Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

REQUEST FOR QUOTATIONS

Consultancy Services, Communications, Interpretation, Equipment and Supplies

Securing Safe Migration Pathways and Youth Employment in ECOWAS Countries: Ghana, Nigeria and Benin

Procuring entity	African Regional Organisation of the International Trade Union Confederation (ITUC-Africa)
Issued by	ITUC-Africa Internal Procurement Committee (IPC)
Funding partner	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Agreement number	5200003704
RFQ reference	ITUC-AFRICA/IPC/GIZ-ECOWAS/2026/001
Closing date	20 September 2026
Submission address	info@ituc-africa.org copy alrei@ituc-africa.org

1. Invitation to Quote

The African Regional Organisation of the International Trade Union Confederation (ITUC-Africa) invites eligible and capable suppliers, consultants and service providers to submit quotations for the consultancy, interpretation, translation, communications, equipment, furniture and supply requirements described in this document. The requirements support the project "Securing Safe Migration Pathways and Youth Employment in ECOWAS Countries: Ghana, Nigeria and Benin," funded by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH under Agreement No. 5200003704. The procurement will be managed by the ITUC-Africa Internal Procurement Committee (IPC).

The purpose of this solicitation is to obtain competitive quotations and establish one or more contracts or framework arrangements for the lots listed below. A provider may submit for any single lot, several lots, or all lots for which it is qualified.

1.1 Procurement principles

ITUC-Africa will conduct this procurement in a manner consistent with fairness, transparency, integrity, proportionality, open competition, equal treatment, accountability, sustainability and value for money. All providers will receive the same material information. Evaluation and award decisions will be documented by the IPC and based only on the published requirements, verified capacity, technical quality, commercial reasonableness and the interests of the project.

2. Project and Delivery Context

- Project countries: Ghana, Nigeria and Benin; some regional activities and procurement may be coordinated from Lomé, Togo.
- Implementation period stated in the agreement: 1 August 2026 to 28 February 2027.
- Working languages include English and French, with selected assignments requiring Hausa, Twi, Ewe and Pidgin English.
- Services and supplies must support labour migration governance, youth employment, platform work, advocacy, capacity building and stakeholder engagement.

3. Procurement Lots and Detailed Requirements

Providers should use the lot reference in the subject line and on every pricing schedule. The requirements below establish the minimum quotation basis. ITUC-Africa may issue a final term of reference, bill of quantities, purchase order or call-off request with confirmed dates, quantities, locations and acceptance criteria before award or ordering.

Lot 1: Interpretation & translation

A1	English/French interpretation for multi-country physical workshops, including interpretation equipment hire.
Scope	Interpretation at multi-country, in-person project workshops and technical meetings, normally between English and French. The provider must supply the interpreters and all equipment needed for the agreed format and room configuration.
Expected deliverables	Assignment plan; interpreter roster and profiles; interpretation equipment plan; pre-event terminology preparation; tested and operational equipment; onsite interpretation; technician support; hybrid meeting capabilities, and a short service-completion report.
Minimum capacity	At least three years of relevant conference-interpretation experience; qualified English/French interpreters; proven delivery at regional or multi-country events; reliable booths/receivers/transmitters and backup equipment; and capacity to mobilise in project countries or Togo.
Quotation basis	Provide qualified interpreters, complete simultaneous/consecutive interpretation equipment as required, technicians, setup/testing and onsite support. Price per interpreter/day and equipment/day/event.

A2	English/French interpretation for online meetings.
Scope	Remote English/French interpretation for project webinars, consultations, validation sessions and coordination meetings using the online platform specified by ITUC-Africa.
Expected deliverables	Interpreter roster; platform and channel configuration; technical rehearsal; live simultaneous interpretation; technical support during the session; and, when requested, participation statistics or a service report.
Minimum capacity	Demonstrated remote simultaneous/consecutive interpretation experience; stable connectivity and professional audio setup; familiarity with Zoom, Teams or equivalent platforms; backup interpreter/connection arrangements; and strict confidentiality.

Quotation basis	Provide remote simultaneous or consecutive interpretation, platform compatibility, technical rehearsal and qualified interpreters. Price per hour, half-day and full day.

