**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2021/21542

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors as part of their Proposal. 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 proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Proposal Submission Form
* Form C: Financial Proposal Form
* Form D: Technical Proposal Form
* Form E: Proposal Security Form - **Not required**
* Form F: Format for Resume of Proposed Key Personnel
* Form G: Performance Statement Form
* Form H: No Adverse Action Confirmation Form
* Form I: Statement of Exclusivity and Availability **- Not required**

**Form A: Joint Venture Partner Information Form**

[The Offeror shall fill in this Form in accordance with the instructions indicated below]

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

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

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each** | [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: Proposal Submission Form**

Offerors are requested to complete this form, sign it and return it as part of their Proposal submission. The Offeror 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: Proposal for the supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFP Case No**. [Insert RFP ref. number],** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the Bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to supply in conformity with the Bidding documents, including the UNOPS General Conditions of Contract and in accordance with the Schedule of Requirements;
  3. Our Proposal shall be valid for the period of time of [insert number of days which shall not be less than the specified the Tender Particulars section, Period of Validity of Proposals] from the date fixed for the Proposal submission deadline as set out in the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  4. If our Proposal is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security, in accordance with Instructions to Offerors, Article 35 and the General Conditions of Contract;
  5. 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;
  6. 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;
  7. 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;
  8. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  9. 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 Offerors Article 4, Eligibility;
  10. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFP and will not engage in any such activity during the performance of any contract awarded;
  11. We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive.

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

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

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

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

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

[*Stamp form of Proposal with official stamp of the Offeror*]

**Form C: Financial Proposal Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFP as indicated in the Instruction to Offerors. Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

Lot 1.1: Domestic wire transfers or over-the-counter deposits at local banks (MMK):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (MMK) | Fee (%) |
| 1 | Up to MMK 2,000,000 (Two Million) | Each |  |  |
| 2 | Up to MMK 20,000,000 (Twenty Million) | Each |  |  |
| 3 | Up to MMK 100,000,000 (One Hundred Million) | Each |  |  |
| 4 | Up to MMK 200,000,000 (Two Hundred Million) | Each |  |  |
| 5 | Over MMK 200,000,000 (Two Hundred Million) | Each |  |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over MMK 2,000,000,000 (Two Billion) | Total value of transactions |  |
| 2 | Over MMK 5,000,000,000 (Five Billion) | Total value of transactions |  |
| 3 | Over MMK 10,000,000,000 (Ten Billion) | Total value of transactions |  |

Lot 1.2: Domestic wire transfers or over-the-counter deposits at local banks (USD):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (USD) | Fee (%) |
| 1 | Up to USD 1,000 (One Thousand) | Each |  |  |
| 2 | Up to USD 10,000 (Ten Thousand) | Each |  |  |
| 3 | Up to USD 50,000 (Fifty Thousand) | Each |  |  |
| 4 | Up to USD 100,000 (One Hundred Thousand) | Each |  |  |
| 5 | Over USD 100,000 (One Hundred Thousand) | Each |  |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over USD 1,000,000 (One Million) | Total value of transactions |  |
| 2 | Over USD 3,000,000 (Three Million) | Total value of transactions |  |
| 3 | Over USD 6,000,000 (Six Million) | Total value of transactions |  |

Lot 2.1: Domestic cash disbursements through branches and agents (MMK):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (MMK) | Fee (%) |
| 1 | Up to MMK 2,000,000 (Two Million) | Each |  |  |
| 2 | Up to MMK 20,000,000 (Twenty Million) | Each |  |  |
| 3 | Up to MMK 100,000,000 (One Hundred Million) | Each |  |  |
| 4 | Up to MMK 200,000,000 (Two Hundred Million) | Each |  |  |
| 5 | Over MMK 200,000,000 (Two Hundred Million) | Each |  |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over MMK 2,000,000,000 (Two Billion) | Total value of transactions |  |
| 2 | Over MMK 5,000,000,000 (Five Billion) | Total value of transactions |  |
| 3 | Over MMK 10,000,000,000 (Ten Billion) | Total value of transactions |  |

