Request for Proposal

Engagement of a Recruitment Firm

Submission Emails

Technical Proposal – ILRI-ReapTechnicalproposal@cgiar.org
Financial Proposal – ILRI-ReapFinancialproposal@cgiar.org

Timelines:

1. Advertisement	26th October 2026
2. Clarification submission deadline by vendors	5th November 2026
4. RFP Submission deadline	16th November 2026

Background

The International Livestock Research Institute (ILRI) is an international organization working for better lives and better planet through livestock. ILRI's mission emphasizes the interconnections between people, animals, and the environment, aiming to improve the lives of more than 300 million people in low- and middle-income countries through livestock science that supports equitable and resilient livestock systems, ultimately contributing to food systems transformation with climate and environmental benefits. This mission is delivered through two core strategic objectives: co-designing and deploying sustainable, science-based livestock solutions, and leveraging science to inform and influence policy and investment decisions.

ILRI is a member of the CGIAR, a global research alliance that works to transform food, land and water systems in a climate crisis and is the only CGIAR centre dedicated to addressing multiple development challenges through sustainable livestock solutions.

ILRI is preparing to implement an upcoming development programme that will require the recruitment of several leadership, program, technical and business support positions within defined timelines. The positions will include a Program Director; Country Leads for Ethiopia, Kenya and Senegal; Workstream Leads; and positions supporting key functions such as communications and knowledge management, finance, safeguards, monitoring, evaluation and learning, and other technical areas.

ILRI intends to engage a qualified recruitment firm to support the People and Culture team in filling these positions. The recruitment firm will strengthen candidate sourcing and support agreed recruitment stages, enabling multiple assignments to progress concurrently and within the required timelines. This engagement will complement ILRI's internal recruitment capacity, while ILRI retains responsibility for recruitment governance, final selection decisions, employment terms, approvals and appointments.

1. Assignment Scope and Objectives

1.1 Scope of Work

Roles and responsibilities: The recruitment firm will manage the activities expressly assigned under each call-off, including sourcing, screening, longlisting, agreed assessments, interview coordination, candidate communications during the assigned stages, approved due diligence and reporting. ILRI's People and Culture team will approve job descriptions, selection criteria, recruitment plans, advertisements, assessment methods and candidate communications; appoint and brief selection panels; make all shortlisting and final selection decisions; approve due diligence; determine employment terms; issue offers and employment contracts; and make appointments. The firm shall not make commitments on employment, remuneration or appointment on ILRI's behalf. Responsibility for candidate communication at each stage will be confirmed in the recruitment plan, and material decisions or exceptions require prior written ILRI approval.

The recruitment firm shall work under the direction of ILRI's People and Culture team and will undertake the following activities for the positions assigned to it. The precise activities for each position will be confirmed at the start of the assignment.

Recruitment Planning
Review the approved job descriptions, selection criteria, duty stations and recruitment timelines, and develop position-specific recruitment plans outlining the sourcing approach, key milestones, responsibilities and potential risks.

Advertisement and Candidate Sourcing
Prepare or refine advertisements using ILRI-approved templates and branding requirements, place them through agreed channels, and undertake targeted sourcing and headhunting for critical, specialist or hard-to-fill positions as authorised by ILRI.

Longlisting
Screen applications against the approved criteria and prepare longlists with candidate profiles to support panel shortlisting. Use technology-assisted screening where agreed and subject to ILRI approval, ensuring proper oversight, data-protection requirements and appropriate controls.
Interview and Selection Support
Support the development and administration of technical, competency-based and practical assessments; coordinate interview logistics; facilitate concurrent interview processes; prepare interview packs and panel documentation using ILRI-approved formats; compile assessment results; and submit complete recruitment reports to P&C at the conclusion of each assignment.

Due Diligence and Reporting
Maintain an up-to-date recruitment tracker and provide regular progress, candidate-pipeline and risk reports; conduct approved reference checks, qualification, employment and background checks; promptly escalate any discrepancies, conflicts of interest, safeguarding concerns or integrity risks; and submit a completion report for each position covering sourcing results, process outcomes and lessons learned.

