**Section III: Returnable Bidding Forms**

**RFQ reference no**: RFQ/2021/18986

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 Supply of An Online Multi Users Quickbooks Accounting**

**Software Package for CNM, Cambodia**

RFQ Case No. RFQ/2021/18986, dated**: ………………..**

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 **60 days** 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 any 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/ company name***] to sign this quotation and bind [***insert full name of bidder/company name***] 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/2021/18986

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **QTY** | **No. of day** | **Unit Price in USD** | **Total Price in USD**  **(Lump Sum, All Inclusive) – exc VAT** |
| 1. | Costs of Quickbooks (QB) Accounting software license | 10 users | N/A | [Offeror to insert price] | [Offeror to insert price] |
| Costs of Installation, Set up QB software Systems | 1 package | 13 days | [Offeror to insert price] | [Offeror to insert price] |
| Cost of Training QB software to the users | 1 time | 1 day | [Offeror to insert price] | [Offeror to insert price] |
| 2. | Cost of Supporting and Maintenance Service for year 1 (*after formal acceptance of the training by the CNM)* | 1 package | 5 days | [Offeror to insert price] | [Offeror to insert price] |
| 3. | Cost of Supporting and Maintenance service for year 2 | 1 package | 5 days | [Offeror to insert price] | [Offeror to insert price] |
| 4. | Cost of Supporting and Maintenance service for year 3 | 1 package | 5 days | [Offeror to insert price] | [Offeror to insert price] |
| **Total Price in USD Before 10% VAT** | | | | | **[Insert total lump sum price]** |

**Payment Terms :**  Payment Below is accepted ☐ Yes

* *No advance payment will be given*
* Payment of item # 1 will be settled within 30 days after receiving an original invoice and acceptance services by CNM
* Payment of item # 2 will be settled within 30 days after formal acceptance of the training by the CNM.
* Payment of item # 3 will be settled within 30 days after formal acceptance of the item # 2 by the CNM.
* Payment of item # 4 will be settled within 30 days after formal acceptance of the item # 3 by the CNM.