Lot 2.2: Domestic cash disbursements through branches and agents (USD):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (USD) | Fee (%) |
| 1 | Up to USD 1,000 (One Thousand) | Each |  |  |
| 2 | Up to USD 10,000 (Ten Thousand) | Each |  |  |
| 3 | Up to USD 50,000 (Fifty Thousand) | Each |  |  |
| 4 | Up to USD 100,000 (One Hundred Thousand) | Each |  |  |
| 5 | Over USD 100,000 (One Hundred Thousand) | Each |  |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over USD 1,000,000 (One Million) | Total value of transactions |  |
| 2 | Over USD 3,000,000 (Three Million) | Total value of transactions |  |
| 3 | Over USD 6,000,000 (Six Million) | Total value of transactions |  |

Lot 3.1: Domestic cash disbursements through delivery to beneficiaries’ locations (MMK):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (MMK) | Fee (%) |
| 1 | Up to MMK 2,000,000 (Two Million) | Each |  |  |
| 2 | Up to MMK 20,000,000 (Twenty Million) | Each |  |  |
| 3 | Up to MMK 100,000,000 (One Hundred Million) | Each |  |  |
| 4 | Up to MMK 200,000,000 (Two Hundred Million) | Each |  |  |
| 5 | Over MMK 200,000,000 (Two Hundred Million) | Each |  |  |

Discounts based on the total value of transactions for a given location on a given day:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over MMK 100,000,000 (One Hundred Million) | Total value of transactions |  |
| 2 | Over MMK 500,000,000 (Five Hundred Million) | Total value of transactions |  |
| 3 | Over MMK 1,000,000,000 (One Billion) | Total value of transactions |  |

Lot 3.2: Domestic cash disbursements through delivery to beneficiaries’ locations (USD):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (USD) | Fee (%) |
| 1 | Up to USD 1,000 (One Thousand) | Each |  |  |
| 2 | Up to USD 10,000 (Ten Thousand) | Each |  |  |
| 3 | Up to USD 50,000 (Fifty Thousand) | Each |  |  |
| 4 | Up to USD 100,000 (One Hundred Thousand) | Each |  |  |
| 5 | Over USD 100,000 (One Hundred Thousand) | Each |  |  |

Discounts based on the total value of transactions for a given location on a given day:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Over USD 50,000 (Fifty Thousand) | Total value of transactions |  |
| 2 | Over USD 250,000 (Two Hundred and Fifty Thousand) | Total value of transactions |  |
| 3 | Over USD 500,000 (Five Hundred Thousand) | Total value of transactions |  |

Lot 4.1: Mobile money payments and other pay options:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Per transaction cost (MMK) | Fee (%) |
| 1 | Up to MMK 150,000 (One Hundred and Fifty Thousand) | Each |  |  |
| 2 | Up to MMK 1,000,000 (One Million) | Each |  |  |
| 3 | Up to MMK 5,000,000 (Five Million) | Each |  |  |
| 4 | Up to MMK 10,000,000 (Ten Million) | Each |  |  |
| 5 | Over MMK 15,000,000 (Fifteen Million) | Each |  |  |

