

## Section III: Returnable Bidding Forms

**eSourcing reference:** ITB/2021/18626

**Note to Bidders:** The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their Bid. 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 bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

- o Form A: Joint Venture Partner Information Form
- o Form B: Bid Submission Form
- o Form C: Price Schedule Form
- o Form D: Technical Bid Form
- o Form G: Performance Statement Form
- o Form H: No Adverse Action Confirmation Form

## Form A: Joint Venture Partner Information Form

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

ITB reference no: ITB/2021/18626

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

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

## Form B: Bid 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: Bid for the supply of Health and Safety online training (IOSH and NEBOSH), ITB Case No. ITB/2021/18626, dated [insert date]**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
- c. The discounts offered and the methodology for their application are:
  - **Discounts:** If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
  - **Methodology of application of the discounts:** The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];
- d. Our bid shall be valid for the period of time of **60 days** from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
- f. 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;
- 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. Our firm confirms that the Bidder 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;
- i. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- j. 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 4, Eligibility;
- k. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
- l. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

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

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

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

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

## Form C: Price Schedule Form

ITB reference no: ITB/2021/18626

Name of Bidder: insert name of bidder

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

### Prices

CURRENCY (USD or EUR)	<span style="background-color: #e0f7fa;">insert</span>
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Item/lot	Description of the services	Tentative annual quantities	UNIT RATE per license/user	Total cost
1.	Full access to Managing Safely online Training to IOSH Standards	100 licenses	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
2.	Full access to Managing Safely Refresher online Training to IOSH Standards	100 licenses	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
3.	Full access to Working Safely online Training to IOSH Standards	150 licenses	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
4.	Full access to NEBOSH International Certificate online Training	15 licenses	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
5.	Full access to NEBOSH International Diploma online Training	5 licenses	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
6.	NEBOSH Certificate exam at bidder's location	15 exams	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
7.	NEBOSH Diploma exam at bidder's location	5 exams	<span style="background-color: #e0f7fa;">insert</span>	<span style="background-color: #e0f7fa;">insert</span>
	Total annual estimated cost			<span style="background-color: #e0f7fa;">insert</span>

**The quantities indicated in the Schedule of Requirements and the table above are only for evaluation purposes. Bids will be evaluated based on the total price of all items for these indicative quantities.**

The quantities indicated above are just estimates. Actual quantities may vary depending upon training needs without any change in the unit prices or other terms and conditions of the ITB.

The offered prices will be fixed for one year from the date of signature of the contract. The successful Bidder shall have the right to review their prices every 12 months up to a maximum of 5%, upon UNOPS approval based on justified evidence and performance of the LTA holder. All reductions in market prices mandated by the manufacturer will be passed on in full to UNOPS.

### Bidder's delivery data

Delivery of access to licenses within one week of receipt of purchase order	<span style="background-color: #e0f7fa;">YES / NO</span>
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I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

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

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

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

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

## Form D: Technical Bid Form

ITB reference no: ITB/2021/18626

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 bid.

### Related services requirements

[Provide details of how these services will be provided here]

See also Eligibility and Qualifications criteria in esourcing tender (pass or fail)

