**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2021/21590

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: Format for Resume of Proposed Key Personnel
* Form F: Performance Statement Form
* Form G: No Adverse Action Confirmation Form
* Form H: Statement of Exclusivity and Availability

**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.

The financial proposal must be submitted in **USD (United States Dollars)**

The Financial Proposal must be filled in in both Tables 1 and 2 below (for which the total amount should match), including provision of a detailed cost breakdown. Provide separate figures for each functional grouping or category. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Table 1: Cost breakdown per deliverable/output**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Deliverables** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Signing of Contract | [Offeror to insert price] |
| 2 | Inception Report and Final Methodology | [Offeror to insert price] |
| 3 | Draft Final Report | [Offeror to insert price] |
| 4 | Final report | [Offeror to insert price] |
| **Total financial proposal USD** | | **[Insert total lump sum price]** |

**Table 2: Cost breakdown per component** [remove or adjust as necessary]

Offerors are requested to provide the cost breakdown for the above given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment on the future.

**Professional Cost**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Functional Title** | **No required** | **Number of days** | **Cost/day $** | **Amount USD** |
| Team leader | 1 | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Quality Assurance specialist | 1 | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Data Analyst | 1 | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Field supervisors | [Offeror to insert here] | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Enumerators | [Offeror to insert here] | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| **Sub-total - Personnel** |  | [Offeror to insert here] | | |

**Logistic and Venue Cost**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Functional Title** | **Qty** | | **Unit Cost$** | **Amount USD (qty\*unit cost)** |
| Travel costs | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Daily subsistence allowance | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Communication and printing | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Workshops and venue | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Car hire costs | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Focused group Discussions and Key Informant interview facilitation | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Training costs for enumerators | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| Other costs (Overhead, and dissemination) | | [Offeror to insert here] | [Offeror to insert price] | [Offeror to insert price] |
| **Sub-total – Logistics and venue cost** | **[Offeror to insert price]** | | | |
| **Grant total** | **[Offeror to insert price]** | | | |

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]

**Technical Evaluation shall be conducted as follows:**

1. **Eligibility and Formal** Criteria: Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
2. **Qualification Criteria:** Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
3. **Technical Criteria:** Each Technical Criterion shall be scored on a scale of 0 – 10 based on the below rating scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Excellent:**  **10 Points** | **Good:**  **8-9 Points** | **Satisfactory:**  **7 Points** | **Poor:**  **4- 6 Points** | **Very Poor:**  **1-3 Points** | **0 Points** |
| **Proposal submitted and supported by excellent evidence of ability to support and exceed requirements and criteria as included in the RFP.** | **Proposal submitted and supported by good evidence of ability to support and exceed requirements and criteria as included in the RFP.** | **Proposal submitted and supported by satisfactory evidence of ability to support requirements and criteria as included in the RFP.** | **Proposal submitted and supported by marginally acceptable or weak evidence of ability to support requirements and criteria as included in the RFP.** | **Proposal submitted but not supported by evidence to demonstrate ability to comply with requirements and criteria as included in the RFP.** | **Information has not been submitted or is unacceptable.** |

1. **Gender and Diversity** shall be scored on a scale of 0 – 10 based on the below rating scale:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **10 Points** | **8 - 9 Points** | **7 Points** | **4 - 6 Points** | **1-3 Points** | **0** |
| **Meets all the 5 considerations listed in 2.5** | **Meets 4 of the 5 considerations listed in 2.5** | **Meets 3 of the 5 considerations listed in 2.5** | **Meets 2 of the 5 considerations listed in 2.5** | **Meets 1 of the 5 considerations listed in 2.5 or poor application of gender and diversity consideration.** | **Information has not been submitted or is unacceptable.** |

**Detailed Technical Criteria:**

**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.

|  |  |  |
| --- | --- | --- |
| **Section 1: Presentation of Proposal and Relevant Experience** | | **Points** |
| **1.1** | **Presentation of Proposal** | **4** |
|  | The Offeror’s proposal must be presented in a clear and cohesive manner facilitating easy evaluation.   * The recommended structure as per this ***Form D: Technical Proposal Form*** must be followed. * All the Returnable Bid Forms must be duly completed and submitted. * Complete information and supporting documentation must be included. All relevant certifications/ documents/ forms are to be duly dated, signed and labelled. * No discrepancies noted throughout the proposal. No or minimal clarifications needed by the Evaluation Committee. * Only information and documents relevant to the RFP must be included in the submission. No unnecessary documents/ information included. * Files and Documents shall be organized in an easy searchable manner (i.e., Certifications must follow the respective CV of the proposed personnel instead of grouping all CVs in one section and all certifications in another section.) |  |
| **1.2** | **Relevant Experience in designing, leading, and facilitating participatory and gender-sensitive/transformative evaluation approaches such as the Most Significant Change and/or Outcome Harvesting** | **6** |
|  | In scoring this criterion, the Evaluation Panel will consider the following:   * Experience in similar types of services |  |
| **1.3** | **Past Performance** | **4** |
|  | Past Performance working in Uganda and an UN-Agency or/ and International Organization is of an added advantage. |  |