Lot 2: Communications & media

B1	**Development of information toolkits and campaigns on platform work and labour migration.**
Scope	Research, content development and campaign packaging for accessible information toolkits on safe labour migration, migrant-worker rights, youth employment and decent work in the platform economy.
Expected deliverables	Inception note and audience map; content outline; draft toolkit(s); campaign concept and message matrix; stakeholder review version; final edited toolkit(s); campaign implementation pack; and editable source files.
Minimum capacity	Relevant labour/migration or social-justice communications experience; strong research and plain-language writing; inclusive and youth-sensitive design approach; English/French capacity; and at least two comparable assignments.
Quotation basis	Concept development, audience adaptation, copywriting, design-ready content, stakeholder review and final editable/source files.

B2	**Production of video and radio spots for awareness and education campaigns targeting 10,000 people across Ghana, Nigeria and Benin.**
Scope	End-to-end production of short video and radio materials for public-awareness and education campaigns across Ghana, Nigeria and Benin, designed to contribute to an overall campaign reach of at least 10,000 people.
Expected deliverables	Creative treatment; scripts/storyboards; approved production schedule; recorded footage/audio; edited draft masters; subtitles, captions or voice-overs as agreed; final broadcast/social-media formats; consent records; and editable/archive masters.
Minimum capacity	Professional production team and equipment; multilingual production capacity or partners; experience in rights-based public campaigns; safeguarding and informed-consent procedures; music/image licensing; and evidence of comparable work.
Quotation basis	Creative concept, scripts, production, editing, subtitles/voice-over where required, broadcast-ready masters and usage rights. Quote by spot and format.

B3	**Engagement of social media influencers/content creators.**
Scope	Engagement of credible social-media influencers or content creators to adapt and disseminate approved project messages to relevant youth, worker and migration audiences.
Expected deliverables	Audience and channel profile; proposed content calendar; approved content concepts; production and posting of agreed content; platform analytics; evidence of publication; and final performance report.
Minimum capacity	Authentic, verifiable audience in the project location (s); strong engagement quality; no material reputational conflicts; compliance with platform rules and sponsored-content disclosure; ability to protect participants and avoid harmful migration messaging; and willingness to use ITUC-Africa-approved messages.
Quotation basis	Audience profile, proposed channels, content plan, production/posting, safeguarding, disclosure of sponsored content and performance reporting.

B4	**Prime-time radio and television advertising in Ghana, Nigeria and Benin.**
Scope	Purchase and management of prime-time radio and television advertising placements for approved campaign messages in Ghana, Nigeria and Benin.
Expected deliverables	Media plan by country and outlet; verified rate cards; insertion/broadcast schedule; placement of approved spots; proof-of-broadcast logs or certificates; audience/reach data where available; and post-campaign report.

Minimum capacity	Authorised media house, broadcaster or buying agency; demonstrable access to relevant outlets; transparent rate and discount structure; credible audience information; capacity to monitor placements; remote audience reach, and compliance with national broadcasting rules.
Quotation basis	Station/channel, market reach, time band, insertion schedule, rate card/discount, proof of broadcast and post-campaign report.

B5	**Printing of visibility, communications and advocacy materials, including billboards, roll-up banners and flyers.**
Scope	Design adaptation, proofing, production and delivery/installation of printed visibility, communications and advocacy materials, including billboards, roll-up banners and flyers.
Expected deliverables	Material and size schedule; print proofs; approved samples where requested; completed print quantities; billboard production/installation where ordered; delivery notes; and replacement of defective items.
Minimum capacity	Commercial printing capacity; colour and finishing quality controls; experience with outdoor and event materials; ability to meet brand guidelines, including those of ethe funder; environmentally responsible material options; and delivery capacity in the stated locations.
Quotation basis	Quote unit rates by size, material, colour specification and quantity band; include proofs, production lead time, delivery/installation and durability.

B6	**Professional report development, design and translation for regional activities.**
Scope	Professional editing, report development, graphic design, layout and translation support for regional project reports, meeting outputs and knowledge products.
Expected deliverables	Editorial plan; edited manuscript; designed draft; tables/figures or infographics as agreed; translated and proofread versions; final accessible/print-ready PDF; and packaged editable source files.
Minimum capacity	Professional editing and publication-design experience; English/French competence; ability to handle technical labour and migration content; accessible-document practices; licensed design software; and two relevant publication samples.
Quotation basis	Editing, layout/design, infographics where requested, translation, proofreading and supply of print-ready PDF plus editable source files.