1.2 Objective of the Assignment

The objective is to support ILRI to identify, assess and appoint suitably qualified candidates for an upcoming project within the agreed recruitment schedule, while maintaining quality, fairness, confidentiality, compliance and positive candidate experience.
The specific objectives are to:

- Provide additional capacity for multiple recruitment assignments to run concurrently;
- Broaden access to qualified candidates through targeted local, regional and specialist sourcing channels;
- Support efficient screening, longlisting, shortlisting and assessment using consistent, job-related criteria;
- Provide market insight and proactive search support for scarce or difficult-to-fill roles; and
- Provide accurate and timely recruitment updates, highlighting progress, emerging risks and decisions required from ILRI.

1.3 Deliverables

The recruitment firm shall provide the following deliverables for each assigned recruitment process. The specific deliverables and timelines may be adjusted based on the level, complexity and sourcing requirements of the position.

Deliverable	Minimum requirements	Indicative timelines
Recruitment and sourcing plan	A position-specific plan setting out the sourcing approach, advertising channels, key recruitment stages, responsibilities, timelines and anticipated risks.	Within 3 working days of receiving the approved job description
Recruitment advertisement	A draft advertisement prepared using the approved job description, selection criteria and ILRI requirements, together with recommendations on the most appropriate advertising channels.	Within 3 working days of receiving the approved assignment
Candidate pipeline update	An update on applications received, candidates identified through direct sourcing, effectiveness of the sourcing channels and any gaps or risks requiring action.	Within 5 working days of advertising or commencing the search
Longlist report	A list of candidates who meet the approved minimum criteria, supported by candidate profiles and a clear assessment against the requirements of the position for consideration by the selection panel.	Within 5 working days after the application deadline
Assessment materials and results	Approved technical, competency-based or practical assessment materials, candidate instructions, completed assessment records and consolidated results, where applicable.	In accordance with the agreed assessment schedule
Interview coordination and documentation	Confirmed candidate availability, interview schedules, candidate communication, interview packs, assessment forms and other panel documentation prepared using ILRI-approved formats.	Before the scheduled interviews and in accordance with the agreed plan
Due diligence reports	Completed reference, qualification, employment and other approved background checks, including documented findings, identified discrepancies and matters requiring ILRI's attention.	Within 3–5 working days of ILRI's request
Recruitment progress report	An up-to-date tracker showing the status of each position, completed and upcoming activities, candidate pipeline, emerging risks, delays and actions or decisions required from ILRI.	Updated weekly or as agreed
Recruitment completion report	A final report for each position summarising the sourcing activities, number and quality of applications, key process outcomes, due diligence status, records submitted and lessons for future recruitment.	Within 5 working days of completing the recruitment process

The timelines are indicative and shall be confirmed for each assignment. The recruitment firm must demonstrate the capacity to manage multiple recruitment processes concurrently while meeting the agreed quality and reporting requirements.

Progress will be reviewed against the agreed recruitment schedule, service levels and the following measures:

- Timely delivery of agreed recruitment milestones;
- Quality, relevance and diversity of candidate pools;
- Ability to manage multiple assignments concurrently;
- Responsiveness, accuracy and quality of communication;
- Compliance with ILRI policies, approved processes and instructions;
- Confidentiality, data protection and completeness of recruitment records;
- Candidate and hiring-manager experience; and
- Overall value for money.

1.4 Proposed timelines

Review the approved job descriptions, selection criteria, duty stations and recruitment timelines, and develop position-specific recruitment plans outlining the sourcing approach, key milestones, responsibilities and potential risks.

1.5 Confidentiality Data Protection and Ethical Requirements

- All candidate and institutional information must be treated as confidential and used only for the assignment.
- Personal data must be collected, stored, transferred, accessed and retained securely and in accordance with applicable law, ILRI requirements and the agreed data-processing arrangements.
- The recruitment firm will disclose actual or potential conflicts of interest and must not solicit ILRI staff for other clients during the assignment without prior written approval.
- The recruitment firm will uphold equal opportunity, non-discrimination, safeguarding and ethical recruitment requirements throughout the assignment.
- The recruitment firm and its subcontractors will not charge candidates any fee or request candidates' bank-account information as part of the recruitment process.
- All assignment-specific candidate reports, assessment records and recruitment outputs will be transferred to ILRI and handled in accordance with the contract and applicable data-protection requirements.

1.6 Ownership of Outputs

All reports, candidate profiles, assessment documentation, trackers and other outputs prepared specifically for ILRI under this assignment will remain the property of ILRI. The recruitment firm may not reuse, publish or disclose the outputs or ILRI information without prior written approval.