The 10% VAT will be applied in the invoice ☐ Yes ☐ No

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

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

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

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

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

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

**Form C: Technical Quotation Form**

RFQ reference no: RFQ/2021/18986

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 Requirement for Services – Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Terms of Reference (TOR)** | **Is quotation compliant?** Bidder to complete | **Details of Offer**  Bidder to complete, if any |
| **1.** | **General Requirements** | ☐ Yes ☐ No |  |
|  | * Licensed QuickBooks desktop enterprise with hosting for 10 users * Installation and setup of QuickBooks System and QuickBooks Company for RAI3E  1. *Setting up the Chart of Account as required by users*   Setup should include the follow in order for reporting to produce correctly:   * 1. Setting staff name   2. Setting donor name   3. Setting up budget code at CNM level   4. Setting up budget code by subnational level   5. Setting up budget code by all detail activities   6. Setting up expense by detail activities at CNM level   7. Setting up expense by detail activities by subnational level   8. Setting up expense by all detail activities   9. Setting up expense by subnational level   10. Preparing user manual for bookkeeping each type of transaction  1. *Setting up automated backup functionality* 2. *Assigning user rights and access level* 3. *Setting up the fixed asset module separate from Finance Module* 4. *Preparing user manual for bookkeeping each type of transaction*  * Generating reports and CNM User Acceptance * GL, Trial Balance, Profit and Loss, Balance Sheet * Bank Reconciliation * Audit Trail * Fixed Asset Report integrated and to be generated by Procurement Unit   For reporting, system should be able to produce the following customized financial reports:   * + 1. Budget vs Actual report at CNM level     2. Budget vs Actual report by Subnational level     3. Budget vs Actual report by all detail activities     4. Expense report at CNM level     5. Expense report by Subnational level     6. Expense report by all detail activities     7. Disbursement report by subnational level     8. Disbursement report by CNM level.     9. Staff advanced outstanding summary report     10. Staff advanced outstanding detail report     11. Expense report align with PUDR  |  |  | | --- | --- | | **Key Modules** | **Functionalities** | | General Ledger | * Reconciliation of GL with sub-ledgers * Accounting journal adjustments for current and previous periods * Month-end closure * Reporting capability * Withholding/ VAT/ Tax Management * Budget vs Actual report | | Budget Management | * Capacity to store budget in the financial system * Budgetary control by Activities and Interventions, Module, Cost Grouping * Capability to report budget consumption, variance and accurate forecasts | | Advances | * Reconciliation of advances/Accounts receivable transactions with GL * Integration and support with Cash Management * Reporting capability (Aging balance / receivables) * Staff advances management | | Asset and Inventory Management ***managed by Procurement Unit*** | * Integration with procurement module to automate asset / inventory entry * Capability to record asset /asset disposal | | Cash Management | * Integration of bank statement & generation of payment files * Bank reconciliation * Capability to report cash balance and cash forecast | | Reporting | System should be able to produce regular country reporting (Financial Statements) | | Procurement Management | * Direct Payment accounting and recording to impact budget and reporting * Vendor/ supplier/ management |   *(Global Fund financial grant implementers management handbook, Dec 2017, P47)* | ☐ Yes ☐ No |  |
| **2** | **Support and Maintenance** | ☐ Yes ☐ No |  |
|  | Supplier should describe the support offerings available for the QuickBooks implementation. In addition, they should provide a copy and a description of all warranties associated with the proposed solution.   * Software support should be available 5 working days a week per year and turnaround time for each ticket should not be more than 1 working day. * Software updates for improvements and enhancement will be provided by the supplier as part of the warranty which begins after user acceptance in year one, and as part of the price for maintenance. * The contact details for the personnel for all support (update software, fixing errors, and cleaning bugs) and maintenance services must be identified in the proposals. * The supplier shall be given annually support and maintenance for 3 years however the supplier shall provide costs per year. | ☐ Yes ☐ No |  |
| **3** | **Deliverables** | ☐ Yes ☐ No |  |
|  | * An Inception Report: The inception report should be prepared by the Consultant prior to initiating the work. The inception report will detail the supplier’s understanding of the task as well as proposed methods, requisition of data and other procedures. The inception report will include a schedule of tasks, activities, timeline and deliverables. * A Draft Report: The supplier will deliver a draft report within the indicative assignment time frame. * A Final Report: A final report to CNM and PR- UNOPS within the agreed timeline with details of implementation, issues faced, User Acceptance Report and a contingency plan. | ☐ Yes ☐ No |  |
| **4** | **Experience Requirements** | ☐ Yes ☐ No |  |
|  | The bidder must submit a relevant portfolio accompanied by references about the satisfactory delivery of completed projects. The bidder shall provide separate reference for each project. The projects included for references should be carried out in the last 3 years.  The bidder must indicate in the proposal the breakdown of activities to carry out implementation, Configuration and setup, User acceptance and required training.  Under these criteria, the team assigned by the service provider should have qualified and experienced resources required for this project.   * Experience of the team leader in carrying out similar projects in the last 3 years * Experience of other team members in the last 3 years * Qualification and experience of staff assigned to the project | ☐ Yes ☐ No |  |
| **5** | **Duration of work** | ☐ Yes ☐ No |  |
|  | |  |  |  | | --- | --- | --- | | **No** | **Description** | **No of Day** | | 1 | Implementation including installation, set up QB systems and training | 14 working days | | 2 | Supporting and maintenance service for year 1 | 5 working days | | 3 | Supporting and maintenance service for year 2 | 5 working days | | 4 | Supporting and maintenance service for year 3 | 5 working days | | **Total number of days for implementation and support & maintenance** | | **29 working days** | | ☐ Yes ☐ No |  |
| **6** | **Payment Term** | ☐ Yes ☐ No |  |
|  | * No advance payment will be given * Payment of item # 1 settled within 30 days after receiving an original invoice and acceptance services by CNM * Payment of item # 2 settled within 30 days after formal acceptance of the training by the CNM. * Payment of item # 3 settled within 30 days after formal acceptance of the item # 2 by the CNM. * Payment of item # 4 will settled within 30 days after formal acceptance of the item # 3 by the CNM. | ☐ Yes ☐ No |  |
| **7** | **Location of work** | ☐ Yes ☐ No |  |
|  | **Name of Consignee** - National Center for Parasitology, Entomology and Malaria Control (CNM)  **Address of Consignee** - #477 Betong Street .(Corner St.92), Village Trapangsvay, Sanakat Phnom Penh Thmey ,Khan Sen Sok,Phnom Penh, Cambodia. | ☐ Yes ☐ No |  |

**Other Relevant Documents – Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete, if any |
| **Document** | Bidders must be registered in Cambodia. A Copied Certificate of Business Registration/Patent/Similar Legal Document of the bidder must be submitted.  In the event of a joint venture, the lead company must be registered in Cambodia or else the bidder will be disqualified. | ☐ Yes ☐ No |  |

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

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

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

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

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

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

**Form D: Performance Statement Form**

RFQ reference no: RFQ/2021/18986

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** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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