Lot 3: Consultancy & knowledge products

C1	**Multilingual translation of toolkits and information materials into English/French, Hausa, Twi, Ewe and Pidgin English.**
Scope	Translation, localisation, editing and proofreading of project toolkits and information materials among English, French, Hausa, Twi, Ewe and Pidgin English. Providers may quote only for language pairs they can competently deliver.
Expected deliverables	Translated draft; terminology list/glossary; independent proofreading or quality review; corrections following ITUC-Africa review; final clean files preserving the source formatting; and translator certification where requested.
Minimum capacity	Native or near-native target-language competence; at least three years of professional translation experience; subject knowledge in labour, migration or rights; documented quality assurance; confidentiality; and capacity to work with editable document formats.
Quotation basis	Native-language translators, terminology management, proofreading/quality assurance, page/word rates and turnaround times. State language pairs offered.

C2	**Development, review and proposal of Bilateral Labour Migration Agreements (BLMAs) to secure migrant rights in Ghana, Nigeria and Benin.**

Scope	Legal and policy consultancy to analyse existing Bilateral Labour Migration Agreements and propose stronger rights-based models or provisions for Ghana, Nigeria and Benin.
Expected deliverables	Inception report and methodology; legal/policy mapping; comparative review of selected BLMAs; consultation instruments and records; gap analysis; proposed model clauses or agreement framework; validation presentation; and final report with implementable recommendations.
Minimum capacity	Postgraduate qualification in law, labour studies, migration, public policy or a related field; at least seven years of relevant experience; demonstrated BLMA or labour-migration expertise; knowledge of ECOWAS, ILO and human-rights standards; and strong English/French analytical writing.
Quotation basis	Legal/policy desk review, consultations, comparative analysis, model clauses/recommendations, validation and final report. Provide methodology, team and work plan.

C3	**Development of a regional platform workers regulatory framework.**
Scope	Consultancy to develop a regional regulatory framework for decent work and worker protection in the platform economy, reflecting African and international labour standards with specific reference to Convention 193
Expected deliverables	Inception report; regulatory and evidence review; stakeholder map and consultation tools; comparative analysis; draft regional framework; validation workshop presentation/materials; revised final framework; and implementation/advocacy roadmap.
Minimum capacity	Advanced qualification in labour law, economics, industrial relations, digital policy or a related field; at least five years of policy experience; proven platform-work expertise; stakeholder-facilitation capacity; knowledge of trade-union priorities; and strong drafting skills.
Quotation basis	Legal and policy analysis, stakeholder consultation, draft framework, validation support and final framework with implementation recommendations.

C4	**Production of three policy briefs on labour migration and platform work.**
Scope	Research, drafting and publication preparation of three concise policy briefs on agreed aspects of labour migration and platform work for policy influence and advocacy.
Expected deliverables	Three approved outlines; evidence and source notes; first drafts; stakeholder-review versions; three final policy briefs with executive messages and actionable recommendations; and presentation slides or talking points if requested.
Minimum capacity	At least five years of policy research/writing experience; relevant thematic expertise; ability to translate evidence into concise recommendations; sound referencing and factchecking; and samples of published policy briefs.
Quotation basis	Research synthesis, policy analysis, drafting, review, concise recommendations and publication-ready briefs. Quote for all three and per brief.

C5	**End-of-project evaluation.**
Scope	Independent end-of-project evaluation covering relevance, coherence, effectiveness, efficiency, impact indications and sustainability, together with cross-cutting issues such as gender, youth inclusion and rights-based participation.
Expected deliverables	Inception report and evaluation matrix; data-collection tools; document review; stakeholder interviews or surveys; preliminary findings presentation; draft evaluation report; validation/debrief; final report; executive summary; recommendations matrix; and anonymised data/records as agreed.
Minimum capacity	Lead evaluator with an advanced relevant qualification and at least seven years of evaluation experience; independence from project implementation; mixed-methods competence; experience with regional labour/migration programmes; ethical data handling; and English/French capability within the team.
Quotation basis	Evaluation design, document review, data collection, analysis, validation/debrief and final report. Demonstrate independence, relevant experience and availability.

