Section III: Returnable Bidding Forms

## eSourcing reference: RFQ/2020/16387

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 Biding 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 *Simultaneous Translation Virtual Teleconferencing Platform*** **in** [**Name of country/city],** RFQ Case No. RFQ/2020/16387/dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. 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;
  3. 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];;
  4. 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;
  5. 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;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. 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;
  8. 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: RFQ/2020/16387

|  |  |
| --- | --- |
| **Currency** | USD |
| **IATI MA 2020, 1-2 December, 2020, Online** | | | | | | | | |
| **Tasks** | | **Requirements** | | | **Quantity** | | **Unit cost in USD/per hour** | **TOTAL cost in USD** |
| **Task 1:**  **Meeting platform online**  **and Audio-Visual Equipment, 30 November and**  **1-2 December, 2020** | | Provision of bilingual online platform including an "online main meeting room" for plenary sessions, capable of accommodating: | | - November 30th, 2020; up to 90 minutes in length for up to 200 participants; as well as the ability to present live panel discussions (for up to 6 panelists simultaneously). | 1 | |  |  |
| - December 1st , 2020; 3 hours in length during the day, for up to 200 participants; as well as the ability to present live panel discussions (for up to 6 panelists simultaneously). | 1 | |  |  |
| -December 2nd, 2020; 3 hours in length during the day, for up to 200 participants; as well as the ability to present live panel discussions (for up to 6 panelists simultaneously). | 1 | |  |  |
| -**Week before the meeting**: Provision of (3) online meeting rooms at different times, where all rooms should be capable of accommodating up to 100 people. | | | 3 | |  |  |
| Provision of an online registration platform, branded following IATI brand guideline | | | 1 | |  |  |
| Meeting programming and setting up online | | | 1 | |  |  |
| Provision of audio-visual equipment for speakers incl.: | | | | | | |
| a) USB connected headphones, including microphones sent to speakers where needed to assure superior sound quality for simultaneous online translation | | | 12 | |  |  |
| b) Possibility to show the participants presentations online while presenting | | | 1 | |  |  |
| c) provision of voting system online (Accessible for the IATI Members only, one vote per member) | | | 1 | |  |  |
| d) Provision of technical personnel for the operation of all technical equipment, including audio-sound system, online platform equipment. | | | 1 | |  |  |
| e) Virtual platform logistics coordinator (pre-post meeting) | | | 1 | |  |  |
| technical facilitator | | | 1 | |  |  |
| SUBTOTAL TASK 1: Meeting platform online and Audio-Visual Equipment, 30 November and 1-2 December, 2020 | | | | | |  |
| **Task 2:**  **Supplying simultaneous interpretation services (french-english and english-french) for 30 November and 1-2 December, 2020 and the caucus meetings** | | Simultaneous Translation Virtual Teleconferencing Platform Package for 200 participants | | | 200 | |  |  |
| Simultaneous online translation system, two languages (English and French) | | | 1 | |  |  |
| Headset for speakers with USB stick to allow for good quality audio for recording and simultaneous interpretation. (see 1a). Purchased and sent to main speakers where necessary. | | | 12 | |  |  |
| A provision of simultaneous translation services (interpretation) (English - French and French-English) | | | 4 (TBC) | |  |  |
| SUBTOTAL TASK 2: Supplying simultaneous interpretation services (french-english and english-french) for 30 November and 1-2 December,  2020 and the caucus meetings | | | | | |  |
| **Task 3:**  **Design services for event logo and design for event materials** | | Design services for event online logo and design etc. | | | 1 | |  |  |
| SUBTOTAL TASK 4: Supplying a provision of design services for event logo and design for event materials | | | | | |  |
| **Task 4:**  **A provision of video and audio recordings** | | A provision of video recordings from the MA | | | 1 | |  |  |
| A provision of audio recordings from the MA | | | 1 | |  |  |
| Meeting Audio Recording (Floor and translations) | | | 1 | |  |  |
| SUBTOTAL TASK 5: Supplying a provision of video and audio recordings | | | | | |  |
| **Task 5:**  **A provision of reporting and analysis** | | A provision of registration analysis, including north-south and gender division for the MA | | | 1 | |  |  |
| A provision of attendance analysis, including north-south and gender division for the MA | | | 1 | |  |  |
| A provision of final report | | | 1 | |  |  |
| SUBTOTAL TASK 6: Supplying a provision of reporting and analysis | | | | | |  |
| Other costs | | Please add if any | | |  |  | |  |
| TOTAL COSTS in USD | | | | | | | |  |

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.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: RFQ/2020/16387

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**

|  |  |  |
| --- | --- | --- |
| **UNOPS minimum technical requirements:** IATI MA and side event 2020, 30 November and 1-2 December, 2020, Online meeting | **Is quotation compliant with technical requirements?** Bidder to complete | **Details** |
| **Task 1: Meeting platform online and Audio-Visual Equipment, 1-2 December, 2020** | | |
| Platform allows for a minimum of 200 participants? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows multi language simultaneous translation (min 2 languages)? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows Screen Sharing? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows invitees as “observers/audience”? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows “raise hand” option? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platforms allows chat (private and general)? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows meeting video and audio recording? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows polling/voting system? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows breakout groups/rooms for alternatives? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform can be used through a browser on a computer ? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows online technical assistance during meetings? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform is user friendly? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform does not require account registration? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows to connect from home-based internet? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows to connect from mobile device? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platforms do not have participants’ access restrictions due to security measures? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platforms allows to have meeting “co-hosts”? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows for online document sharing? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platforms ensure high security standards for users? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows visualization of number of participants? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows to share links to external documents? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform allows min. 6 participants in the head table? | ☐ Yes ☐ No | Bidders to fill in this column |
| Platform requires specific online web browser? | ☐ Yes ☐ No | Bidders to fill in this column |
| The offered Platform has been previously used for other United Nations meetings? | ☐ Yes ☐ No | Bidders to fill in this column |
| **Task 2: Supplying simultaneous interpretation services (french-english and english-french) for 1-2 December, 2020 and side event 30 November 2020**, **and the caucus meetings** | | |
| Provision of simultaneous interpretation services from English into French and French into English - ***retour interpretation*** | ☐ Yes ☐ No | Bidders to fill in this column |
| Any previous experience with other United Nations online meetings? | ☐ Yes ☐ No | Bidders to fill in this column |

**Delivery requirements and Comparative Data Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?**  Bidder to complete | **Details**  Bidder to complete |
| Delivery time | Bidder shall deliver the goods after receipt of Contract for small services. | ☐ Yes ☐ No | Bidders to fill in this column |
| UNOPS Right to vary requirements | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20% , without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Bidders to fill in this column |

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form D: Previous Experience Form

RFQ reference no: RFQ/2020/16387

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_