**Returnable proposal Schedule 1**

**eSourcing Reference**: **RFP/2020/15174**

**Terms of Reference**

### 1.0 Introduction:

United Nations Office for Projects and Services (UNOPS) requests proposals for “**Consultant Services for New Design and/or Repair of Road Drainage Structures in South Kordofan State, Sudan”** in accordance with the requirements, terms and conditions of this Request for Proposal (RFP). This RFP sets forth the requirements for suppliers to include both pricing and service descriptions and proposals in the specified format.

**1.1 Background UNOPS Information**

UNOPS is the operational arm of the United Nations, helping a range of partners’ for the implementation of around1.9 Billion USD of development, infrastructure, procurement and humanitarian projects every year.

The UNOPS Sudan office is based in Khartoum and works closely with the Government of Sudan and international partners to support humanitarian response, recovery and development initiatives. UNOPS is the United Nations sector lead for the Basic Infrastructure Sector in Sudan and helps partners achieve their project goals in sectors including: construction of all kinds of infrastructures (dams, roads, bridges, etc.), water resource management, education, census and elections, human resource management and mine action.

**1.2 Context of the project**

Sudan South Kordofan State has been the center of armed conflict between the Government of Sudan and opposition groups in the past decades. Due to the series of armed conflicts, the state has struggled with poverty and the lack of basic services. It was only after 2016 when the ceasefire was endorsed that some areas of the state have become accessible to humanitarian actors. With the recent political development, the State has a potential to restore peace and stability and repair of the access roads became one of the urgent needs for the state.

At this specific stage, UNOPS intervention will concern the improvement of the access roads through the rehabilitation and the repair of six (6) drainage structures at selected locations. Based on a more detailed assessment, available budget and prioritization of needs in consultation with local stakeholders, the options will be for instance the redesign of the causeways or the design of small culvert bridges across ravines to allow the road to be passable for users. The structures are located in the major routes (axis) that are:

* Dalami – Kurtala – Habila – Dellinge (108,5 Km): This is the only access to Dalami locality from the asphalt road that connects to Kadugli the State Capita and El Obeid in North Kordofan. ;
* Abu Kershola – Sidra – El Rahad (72 Km): This road serves also as the only connection to Kadugli, El Obeid and Khartoum.

### 2.0 Development Objective

This programme is designed to address insecurities of vulnerable communities of Abu Kershola and Dallami localities of South Kordofan State of Sudan, who were most severely affected by the conflicts and following mass displacement and large numbers of returnees. The programme will utilize a multi-sectoral human security approach to address the most urgent humanitarian needs while paving pre-conditions for development through strengthening the access to basic services and WASH, livelihood systems, education, and protection measures, after removing landmines and ERW in and around the community. The effectiveness and sustainability of the programme will be enhanced by adopting and mainstreaming the human security approach. The mainstreaming will focus on five different areas.

The repair of the six (6) causeways is only a small part of a larger programme that UNOPS is aiming to implement.

### 3.0 Scope of Infrastructure Design Works

It is expected that the design will provide suitable, sufficient and detailed enough in order to rehabilitate and construct the causeways. Without limitation, the following elements for each causeway have to be considered and designed:

* Any protection for the works if deemed necessary such as a cofferdam;
* Excavations for the foundations if needed;
* Foundations type for each causeway;
* Engineered and compacted backfill if replacement or improvement is needed;
* Concrete conduits, culverts or any other drainage mean;
* Approaching embankments
* Slopes protections for embankments and backfills against erosion and scouring;
* Road structure below the concrete platform;
* Repair and improvement of concrete platform;
* Etc.

### 4.0 Phases of the Design

**General Requirements**

The frequent occurrence of intense floods has been identified as high risk aspect in the project design as such should be included within the design approach. The consultant will be required to effectively demonstrate his approach to resilient design within the proposal. The hydrological and geotechnical aspects are very important for this particular design.

The successful designer should include the resolution of technical queries associated with the design during the construction and make provision for the Lead Designer to answer the site queries during the construction works (consider one day per month during 6 months period for construction).

