**Section III**

**Returnable Bidding Forms**

**Request for Proposal**

**Provision of services for conducting a baseline crime survey in Ukraine (UNOPS-PRAVO2-2021-S-001)**

**e-Sourcing reference: RFP/2021/22790**

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 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

**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 all Tables 1 and Table 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.

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

Percentages are for information only and may vary in accordance with Programme’s needs in the course of contract stipulation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive, VAT exempted)\** |
| 1 | **Inception Phase**  The Final questionnaire (including Pilot Survey and results) is finalized in accordance with the adopted work plan, validated through the Working Group and accepted by UNOPS. | 20% | [Offeror to insert price] |
| 2 | **Implementation phase**  The following products are delivered in accordance with the adopted work plan, validated through the Working Group and accepted by UNOPS.  (a) raw data preferably in Excel and/or other widely used statistical software;  (b) preliminary Narrative Report with results, statistical tables and graphs. The Narrative Report should include objectives and goals of the survey; major aspects about methodology and sampling; data about validity and reliability; major conclusions and interesting discoveries and trends.  (c) a powerpoint presentation outlining the content of a Narrative Report. | 60% | [Offeror to insert price] |
| 4 | **Final Phase**  The Detailed Analytical Report is finalized in accordance with the adopted work plan and submitted to UNOPS no later than 1 month after the acceptance by UNOPS of the Narrative Report.  Updated powerpoint presentation outlining the content of a Narrative Report is presented together with the Detailed Analytical Report in the Final Stage.  Up to a total of five presentations of the findings, together with representatives of the Working Group and/or other senior level employees of the OPG are organized.  The Detailed Analytical Report is validated through the Working Group and accepted by UNOPS. | 20% | [Offeror to insert price] |
| **Total financial proposal USD (VAT exempted)** | | **100%** | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component (ADJUSTABLE)**

Table 3 format includes specific expenditures which may or may not be required or applicable but are indicated to serve as examples. **Offerors may adjust the name and structure of expenditures under Table 2 if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost component** | **Qty.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| **Team Leader** |  |  |  |  |
| **Team Member - Senior researcher** |  |  |  |  |
| Team Member (role, function)... |  |  |  |  |
| Team Member (role, function)... |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Focus Groups |  |  |  |  |
| Travel costs |  |  |  |  |
| Daily allowances |  |  |  |  |
| Communications |  |  |  |  |
| Presentation related costs (equipment etc.) per presentation |  |  |  |  |
| Printing |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| ... |  |  |  |  |
| ... |  |  |  |  |
| **...** | | | |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal USD** | | | |  |

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of connected legal entities**

Offeror must identify the names of all connected legal entities and their relation with the Bidder, if applicable.

1. \_[Full legal name and address of connected legal entity, as well as relation to the bidder]\_\_\_\_
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**

[Procurement officials are to ensure that the tables below are adapted in accordance with the technical evaluation criteria included in the eSourcing system. The below sections/criteria/tables correspond to the sample criteria included in the offline version of the RFP template]

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 (legal entity or joint venture) including general organizational capability which is likely to affect implementation: year and country of incorporation, management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details); types of activities undertaken - experience in provision of the technical assistance etc)  [Insert response here] |
| 1.2 | Relevance of Specialised proven expertise and experience in conducting public surveys  [Insert response here] |
| 1.3 | Previous specialized expertise and experience on similar projects:  [Insert response here] |

|  |  |
| --- | --- |
| **Section 2: Proposed Work Plan/Methodology and Timelines** | |
| 2.1 | Approach and methodology: Description of Approach, methodology, and tools in order to meet or exceed the requested outputs and deliverables show understanding of the scope of services as outlined in the Schedule of Requirements and have the important aspects of the task been addressed in sufficient detail and is the sequence of activities logical.  [Insert response here] |
| 2.2 | Organizations commitment to sustainability. The Bidder should provide a Company’s Sustainability Policy, or sustainability measures and practical plan for implementing sustainable practices, developed specifically for the purpose of implementing this assignment, etc.). Please provide details.  [Insert response here] |
| 2.3 | Quality assurance: Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.  [Insert response here] |
| 2.4 | Implementation plan. Provide details on Implementation plan: the proposed timeline, work plan and and explain how it is detailed and realistic and promise efficient implementation of the project. The timeline should account for travel time, expected non-responses, number of data collectors to be deployed per location, etc.). The proposed team composition is effective and efficient and would therefore guarantee that the objectives of this TOR will be reached  [Insert response here] |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed (qualifications of the team leader and team members)**  Provide the composition and structure of the entire team proposed. Explain how the proposed roles of the management and the team of key personnel qualified and suitable for the provision of the necessary services.  Demonstrate your plan to integrate gender mainstreaming measures in the execution of the contract, through provision of an organizational chart of all the proposed personnel, by roles, including share of males and females to be engaged at the project as a percentage of total team members. | |
| 3.1 | **Team Leader**  [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 | |
| 3.2 | **Key Team Members**   |  |  |  | | --- | --- | --- | | **Name and Nationality** | **Position to be Assumed in this Contract** | **Requirements as per Terms of reference** | | [Insert] | Team Member | 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] | Team Member |  | | [Insert] | Team Member |  |   [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form I: Statement of Exclusivity and Availability] |
| 3.3 | **Team members**   |  |  |  | | --- | --- | --- | | **Name and Nationality** | **Position to be Assumed in this Contract** | **Requirements as per Terms of reference** | | [Insert] | Team Member | 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] | Team Member |  | | [Insert] | Team Member |  |   [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form I: 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 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)

**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 Name & address of purchaser]** | **Order no. & date** | **Description & quantity of ordered items & services** | **Value of order** | **Date of completion of delivery/completion** | | **Remarks indicating reasons of late delivery, if any** | **Was the supply of goods/provision of services 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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