safety, biosafety, biosecurity, emergency preparedness, risk assessment, hazard communication, incident reporting, and related systems, where applicable.	Include in the final report and present to ILRI.

6. Target Group, Location, and Logistical Arrangements

6.1 Target Group

The training is intended for personnel involved in the handling, storage, transportation, supervision, oversight, or management of chemicals, biological agents, toxins, infectious materials, hazardous waste, and laboratory-related operations.

The participant group may include laboratory, research, technical, field, occupational health and safety, environmental, facilities, security, and supervisory personnel.

6.2 Participants and Location

- Number of participants: sixty (60).
- Location: ILRI offices, Nairobi, Kenya.
- Final dates and duration: to be agreed with the selected provider.

6.3 ILRI Responsibilities

- Provide the training venue and conferencing facilities.
- Provide meals and accommodation for the duration of the training where applicable and as confirmed by ILRI.
- Nominate participants and provide relevant non-sensitive contextual information required for customization.
- Designate a focal point to coordinate planning, review materials, and confirm acceptance of deliverables.
- Provide access to agreed facilities for approved practical activities, subject to ILRI safety and security controls.

6.4 Service Provider Responsibilities

- Provide qualified trainers and all professional services required to complete the assignment.
- Customize the content, agenda, case studies, assessments, materials, and practical activities to the ILRI environment.
- Provide training materials, approved demonstration equipment, consumables, assessment tools, and certificates unless explicitly agreed otherwise.
- Ensure all practical activities are safe, controlled, risk-assessed, and compliant with ILRI instructions.
- Manage trainer travel and local transport unless a different arrangement is confirmed in writing by ILRI.
- Maintain confidentiality and immediately report any safety, security, or ethical concern arising during the assignment.

7. Service Provider and Training Team Requirements

7.1 Organizational Experience

- The service provider must have at least five (5) years of demonstrable experience conducting training in biosafety, biosecurity, chemical safety, laboratory safety, occupational health and safety, toxicology, environmental health, or related fields.
- The bidder shall provide evidence of at least three similar assignments completed during the last five years for research institutions, laboratories, high-containment facilities, universities, international organizations, or comparable clients.
- Experience working with multicultural or international organizations will be an added advantage.
- The bidder shall provide client references, contact details, assignment descriptions, dates, and evidence of satisfactory completion.

7.2 Lead Trainer Qualifications

- The proposed lead trainer must hold an advanced university degree in Occupational Health and Safety, Biosafety, Microbiology, Toxicology, Environmental Health, Biotechnology, or a closely related field.
- The lead trainer must demonstrate relevant technical competence in chemical safety, biosafety, biosecurity, laboratory safety, emergency preparedness, and responsible conduct of research.
- Relevant professional certifications, memberships, and specialized training should be clearly identified and supported by evidence.
- The lead trainer must personally participate in the oral presentation or defense and lead the delivery of the assignment.

7.3 Other Trainers and Team Composition

- The bidder shall propose sufficient qualified personnel with complementary expertise to cover the full training scope.
- The proposal shall define each trainer's role, subject responsibilities, level of effort, availability, and reporting relationship.
- Curricula vitae and copies or details of relevant qualifications and certifications must be submitted for all proposed trainers.
- Substitution of key personnel after award will require prior written approval from ILRI and any replacement must have equal or better qualifications and experience.

8. Instructions to Bidders

8.1 Procurement Process

This procurement will follow an open competitive RFP process comprising preliminary mandatory compliance checks, written technical evaluation, a structured oral presentation or defense, financial evaluation, reference verification and due diligence, and contract award. Technical and financial proposals will be submitted separately and evaluated in accordance with Section 11.

8.2 Eligibility

The RFP is open to legally registered firms, institutions, organizations, with the capacity and qualifications to perform the assignment. Individual consultants may participate where permitted by ILRI, provided they meet all applicable legal, statutory, technical, and insurance requirements. Consortium and subcontracting arrangements must be fully disclosed, with clear allocation of responsibilities and one lead contracting entity.

8.3 Cost of Preparing the Proposal

All costs incurred in preparing and submitting a proposal, attending a presentation, participating in clarification meetings, or supporting due diligence shall be borne by the bidder.

ILRI will not reimburse such costs, irrespective of the outcome of the procurement process.

8.4 Technical Proposal Requirements

8.4.1 Technical Proposal Submission

The Technical Proposal shall be submitted to the designated secure technical submission email and must not contain any price, rate, cost, or other financial information. It must be submitted together with the signed Disclosure and Certification Form and all mandatory documents.

8.4.2 Required Technical Proposal Content

- Signed proposal submission letter confirming the bidder's interest, authority, availability, proposal validity, and ability to deliver the assignment.
- Bidder profile, legal status, organizational structure, office and contact details, relevant services, and experience.
- Demonstrated understanding of ILRI's research environment, the assignment objectives, the target participants, and the chemical and biological safety risks to be addressed.
- A comprehensive customized training program covering every topic in Section 3, with learning objectives, content outline, agenda, session durations, and trainer allocation.
- Training methodology and adult-learning approach, including participant-level assessment, theory sessions, demonstrations, simulations, case studies, group exercises, pre/post assessments, and participant feedback.
- Detailed work plan and timeline from contract award through material approval, training delivery, certification, reporting, and final acceptance.
- Quality-assurance, safety, confidentiality, ethical, and risk-management measures.
- Training team structure; roles; availability; CVs; relevant degrees, certifications, professional memberships, and evidence of similar facilitation experience.
- Evidence of at least five years' relevant organizational experience and at least three similar assignments completed in the last five years, with client references.