The consultant will undertake an environmental and social screening assessment of the proposed works. The screening will be carried out in-country based on visual observation of the project site and surrounding areas, supplemented with available desktop data where this is available. The assessment will consider the direct impacts associated with the project as well as associated or indirect activities such as the surrounding of construction materials.

The screening process will make general reference to the environmental and social assessment screening questions outlined in the United Nations Environmental and Social Screening procedure for UNOPS projects Guidance Note. The Consultant will be required to prepare the assessment methodology; provide a description of the social and environmental baseline; and describe potential environmental and social impacts that require mitigation or management through the whole life of the project. The screening report will include an Environmental and Social Management Plan (ESPM) which will govern all construction phase activities. The ESMP will be developed to address the specific environmental issues/impacts identified in the screening report and will be presented in such a way that is understandable and practicable from the construction team’s perspective.

The design should be fully coordinated and incorporate not only the physical interaction of designed elements, but must also consider foreseeable risks to health and safety. The design must as far as is reasonably practicable should eliminate hazards and reduce risk associated with those hazards which remain. The Designer must provide adequate information about any significant risks to health and safety associated with the design. The Designer must co-ordinate their work with that of others in order to improve the way in which health and safety risks are managed and controlled.

The Designer shall allow for the attendance or the availability on a Monthly basis of the Lead Design Manager to be involved with Technical Committee meetings. The Designer shall make available during the construction period suitably qualified technical staff to respond promptly and efficiently to Technical Queries relating to the design and specification of the project.

The Designer shall prepare in line with the Construction Schedule samples of key construction components for approval by UNOPS.

The project design shall be executed in three phases as summarized below:

**Phase 1 - Site Investigation and Preliminary Design, 0-30%**

In this phase of the project, a site investigation and associated environmental screening will be carried out and preliminary designs will be prepared. The following approach is proposed;

The Consultant shall undertake detailed site investigations and carryout initial design for the proposed works. The Consultant shall gather all the required documentation to assure compliance with the requirements of the project, specification and relevant codes of design in Sudan.

The consultant has to conduct during this phase the geotechnical and the topographical survey.

The design approach shall be described within a Design Brief, compiled by the designer that shall be issued for approval to UNOPS prior to triggering the design works.

The Design Brief shall be developed in line with BS 7000-4:2013 Incorporating Corrigenda Nos. 1 and 2 Design management systems Part 4: Guide to Managing Design in Construction

The activities during this phase of the works shall include the preparation and issuance of a site visit report including the existing data analysis. This report shall also detail the investigative work carried out, the alternatives technical solutions for achieving the project objectives, costs of these and the recommended manner to proceed with the project implementation.

The Site Investigation and Preliminary Design shall include the following activities (0-30% progress):

1. The Designer will be required to coordinate with the UNOPS Project Manager to supply and provide an accurate boundary and topographic survey. This survey will identify the location of boundaries and/or project limits and the location of existing causeways;
2. The Designer will secure all necessary permits and approvals for the works. The UNOPS Project Manager will support this process;
3. The Designer will review all available information on the physical characteristics, including geo-technical data, hydrological and hydrogeological data, environmental assessment, and bathymetric data concerning the river;
4. Evaluate siting of the proposed Works with respect to actual traffic patterns and accessibility for vehicles and pedestrians (including the factors of handicapped access, safety, and regional climate);
5. Comply with the appropriate Flood Prevention Design Codes and Bridges Design Codes available in Sudan;
6. Prepare concept drawings (site plan, concept drawings showing foundation types, slopes, dimensions, opening, etc.) for review by the UNOPS and appointed members from the Ministry;
7. Identify any major engineering issues related to resilience, structural, seismic, or environmental conditions that could affect the configuration, integrity and cost of the future causeway;
8. Prepare the first construction cost estimate based upon the preliminary design (+/- 30%).

A formal, written approval is required before the Designer is authorized to proceed to the 30-80%, Design Development stage.

**Phase 2 - Detailed Design and Technical Specifications (30-85%)**

This phase follows review and approval of the preliminary design report by UNOPS. The focus of this project phase will be the detailed engineering design of the approved engineering option.