**Proposed scenario for financial proposal:**

Lot 1: Domestic wire transfers or over-the-counter deposits at local banks:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Transaction type: | UoM | Quantity | Per transaction cost | Fee (%) |
| 1 | Domestic wire transfers or over-the-counter deposits at local banks of up to MMK 2,000,000 (Two Million). | Each | 100 | MMK |  |
| 2 | Domestic wire transfers or over-the-counter deposits at local banks of up to MMK 20,000,000 (Twenty Million). | Each | 50 | MMK |  |
| 3 | Domestic wire transfers or over-the-counter deposits at local banks of up to MMK 100,000,000 (Hundred Million). | Each | 50 | MMK |  |
| 4 | Domestic wire transfers or over-the-counter deposits at local banks of up to MMK 200,000,000 (Two Hundred Million). | Each | 20 | MMK |  |
| 5 | Domestic wire transfers or over-the-counter deposits at local banks of over MMK 200,000,000 (Two Hundred Million). | Each | 10 | MMK |  |
| 6 | Domestic wire transfers or over-the-counter deposits at local banks of up to USD 1,000 (One Thousand). | Each | 100 | USD |  |
| 7 | Domestic wire transfers or over-the-counter deposits at local banks of up to USD 10,000 (Ten Thousand). | Each | 50 | USD |  |
| 8 | Domestic wire transfers or over-the-counter deposits at local banks of up to USD 50,000 (Fifty Thousand). | Each | 50 | USD |  |
| 9 | Domestic wire transfers or over-the-counter deposits at local banks of up to USD 100,000 (One Hundred Thousand). | Each | 20 | USD |  |
| 10 | Domestic wire transfers or over-the-counter deposits at local banks of over USD 100,000 (One Hundred Thousand). | Each | 10 | USD |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 1 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over MMK 2,000,000,000 (Two Billion). | Total value of transactions |  |
| 2 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over MMK 5,000,000,000 (Five Billion). | Total value of transactions |  |
| 3 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over MMK 10,000,000,000 (Ten Billion). | Total value of transactions |  |
| 4 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over USD 1,000,000 (One Million). | Total value of transactions |  |
| 5 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over USD 3,000,000 (Three Million). | Total value of transactions |  |
| 6 | Domestic wire transfers or over-the-counter deposits at local banks in a given period with the total value of over USD 6,000,000 (Six Million). | Total value of transactions |  |

Lot 2: Domestic cash disbursements through branches and agents network:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Transaction type: | UoM | Quantity | Per transaction cost | Fee (%) |
| 11 | Domestic cash disbursements through branches and agents of up to MMK 2,000,000 (Two Million). | Each | 100 | MMK |  |
| 12 | Domestic cash disbursements through branches and agents of up to MMK 20,000,000 (Twenty Million). | Each | 50 | MMK |  |
| 13 | Domestic cash disbursements through branches and agents of up to MMK 100,000,000 (Hundred Million). | Each | 50 | MMK |  |
| 14 | Domestic cash disbursements through branches and agents of up to MMK 200,000,000 (Two Hundred Million). | Each | 20 | MMK |  |
| 15 | Domestic cash disbursements through branches and agents of over MMK 200,000,000 (Two Hundred Million). | Each | 10 | MMK |  |
| 16 | Domestic cash disbursements through branches and agents of up to USD 1,000 (One Thousand). | Each | 100 | USD |  |
| 17 | Domestic cash disbursements through branches and agents of up to USD 10,000 (Ten Thousand). | Each | 50 | USD |  |
| 18 | Domestic cash disbursements through branches and agents of up to USD 50,000 (Fifty Thousand). | Each | 50 | USD |  |
| 19 | Domestic cash disbursements through branches and agents of up to USD 100,000 (One Hundred Thousand). | Each | 20 | USD |  |
| 20 | Domestic cash disbursements through branches and agents of over USD 100,000 (One Hundred Thousand). | Each | 10 | USD |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 7 | Domestic cash disbursements through branches and agents in a given period with the total value of over MMK 2,000,000,000 (Two Billion). | Total value of transactions |  |
| 8 | Domestic cash disbursements through branches and agents in a given period with the total value of over MMK 5,000,000,000 (Five Billion). | Total value of transactions |  |
| 9 | Domestic cash disbursements through branches and agents in a given period with the total value of over MMK 10,000,000,000 (Ten Billion). | Total value of transactions |  |
| 10 | Domestic cash disbursements through branches and agents in a given period with the total value of over USD 1,000,000 (One Million). | Total value of transactions |  |
| 11 | Domestic cash disbursements through branches and agents in a given period with the total value of over USD 3,000,000 (Three Million). | Total value of transactions |  |
| 12 | Domestic cash disbursements through branches and agents in a given period with the total value of over USD 6,000,000 (Six Million). | Total value of transactions |  |