8.5 Financial Proposal Requirements

8.5.1 Financial Submission

The Financial Proposal shall be submitted separately to the designated secure financial submission email.

It shall provide a complete and reasonable lump-sum quotation for one training session for sixty (60) participants at ILRI's Nairobi offices, with a transparent breakdown of all cost components.

8.5.2 Financial Proposal Content

- Currency of quotation and proposal should be in KES.
- Breakdown of all cost elements to be clearly shown.
- All taxes, duties, levies, and other statutory charges shown separately.

9. Mandatory Compliance Checks

9.1 Mandatory Requirements - Pass/Fail

All bidders must satisfy every mandatory requirement before technical evaluation. Failure to meet any mandatory item may result in automatic disqualification.

No.	Mandatory Requirement	Evidence Required	Result
1	Legal entity consistency	Proposal, registration documents, tax documents, bank details, and contracting entity must correspond to the same legal entity; official evidence must link any trading name.	Pass/Fail
2	Valid business registration	Certificate of incorporation, registration, or equivalent valid legal-registration document.	Pass/Fail
3	Statutory compliance	Valid tax-compliance certificate or equivalent and other relevant statutory compliance documents.	Pass/Fail
4	Ownership and authorized signatory	CR12, certified list of shareholders/partners and directors, or equivalent; evidence of authority to sign the proposal.	Pass/Fail
5	Company profile	Company history, relevant services, physical/postal address, telephone, email, and principal contacts.	Pass/Fail
6	Lead trainer qualification	Evidence that the proposed lead trainer holds an advanced degree in an eligible field stated in Section 7.2.	Pass/Fail
7	CVs of proposed trainers	CVs and relevant qualification/certification evidence for all proposed trainers.	Pass/Fail

No.	Mandatory Requirement	Evidence Required	Result
8	Minimum organizational experience	Evidence of at least five (5) years' relevant experience in biosafety, biosecurity, chemical safety, laboratory safety, or related training.	Pass/Fail
9	Separate technical and financial submissions	Technical and Financial Proposals submitted separately, with no financial information in the Technical Proposal.	Pass/Fail
10	Signed feasibility and availability statement	Confirmation of ability to deliver the full scope, proposed schedule, required presence, and lead-trainer availability.	Pass/Fail
11	Signed Disclosure and Certification Form	Fully completed and signed form in Section 13, with all conflicts, relationships, subcontractors, and declarations disclosed.	Pass/Fail

10. Detailed Technical Evaluation Criteria - 60 Marks

No.	Criterion	Requirement and Scoring Basis	Max.
1	Training Program Design and Adult-Learning Methodology	Comprehensive program covering chemical safety, biosafety, biosecurity, PPE, waste management, spill response, emergency preparedness, responsible research, and regulatory compliance. - Participant-level or pre-training assessment approach: 5 marks. - Appropriate theory sessions and complete coverage of required content: 5 marks. - Practical and participatory methodology, including demonstrations, simulations, and case studies: 5 marks.	15
2	Trainer Competence and Experience	- Evidence of ability to customize the training to the ILRI research environment: 5 marks. - Training content demonstrating regulatory compliance and relevant international-convention knowledge: 5 marks. - Relevant qualifications, professional certifications, and technical competence of proposed trainers: 5 marks.	15

No.	Criterion	Requirement and Scoring Basis	Max.
3	Past Experience and References	- Evidence of minimum five years' relevant organizational experience: 2 marks. - Similar assignment 1 completed in the last five years with verifiable evidence/reference: 2 marks. - Similar assignment 2 completed in the last five years with verifiable evidence/reference: 2 marks. - Similar assignment 3 completed in the last five years with verifiable evidence/reference: 2 marks.	8
4	Training Materials	- Quality, customization, and relevance of proposed manuals or participant materials: 5 marks. - Evidence of relevant SOP templates, Safety Data Sheet examples, and biosafety/biosecurity resources: 4 marks. - Quality and relevance of additional reference materials: 3 marks.	12
5	Presentation / Oral Defense	- Demonstrated understanding of the ILRI environment, safety-risk scenarios, and emergency response: 5 marks. - Lead trainer's facilitation and communication ability: 3 marks. - Quality and accuracy of responses to panel questions: 2 marks.	10
	Total Technical Score		**60**

10.1 Financial Evaluation - 40 Marks

Only financial proposals of bidders who pass the technical threshold will be evaluated. ILRI will review the proposal for completeness, arithmetic accuracy, cost reasonableness, alignment with the scope and work plan, taxes, exclusions, and value for money. ILRI may seek clarification of apparent arithmetic or classification errors without permitting a bidder to alter the substance of its offer.