During design development, the Designer will refine the initial concept or preliminary design. It is expected that the design development phase will take the concept design to the next level of detail as follows:

1. Review preliminary design with the relevant Ministry technical team, the UNOPS Project Manager as well as preliminary documents for review to regulatory agencies;
2. Guide the different stakeholders in order to take a decision about the retained option;
3. Perform a comprehensive hydrological and geotechnical studies and simulations;
4. Adapted the chosen preliminary design to the findings of these studies;
5. Perform a detailed design with enough drawings and technical specifications covering all the engineering aspects of the causeways: geotechnical, Hydraulics, structural, concrete, etc;
6. Write the technical specification that must explain the requirements and comply with the detailed drawings;
7. Throughout the design, the Designer will interface with UNOPS Project Manager and the Technical personnel from the relevant ministries to translate the evolving design and to discuss cost implications of major decisions;
8. Prepare the detailed construction cost estimate based upon the detailed design (+/- 10%).

A formal, written approval from UNOPS is required before the Designer is authorized to proceed to the 85-100%, Design Development stage.

**Phase 3 - Final Revision Phase (Construction Documents) 85-100%**

The following steps summarize (but are not limited to) the major elements to be completed by the Designer at the 85-100% Design Stage.

1. Comprehensive design report justifying all the design components including: design criteria, design inputs and their justifications (Hydraulic, geotechnical, structural, etc.), calculation notes, etc;
2. Final detailed drawings and technical specifications after all the stakeholders comments;
3. A detailed Bill of Quantity in compliance with the drawings and the technical specifications;
4. Quality Control Guidance that outline the different tests and their frequency that should be conducted during the construction by the contractor.
5. Consult with the Project Manager regarding any special requirements to be included in the contract documents for the offeror’s information.
6. Make sure that all the documents are reviewed and accepted by the UNOPS Project Manager.

### 5.0 Expected Outputs

This RFP does not specifically request assistance during the tender process as this will be undertaken by UNOPS. The consultant may however be asked to provide tender adjudication support. If it is the case, it will be an additional service.

**9.0 Deliverables**

The following deliverables will be completed during design development process and will form part of the Design Services Agreement.

* All required planning, design and construction permits and approvals;
* Environmental and social screening assessment;
* Site visit Report;
* Geotechnical and Topographical Survey Reports;
* Design Brief and Design Criteria;
* Preliminary Design (drawings and justifications);
* Detailed design;
* Technical specifications;
* Bill of Quantities;
* Construction Estimate (preliminary and detailed);
* Design report;
* Timelines for execution of works (in each phases 1 , 2 and 3);
* Quality Control test plan.

|  |  |  |
| --- | --- | --- |
| **Design Area** | **Deliverable** | **Design Stage** |
| **Existing data Analysis, Site visit and investigation campaign** | Site Visit Report  Environmental and social screening assessment  Geotech/Topo Report | 0 – 30% |
| **Preliminary Design phase** | Design Criteria and Design Brief  Preliminary Design drawings  Preliminary Cost estimate (+/-30%) | 0 – 30% |
| **Detailed Design Phase** | Full set of drawings showing the detailed design  Related Technical Specifications  Bill of Quantities  Detailed Cost Estimate (+/- 10%) | 0 – 85% |
| **Final Revision Phase (Construction Documents)** | Reviewed Detailed drawings after comments  Design report;  Quality Control test plan. | 85%-100% |

### 7.0 Management of the Design Project

The communication and transfer of information is critical to the success of the Design phase of the project. It has, therefore been considered necessary to create and ensure an effective mode of communication between UNOPS and the consulting firm to ensure that stakeholders’ needs are met.

Therefore the Designer shall allow for the attendance scheduled meetings of the Lead Design Manager, UNOPS project Manager and his/her team, as well as 0%, 30%, 85%, and 100% design review meetings.

Technical personnel from the appropriate government departments of Sudan shall support and represent the beneficiary’s needs. The technical representatives from the relevant Govt. and UNOPS will be responsible for the review and approval of the design process at key completion (i.e., 30%, 85%, 100%) stages. UNOPS will review the technical progress reports, design schedules, design changes, and submit its recommendations and or comments to the consultant.

Table below indicates constituents of the project board and reporting channels.