Lot 3: Domestic cash disbursements through delivery to beneficiaries’ locations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Transaction type: | UoM | Quantity | Per transaction cost | Fee (%) |
| 21 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to MMK 2,000,000 (Two Million). | Each | 100 | MMK |  |
| 22 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to MMK 20,000,000 (Twenty Million). | Each | 50 | MMK |  |
| 23 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to MMK 100,000,000 (Hundred Million). | Each | 50 | MMK |  |
| 24 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to MMK 200,000,000 (Two Hundred Million). | Each | 20 | MMK |  |
| 25 | Domestic cash disbursements through delivery to beneficiaries’ locations of over MMK 200,000,000 (Two Hundred Million). | Each | 10 | MMK |  |
| 26 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to USD 1,000 (One Thousand). | Each | 100 | USD |  |
| 27 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to USD 10,000 (Ten Thousand). | Each | 50 | USD |  |
| 28 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to USD 50,000 (Fifty Thousand). | Each | 50 | USD |  |
| 29 | Domestic cash disbursements through delivery to beneficiaries’ locations of up to USD 100,000 (One Hundred Thousand). | Each | 20 | USD |  |
| 30 | Domestic cash disbursements through delivery to beneficiaries’ locations of over USD 100,000 (One Hundred Thousand). | Each | 10 | USD |  |

Discounts based on the total value of transactions in a given reporting period:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Transaction value: | UoM | Discount percentage (%) |
| 13 | Domestic cash disbursements of over MMK 100,000,000 (One Hundred Million) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |
| 14 | Domestic cash disbursements of over MMK 500,000,000 (Five Hundred Million) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |
| 15 | Domestic cash disbursements of over MMK 1,000,000,000 (One Billion) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |
| 16 | Domestic cash disbursements of over USD 50,000 (Fifty Thousand) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |
| 17 | Domestic cash disbursements of over USD 250,000 (Two Hundred Fifty Thousand) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |
| 18 | Domestic cash disbursements of over MMK 500,000 (Five Hundred Thousand) through delivery to beneficiaries’ in a given location on a given day. | Total value of transactions |  |

Lot 4: Mobile money payments and other pay options:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Transaction type: | UoM | Quantity | Per transaction cost | Fee (%) |
| 31 | Mobile money payments and other pay options of up to MMK 150,000 (One Hundred and Fifty Thousand). | Each | 500 | MMK |  |
| 32 | Mobile money payments and other pay options of up to MMK 1,000,000 (One Million). | Each | 200 | MMK |  |
| 33 | Mobile money payments and other pay options of up to MMK 5,000,000 (Five Million). | Each | 50 | MMK |  |
| 34 | Mobile money payments and other pay options of up to MMK 10,000,000 (Ten Million). | Each | 20 | MMK |  |
| 35 | Mobile money payments and other pay options of over MMK 15,000,000 (Fifteen Million). | Each | 10 | MMK |  |

The discounts offered, if applicable, and the methodology for their application are:

* **Discounts**: If our proposal 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];

**List of subcontractors or suppliers**

Offeror 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 Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

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

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

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

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

**Form D: Technical Proposal Form**

RFP reference no: [insert RFP 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:

