**Section III: 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: [insert RFQ reference No.]

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

1. ***Professional Cost***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | **STAFF** | **QTY** | **# OF DAYS** | **COST/DAY** | **AMOUNT** |
| 1. | Business and Vocation Education Specialist | 1 |  |  |  |
| 2. | Adult Education Specialist | 1 |  |  |  |
| 3. | An Education Specialist | 1 |  |  |  |
| **SUB - TOTAL** | | | | |  |

***(B)  Program Activities***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | **DESCRIPTION** | **QTY** | **# OF DAYS** | **COST/DAY** | **AMOUNT** |
| 1 | Venue | 1 |  |  |  |
| 2 | Stationery | 1 |  |  |  |
| 3 | Printing | 1 |  |  |  |
| 4 | Communications | 1 |  |  |  |
| 5 | Participants Meal/Lunch | 1 |  |  |  |
| 6 | Transportation | 1 |  |  |  |
| Sub-total | | | | |  |
| 7 | Any other additional operational costs | 1 |  |  |  |
| Sub-total | | | | |  |
| **SUB- TOTAL** | | | | |  |

|  |  |  |
| --- | --- | --- |
| **Sl.no.** | **Description** | **Total amount** |
| 1 | Table A – Personnel Cost |  |
| 2 | Table B – Programme Activities Cost |  |
|  | **TOTAL Proposal amount** |  |

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: [insert RFQ reference No.]

Name of Offeror: [insert name of offeror]

The Offeror’s proposal must be organized to follow the format of this Technical Proposal Form. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Technical Proposal Evaluation sections:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Is Bid compliant?** Bidder to complete | **Details of goods and services offered.** Bidder to complete |
| **1** | Bidder should be in continuous business of supplying similar services for the last 2 years (2019 and 2020). 2018 will also be considered due to pandemic situation. Provide list of previous similar contracts (client name, contract duration, amount, services provided, and contact details of the client) | Yes / No | Insert details here |
| **2** | Bidder is legally registered in the country of origin to undertake the services. Bidders attach a valid registration certificate | Yes / No | Insert details here |
| **3** | Extensive experience in delivering vocational skills training. Bidder should provide previous experience in the last 05 years. | Yes / No | Insert details here |
| **4** | Experience in preparing youth for skills-based certification. Bidder should provide previous experience in the last 05 years. | Yes / No | Insert details here |
| **5** | Extensive skills in handling individuals (youths) with a mix of skills and diverse background. Bidder to provide details on similar experience in the last 05 years. | Yes / No | Insert details here |
| **6** | Ability to organize and conduct short but high impact tailored learning programs. Bidder to provide details of similar high impact trainings delivered in country for other clients. | Yes / No | Insert details here |
| **7** | Presence of adequate training staff, tools, and space. Bidder to list all the details, such as venue, staffing, tools and etc under this section. | Yes / No | Insert details here |
| **8** | Proven track record and ability to liaise with different groups at different levels including directorate of industrial training, grass-root organizations, field workers and technical experts, amongst others. Bidder to provide evidence of recognition from Directorate of Industrial training. | Yes / No | Insert details here |
| **9** | Business and Vocation Education Specialist proposed meet the qualification and experience criteria. CV should be attached. | Yes / No | Insert details here |
| **10** | Adult Education Specialist proposed meet the qualification and experience criteria. CV should be attached. | Yes / No | Insert details here |
| **11** | An Education Specialist proposed meet the qualification and experience criteria. CV should be attached. | Yes / No | Insert details here |

**Form D: Previous experience form**

RFQ reference no: [insert RFQ reference No.]

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

**7**

**Form E: Format for Resume of Proposed Key Personnel**

RFQ reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Please carefully read the Personnel Requirements set out in Section II and the Technical Proposal Form.  Ensure that personnel proposed for this contract provides ALL the information requested in these guidelines. CVs should consist of a maximum of 2 pages.

|  |  |
| --- | --- |
| **Position** | [Insert] |
| **Name of Personnel** | [Insert] |
| **Title:** | [Insert] |
| **Years with Firm** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | * [Insert] Language skills  in response to the required qualifications in the Section II |
| **Education/ Qualifications** | * Technical qualifications in response to the required qualifications in the Section II * [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] |
| **Professional certifications** | * [List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications in the Section II   Provide details of professional certifications relevant to the scope of services]   * Name of institution: [Insert] * Date of certification: [Insert]   If required in the Section II, relevant certifications must be uploaded together with the CV. |
| **Employment Record/ Experience** | * Experience in response to the required qualifications in the Section II   [Starting with present position, list in reverse order, every employment held.  List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment.  For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] |
| **References** | Provide names, addresses, phone and email contact information for two (2) references:  Reference 1:  Reference 2: |

I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel (individual) or firm representative           Date (Day/Month/Year)