**Section V: Returnable Bidding Forms**

**Note to Offerors:** **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 their Proposal submission.**

This Section comprises the following Returnable Bidding Forms:

* Form C: Offeror Information Form
* Form D: Joint Venture Partner Information Form
* Form E: Proposal Submission Form
* Form F: Financial Proposal Form
* Form G: Technical Proposal Form
* Form H: Proposal Security Form
* Form I: Format for Resume of Proposed Key Personnel
* Form J: Performance Statement Form
* Form L: Statement of Exclusivity and Availability
* Form M -Dispute details
* DRIVE Supplier Sustainability Questionnaire

**Form C: Offeror Information Form**

The Offeror shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

1. **Background and Expertise of Organization:**

|  |  |
| --- | --- |
| **Full legal name of Offeror** | [complete] |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Offeror Representative** | complete] |
| **Has your firm/organization ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |
| **Does your firm have an actual or potential conflict of interest in this procurement process?** (Refer to Section II: Instructions to Bidders, Article 4, for details on conflict of interest) | [Insert either “No”, or “Yes” in which case please provide details on your actual or potential conflict of interest here] |

1. **UNGM Registration and UNOPS Vendors**

As part of the Proposal, it is desired that the Offeror goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Offeror is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Offeror may still Proposal even if not registered with the UNGM. However, if the Offeror is selected for Contract award, the Offeror must register on the UNGM prior to Contract signature.

|  |  |
| --- | --- |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

1. **Contact details of persons that UNOPS may contact for requests for clarification during Proposal evaluation:**

|  |  |
| --- | --- |
| **Name/Surname** | [complete] |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

PS: This person must be available during the next two weeks following receipt of the Proposal.

**Form D: 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 E: 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 in Section I: RFP Particulars, 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 Section I: RFP Particulars, 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 F: 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. The financial proposal must be submitted in [insert currenc(ies)].

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** | **Percentage of Total Price per site (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
|  | **Inception report** |  |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Ethnographic Museum in Kruja** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Venetian Tower** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Hamam in Durres** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Ethnographic Museum of Kavaja** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **National Puppet Theater** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **National Historic Museum, Tirana** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Castle of Lezha** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Castle of Bashtova** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Archaeological Museum in Duress** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Ethnographic Museum in Durres** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Castle of Ishmi & the Building Near the Fortification** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **National Academy of Science in Tirana** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Ruins of the Church of St. Mary, Mamurras, Kurbin** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Porto Romano, Durres** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **National Library in Tirana** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| **Building of the Institution of the Politically Persecuted in Tirana** | | | |
| 1 | ToR and Index | 10% | [Offeror to insert price] |
| 2 | Draft Management and Business plan | 20% |  |
| 3 | Final Management and Business plan | 30% |  |
| 4 | Capacity building sessions (including preparation and delivery) including training materials and handouts | 20% |  |
| 5 | Consultation sessions with beneficiaries and stakeholders | 20% |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables (for all sites)** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Technical advise and additional expertise (if applicable) |  |  |
| **Total financial proposal ALL** | | **100%** | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component**

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 in the future.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost component** | **Qty.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| * Project Manager - Cultural Heritage Management and Business planning |  |  |  |  |
| * Business planner - Business planning within the context of cultural heritage management |  |  |  |  |
| * Project coordinator - Cultural Heritage Management and Business planning training and capacity building |  |  |  |  |
| * Translator |  |  |  |  |
| * Specialist for Architectural Conservation |  |  |  |  |
| * Specialist for Archaeological Research and Conservation |  |  |  |  |
| * Specialist for Conservation of cultural landscape |  |  |  |  |
| * Specialist for Legal requirements for cultural heritage management of sites |  |  |  |  |
| * Specialist for Interpretation and digital outputs |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Travel costs |  |  |  |  |
| Daily allowance |  |  |  |  |
| Communications |  |  |  |  |
| Printing |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal ALL** | | | |  |

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 G: 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:

|  |  |
| --- | --- |
| **Section 1: Offeror’s qualification, capacity and expertise** | |
| 1.1 | **Brief description of the organization, including the year and country of incorporation, and types of activities undertaken**  [Insert response here] |
| 1.2 | **General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details)**  [Insert response here] |
| 1.3 | **Relevance of specialised knowledge and experience on similar engagements done in the region/country**  [Insert response here] |
| 1.4 | **Quality assurance procedures and risk mitigation measures**  [Insert response here] |
| 1.5 | **Organization’s commitment to sustainability**  [Insert response here] |

|  |  |
| --- | --- |
| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| 2.1 | **Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?**  [Insert response here] |
| 2.2 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2.3 | **Details how the different service elements shall be organized, controlled and**  **delivered**  [Insert response here] |
| 2.4 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2.5 | **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |
| 2.6 | **Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services**  [Insert response here] |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed** | |
| 3.1 | **Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services**  [Insert response here by filling up the below table]   |  |  |  | | --- | --- | --- | | **Name and Nationality** | **Position to be Assumed in this Contract** | **Requirements as per Terms of reference** | | [Insert] | Team Leader | Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A | | [Insert] | Senior Expert |  | | [Insert] | Junior Expert |  | |  |  |  | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form I: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form L: Statement of Exclusivity and Availability] |

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 H: 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 Form of Proposal; 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 I: 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 J: 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 L: 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form M: Dispute details**

RFP Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to Bidders: Bidders shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.*

**DRIVE Supplier Sustainability Questionnaire**

**Section VI: Contract Forms**

**VI-1: UNOPS General Conditions of Contract**

In the event of a Contract, the following General Conditions of Contract will apply:

* UNOPS General Conditions of Contract for the provision of Services

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

**VI-3: UNOPS sample contract for professional services**

The sample contract for professional services template is included in this RFP by this reference and is attached as a separate PDF document.

**VI-4: Performance Security Form** (BANK GUARANTEE)

Note to Offerors: This form, when required, shall only be completed by the successful Offeror after contract award. The bank, as requested by the successful Offeror, shall fill in this form in accordance with the instructions indicated.

**Date**: [Insert date (as day, month, and year) of submission]

**RFP No. and title***:* [xx-xxx and title of the RFP]

**Bank’s Branch or Office**: [Insert complete name of guarantor]

**Beneficiary:** [Insert legal name and address of UNOPS]

**Performance Guarantee N.:** [Insert Performance Guarantee number]

We have been informed that [insert complete name of supplier] (hereinafter called "the supplier") has entered into Contract No. [Insert number] dated [Insert day and month], [Insert year] with you, for the supply of [description of goods and related services] (hereinafter called "the contract"). Furthermore, we understand that, according to the conditions of the contract, a Performance Guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s[[1]](#footnote-0)) in figures and words], upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the [insert number] day of [insert month] [insert year],[[2]](#footnote-1) and any demand for payment under it must be received by us at this 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.

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

[Signatures of authorized representatives of the bank and the supplier]

1. The bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely convertible currency acceptable to UNOPS. [↑](#footnote-ref-0)
2. Dates established in accordance with Clause 12 of the General Conditions of Contract (“GCG”). UNOPS should note that in the event of an extension of the time to perform the Contract, UNOPS would need to request an extension of this Guarantee from the Bank. Such request must be in writing, and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, UNOPS might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to UNOPS’s written request for such extension. Such a request is to be presented to us before the expiry of the Guarantee.” [↑](#footnote-ref-1)