**Technical criteria** – evaluated on Pass/Fail basis

Technical	Pass / Fail
<p>The supplier will have to provide UNOPS with full access to the following courses:</p> <ul style="list-style-type: none"> <li>- <u>Managing Safely</u> online Training to IOSH Standards, issuing IOSH Certification to successful users</li> <li>- <u>Managing Safely Refresher</u> online Training to IOSH Standards</li> <li>- <u>Working Safely</u> online Training to IOSH Standards, issuing IOSH Certification to successful users</li> <li>- <u>NEBOSH Certificate</u> online Training</li> <li>- <u>NEBOSH Diploma</u> online Training</li> </ul> <p>The supplier will also have to arrange NEBOSH Certificate and Diploma exams at its location(s). Please indicate available location for exams:</p>	<span style="background-color: yellow;">insert your reply and details</span>
Confirmation of capability of supplier's system to handle simultaneously at least 40 enrolled users on Managing Safely / 40 on Working Safely	<span style="background-color: yellow;">insert your reply and details</span>
Confirmation of training based on International Standards. Managing Safely and Working safely trainings verified by IOSH and NEBOSH training accredited to NEBOSH.	<span style="background-color: yellow;">insert your reply and details</span>
Learning platform must be accessible globally	<span style="background-color: yellow;">insert your reply and details</span>
Administrator support must be available to attend to queries from participants within 48hr from Monday to Friday.	<span style="background-color: yellow;">insert your reply and details</span>
Online monitoring of users' progression (including as a minimum number of users registered, their progress in the course, number of users having completed the course, exam results) must be made available to a UNOPS administrator.	<span style="background-color: yellow;">insert your reply and details</span>
<p>Indicate available information on monitoring reporting on platform (below list desirable)</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Gender</li> <li>• Region</li> <li>• Country / duty station</li> <li>• Course(s) have they undertaken</li> <li>• Status of each of those courses, equivalent to: <ul style="list-style-type: none"> <li>a. Completed &amp; passed</li> <li>b. Failed</li> <li>c. Expired</li> <li>d. On-going</li> <li>e. Hold</li> </ul> </li> </ul>	<p>Desirable. Partial acceptable</p> <p><span style="background-color: yellow;">insert your reply and details</span></p>

IT specifications: - Support for SAML 2.0 based authentication -Content must support most recent versions of IE, Chrome and Firefox -Content should be based on standard HTML5, and not require any plugins. -Content must not be reliant on Java. -Content needs to be compatible with a SCORM 2004 compliant Learning Management System. -Time period for access to IOSH courses limited to 8 to 12 weeks for each participant.	insert your reply and details
Support to Users must be available (Skype conference calls or else). - Description of support to be included in your bid. - Timeliness of support to be indicated in your bid (ex.: within 24hr or less from Monday to Friday).	insert your reply and details
List of countries where the bidder can arrange NEBOSH Certificate and Diploma exams for participants must be attached. Minimum 3 countries (some UNOPS countries of operation here: <a href="https://www.unops.org/project-locations">https://www.unops.org/project-locations</a> )	Insert Pass/Fail (for list attached)

Suppliers compliant with the above technical criteria ONLY will be requested to provide a link to a demo or temporary access for further evaluation.

**Demo for IOSH online training for assessment** by UNOPS specialists  
(Link to Demo video or temporary access to the site required to be sent with the quotation)

CRITERIA FOR EVALUATION	
Easy to navigate, user-friendly, well organised	YES / NO
Good Visual quality	YES / NO
Good Quality of the didactic material	YES / NO
Good Proposed learning approach	YES / NO
FINAL ASSESSMENT FOR THE PLATFORM:	PASS / FAIL

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:

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#### List of subcontractors or suppliers if any

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 bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

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

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

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

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

## Form G: Performance Statement Form

ITB reference no: ITB/2021/18626

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

Order placed by (Full address of purchaser)	Order no & date	Description & quantity of ordered items	Value of Order	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory?
				As per Contract	Actual		

Show examples to illustrate min 3 years.

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

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

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

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

## Form H: No Adverse Action Confirmation Form

ITB reference no: ITB/2021/18626

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

- a. No adverse action has been taken against the Bidder [insert Bidder's name] and the manufacturers [insert manufacturer's names] whose products are being offered by the Bidder against this ITB, in the last 5 (Five) years.
- b. The following instances of previous past performance have resulted in adverse actions taken against the Bidder [insert Bidder's name] and the manufacturers [insert manufacturer's names] whose products are being offered by the Bidder, in the last 5 (Five) years. Such adverse actions included:

[Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.]

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

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

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

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