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Criteria | Maximum Points | Applicable to |
| (i) | Qualifications and capabilities of the Cash Transfer Agent relevant to the assignment: |  |  |
| a) | Ceiling amount of funds available for monthly operations without advance payment from UNOPS or the amount of Bank Guarantee that can be provided to UNOPS for securing its advance payments.   * USD 6 Million and more - 15 points * USD 5 to 5.99 Million - 13 points * USD 4 to 4.99 Million - 11 points * USD 3 to 3.99 Million - 09 points * USD 2 to 2.99 Million - 07 points * USD 1 to 1.99 Million - 05 points * Less than USD 1 Million - Disqualify   [Insert response here] or [Attach file] | 15 | Each Lot |
| b) | Ability to receive funds from UNOPS in USD via international wire transfer:   * Evidence of CTA’s ability to receive funds is provided for both in and outside of Myanmar - 5 points * Evidence of CTA’s ability to receive funds is provided only for bank(s) located outside of Myanmar - 3.5 points * Evidence of CTA’s ability to receive funds is provided only for bank(s) located in Myanmar - Disqualify   [Insert response here] or [Attach file] | 5 | Each Lot |
| c) | Ability to provide biometric registration and authentication of beneficiaries  [Insert response here] or [Attach file] | 5 | Each Lot |
| d) | Confidentiality and protection of beneficiaries’ personal data in place  [Insert response here] or [Attach file] | 5 | Each Lot |
| e) | Complaints and customer feedback mechanism in place to deal with the cases of delayed or incorrect transfers  [Insert response here] or [Attach file] | 5 | Each Lot |
| f) | Post-distribution process flow-chart and narrative provided for compiling the supporting documents for each transaction and submission of reports for account reconciliation  [Insert response here] or [Attach file] | 5 | Each Lot |
| g) | Web-portal through which UNOPS and CTA can manage the exchange of information for disbursements and account reconciliations  [Insert response here] or [Attach file] | 5 | Each Lot |
| Sub-total: | | 45 | Each Lot |
| (ii) | Adequacy of the proposed infrastructure and methodology for disbursements: |  |  |
| a) | Coverage of the network of CTA’s Partner Banks where the CTA has accounts or established partnerships, which enable the CTA to make electronic wire transfers, direct or over-the-counter deposits to beneficiaries’ bank accounts.   * Evidence of coverage is provided for extra 10+ locations in excess of those stated under article 8 of Section F - 10 points * Evidence of coverage is provided for extra 5+ locations in excess of those stated under article 8 of Section F - 8 points * Evidence of coverage is provided for 100% of locations stated under article 8 of Section F - 7 points * Evidence of coverage is provided for lesser number of locations than those stated under article 8 of Section F - Disqualify   [Insert response here] or [Attach file] | 10 | Lot 1 |
| b) | Coverage of the CTA’s own branches and agents’ network for disbursing cash to beneficiaries across the country.   * Evidence of coverage is provided for extra 10+ locations in excess of those stated under article 8 of Section F - 10 points * Evidence of coverage is provided for extra 5+ locations in excess of those stated under article 8 of Section F - 8 points * Evidence of coverage is provided for 100% of locations stated under article 8 of Section F - 7 points * Evidence of coverage is provided for lesser number of locations than those stated under article 8 of Section F - Disqualify   [Insert response here] or [Attach file] | 10 | Lot 2 |
| c) | Coverage of the CTA’s own branches and agents’ network for delivering and disbursing cash at beneficiaries’ locations across the country:   * Evidence of coverage is provided for extra 10+ locations in excess of those stated under article 8 of Section F - 10 points * Evidence of coverage is provided for extra 5+ locations in excess of those stated under article 8 of Section F - 8 points * Evidence of coverage is provided for 100% of locations stated under article 8 of Section F - 7 points * Evidence of coverage is provided for lesser number of locations than those stated under article 8 of Section F - Disqualify   [Insert response here] or [Attach file] | 10 | Lot 3 |
| d) | Coverage of CTA’s network of mobile money agents for transferring mobile money to beneficiaries across the country.   * Evidence of coverage is provided for extra 10+ locations in excess of those stated under article 8 of Section F - 10 points * Evidence of coverage is provided for extra 5+ locations in excess of those stated under article 8 of Section F - 8 points * Evidence of coverage is provided for 100% of locations stated under article 8 of Section F - 7 points * Evidence of coverage is provided for lesser number of locations than those stated under article 8 of Section F - Disqualify   [Insert response here] or [Attach file] | 10 | Lot 4 |
| e) | Cash transfer process flowchart and narrative for each available cash transfer method ([i] bank-to-bank transfers and direct deposits, [ii] cash disbursements through branches and agents’ network, [iii] cash delivery to beneficiaries’ locations and [iv] mobile money transfers)  [Insert response here] or [Attach file] | 10 | Each Lot |
| f) | Minimum number of days for the execution of transactions under each available cash transfer method ([i] bank-to-bank transfers and direct deposits, [ii] cash disbursements through branches and agents’ network, [iii] cash delivery to beneficiaries’ locations and [iv] mobile money transfers)  [Insert response here] or [Attach file] | 5 | Each Lot |
| Sub-total | | 25 | Each Lot |
| (iii) | Key management, technical and support staff’s qualifications |  |  |
| a) | Adequacy of the proposed organisational structure for service provision  [Insert response here] or [Attach file] | 8 | Each Lot |
| b) | Professional and language qualifications of the management staff  [Insert response here] or [Attach file]  [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. | 5 | Each Lot |
| c) | Professional and language qualifications of the technical staff  [Insert response here] or [Attach file]  [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. | 8 | Each Lot |
| d) | Professional and language qualifications of the support staff  [Insert response here] or [Attach file]  [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. | 5 | Each Lot |
| e) | At least 50% of service providers’ personnel assigned for the  execution of services shall be women.  [Insert response here] or [Attach file] | 4 | Each Lot |
| Sub-total | | 30 | Each Lot |

