

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 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 *Simultaneous Translation Virtual Teleconferencing Platform* in [Name of country/city], RFQ Case No. RFQ/2020/16387/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: 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 30 th , 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 1 st , 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 2 nd , 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.

(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: 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows multi language simultaneous translation (min 2 languages)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows Screen Sharing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows invitees as “observers/audience”?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows “raise hand” option?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms allows chat (private and general)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows meeting video and audio recording?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows polling/voting system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows breakout groups/rooms for alternatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform can be used through a browser on a computer ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows online technical assistance during meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform is user friendly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform does not require account registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to connect from home-based internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to connect from mobile device?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms do not have participants’ access restrictions due to security measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column

Platforms allows to have meeting “co-hosts”?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows for online document sharing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms ensure high security standards for users?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows visualization of number of participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to share links to external documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows min. 6 participants in the head table?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform requires specific online web browser?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
The offered Platform has been previously used for other United Nations meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 - <i>retour interpretation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Any previous experience with other United Nations online meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> 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 : _____