1.7 Duration, duty station and travel

Duration: 6 months, upon confirmation of the commencement date
Contracting arrangement: ILRI intends to establish a framework-type professional services contract for an initial period of six months, with an option to extend for up to a further six months subject to satisfactory performance, continued need, budget availability and written agreement. Recruitment assignments will be issued on an as-needed basis through written call-off instructions specifying the position, scope, deliverables, timetable and approved fees. The framework does not guarantee any minimum volume or value of assignments.
Duty station: ILRI's Nairobi campus, remote or other agreed locations as required.
Travel: No travel is anticipated unless specifically authorised in writing by ILRI.

1.8 Recruitment firm qualifications and experience requirements

- A legally registered recruitment or human resources consultancy firm with valid statutory and tax compliance documentation.
- At least five years of demonstrable experience delivering recruitment assignments of comparable scale and complexity.

- Proven experience recruiting scientific, development, programme, technical and business support roles, preferably for international research, development or non-profit organisations.
- Demonstrated capability to conduct targeted searches and reach candidates in Kenya, Africa and wider markets where required.
- Evidence of managing several recruitment assignments concurrently and within demanding timelines.
- A suitably qualified delivery team, including a lead recruiter and experienced recruitment consultants.
- Robust quality-assurance, information-security, confidentiality and personal-data protection arrangements.
- Demonstrated commitment to equal opportunity, safeguarding, ethical recruitment and no-fee recruitment practices.

Ability to use appropriate recruitment technology responsibly, with meaningful human oversight of all screening and selection output.

RFP Instructions

2.0 Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and ILRI, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.0 Contents of tender documents

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

4.0 Clarification of Documents

A prospective candidate making inquiries of the tender document may notify ILRI in writing or email at the entity's address indicated in the Invitation for tenders. ILRI will respond in writing to any request for clarification of the tender documents, which it receives no later than five (5) days prior to the deadline for the submission of tenders, prescribed by ILRI. Any email enquiry to ILRI by any bidder relating to this tender and ILRI' response thereof email of (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

ILRI shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

5.0 Amendment of documents

At any time prior to the deadline for submission of tenders, ILRI, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by email and such amendment will be binding on them.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, ILRI, at its discretion, may extend the deadline for the submission of tenders.

6.0 Tender Currencies

Prices shall be quoted in US Dollar (USD).

7.0 Taxes

ILRI is duty and VAT exempt. All the invoices supplied to ILRI will be less the applicable VAT. ILRI will issue the supplier with a VAT exemption certificate against each invoice.

8.0. Tenderers Eligibility and Qualifications.

The documentary evidence of the tenderer's qualifications and experience to perform the contract if its tender is accepted shall establish to ILRI's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

9.0. Format and Signing of Tender

The tender document shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

10.0. Deadline for Submission of Tenders

All proposal submissions must be received by **16th November 2026** to be deemed "received on time".

ILRI may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

11.0. Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by ILRI prior to the deadline prescribed for the submission of tenders.

No tender may be modified after the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

ILRI may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

ILRI shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

12.0. Clarification of tenders

To assist in the examination, evaluation and comparison of tenders ILRI may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

13.0. Award Criteria

ILRI will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

ILRI reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for its action. If the ILRI determines that none of the tenderers is responsive; it shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment by ILRI from participating in future procurement.

14.0. Official email address

Please send all email enquiries regarding this process to ILRIProcurementKenya@cgiar.org

15.0. Method of submission

The proposal is made up of two separate sections:

- Technical Proposal
- Financial Proposal

Proposal to be submitted on or before **16th November 2026** on the following emails (clearly separating the Technical and the Financial proposal:

Technical Proposal – ILRI-ReapTechnicalproposal@cgiar.org
Financial Proposal – ILRI-ReapFinancialproposal@cgiar.org

This is a closed tender email with a secure password that will only be accessed at the point of tender opening. The subject of the email should be **"Engagement of a Recruitment Firm".**

16.0. RFP Process timeline

ILRI will follow the timeline below for this RFP. Any changes to the timelines will be communicated to the tenderers.

