

## Section III: Returnable Bidding Forms

### eSourcing reference: RFQ/2025/56814

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

### Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of** [Insert a brief description of goods/services] **in** [Name of country/city], RFQ Case No. [Insert RFQ ref number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS [If you have any actual or potential conflict of interest as defined in Article 3 of Section I: Instructions to Bidders, please disclose it here];;
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

## Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: insert RFQ reference No.

Currency	Insert currency
----------	-----------------

### Cost breakdown per deliverable/output

No	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of Inception Report	30%	<span style="background-color: yellow;">insert</span>
2.	The final report is submitted to the JPF	50%	<span style="background-color: yellow;">insert</span>
3.	Acceptance of the Final Report by the JPF FB	20%	<span style="background-color: yellow;">insert</span>
	<b>Total Amount</b>	100%	<span style="background-color: yellow;">insert</span>

### Cost breakdown per component

Cost component	Qty.	No. of Personnel	Remuneration per Unit	Total Rate for the Period
Team Leader	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
Team Member (s) <span style="background-color: yellow;">(add more rows if required)</span>	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
<b>Sub-total personnel costs</b>				<span style="background-color: yellow;">insert</span>
Travel, accommodation and meals cost	<span style="background-color: yellow;">insert</span>		<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
Communications, if applicable	<span style="background-color: yellow;">insert</span>		<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
Printing, if applicable	<span style="background-color: yellow;">insert</span>		<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
Other costs (provide details)	<span style="background-color: yellow;">insert</span>		<span style="background-color: yellow;">insert</span>	<span style="background-color: yellow;">insert</span>
<b>Sub-total other expenses</b>				<span style="background-color: yellow;">insert</span>
<b>Total financial proposal (<span style="background-color: yellow;">Insert Currency</span>)</b>				<span style="background-color: yellow;">insert</span>

Payment terms 30 days accepted: ☐ Yes

**Bidder's discount for accelerated payment:**        % of total firm price for each calendar day less than thirty (30) days

### List of subcontractors or suppliers

Bidders must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors] \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [insert full name of Bidder] to sign this quotation and bind [insert full name of Bidder] should UNOPS accept this quotation:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

### Technical specifications for services – Comparative Data Table:

No	UNOPS Requirements	Is Quotation compliant? Bidder to complete	Details of services offered. Bidder to complete
<b>Section 1: Qualifications of the Bidder</b>			
<b>1.1</b>	Proven experience and qualifications of the contracting firm to undertake the assignment. Relevant experience working in Myanmar and any relevant technical/research experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>1.2</b>	The service provider shall have at least three (3) years experience in project and programme evaluation and reporting.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>1.3</b>	Excellent English language communication skills and English report writing skills (required), Burmese language skills are essential. Other relevant language skills would be an asset on the team.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>

<b>Section 2: Technical approach and capacity of the submitting bidder</b>		<b>Is Quotation compliant? Bidder to complete</b>	<b>Details of services offered. Bidder to complete</b>
<b>2.1</b>	Does the proposal address the proposed objectives of the TOR?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>

<b>2.2</b>	Is the proposed methodology relevant to the requirement in the TOR?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>2.3</b>	Is a work plan with a detailed schedule of key tasks/deliverables and time frames provided, and does it fit with the requirements? The service provider shall provide a work plan with a detailed schedule of major tasks and timeframes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>

<b>Section 3: Qualifications of Proposed Personnel - Proven experience and qualifications of the proposed team to undertake the assignment</b>		<b>Is Quotation compliant? Bidder to complete</b>	<b>Details of services offered. Bidder to complete</b>
<b>3.1</b>	Is the consultant(s) qualified to deliver as per Section 2: Schedule of Requirement? [For each of the proposed personnel, attach his/her CV using the format in Form E: Format for Resume of Proposed Key Personnel.]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>