|  |  |  |
| --- | --- | --- |
| **Section 2: Assumptions, Technical Approach and Logistical Plan** | |  |
| **2.1** | **Understanding of the Requirements and Key Assumptions** | **8** |
|  | The Offeror must demonstrate **full understanding** of the requirements stipulated in the SOW and provide a **list of assumptions** based on the due diligence conducted and findings that the proposal is built upon. This should include but not limited to key assumptions on the following areas:   * Scope of the SOW and Concept of Operations. * Division of responsibilities between UNOPS/Cities Alliance and the contractor in the performance of the contract. * Admin/ Logistics (Visas, Equipment Availability, Registrations as applicable, Taxation as applicable, Custom clearance procedures, known shipping and freight timeframes etc.). * Timelines. * Any relevant information obtained during the offeror’s site visit/ market research should be included here with detailed description of findings. |  |
| **2.2** | **Suitability of the Proposed Approach/ Methodology** | **15** |
|  | The Offeror must provide comprehensive information on their Concept of Operations. A detailed narrative on the Offferor’s proposed technical approach, methodology, strategy and techniques must be covered under this section. The technical approach must fully address all the requirements of the SOW.  Evidence that will demonstrate the effectivity of the Offeror’s proposed technical approach and an explanation of its suitability to the country of operations must be included under this section. Include innovative solutions/ approaches as applicable.  Should the Offeror propose to subcontract specific components of the services, comprehensive information on the Offeror’s approach to subcontracting must be submitted as part of the Technical Proposal. This section must include the following information:   * Description of the services to be subcontracted. * Internal selection process for identifying qualified subcontractor/s. * Internal procedures in place to ensure that subcontractors will abide by the UN Supplier Code of Conduct. * Ability of subcontractors to operate in the country of operations (i.e. legal requirements, registration, and accreditation if applicable). * Description of relevant experience and technical capability of proposed subcontractor/s. * Ability of the subcontractors to deploy in line with the required timelines of the SOW. |  |
| **2.3** | **Suitability of Proposed Timelines and Logistical Plan** | **13** |
|  | The Offeror must demonstrate their ability to fulfil the proposed timelines set in the SOW by including a **Detailed Timetable or a Gantt Chart**. Any activity shall have a clear start and end dates, and these should be clearly identified in the technical proposal.  The Offeror must provide a complete **Logistical Plan** based on their understanding of the requirements and key assumptions, including potential delays based on site visits / market research to demonstrate capacity to successfully deliver the required services in all of the phases in the SOW    In addition to the above-mentioned Gantt Chart and Logistical Plans, this section must include:   1. A narrative detailing the **mechanisms put in place to ensure timely deployment and operational start in country.** 2. Comprehensive information on the **specific activities to be done by the subcontractor/s to ensure deployment in time and adherence to the operational requirements** of the SOW should the Offeror propose to subcontract specific components of the services. |  |
| **2.4** | **Operational Capability and Self Sufficiency** | **13** |
|  | The Offeror must include proposed arrangements to ensure that the services required in the SOW will be delivered without operational interruption. This includes but not limited to:   * Information that will demonstrate **Offeror’s ability to sustain a self-sufficient operation.** * **Evidence of operational capability to implement multiple contracts *(UNOPS and Non-UNOPS Contracts)* simultaneously.** |  |
| **2.5** | **Sustainability and Gender mainstreaming** | **8** |
|  | **The Offeror shall include a Sustainability Plan within the context of the services required under this specific RFP and shall focus on providing a practical plan showing the application of broad corporate policies on sustainability as it relates to the execution of the contract** to be awarded under this tender.  Some areas for consideration are as follows:  ***General***  Inclusion of approaches to mitigating negative environmental impact during the execution of the contract which might include such themes as Air, Land, Water, Biodiversity, Energy, Materials, Waste, Global Climate or Disaster Risk Reduction. The plan should also consider elements of social sustainability that can encompass such themes as Population, Cultures, Services, Health, Vulnerability, Resilience and Gender.  ***Energy***  Inclusion of products or solutions that help to reduce or conserve energy.  To be awarded full points under this criterion, the below **5 considerations** are to be captured in the Offeror’s proposal:   1. **Gender and Diversity Analysis:** The proposal demonstrates an understanding of how women, men and different groups (in terms of sex, age, ethnicity, religion, physical ability, etc.) are differently impacted by ongoing (or recovery from) conflict and explosive hazards. The proposal understands the complex issues caused by social and economic differences that men and women and diverse groups experience and how these differences affect project design and delivery. The offeror understands which groups are dominant or particularly vulnerable and/or might be difficult to reach. The analysis shows an understanding of how the context might impact upon the safe and secure delivery of project activities by a diverse project team, considering any specific security issues. For example, in some contexts it is not advisable to deploy women or certain ethnic groups to field locations because they are specifically vulnerable or targeted. Moreover, this can also cover the offeror’s self-assessment and understanding of their own gaps/challenges and indicating how they will fill those gaps 2. **Gender and Diversity Mainstreaming**: The proposal describes what measures the project will take to ensure that the project delivers equitable benefits to women, men and different members of the community (in terms of sex, age, ethnicity, religion, physical ability, etc.). It outlines how the project will offer equal access to services and opportunities to different categories of beneficiaries. For example, by SOPs ensuring that Community Liaison teams visit communities at times they know women or children will be available or ensuring that NTS processes include women, men and different groups (in terms of sex, age, ethnicity, religion, physical ability, etc.) to allow them to have a say in how areas are prioritised, or activities scheduled. 3. **Organisational Maturity:** The Offeror shows its commitment to gender and diversity by submitting Gender Sensitive Policies or demonstrating inclusive and enabling practices in their proposal. For example, gender and diversity sensitive SOPs, clear Sexual Exploitation and Abuse (SEA) policies and reporting and accountability mechanisms internal monitoring & evaluation system that consider different needs/opportunities/access to services for different groups of beneficiaries (in terms of sex, age, ethnicity, religion, physical ability, etc.), provision of gender sensitive/ safe facilities, promotion of gender equality and inclusion in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices), outreach to recruit female staff for managerial and technical positions, representation of women on its senior management team at HQ level, opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees), specific arrangements such as flexible hours or shorter working week as deemed relevant.     **Proposed Team:** The proposal includes women and/or personnel from different geographical/ethnic/social backgrounds in their proposed team, especially in managerial positions and/or in technical positions. Mentoring/training systems are in place (within the context of the specific SOW) to advance women empowerment and increase the role of women and personnel from under-represented backgrounds as “promotable” players within a team.   1. **Innovation in relation to Gender and Diversity:** The proposal sets forth an interesting or new idea that aims to enhance the delivery of benefits to or increase the participation of women or minority groups and/or promotes women’s empowerment. The proposal covers collection of specific data (qualitative data or data related to diversity) in addition to Sex and Age Disaggregated Data (SADD). |  |
| **2.6** | **Submit a Quality assurance procedures and risk mitigation measures for the services requested in Section II - Schedule of requirements.** | **5** |
|  | Offeror shall provide a detailed QA procedures to ensure that the deliverables are achieved in compliance with the SOW and provide below:   * Internal procedures/ risk mitigating measures put in place to address subcontractors’ failure to deliver. |  |