Event	Responsible party	Dates
Send RFP	ILRI	
Last date for ILRI to respond to questions and/amend the RFP	ILRI	
Proposal submission deadline	Bidder	
RFP evaluation	ILRI	ILRI TO DETERMINE
Proposal presentation	LRI/selected bidder	ILRI TO DETERMINE
Negotiate agreement	ILRI/selected bidder	ILRI TO DETERMINE
Sign contract for service	ILRI/bidder	ILRI TO DETERMINE
Service commencement date	Selected Bidder	ILRI TO DETERMINE

Proposal format

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature. Responses to this RFP must consist of the following:

- Cover letter: with the name of the consultant/firm, contact details, and brief profile on the applicant firm.
- A technical proposal that addresses understanding of the TOR and the proposed methodologies for carrying out the work
- Workplan: A detailed program of the work to be undertaken, including a timeline explaining expected results and listing deliverables.
- Financial Proposal – Share cost breakdown in USD
- Certificate of Disclosure

17.0. Evaluation

Evaluation sequence: Proposals will be evaluated in the following stages: (1) administrative responsiveness and submission of all mandatory documents on a pass/fail basis; (2) detailed technical evaluation against the published criteria; (3) opening and evaluation of financial proposals only for bidders that achieve the minimum technical qualifying score; (4) arithmetic checks, correction of errors and assessment of price completeness and comparability; (5) due diligence, reference checks and, where required, presentations or clarifications; and (6) calculation of the final combined score and recommendation for award. A bidder that fails a mandatory requirement or the minimum technical qualifying score will not proceed to financial evaluation.

- **Mandatory Documents**
  a) Certificate of Incorporation/Certificate of Registration or equivalent
  b) Company profile
  c) Certificate of registration/ Accreditation with the relevant HR body
  d) Valid Tax compliance Certificate or Equivalent

- **Technical Proposal requirements**

- Recruitment firm profile, legal registration, organisational structure and relevant accreditations.
- Understanding of the assignment and a practical methodology for delivering the scope of work.
- Proposed work plan and approach for managing multiple recruitment streams concurrently.
- Candidate sourcing and headhunting strategy, including access to specialist and diverse talent markets.
- Quality-assurance, data-protection, confidentiality, safeguarding and conflict-of-interest controls.
- Names, roles and curricula vitae of the proposed personnel, including the lead recruiter.
- Evidence of at least three comparable assignments, including scope, volume, results and client references.
- Any assumptions, exclusions or dependencies that may affect delivery.

- **Financial Proposal Requirements**

Financial Evaluation - Bidders who pass the Technical Evaluation will have their financial proposals evaluated.

The proposal with the lowest evaluated price (Fm) will score 30%.

Other proposals will be scored using the formula:

Sf = 30% × (Fm / F)
Where:

- Sf = Your Financial Score
- Fm = Lowest priced financial proposal
- F = Your financial proposal

The contract shall be awarded to the vendor with the highest combined technical and financial score

18.0. Technical Evaluation criteria

Evaluation Criterion	Max Score	Scoring Methodology
1. Understanding and Proposed Methodology	**15**	Understanding of the assignment (3 points), recruitment methodology (4 points), work plan and concurrent delivery (4 points), and risk management and quality assurance (4 points). Each sub-criterion shall be scored at 0%, 25%, 50%, 75% or 100% of the available marks based on the completeness and adequacy of supporting evidence.
2. Relevant Recruitment Experience	**25**	Comparable recruitment assignments (8 points): 0 assignments = 0; 1 = 2; 2 = 4; 3 = 6; 4 or more = 8. High-volume recruitment assignments (6 points): 0 = 0; 1 = 2; 2 = 4; 3 or more = 6. Specialist/technical recruitment assignments (6 points): 0 = 0; 1 = 2; 2 = 4; 3 or more = 6. International/African recruitment assignments (5 points): 0 = 0; 1 = 1; 2 = 2; 3 = 3; 4 = 4; 5 or more = 5.
3. Sourcing Reach and Technology	**20**	Geographic sourcing coverage (6 points): verified target countries covered divided by the total target countries, multiplied by 6. Targeted candidate sourcing methods (5 points): 0 methods = 0; 1 = 1.25; 2 = 2.5; 3 = 3.75; 4 or more = 5. Recruitment technology (5 points): 1 point each for demonstrated applicant tracking, candidate database management, pipeline reporting, vacancy tracking and recruitment analytics. Responsible technology use (4 points): assessed at 0%, 25%, 50%, 75% or 100% of available marks based on documented safeguards for human oversight, bias prevention, access restrictions and automated screening.
4. Qualifications of Proposed Personnel	**25**	Account lead's relevant experience (8 points): less than 3 years = 0; 3–4 years = 2; 5–7 years = 4; 8–9 years = 6; 10 or more years = 8. Team's cumulative relevant experience (8 points): less than 5 person-years = 0; 5–9 = 2; 10–14 = 4; 15–19 = 6; 20 or more = 8. Personnel availability and capacity (5 points): scored proportionately at 0%, 25%, 50%, 75% or 100% based on verified availability against the required capacity. Complementary skills and role allocation (4 points): 0 = no defined functions; 1 = one function; 2 = two; 3 = three; 4 = all four functions covering sourcing, screening/shortlisting, specialist recruitment and account management/quality assurance.
5. Data Protection, Ethics and Safeguarding	**15**	Data protection and confidentiality (5 points); equal opportunity and non-discrimination (3 points); safeguarding and candidate protection (3 points); conflict-of-interest controls (2 points); and no-fee recruitment commitment (2 points). Each sub-criterion shall be scored at 0%, 25%, 50%, 75% or 100% of available marks based on documented evidence, except where a requirement is designated as mandatory pass/fail.
Total Technical Score	**100**	**Minimum qualifying score: 70 points (70%).**

