

Section III: Returnable Bidding Forms

Note to RFQ Bidders: 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.

The following returnable forms are part of this RFQ and must be completed and returned by RFQ bidders as part of their Quotation.

This Section comprises the following Returnable Bidding Forms:

- Form A: Quotation Submission Form
- Form B: Price Schedule Form
- Form C: Technical Proposal Form
- Form D: Previous Experience Form

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: User Research OCHA Centre for Humanitarian Data

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 Section I: RFQ Particulars, 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;
- d. Our firm confirms that the offer or 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/DPD, 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

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

RFQ reference no: RFQ/2020/14692

Currency	USD
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Item No	Description	Unit	Unit price in USD
1.	<ul style="list-style-type: none"> User research plan including timeline, methodology, key questions, stakeholders to interview, and approach of the final report. Presentation of preliminary findings and insights to the Centre Lead and relevant staff and stakeholders for feedback. Final research report/deck and design assets. 		
Total Price			

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

Bidder 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 Proposal Form

RFQ reference no: RFQ/2020/14692

Name of Bidder: insert name of bidder

The offered services are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

PROPOSED TECHNICAL APPROACH MUST BE LISTED BELOW:

List of subcontractors or suppliers

Bidder 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.

(D) Full legal name and address of subcontractors

(E) _____

(F) _____

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: RFQ/2020/14692

Name of **RFQ Bidder**: [insert name of **RFQ 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 : _____