|  |  |  |
| --- | --- | --- |
| **Section 3: Proposed Team Structure and Personnel** | |  |
| **3.1** | **Proposed Team Structure** | **8** |
|  | The Offeror shall provide **full information** on the composition of the proposed team. An **Organizational Chart** illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.  Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. **This should include both operational and support personnel**. The organizational chart should be accompanied by a **list of all proposed personnel in a tabular format** with job titles, gender, whether international or national and whether they are in operations or support functions. The overall number of personnel, as well as their break down by functions / positions shall match the personnel breakdown in the financial proposal. Any position being shared with another project must be noted in the technical proposal.  Offeror must demonstrate that such sharing of personnel will not have any adverse impact in contract implementation. |  |
| **3.2** | **Staffing Plan** | 4 |
|  | The Offeror must provide a comprehensive plan on **how to replace, retain and attract** personnel to ensure minimum disruption to the contract due to staff turnover. Focus shall be given to the measures undertaken to ensure that the **personnel proposed in RFP will deploy** for the duration of the contract and that changes in proposed personnel will be avoided. |  |
| **3.3** | **Qualifications of Key Personnel Proposed** | **15** |
|  | The curriculum vitae (CV) of **all key personnel** proposed for this project shall be submitted with the technical proposal (please use the **CV Format provided in Form E**).  The CVs should clearly show:   * The position the person will be carrying out. * Candidate’s nationality. * Technical qualifications and experience in response to the required qualifications in the SOW. In addition to indicating the title of previous/ current positions held by the candidate, a short description of the role must be included to help the Evaluation Panel in assessing the suitability of the candidate. * List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications in the SOW. * Language skills in response to the required qualifications in the SOW.   All CVs shall be supplemented by a signed letter from each candidate stating his/her interest and availability for this contract (please use the **Statement of Availability Format provided in Form F**).  Please ensure that **Copies of Relevant Certificates** for necessary qualifications indicated in the SOW are included within your proposal.  **CVs, Statement of Availability and Certifications of international staff relief capacity shall also be submitted with this proposal.**   |  |  | | --- | --- | | Team Leader | 5 Points | | Quality Assurance Specialist | 5 Points | | Data Analyst | 5 Points | |  |

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 E: 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)

**Form F: Performance Statement Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order placed by [Contact details of the 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 G: 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form H: 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_