Lot 4: Equipment, furniture & supplies

E1	IT equipment: 1 laptop, 1 desktop for the Migration Desk, 4 smartphones for hotlines and 1 heavy-duty printer.
Scope	Supply, delivery, setup and warranty support for one laptop for the Project Officer, one desktop computer for the Migration Desk, four smartphones for hotlines and one heavy-duty office printer.
Expected deliverables	Item-by-item technical offer; delivery of new and genuine equipment; operating-system and basic setup; accessories and power adapters; serial-numbered delivery note; inspection/acceptance support; warranty certificates; user manuals; and after-sales contact.
Minimum capacity	Authorised dealer or verifiable supply chain; equipment must be new, current and fit for sustained office use; genuine, licensed software; minimum one-year warranty unless a longer manufacturer warranty applies; local or regional support; and disclosure of make, model, origin and lead time.
Quotation basis	State make/model and full technical specifications, operating system, accessories, warranty, after-sales support, delivery time and country of origin. Equivalent or better offers may be proposed.

E2	Office furniture: desks and chairs.
Scope	Supply, delivery and assembly of durable office desks and ergonomic chairs suitable for daily project-office use.
Expected deliverables	Product catalogue/specification; approved model or sample where requested; delivered and assembled furniture; delivery note; defect inspection and replacement; care instructions; and warranty.
Minimum capacity	Established furniture supplier or manufacturer; robust commercial-grade construction; ergonomic chair adjustment and lumbar support; safe finishes; spare/repair support where available; and capacity to deliver to the specified office.
Quotation basis	Provide dimensions, materials, ergonomic features, finish, warranty, assembly and delivery. Quote unit prices and available models.

4. General Requirements

4.1 Eligibility and capacity

- Legal registration and authority to trade or practise in the relevant jurisdiction.
- Tax registration and current tax-compliance evidence, where applicable.
- Relevant licences, professional certifications or regulatory approvals for the offered lot.
- Demonstrated experience on comparable assignments, supported by at least two client references or completion certificates.
- Adequate personnel, equipment, financial capacity and availability to deliver within the project period.
- Disclosure of ownership, controlling interests, related parties and any actual, potential or perceived conflict of interest relevant to ITUC-Africa, GIZ or the project.
- No final conviction or substantiated finding for fraud, corruption, bribery, money laundering, terrorist financing, trafficking, exploitation, serious professional misconduct or comparable prohibited conduct.
- The provider, its controlling persons and proposed key personnel must not be subject to applicable sanctions or debarment that would make award unlawful or expose ITUC-Africa or GIZ to material compliance risk.
- Commitment to non-discrimination, human rights, international labour standards, safeguarding and applicable data-protection requirements.

4.2 Commercial requirements

- Prices must be clear, itemised and within normal market ranges. State the currency and whether prices are fixed or subject to stated conditions.
- Show net price, taxes/VAT, import duties, delivery, installation and total price separately. Import duties must be separately identifiable.
- State quotation validity; ITUC-Africa requests at least 60 calendar days from the closing date.
- State payment terms. ITUC-Africa will not accept unexplained or excessive advance-payment requirements.
- State delivery or mobilisation lead time, locations covered, warranty/guarantee and after-sales support.
- Any discount offered to ITUC-Africa must be shown clearly.
- For recurring or call-off services, provide unit rates and the period for which the rate card remains valid.

4.3 Sustainability and responsible procurement

In line with the grant agreement, ITUC-Africa will appropriately consider relevant sustainability standards. Providers should describe practical measures on environmental performance, energy efficiency, waste reduction, responsible sourcing, labour conditions, accessibility and inclusion. Equipment and materials must be used in compliance with applicable law and respect for human rights and non-discrimination.

5. Mandatory Quotation Contents

- Completed Supplier Information and Declaration Form (Annex A).
- Completed Lot Selection and Price Schedule (Annex B), or an equivalent quotation containing all requested fields.
- Technical response explaining the offered goods/services, specifications or methodology, personnel and delivery plan.
- Company profile and copies of registration, tax and relevant licence documents.
- Evidence of comparable experience and contactable references.
- For consultants: CVs of key experts, methodology, work plan and financial proposal.
- For equipment/supplies: brochures or data sheets, make/model, warranty, delivery lead time and after-sales arrangements.
- Signed conflict-of-interest and integrity declaration.