Project Board

Government of Sudan, UNOPS, United Nations Mine Action Services (UNMAS)

Implementing Agency: UNOPS

Beneficiaries: Localities: Dalami and Abu Kershola. Villages: Dalami Town , Kadber , Kukaya, Hijer , Um Baraka, Bobaya, Hajar Senina, Eain Al Dabap,

Gardoud Niama, Gamgaka, El Farsha, Aradiba, Abu Alhassan, Zilataya, Tajelbo, Um Shutour, and Sidra.

Technical Reps. from relevant Govt. Agencies

Monitoring

UNOPS Project Manager

Consultant

### 8.0 Sequence of Approval

The approval of the design phases shall follow the sequence below:

1. Internal UNOPS reviews and approvals.
2. Government of Sudan – via the technical focal point person

Adequate time must be built into the design plan to facilitate these approvals (minimum 10 days)

9.0 Construction Documents

The Consultant will be required to submit final construction documents including specifications to the Project Manager for review and approval.

Designs -All drawings shall be prepared to ISO standards. They shall include all layouts, elevations, sections, details, dimensions and schedules necessary to permit pricing, contracting and construction of the specified project. Drawings shall include:

* Full title blocks including the name and logo of the Government of Sudan and UNOPS
* Drawing numbers
* Revision numbers
* Revision details
* Legend
* Scale

### 10.0 Reporting

**Monthly Progress Reports**

Monthly progress reports with details have to be submitted to UNOPS by the Consultant. The Progress Reports shall incorporate all information related to the design of the project. Deviations from schedule and project budget should be noted along with any anticipated delays with a recommended course of action. Outstanding issues from the previous month design activities should be noted along with planned activities for the coming month.

11.0 Design Programme

**Timing**

A total of 90 calendar days are envisaged from commencement to completion of the design works and subsequent handover of information to UNOPS.

If the contractor fails to deliver the Services or part thereof in accordance with the milestone dates specified noted for the 100% tender design stages, UNOPS may, without prejudice to its other remedies under the Contract, deduct from the payments due to the Designer, as Delay Damages, a sum equivalent to 0.2 percent of the actual Contract price per each calendar day of delay for each package. The total amount of liquidated damages so applied may not exceed 10% of the total Contract price.

**Returnable proposal schedule 2**

**Proposal Form**

United Nations Office for Project Services

ETOH – Sudan Office

PETRONAS Complex, Nile Avenue – Khartoum, Sudan

Dear Sir/Madam,

**Subject: Proposal for the provision of** **Consultant Services for New Design and/or Repair of Road Drainage Structures in South Kordofan State, Sudan**, RFP Case No. RFP/2020/15174 dated [***Insert Date***].

1. We, [***Name of Offeror***], hereby submit a proposal for the provision of the above-referenced services in response to the above-referenced RFP.

1. We warrant that in preparing and submitting this proposal, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced RFP, including the terms and conditions of the Contract as set out in Section V of the RFP.
2. Our proposal shall remain valid for UNOPS’ acceptance until 120 days from the Deadlinefor Proposal Submission.
3. We acknowledge and agree that:
   * subject to Section III of the RFP, UNOPS is not bound to accept the lowest priced proposal or any other proposal it may receive in response to the above-referenced RFP;
   * no liability of UNOPS and no binding contract may exist between a offeror and UNOPS until a Contract is executed by both parties;
   * each party constituting the offeror is bound jointly and severally by this proposal;

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

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

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

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

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

[***Stamp Proposal Form with official stamp of the offeror***]

**Returnable Proposal Schedule 3**

**JOINT VENTURE FORM**

The Offeror shall fill in this Form in accordance with the instructions indicated below

RFP reference no: RFP/2020/15174

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

To be completed and returned with your Proposal to confirm partnership with a local firm in a sort of Joint Venture/Consortium/Association or Partnership.

|  |  |
| --- | --- |
| **JV / Consortium/ Association/Partnership Information** | |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each** | [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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Returnable Proposal Schedule 4**

**offeror's Details**

|  |
| --- |
| RFP/2020/15174  Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Trade Licence title and No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of registered office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Offeror representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address for service of notices (if different than above):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Returnable Proposal Schedule 5**