19.0 Financial Evaluation Criteria

Bidders shall provide their proposed fees for the recruitment services outlined in the Terms of Reference. All rates shall be quoted in the same currency (USD) and on a consistent basis to facilitate comparison.

SECTION 1: PROFESSIONAL RECRUITMENT FEES

No.	Recruitment Service	Unit of Measurement	Estimated Quantity	Unit Rate	Total Amount
1	Recruitment of professional and technical staff	Per successful placement			
2	Recruitment of senior-level and leadership positions	Per successful placement			
3	Recruitment of specialist/scientific and research personnel	Per successful placement			
4	High-volume recruitment campaigns	Per campaign			
5	Executive search and headhunting	Per successful placement			
6	Recruitment of candidates across multiple African countries	Per successful placement			
7	Other recruitment services (specify)				
	Subtotal A: Professional Recruitment Fees				

SECTION 2: ADDITIONAL SERVICES AND OPTIONAL FEES

No.	Service	Unit	Unit Rate	Estimated Quantity	Total Amount
1	Psychometric and competency assessments	Per candidate			
2	Background and reference checks	Per candidate			
3	Credential and qualification verification	Per candidate			
4	Candidate testing and technical assessments	Per candidate			
5	Other optional services (specify)				
	Subtotal B: Additional Services				

SECTION 3: REIMBURSABLE EXPENSES

Bidders shall identify all anticipated reimbursable expenses. No expenses shall be payable unless approved in writing in advance by the contracting organisation.

No.	Expense Category	Unit	Estimated Quantity	Unit Rate	Total Amount
1	Candidate travel and accommodation	Per candidate/trip			
2	Advertising and vacancy publication	Per campaign			
3	Regional recruitment travel	Per trip			
4	Other reimbursable expenses (specify)	[Insert]			
	Subtotal C: Reimbursable Expenses				

SECTION 4: FINANCIAL SUMMARY

Description	Amount
Subtotal A: Professional Recruitment Fees	
Subtotal B: Additional Services	
Subtotal C: Reimbursable Expenses	
Subtotal Before Taxes	
Applicable taxes, including VAT, where applicable	
TOTAL FINANCIAL PROPOSAL	

Section 5 -Disclosure form and certification

For the firm to be able to provide the quality of services required and ensure there is no conflict of interest with the Center, please submit this form together with your proposal.

The information provided by you will be handled on a Strictly Confidential basis and is for the use of ILRI only.

This form must be fully completed. For those questions not applicable to your company, please fill in the blank with "N/A" or "NONE". Should the space provided after each question be insufficient please record the information on a separate typed page and attach to the original.

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 proposal/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.

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.

_____

_____

_____

CERTIFICATIONS

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

I. I, _____ , the Chairman/Director/ Managing Director of

_____ hereby agree to all Provisions and caveats governing the submission of our Offer.

II. 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 an agreement with ILRI 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).

III. 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.

IV. 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: _____