6. Submission Instructions

Method	Email one searchable PDF application/quotation, together with all supporting documents, to info@ituc-africa.org copy alrei@ituc-africa.org
Subject line	APPLICATION/QUOTATION - [LOT REFERENCE(S)] - [PROVIDER NAME]
Deadline	All applications and quotations must be received no later than 20 September 2026. Late submissions may be rejected.
Clarifications	Send clarification questions to info@ituc-africa.org as early as possible and at least three working days before the closing date. Responses may be shared with all interested providers without identifying the questioner.
Language	English or French. A translation may be requested for supporting documents in another language.
Quotation validity	Minimum 60 calendar days from 20 September 2026.
Format	Technical and financial information should be clearly separated. All forms and financial schedules must be signed by an authorised representative.

7. Evaluation and Award

The IPC will evaluate quotations by lot. ITUC-Africa may conduct due diligence, request clarifications, verify references, negotiate non-material commercial terms, or invite shortlisted providers to submit a best and final offer. Evaluation will consider:

- Responsiveness and completeness of the quotation.
- Eligibility, relevant experience and demonstrated delivery capacity.
- Technical quality, compliance with specifications or appropriateness of methodology.
- Delivery time, availability, warranty, support and geographic coverage.
- Price reasonableness and overall value for money, including taxes and lifecycle costs.
- Sustainability, inclusion, safeguarding and responsible business practices.

Award will not necessarily be made to the lowest-priced offer. It will be made to the responsive provider offering the best overall value for the relevant lot, subject to available funding, verification and IPC approval.

8. Rights Reserved by ITUC-Africa

- Accept or reject any quotation, wholly or partly, without incurring liability to providers.
- Cancel, amend, split, combine or reissue any lot; where justified and consistent with procurement requirements.
- Award one lot to more than one provider, or several lots to one provider.
- Establish a framework/rate-card arrangement without guaranteeing minimum expenditure.
- Request samples, demonstrations, site visits, interviews, references or proof of licences.
- Correct obvious arithmetic errors after notifying the provider.
- Require a written contract, purchase order, terms of reference, service-level agreement or delivery acceptance before payment.

9. Contractual and Compliance Conditions

- Procurements must be used exclusively for the project and prices, and payment terms must remain within normal market ranges.
- The selected provider acts as an independent contractor. Nothing in an award creates employment, agency, partnership, diplomatic status or authority to bind or represent ITUC-Africa or GIZ.
- Providers must retain complete financial and performance records-including invoices, delivery notes, timesheets, attendance records, broadcast proofs, acceptance records and supporting source documents-for the period stated in the final contract and make them available for authorised review or audit by ITUC-Africa, GIZ or their authorised auditors.
- ITUC-Africa may require sector-customary insurance, warranties, guarantees or performance security where appropriate.
- Subcontracting requires prior written disclosure and approval; the main provider remains fully responsible for performance, integrity, confidentiality, data protection and safeguarding throughout its supply chain.
- All intellectual property and usage rights will be addressed in the final contract. Editable/source files and rights for project use may be required for communications and knowledge products.
- Confidential, personal and project data must be protected through proportionate technical and organisational controls, used only for the agreed purpose, shared only on a need-to-know basis and securely returned or destroyed when instructed.
- The names, emblems, logos, photographs or public association of ITUC-Africa, GIZ or the project may not be used in advertising, publicity, social media, portfolio materials or public statements without prior written approval.
- Providers shall promptly disclose suspected fraud, bribery, conflicts of interest, sanctions concerns, safeguarding incidents, data breaches or other serious misconduct connected with the procurement or contract.
- Any attempted influence on the IPC, false declaration, undisclosed conflict of interest, prohibited practice or obstruction of an authorised review may lead to disqualification, suspension, termination, recovery of funds or referral to competent authorities.

10. Safeguarding Requirements for All Providers

ITUC-Africa is committed to ensuring that its programmes, personnel, partners and contracted providers do not cause harm to children, young people, adults at risk, workers, migrants, community members or any other person reached through the project. The following requirements apply to every consultant, supplier, firm, media partner, content creator and subcontractor engaged under this RFQ, whether the assignment involves direct contact with project participants or not.

