**RFP SCHEDULE 1**

**TERMS OF REFERENCE AND DESIGN BRIEF**

**ATTACHED SEPARATELY**

**RETURNABLE PROPOSAL SCHEDULE 2**

**PROPOSAL FORM**

United Nations Office for Project Services

[***Insert address***]

Dear Sir/Madam,

**Subject: Proposal for the provision of** [***Insert a brief description of the Services*]** *in relation to the construction of* ***[Insert brief description of the works to be implemented]*****in**[***Name of country/city/state/town***], RFP Case No. [***Insert Case No****.*], dated [***Insert Date***].

1. We, [***Name of Bidder***], hereby submit a proposal for the provision of the above-referenced services in response to the above-referenced RFP.

1. We warrant that in preparing and submitting this proposal, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced RFP, including the terms and conditions of the Contract as set out in Section V of the RFP.
2. Our proposal shall remain valid for UNOPS’ acceptance until ***ninety (90) days*** from the Deadlinefor Proposal Submission.
3. We acknowledge and agree that:
   * subject to Section III of the RFP, UNOPS is not bound to accept the lowest priced proposal or any other proposal it may receive in response to the above-referenced RFP;
   * no liability of UNOPS and no binding contract may exist between a bidder and UNOPS until a Contract is executed by both parties;
   * each party constituting the bidder is bound jointly and severally by this proposal;
4. Enclosed is a proposal security in the sum of [***insert amount***]in the form set out in the Returnable Proposal Schedule 3 – Form of Proposal Security, issued by [***insert name of bank***].

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

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

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

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

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

[***Stamp Proposal Form with official stamp of the bidder***]

**RETURNABLE PROPOSAL SCHEDULE 3**

**BANK GUARANTEE FOR PROPOSAL**

[***Insert Letterhead of Bank***]

Date:  [***insert***]

To: [***insert***]

United Nations Office for Project Services (UNOPS)

[***insert address***]

Dear [***insert***]

**Re: Bank Guarantee for Proposal in response to Request for Proposal, Case No.** [***Insert Case No.***]

The United Nations Office for Project Services (UNOPS) issued a Request for proposal for the provision of ***[Insert brief description of the Services]*** in relation to the construction of [***Insert a brief description of the works to be implemented***] in [***Insert name of country and city***]*,* Case No. [***Insert Case No*.**] (RFP). In response to this RFP, [***insert name of bidder***] has informed you of its intent to submit a proposal.

As required in the RFP, we, [***insert bank***], at the request of [***insert name of bidder***], hereby irrevocably and unconditionally undertake with UNOPS that whenever UNOPS gives written notice to us stating that in your sole and absolute judgment [***insert name of bidder***] has failed to comply with the terms and conditions of its proposal, we will, notwithstanding any objection which may be made by [***insert name of bidder***], and without any right of set-off or counterclaim, immediately pay to UNOPS the sum of [***insert amount of proposal security***].

This bank guarantee is valid and will continue to be valid from the date of this letter until 30 days beyond the proposal validity period, as may be extended, after which this bank guarantee will automatically become null and void, unless a dispute arises in relation to this bank guarantee.

Any payment by us in accordance with this bank guarantee shall be in immediately available and freely transferable in [***insert currency***]*,* free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this bank guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim from [***insert name of bidder***]and will not be discharged or otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to [***insert name of bidder***];
* intermediate payment or other fulfilment made by us;
* change in the constitution or organisation of the [***insert name of bidder***]; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This bank guarantee may not be assigned by UNOPS to any person, firm or company other than an affiliate, without our prior written consent, which shall not be unreasonably withheld. UNOPS shall notify us in writing of any assignment, after which we shall make any payment claimed under this bank guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this bank guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of a letter) or as otherwise advised by and between the parties.

We agree that part of the proposal may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and [***insert name of bidder***], and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this bank guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that guaranteed sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this bank guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this bank guarantee will be irrevocable and, except as stated in this bank guarantee, unconditional in all respects.

This bank guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this bank guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the UNCITRAL Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this bank guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

Notices under this bank guarantee shall be made to:

[***insert contact information for notices***]

IN WITNESS of which the [***insert name of bank***] has duly executed this Guarantee on the date stated above.