**Financial Proposal**

RFP/2020/15174

Name of Offeror:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

The financial proposal must be submitted in **[USD].**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Design Element** | **Discipline (Refer Section 2.1.4 for Scope)** | **Rate** | **Quantity** | **Item Total** | **Notes (if any)** |
| 1 | **Existing data Analysis, Site visit and investigation campaign** |  | 1 (Lump Sum) |  |  |
| 2 | **Preliminary Design phase** |  | 1 (Lump Sum) |  |  |
| 3 | **Detailed Design Phase** |  | 1 (Lump Sum) |  |  |
| 4 | **Final Revision Phase (Construction Documents)** |  | 1 (Lump Sum) |  |  |
| **GRAND TOTAL** | | | |  |

**Returnable Proposal Schedule 6**

**Capacity, Experience, Work In Hand And Work Completed**

RFP/2020/15174

Name of Offeror:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

* 1. **Work Experience**

**1- Five (05) similar contracts (Causeways and similar drainage structures) executed successfully during the last ten [10] years. Refer to section lV for scoring.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description of the Consultant Services** | **Total value (USD)** | **Contract Name and Title**  **Brief Description of the services Executed by the Offeror**  **Contact details of Employer: (Name, telephone, e- mail)** | **Role of Offeror** |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |

***Note to Offerors: A portfolio of the listed projects must be attached.***

**2- All projects during the last three [03] years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commencement date** | **Completion date** | **Total value in (USD)** | **Contract Name and Title**  **Brief Description of the services Executed by the Offeror**  **Contact details of Employer: (Name, address, telephone, e- mail)** | **Role of Offeror** |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
|  |  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |

* 1. **Financial Capacity: Average Annual turnover of minimum USD 400, 000, in the last three (3) years. Copy of audited financial statements for the last two (2) years to be attached. Refer to section lV. for scoring method.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **B** | **C** |
| **Total Revenues** | **2017** | **2018** | **2019** |
| **Turn Over** |  |  |  |
| **Average turn over = A+B+C ÷ 3** | | |  |

The information supplied should be the Annual Turnover of the Offeror in terms of the amounts billed to clients for each year for work in progress or completed, converted to US Dollars at the rate of exchange at the end of the period reported.

* 1. **Capacity to undertake this contract within current workload, Refer to section lV for scoring.**

Offerors should provide information on current commitments on all contracts already awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description of Contract/service** | **Contact details of Employer (Name, address, phone, e- mail) (Mandatory)** | **Value of Outstanding services**  **(Current US$ Equivalent)** | **Estimated Completion Date** | **Average Monthly Invoicing in the last 6 Months (US$/month)** |
| 1 |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |
|  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |
|  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |
|  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |
|  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |
|  |  | **Name:** **xxxx**  **Title: xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |  |  |

**(lv) Key Assets, Refer to section lV for scoring**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Access to foundation investigation and testing equipment | *Offeror’s confirmation on access to foundation investigation and testing facility* | ☐ Owned ☐ Hired  ☐ Not available |
|  | Survey instruments | *Offeror’s confirmation on access to surveying equipment* | ☐ Owned ☐ Hired  ☐ Not available |
|  | Design facilities | *Offeror’s confirmation on access to plotting equipment, design software, printers etc.* | ☐ Owned ☐ Hired  ☐ Not available |

**Returnable Proposal Schedule 7**

**InsuranceS**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to offerors: Below are the insurance requirements you will have to comply with if you are selected. If you already have qualifying insurance, please share information with UNOPS.*

1. **Professional Indemnity Insurance**
   1. **Scope of cover**

Indemnify the Consultant against any liability of the Consultant (and its subcontractors/subconsultants) as a result of any negligent act, error or omission in providing the Services (including the costs of redesign, reconstruction, rectification or any other liability the Consultant may have to the Employer as a result of such negligent act, error or omission).

* 1. **Insured Parties**

The Consultant (and the Joint Venture and its subcontractors/subcontractors/partners undertaking professional activities).

* 1. **Term**

As required by Law but at least from the Date of the Contract until [7 years] from Final Completion the Services.

* 1. **Limit of Indemnity**

As required by Sudan Law.

* 1. **Deductibles**

As required by Sudan Law.