10.1 Zero-tolerance standards

- The provider shall prevent and prohibit sexual exploitation, sexual abuse, sexual harassment, physical or emotional abuse, neglect, trafficking, forced labour, intimidation, bullying, discrimination and any other abuse of power or position.
- Sexual activity with a person under 18 years is prohibited regardless of the local age of consent or any mistaken belief about age.
- The exchange or attempted exchange of money, employment, goods, services, assistance, contracts, opportunities or preferential treatment for sex, sexual acts or exploitative relationships is prohibited.
- Personnel shall not pursue or maintain relationships with project participants where unequal power, dependency or vulnerability could compromise consent, dignity, safety or the integrity of the project.
- Retaliation, victimisation, threats or adverse treatment against a person who raises a concern, makes a report or participates in an inquiry are prohibited.

10.2 Provider duties

- Adopt and enforce a code of conduct consistent with this clause and ensure that all personnel and approved subcontractors understand and sign it before deployment.
- Use safe recruitment and deployment practices, including proportionate identity, reference, qualification and background checks for personnel whose work involves access to children, adults at risk, personal data, hotlines, interviews, images, testimonies or communities.
- Provide safeguarding orientation appropriate to the assignment and maintain supervision, risk controls and clear behavioural boundaries throughout delivery.
- Obtain informed, voluntary and documented consent before collecting or using a person's name, story, voice, image, video, personal information or testimony. Additional consent from a parent or lawful guardian is required where applicable for a child, without replacing the child's assent.
- Apply the principles of dignity, do-no-harm, confidentiality, data minimisation and secure storage. Public communications must not expose individuals to stigma, retaliation, trafficking, discrimination or other foreseeable harm.
- Make reasonable accommodations and ensure non-discriminatory access for women, young people, persons with disabilities, migrants and other potentially marginalised groups.

10.3 Reporting and response

- Immediately report any safeguarding allegation, concern, suspicion, disclosure or incident connected with the assignment through the safeguarding contact or reporting channel designated by ITUC-Africa at contract stage.

Where there is imminent danger, the provider must first take lawful and proportionate action to protect life and safety.

- Do not investigate allegations independently, confront an alleged perpetrator, promise absolute secrecy or disclose identifying information beyond those who need it for a safe and authorised response.
- Preserve relevant information securely and cooperate fully with ITUC-Africa's survivor-centred response, referral, risk-management and investigation procedures, while respecting applicable law and the wishes, safety and privacy of affected persons.
- Ensure that a person who reports or is affected by a concern is treated respectfully, is not blamed, and is protected from retaliation. Reporting in good faith shall not result in punitive action against the reporter.

10.4 Accountability

The provider remains responsible for safeguarding compliance by its owners, employees, consultants, agents, volunteers and approved subcontractors. These obligations must be incorporated into every relevant subcontract. A safeguarding breach, failure to report, interference with a response, retaliation or inadequate corrective action may result in suspension of activities, removal of personnel, withholding of payment, termination, disqualification from future procurement, referral to competent authorities or notification of the funding partner, subject to applicable law and contractual procedures. The provider must also comply with ITUC-Africa safeguarding policies and any applicable GIZ requirements supplied with the final contract.

Annex A - Supplier Information and Declaration

Legal name	
Trading name (if different)	
Registration number / country	
Tax number	
Physical address	
Contact person / title	
Email / telephone	
Website	
Lots quoted	
Bank account country	
Years in operation	
Authorised signatory	

Declaration

I/We certify that the information and documents submitted are true and complete; the provider is eligible and authorised to perform the offered work; the quotation has been prepared independently; and all actual, potential or perceived conflicts of interest have been disclosed. I/We confirm that, to the best of our knowledge after reasonable checks, the provider and its controlling persons are not subject to an applicable sanction or debarment that would prevent award. I/We undertake not to engage in fraud, bribery, corruption, collusion, coercion, obstruction, exploitation, abuse, harassment, retaliation, discrimination, money laundering or terrorist financing. I/We have read and accept the safeguarding requirements in Section 10 and agree to apply them to all personnel, agents and subcontractors engaged in any resulting assignment, together with applicable laws, ITUC-Africa policies and the final contract.

Name and title	**Signature**
Date	**Company stamp (if used)**
Conflict to disclose (if any)	**Proposed mitigation**