<b>3.2</b>	<p>Does the team structure fit the project requirements?</p> <ol style="list-style-type: none"> <li>Proposed team members and structure with justifications</li> <li>Staff schedule (A Staff schedule details how many days a team member works, and on which deliverable and at what time)</li> </ol> <p>Insert response as per the following sample table and attach</p> <table border="1" data-bbox="248 568 981 1240"> <thead> <tr> <th data-bbox="248 568 437 808">Name and nationality</th><th data-bbox="437 568 619 808">Position to be Assumed in this Contract</th><th data-bbox="619 568 981 808">Requirements as per Terms of reference</th></tr> </thead> <tbody> <tr> <td data-bbox="248 808 437 972">[Insert]</td><td data-bbox="437 808 619 972">[Insert]</td><td data-bbox="619 808 981 972">Copy the requirements in TOR.</td></tr> <tr> <td data-bbox="248 972 437 1106">[Insert]</td><td data-bbox="437 972 619 1106">[Insert]</td><td data-bbox="619 972 981 1106"></td></tr> <tr> <td data-bbox="248 1106 437 1240">[Insert]</td><td data-bbox="437 1106 619 1240">[Insert]</td><td data-bbox="619 1106 981 1240"></td></tr> </tbody> </table>	Name and nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference	[Insert]	[Insert]	Copy the requirements in TOR.	[Insert]	[Insert]		[Insert]	[Insert]		<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
Name and nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference													
[Insert]	[Insert]	Copy the requirements in TOR.													
[Insert]	[Insert]														
[Insert]	[Insert]														
<b>3.3</b>	<p>Staff schedule is aligned with the implementation plan and the methodology proposed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>												
<b>3.4</b>	<p>The Review will be carried out by a gender-balanced team of external consultants, led by a well-qualified Team Leader. The Team will have:</p> <ul style="list-style-type: none"> <li>Ten years international evaluation experience, with demonstrated experience of reviewing and evaluating complex conflict transformation and peacebuilding programmes and processes.</li> <li>Familiarity with multi-donor funds in conflict transformation, peacebuilding and transitional contexts (required, especially for the team leader).</li> <li>Demonstrable experience and expertise in the Myanmar context, including a knowledge of the evolving context, of the peacebuilding and conflict transformation</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>												

	work and actors, a good understanding of the stakeholder environment and knowledge of the complexities. The Team Leader should have at least 5 years experience in the Myanmar context, with a focus on peacebuilding, conflict management or other relevant thematic experience.		
<b>3.5</b>	Previous experience and demonstrable expertise in and knowledge of women peace and security issues, and in evaluating gender and inclusion in conflict transformation or peacebuilding programming.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>3.6</b>	Demonstrable experience in robust evaluation methodologies and processes, including familiarity with logical frameworks, theories of change, and results-based management (required, especially for the team leader).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>3.7</b>	Familiarity with UN operating modalities (required), knowledge of UNOPS processes would be preferred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>3.8</b>	Excellent English language communication skills and English report writing skills (required), Burmese language skills are essential. Other relevant language skills would be an asset on the team.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>
<b>3.9</b>	The service provider shall work in close cooperation with the Fund Board and Fund Board Working Group at all stages of the process.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[Attach detailed response]</b>



### Sustainability Requirements

UNOPS Requirement		Is Bid compliant? Bidder to complete	Details Bidder to complete
Sustainability considerations	<p>Bidder's Gender Action Plan: The Bidder shall provide a clear statement and supporting documentation that outlines how gender is mainstreamed internally in the Bidder's firm/organisation. This should include the firm/organisation's current or future plans/activities with regards to: gender diversity in the recruitment process, equal pay, equal opportunities between men and women, prevention of sexual exploitation and abuse or any form of discrimination, paid parental leave policies for men and women.</p> <p><b>OR</b></p> <p>The Bidder shall submit any of the following ;</p> <ul style="list-style-type: none"> <li>• Organisation sustainability policy on gender mainstreaming</li> <li>• Statement/Commitment letter how gender is mainstreamed internally.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Provide supporting document for compliance</b>
	<p><i>UNOPS is piloting a new initiative around the prevention of sexual exploitation and abuse (PSEA) through our procurement. We will offer support to our vendors that would like to participate in a free of charge sustainability assessment and corrective action planning programme. By joining, it will offer you a range of different applications designed to enhance risk management, contract management and sustainability initiatives. If you would like to join, respond to the DRiVE questionnaire. The answers provided may prompt requests for clarification and verification based on UNOPS' assessment, and depending on the additional information UNOPS receives from the clarification/verification, we may follow up with additional actions to be taken during</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<i>the contract period.</i>		
--	-----------------------------	--	--