1. **Public Liability Insurance**
   1. **Scope of Cover**

Indemnity in respect of legal liability of the Consultant (and its subcontractors/subconsultants) to third parties for or arising from:

* 1. bodily injury, illness, death;
  2. physical loss or damage to the property; and
  3. interference, trespass, loss of amenities, nuisance, infringement, obstruction, arising out of or in connection with the Services.
  4. **Insured Parties**

1. the Employer;
2. the Consultants (and the Joint Venture and its subcontractors/subconsultants);

each for their respective rights and interests.

* 1. **Term**

As required by Sudan Law but at least from the Date of the Contract to [7 years] after Final Completion of the Services.

* 1. **Limit of Indemnity**

As required by Sudan Law

* 1. **Deductibles**

As required by Sudan Law, but no greater than [10%] of the Consultant’s fee.

1. **Employer's Liability Insurance**
   1. **Scope of Cover**

Indemnify in respect of legal liability of the Consultant (and its subcontractors/subconsultants resulting from bodily injury, illness, death of the Consultant (and its subcontractors/subconsultants)‘s personnel as a result of providing the Services or as may be required by Law.

* 1. **Insured Parties**

The Consultant (and its subcontractors/subconsultants)

* 1. **Term**

From the Date of the Contract until Final Completion of the Services

**3.3 Limit of Indemnity**

As required by Sudan Law.

* 1. **Deductibles**

As required by Sudan Law.

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable Proposal Schedule 8**

**Key Personnel**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to Offerors: Offeror shall set out below:*

1. *the key personnel that the offeror proposes to assign to the provision of the Services;*
2. *the qualifications and relevant experience of each of the key personnel that the offeror proposes to assign to the provision of the services, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for providing the services. Offeror s are to attach a chart indicating the offeror's organisation structure; and*
4. *the Offeror’s representatives who are authorized to sign the Contract. The Offeror shall provide a copy of such authorization*]

**Key Personnel, Refer to section Vl for scoring.**

| **No.** | **Name of the Consultant** | **Position in the Consultancy Team\*** | **Nationality** | **Professional Experience**  **(in years)** | **Time Allocation**  **(Working days)** |
| --- | --- | --- | --- | --- | --- |
| 1 | [Insert Name] | Design Team Leader Civil/Structural Engineer | [Insert] | [Insert] | [Insert] |
| 2 | [Insert Name] | Geotechnical Engineer | [Insert] | [Insert] | [Insert] |
| 3 | [Insert Name] | Hydrological/ Hydraulic Engineer | [Insert] | [Insert] | [Insert] |
| 4 | [Insert Name] | Environmental Specialist | [Insert] | [Insert] | [Insert] |

Consultant's Representative as per the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position Description | Name | Designation |
| 1 | Consultant’s Representative | [Insert Name] | [Insert No.] |

Statement of Exclusivity and Availability form

**RFP Reference No:**   **RFP/2020/15174**

**Name of Offeror:** **[insert here]**

**Date: [insert Submission Date here]**

I, the undersigned, hereby declare that I agree to participate exclusively with the Offeror [insert Offeror name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| [start of period 1] | [end of period 1] |
| [start of period 2] | [end of period 2] |
| [etc.] |  |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Offeror submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNOPS tender procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from UNOPS other tenders and contracts and that the notification of award of contract to the Offeror may be rendered null and void.

**Name of Signatory:**

**Designation:**

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

**Date Signed:**        **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable pROPOSAL Schedule 9**

**Implementation/Quality Management System**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to offerors: Offerors shall provide details of the subcontractors they propose to use on the project, including:*

* *Companies' names; and*
* *Particulars of the services which the offeror proposes to be undertaken by them.*

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable Proposal Schedule 10**

**Outline Statement of Proposed Methods**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to Offerors: Offeror shall provide a detailed method statement setting out:*

* how it proposes to provide the services;
* a description of how the offeror proposes to obtain all requisite permits and other authorizations from the relevant authorities in relation to the Services;
* Interdependency and interfacing within other areas of expertise, internally and externally.