**SIGNED** by [***insert***]

as attorney for [***insert***]

under power of attorney dated [***insert***]

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

By executing this agreement the attorney states that the attorney has received no notice of revocation of the power of attorney

**RETURNABLE PROPOSAL SCHEDULE 4**

**BIDDER'S DETAILS**

| RFP Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Trade Licence title and No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of registered office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address for service of notices (if different than above):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

**RETURNABLE PROPOSAL SCHEDULE 5**

**FINANCIAL PROPOSAL**

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

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

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

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

**RETURNABLE PROPOSAL SCHEDULE 6**

**CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED**

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

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

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

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

1. **Similar Projects during the last** [***3***] **years:**

[***List names, locations and value***]

1. **All projects during the last** [***3***] **years:**

[***List names, locations and value***]

1. **All current projects underway or committed to start:**

[***List names, locations and value***]

1. The manufacturer whose products are offered by the Offeror must have manufactured or supplied the specific Goods to the extent of at least 50 (fifty) % of the quantity indicated against each lot under Section IV: Schedule of Requirements in any one of the last three (3) calendar years.

[***Provide documentary evidence***]

1. Offeror should be in continuous business of providing similar services as specified in the Schedule of requirements (IT components that comprise the Primary Data Center, including but not limited to servers, switches, racks, backup drives, UPS etc. according to the PDC specifications in Section 7) during the last **3 (three)** years prior to Proposal opening.

[***Provide Certificate of Incorporation and other documentary evidence]***

1. The Vendor (or in case of a Consortium of Joint Venture, at least one of the companies in the JV or Consortium) should have satisfactorily completed at least four (4) Server room design and construction (or similar) projects during the last three (3) years, worth over **USD 1,000,000 (One million US Dollars)**

[***Provide details and completion certificates issued by Client***]

**RETURNABLE PROPOSAL SCHEDULE 7**

**INSURANCES**

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

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

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

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

*Note to bidders: Below are the insurance requirements you will have to comply with if you are selected. If you already have qualifying insurance, please share information with UNOPS.*

1. **Professional Indemnity Insurance**
   1. **Scope of cover**

Indemnify the Consultant against any liability of the Consultant (and its subcontractors/subconsultants) as a result of any negligent act, error or omission in providing the Services (including the costs of redesign, reconstruction, rectification or any other liability the Consultant may have to the Employer as a result of such negligent act, error or omission).

* 1. **Insured Parties**

The Consultant (and its subcontractors/subcontractors undertaking professional activities).

* 1. **Term**

As required by Law but at least from the Date of the Contract until [7 years] from Final Completion the Services.

* 1. **Limit of Indemnity**

As required by Law but at least [estimated value of the works] per occurrence.

* 1. **Deductibles**

As required by Law but no greater than 15% of the Consultant’s fee.

1. **Public Liability Insurance**
   1. **Scope of Cover**

Indemnity in respect of legal liability of the Consultant (and its subcontractors/subconsultants) to third parties for or arising from:

* 1. bodily injury, illness, death;
  2. physical loss or damage to the property; and
  3. interference, trespass, loss of amenities, nuisance, infringement, obstruction, arising out of or in connection with the Services.
  4. **Insured Parties**

1. the Employer;
2. the Consultants (and its subcontractors/subconsultants);

each for their respective rights and interests.

* 1. **Term**

As required by Law but at least from the Date of the Contract to 7 years after Final Completion of the Services.

* 1. **Limit of Indemnity**

As required by Law but at least [TBD on a case by case basis t.]

* 1. **Deductibles**

As required by Law but no greater than 15% of the Consultant’s fee.

1. **Employer's Liability Insurance**
   1. **Scope of Cover**

Indemnify in respect of legal liability of the Consultant (and its subcontractors/subconsultants resulting from bodily injury, illness, death of the Consultant (and its subcontractors/subconsultants)‘s personnel as a result of providing the Services or as may be required by Law.

* 1. **Insured Parties**

The Consultant (and its subcontractors/subconsultants)

* 1. **Term**

From the Date of the Contract until Final Completion of the Services

**3.3 Limit of Indemnity**

As required by Law.

* 1. **Deductibles**

As required by Law.

**RETURNABLE PROPOSAL SCHEDULE 8**

**KEY PERSONNEL**

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

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

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

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

*Note to bidders: Bidders shall set out below:*

1. *the key personnel that the bidder proposes to assign to the provision of the Services;*
2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the provision of the services, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for providing the services. Bidders are to attach a chart indicating the bidder's organisation structure; and*
4. *the bidder’s representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*]

**Key Personnel**

| **No.** | **Position Description** | **Name** | **Years Exp** |
| --- | --- | --- | --- |
| 1 | **Team Manager** | [*Insert Name*] | [*Insert No.*] |
| 2 | Senior Network Engineer | [*Insert Name*] | [*Insert No.*] |
| 3 | Junior Network Engineer | [*Insert Name*] | [*Insert No.*] |
| 4 | Senior System Engineer | [*Insert Name*] | [*Insert No.*] |
| 5 | Junior System Engineer | [*Insert Name*] | [*Insert No.*] |
| 6 | Non-IT Technician 1 | [*Insert Name*] | [*Insert No.*] |
| 7 | Non-IT Technician 2 | [*Insert Name*] | [*Insert No.*] |

Contractor's Representative as per the Contract:

| **No.** | **Position Description** | **Name** | **Years Exp** |
| --- | --- | --- | --- |
| 1 | Contractors Representative | [*Insert Name*] | [*Insert No.*] |

Qualifications of key personnel proposed.