**The bidder is required to attach the detailed responses/ proposal under the document checklist to be demonstrated for the above requirement in section 1,2 & 3.**

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

---



---



---



---

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

If subcontracting is anticipated in the performance by the contractor, Procurement Official should insert the following:

List of subcontractors or suppliers

Bidders must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

(A) \_[Full legal name and address of subcontractors]\_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form D: Previous Experience Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form E: Format for Resume of Proposed Key Personnel

RFQ reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

<b>Position</b>	[Insert]
<b>Name of Personnel</b>	[Insert] Mr/Ms.
<b>Title</b>	[Insert]
<b>Years with firm</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarise college/university and other specialised education of personnel members, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>• Name of institution: [Insert]</li> <li>• Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
<b>References</b>	[Provide names, addresses, phone and email contact information for two (2) references] Reference 1: Reference 2:

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

\_\_\_\_\_  
Signature of Personnel (individual) or firm representative

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Bidder Information Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Name of the Bidder's Firm	
Location and address of the office	
Phone numbers	
If the bidder is the sole proprietor or a partnership firm or a company?	
the bidder registered/incorporated under the laws of the country? ( provide details of registration)	
Name of the Owner/proprietor/ directors of the Firm/company	
Contact persons during evaluation and their email IDs	
UNGM registration number	



## Form G: Self Disclosure Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Ref	Critical area	Response	Comments
1	Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgment or pending legal action against them, which could impair operations in the foreseeable future;	Select	[If the response is 'Yes', provide an explanation here.]
2	Has the entity or individual been found (or is awaiting a judgment or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions?	Select	[If the response is 'Yes', provide an explanation here.]
3	Has the entity or individual been found (or is awaiting a judgment or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong?	Select	[If the response is 'Yes', provide an explanation here.]
4	Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, "Proscribed Practices" are defined in the UNOPS Operational Instruction on <a href="#">Vendor Sanctions</a> and include the following:	Select	[If the response is 'Yes', provide an explanation here.]

Ref	Critical area	Response	Comments
.	<ul style="list-style-type: none"> <li>• A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</li> <li>• A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>• A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party;</li> <li>• A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</li> <li>• An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and</li> <li>• Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices.</li> </ul>		
5	Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process?	Select	[If the response is 'Yes', provide an explanation here.]



Ref	Critical area	Response	Comments
6	Does the entity or individual have a conflict of interest, as provided in the <a href="#">Instructions to bidders</a> , <a href="#">Article 3 "Bidder eligibility"</a> , that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardize their performance in carrying out their obligations under the agreement?	Select	[If the response is 'Yes', provide an explanation here.]
7	Has the entity or individual been found (or is awaiting a judgment or administrative decision) to be involved in any of the following: <ul style="list-style-type: none"> <li>• Fraudulent practice;</li> <li>• Corrupt practice;</li> <li>• Affiliation with a criminal organization;</li> <li>• Money laundering;</li> <li>• Terrorist financing;</li> <li>• Child labour; or</li> <li>• Human trafficking?</li> </ul>	Select	[If the response is 'Yes', provide an explanation here.]
8	Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations?	Select	[If the response is 'Yes', provide an explanation here.]
9	Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds?	Select	[If the response is 'Yes', provide an explanation here.]

Ref	Critical area	Response	Comments
10	Has the entity or individual been found (or is awaiting a judgment or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business?	Select	[If the response is 'Yes', provide an explanation here.]

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

<b>Name:</b>	
<b>Title</b>	
<b>Date:</b>	Sep 10, 2024
<b>Signature</b>	

[Stamp this form with the official stamp of the bidder]

## Form H: Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

JV / Consortium/ Association Information	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[complete]

### Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_