Specifically, the offeror shall provide full method statements for:

* + - 1. **Method statement and/or Design approach**

The offeror's proposed method statement /design methodology, usually as defined by the architectural/engineering associations in the offeror’s country of origin, demonstrates the offeror's understanding of:

* + design objective and scope of work
  + methods to be deployed for data collection,
  + methods to be deployed for field studies,
  + technologies to be deployed for design work, capacity to plan and execute the work in stages and in a professional manner
    - 1. **Approaches to Sustainability Aspects**

Green and environment-friendly design approaches (environment protection), low energy, waste management, innovation in thermal design and value engineering

* + - 1. **Timelines**

Realistic time lines for the achievement of the proposed milestones with resources assigned for the durations of the assignment as MS Project or other approved

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable Proposal Schedule 11**

**Declaration**

**United Nations Office for Project Services**

[***insert address***]

Dear Sir/Madam,

**Subject: Request for proposal for the provision of *Consultant Services for New Design and/or Repair of Road Drainage Structures in South Kordofan State, Sudan***. Case No. RFP/2020/15174

I, [***insert name and title***], [***insert title***], do solemnly and sincerely declare that:

1. I am duly authorised by [***Insert name of offeror***] (the Offeror)to make this declaration on its behalf.
2. I make this declaration on behalf of the Offeror.
3. Before the offeror submitted its proposal, neither the Offeror, nor any of its employees or agents, had knowledge of the proposal (including the technical and financial proposals) made by any other offeror who submitted, or of any person, company, other body corporate or firm that proposed to submit, a proposal in response to this RFP.
4. Before the Deadlinefor Proposal Submission of this bid process, neither the Offeror, nor any of its employees or agents, disclosed the Offeror’s proposal (including the technical and financial proposals) to:
   1. any other offeror who submitted a proposal in response to this RFP;
   2. any person, company, other body corporate or firm proposing to submit a proposal in response to this RFP.
5. Neither the Offeror, nor any of its employees or agents, has provided information to:
6. any other offeror who has submitted a proposal in response to this RFP;
7. any person, company, other body corporate or firm proposing to submit a proposal in response to this RFP; or
8. any other person, company, body corporate or firm for the purpose of assisting in the preparation of a proposal in response to this RFP.
9. The Offeror Offeror is genuinely competing for the Contract.
10. Neither the Offeror, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the proposal, that the successful offeror for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
11. Neither the Offeror, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful offeror for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other offeror who unsuccessfully tendered for the Contract.
12. Neither the Offeror, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that offerors for the Contract would include an identical or similar condition or qualification in their proposals.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

|  |
| --- |
| DECLARED at [***insert place***] on [***insert date***] before me:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorised witness  (capital letters)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant  [***Stamp Proposal Returnable Schedule with official stamp of the offeror***] |

**Returnable Proposal Schedule 12**

**Conflicts of Interest**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to Offerors: Offeror shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:*

1. *UNOPS and the offeror; and*
2. *UNOPS and any subcontractor proposed by the offeror*

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable Proposal Schedule 13**

**Dispute Details**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to* Offeror*s:* Offeror *Offerors shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the* offeror*. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the offeror against a client or a client of the offeror against the offeror.*

[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]

**Returnable Proposal Schedule 14**

**declaration on Gender Parity**

**United Nations Office for Project Services**

**Ethiopia Operational Hub (ETOH), Sudan Office**

**PETRONAS Building, No. 13, Nile Avenue, Ground Floor, South East Wing,**

**Khartoum**

**Sudan**

Dear Sir/Madam,

**Subject: Consultant Services for New Design and/or Repair of Road Drainage Structures in South Kordofan State, Sudan,** RFP CaseNo. **RFP/2020/15174**, **dated [Insert Date]**

We understand that UNOPS expects **gender parity at 50%** for all construction personnel in the Works, in conformity with the global requirement for all UN engagements.

We confirm that [**Insert name of Offeror**] is willing and able to conform to this requirement and shall at all times during the Contract, maintain the required 50% of either gender in the staff employed on the Works.

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp form of bid with official stamp of the Offeror*]

**Returnable Proposal Schedule 15**

**Addenda to RFP**

RFP/2020/15174

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the proposal:

|  |  |
| --- | --- |
| **Addendum Number** | **Dated** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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[***Stamp Proposal Returnable Schedule with official stamp of the offeror***]