**Section IV: Returnable Bidding Forms**

**Note to Bidders:** **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.**

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

**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:

* 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 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;
  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 II: 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/2021/18648

|  |  |
| --- | --- |
| **Currency** | USD |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit price [Incoterms]** | **Total price [Incoterms]** |
| 1. | Visual design, storyboard, wireframes, layout, data architecture, and website code for a new dynamic, database-driven, CMS-powered website with enhanced functionalities. | 1 | insert | insert |
| 2. | Front-end and back-end development on a pre-approved Content Management System (CMS), preferably Wordpress and/or Drupal. | 1 | insert | insert |
| 3. | User-friendly and user-centric interface, with particular emphasis on a responsive layout, mobile compliance, cross-device consistency, and an overall great UX/UI design. | 1 | insert | insert |
| 4. | Web design to include, among others, a homepage, user-friendly navigation, sections, subsections, tags, and a range of customizable taxonomies to showcase different types of content in an efficient and user-friendly way. | 1 | insert | insert |
| 5. | Standard template elements with custom header, body, footer, tabs, navigation menu, sidebar(s), and various widgets as well as social media sharing options and separate CSS for printing. | 1 | insert | insert |
| 6 | Most recent content to be auto-generated in the homepage through a recent posts feed, and following specific categories, tags and other custom taxonomies. | 1 | insert | insert |
| 7 | Chronological display and automatic content update of all section/category and subsection/category index/archive templates | 1 | insert | insert |
| 8 | The following features will be guaranteed:   * RSS feed display links * Responsive design; mobile-friendly interface * Social media sharing features – including Twitter / Instagram / Facebook/ YouTube/ TikTok * Social media sharing with the option to spare truncated content only through Twitter / Instagram / Facebook/ YouTube/ TikTok feed by handle and hashtag * Multiple page styles and custom post types * Multiple language options feature in resources and guidance templates * Search function and post filter by news, type of publication/guidance, type of resource, events, country story, issue, plus any additional taxonomies * Search resources by free text * Interactive map of participants * Link-building strategy * Search engine optimization | 1 of each | insert | insert |
| 9 | Analytics and performance report of organic traffic and user behaviour | 1 | insert | insert |
| 10 | User manual and webinar for the support staff and system administrators to perform content management, system maintenance and administration. User manual to include a section on the CMS template and plugins used. | 1 | insert | insert |
| 11 | Administrative and technical support, quality control for a period of 6 months. | 1 | insert | insert |
| 12 | Full source code handover | 1 | insert | insert |
| 13 | A dedicated Project/Product Manager as the main point of contact. | 1 | insert | insert |
| 14 | A Front-End/Back-End Developer as a secondary contact | 1 | insert | insert |
| **Total Price** | | | | insert |

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/2021/18648

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 insert them 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 goods – Comparative Data Table**

|  |  |  |
| --- | --- | --- |
| **UNOPS minimum technical requirements** | **Is quotation compliant with technical requirements?** Bidder to complete | **Details** |
| Following the UNAOC and UNOCT/UNCCT branding guidelines and the project’s visual identity, the vendor will develop the visual design, storyboard, wireframes, layout, data architecture, and website code for a new dynamic, database-driven, CMS-powered website with enhanced functionalities. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The vendor is responsible for front-end and back-end development on a pre-approved Content Management System (CMS), preferably Wordpress and/or Drupal. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The vendor will ensure a user-friendly and user-centric interface, with particular emphasis on a responsive layout, mobile compliance, cross-device consistency, and an overall great UX/UI design. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The web design will include, among others, a homepage, user-friendly navigation, sections (e.g. post categories), subsections (e.g. sub-categories), tags, and a range of customizable taxonomies to showcase different types of content in an efficient and user-friendly way. Content will include, for example, the various outputs produced by participants and other multimedia assets as curated by UNAOC and UNOCT/UNCCT | ☐ Yes ☐ No | (Bidders to fill in this column) |
| Standard template elements will include, among others, custom header, body, footer, tabs, navigation menu, sidebar(s), and various widgets. Social media sharing options, as well as a separate CSS for printing, should be included in the template. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The web application should guarantee that most recent content is auto-generated in the homepage through a recent posts feed, and following specific categories, tags and other custom taxonomies. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| All section/category and subsection/category index/archive templates should be displayed chronologically and automatically updated when new content is added | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The following features will be guaranteed:   * RSS feed display links * Responsive design; mobile-friendly interface * Social media sharing features – including Twitter / Instagram / Facebook/ YouTube/ TikTok * Social media sharing with the option to spare truncated content only through Twitter / Instagram / Facebook/ YouTube/ TikTok feed by handle and hashtag * Multiple page styles and custom post types * Multiple language options feature in resources and guidance templates * Search function and post filter by news, type of publication/guidance, type of resource, events, country story, issue, plus any additional taxonomies * Search resources by free text * Interactive map of participants * Link-building strategy   Search engine optimization | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The company will provide UNAOC and UNOCT/UNCCT analytics and performance report of organic traffic and user behaviour | ☐ Yes ☐ No | (Bidders to fill in this column) |
| The company will develop a user manual and produce a webinar for the support staff and system administrators to perform content management, system maintenance and administration. The user manual should include a section on the CMS template and plugins used, including specific version controls, as well as a detailed outline of the template code. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| Support and maintenance: Administrative and technical support, quality control for a period of 6 months. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| Source code handover: Full source code including all developed templates, libraries, plugins, as well as raw design materials (e.g. PSD, INDD, AI, XD) etc. with all the raw martials post-delivery of the project shall be handed over to UNAOC and UNOCT/UNCCT. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| Once a vendor is selected, the contract may be amended with a time and materials to capture new specific developments on the website upon request of UNAOC and UNOCT/UNCCT. | ☐ Yes ☐ No | (Bidders to fill in this column) |
| A dedicated Project/Product Manager as the main point of contact and a Front-End/Back-End Developer as a secondary contact. | ☐ Yes ☐ No | (Bidders to fill in this column) |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall deliver the services by 31 August 2021 | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Delivered At Place (DAP), New York, USA | ☐ Yes ☐ No | Insert details |
| **Consignee details** | United Nations Alliance of Civilizations  730 Third Avenue, 20th Floor, New York, NY 10017, USA | ☐ Yes ☐ No | Insert details |
| **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 +/- 12 , without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details |

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: Bidder Information Form**

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFQ reference no: RFQ/2021/18648

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

1. **Background and Expertise of Organization:**

|  |  |
| --- | --- |
| **Full legal name of Bidder** | [complete] |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of bidder Representative** | complete] |
| **Has your firm/organization ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |

1. **UNGM Registration and UNOPS Vendors**

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Bidder is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature.

|  |  |
| --- | --- |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

1. **Contact details of persons that UNOPS may contact for requests for clarification during bid evaluation:**

|  |  |
| --- | --- |
| **Name/Surname** | [complete] |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

This person must be available during the next two weeks following receipt of bid

# Form E: Previous experience form

RFQ reference no: RFQ/2021/18648

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

**75 00ax: +45 45 33 75 01**