The evaluated financial score will be calculated as follows:

Financial Score = (Lowest Evaluated Financial Proposal / Bidder's Evaluated Financial Proposal) x 40

The lowest evaluated responsive financial proposal will receive 40 marks.

Other technically qualified bidders will receive proportionate scores using the formula above.

10.2 Combined Score and Recommendation for Award

The final score will be calculated out of 100 marks: Technical Score (maximum 60) plus Financial Score (maximum 40). Subject to satisfactory due diligence, reference verification, legal and statutory compliance, and agreement on contract terms, ILRI intends to recommend award to the responsive and qualified bidder achieving the highest combined score.

11. Award Conditions and ILRI Rights

11.1 Contract Award Criteria

Award will be made to the bidder whose proposal is determined to be substantially responsive, technically qualified, financially reasonable, and highest ranked under the combined scoring method, and who is determined to have the capacity to perform the contract satisfactorily.

11.2 Due Diligence

Before award, ILRI may verify registration, ownership, tax compliance, trainer qualifications, certifications, references, insurance, bank information, litigation or debarment status, conflicts of interest, and the authenticity of any submitted evidence. Failure to provide satisfactory verification may result in rejection.

11.3 ILRI Reserved Rights

- Accept or reject any proposal in whole or in part.
- Request clarification, additional evidence, or a presentation from any bidder.
- Correct or seek confirmation of arithmetic errors in accordance with applicable procurement practice.
- Negotiate scope, methodology, schedule, deliverables, and price with the highest-ranked bidder where permitted.
- Cancel, suspend, or annul the procurement process at any time before contract award without incurring liability to bidders.
- Reject all proposals where none is responsive, affordable, or in ILRI's best interests.
- Award all or part of the assignment, subject to the integrity and completeness of the training scope.

11.4 False Information, Withdrawal, and Debarment

A bidder that provides false or misleading information, improperly influences the process, refuses to enter into a contract after award without valid cause, or otherwise commits a serious procurement violation may be rejected and considered for debarment from future ILRI procurement opportunities, subject to applicable procedures.

11.5 Confidentiality and Conflict of Interest

Bidders shall keep confidential all non-public information obtained through the procurement or assignment and shall disclose all actual, potential, or perceived conflicts of interest. The selected provider must protect participant data, institutional information, and sensitive safety or security information and may not use or disclose it except as authorized by ILRI.

11.6 Contract and Commencement

No commitment will exist until a written contract or purchase order is issued and accepted by authorized representatives.

The selected provider shall be ready to commence planning promptly after award and shall not replace proposed key personnel or materially change the approved methodology without prior written authorization from ILRI.

12. Disclosure and Certification Form

12.1 Information Required

To support ILRI's assessment of provider capability, integrity, and potential conflicts of interest, this form must be submitted with the Technical Proposal. Information will be handled on a strictly confidential basis for ILRI's procurement and due-diligence purposes.

The form must be fully completed. Enter "N/A" or "NONE" where a question does not apply. If the space provided is insufficient, attach a separate typed page that clearly identifies the relevant question number.

12.2 Disclosure Questions

1. List below the names and nationalities of all the Directors, Shareholders and/or Partners of your company.

2. List any other Companies, Holding Companies or other organizations and their addresses who hold a substantial interest in your company.

3. List the name of the Chairman and the Managing Director of the company.

4. Do any of the company employees, particularly those in management positions, have any family members or friends employed by ILRI?

Yes ☐ No ☐

If yes, list their names and position in either organization.

5. Do you have a code of conduct or ethics governing your director's and your employees' behavior?

Yes ☐ No ☐

If yes, please attach a copy with your offer.

6. List below the banks or Credit Institutions with which your company has accounts if this is not presented in your audited financial statements.

7. Does the company have Branch offices, which are owned and operated solely by the company?

Yes ☐ No ☐

If yes, list below the Company owned branch facilities and their physical addresses:

8. Are the company's owned or leased premises insured against fire, theft, storm, etc.

Yes ☐ No ☐

If yes, list below the companies Insurer(s), Classes of Policies held, Amounts Insured.

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9. Are you insured for all third party or consequential liabilities?

Yes ☐ No ☐

If yes, what is the limit of your liability?

10. Will any other parties or companies be authorized to act as your brokers/sub-contractors?

Yes ☐ No ☐

If yes, list their names and physical addresses below.

12.3 Certification Statements

The following certification statements must be signed and submitted with the vendor's offer on this original form.

II. I,_____the Chairman/Director/ Managing Director of (company) _____ hereby agree to all Provisions and caveats governing the submission of our offer.

III. I further certify that Request for Proposal, has been offered with the full intent of this Company to supply the services as described at the rates we have indicated, which are guaranteed for the purposes of negotiating external audit services with the Center and that all of the rates and charges have been verified, and are correct as indicated herein, and do not require any further amendment(s).

IV. I further certify that all of the information we have supplied in the Disclosure form is full and complete and true, to the best of my knowledge.

V. In addition, I certify that I have all of the necessary authority conferred upon me by this company to guarantee the rates and charges in this Offer, and all other information contained herein.

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____