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

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

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

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

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

**Not required**

**Form E: Proposal Security Form (BANK GUARANTEE)**

Note to Offerors: The Bank shall fill in this Bank Guarantee Form in accordance with the instructions.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Bank’s name, and address of issuing branch or office]

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name and Address of UNOPS]

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

**Proposal Guarantee Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that [name of the Offeror] (hereinafter called “the Offeror”) has submitted to you its Proposal dated [insert date] (hereinafter called “the Proposal”) for the execution of [name of contract], under the RFP No. [RFP number] (“the RFP”).

Furthermore, we understand that, according to your conditions, Proposals must be supported by a Proposal guarantee.

At the request of the Offeror, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing, accompanied by a written statement stating that the Offeror is in breach of its obligation(s) under the Proposal conditions, because the Offeror:

(a) Has withdrawn its Proposal during the period of Proposal validity specified by the Offeror in the Proposal Submission Form; or

(b) Having been notified of the acceptance of its Proposal by UNOPS during the period of Proposal validity,

(i) fails or refuses to execute the Contract Form; or

(ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Offerors.

This guarantee will expire:

(a) if the Offeror is the successful Offeror, upon our receipt of copies of the contract signed by the Offeror and the performance security issued to you upon the instruction of the Offeror; or

(b) if the Offeror is not the successful Offeror, upon the earlier of:

(i) our receipt of a copy of your notification to the Offeror of the name of the successful Offeror; or

(ii) twenty-eight days after the expiration of the Offeror’s Proposal.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, except that the supporting statement under article 15(a) is excluded.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Signature(s)]

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

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

|  |  |
| --- | --- |
| Position | [Insert] |
| Name of Personnel | [Insert] |
| Title | [Insert] |
| Years with firm | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] |
| Professional certifications | [Provide details of professional certifications relevant to the scope of services]   * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | [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)

**[REMOVE if not required]**

**Form G: Performance Statement Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

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 supply of goods satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form H: No Adverse Action Confirmation Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

* 1. No adverse action has been taken against the Offeror [insert name of Offeror] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Offeror against this Request for Proposals, in the last 5 (Five) years.
  2. The following instances of previous past performance have resulted in adverse actions taken against the Offeror [insert name of Offeror] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Offeror, 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 proposalding etc.]

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

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

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

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

**Not required**

**Form I: Statement of Exclusivity and Availability**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate exclusively with the Offeror [insert Offeror name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

|  |  |
| --- | --- |
| **From** | **To** |
| [start of period 1] | [end of period 1] |
| [start of period 2] | [end of period 2] |
| [etc.] |  |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Offeror submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNOPS tender procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from UNOPS other tenders and contracts and that the notification of award of contract to the Offeror may be rendered null and void.

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

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

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

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