1. **Project Manager:**

The Project Manager shall have a university degree (minimum BSc in Computer Science or Computer Engineering) and have relevant certification in Project Management (PMP, PMI, PRINCE2 or similar). **CV and Certifications are provided**.

1. **Network Engineers:**

Network Engineers (one senior with at least 5 years’ experience and one junior with at least 2 years’ experience in networking) with relevant certifications (At least CCNP Enterprise, CCNP Data Center and/or CISSP-Certified Information Systems Security Professional, would be considered as added value). **CVs and Certifications are provided.**

1. **System Engineers:**

System Engineers (one senior with at least 5 years’ experience and one junior with at least 3 years’ experience).

* Senior Engineers should have relevant certifications (at least MCSE 2012/2016 or Cloud Platform and Infrastructure, Vmware (Vmware Certified Professional-DCV 2019 or newer), Certification for Storage deployment by the vendor).
* Junior Engineers should have relevant certifications (at least MCSE 2012/2016 for Junior Engineer).

**CVs and Certifications are provided.**

1. **Non-IT Technicians:**

The bidder should have at least 2 Certified Technicians for critical non-IT equipment for installation, commissioning and start-up. **CVs and Certifications are provided.**

**NB: at least one of the key personnel must be a woman**

**RETURNABLE PROPOSAL SCHEDULE 9**

**IMPLEMENTATION/QUALITY MANAGEMENT SYSTEM PROPOSALS**

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

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

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

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

*Note to bidders: After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the bidder’s Implementation/Quality Management plan and policy with UNOPS Quality Management plan and policy with a view to determining how to integrate them with each other. Please note that UNOPS sets a standard minimum and shall apply by default.*

1. **Implementation/Quality Management Manual**

*Please provide your quality management manual intended to be employed by the bidder if one exists.*

1. **Implementation/Quality Management Plan**

*Please provide an outline of the project quality management plan demonstrating the approach to be taken to quality matters during the provision of the services.*

*The quality plan shall be appropriate and specific to the Services to be provided.*

1. **Integration of Management System**

*Please provide an outline of how, if you have one, your quality management system would be integrated with UNOPS implementation manual as given in the contract.*

1. **Sustainability**

*Organization’s commitment to sustainability. Bidders must provide a practical plan for implementing sustainable practices in the execution of the contract, which entails for instance their actions to reduce greenhouse gas emissions, waste reduction initiatives, energy conservation programmes etc.*

**RETURNABLE PROPOSAL SCHEDULE 10**

**PROPOSED SUBCONTRACTORS**

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

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

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

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

*Note to bidders: Bidders shall provide details of the subcontractors they propose to use on the project, including:*

* *Companies' names; and*
* *Particulars of the services which the bidder proposes to be undertaken by them.*

**RETURNABLE PROPOSAL SCHEDULE 11**

**OUTLINE STATEMENT OF PROPOSED METHODS**

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

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

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

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

*Note to Bidders: Bidder shall provide a detailed method statement setting out:*

1. *how it proposes to provide the services;*
2. *a description of how the bidder proposes to obtain all requisite permits and other authorizations from the relevant authorities in relation to the Services.*
3. *Bidder’s 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?*
4. *Details how the different service elements shall be organized, controlled and delivered.*
5. *Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.*
6. *Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. State derogations between the Employers Requirements, Design Brief and Final Design. All project derogations shall be agreed before submission to Design Review. Derogations may include Value Engineering and Innovation.*
7. *Warranty and Support - Describe the warranty and support your company will offer for the solution (minimum of thirty-six (36) months of technical support is required to be provided).*
8. *Submission of data sheets and minimum technical specifications of the ICT items (goods) in the schedule of requirement*

**RETURNABLE PROPOSAL SCHEDULE 12**

**DECLARATION**

**United Nations Office for Project Services**

[***insert address***]

Dear Sir/Madam,

**Subject: Request for proposal for the provision of *[insert brief description of the Services]* in relation to the construction of** [***Insert brief information of the works e.g. 16 classroom 3 level school, with civil works and sports field***]**in**[***name of country/city/state/town***]. Case No. [***Insert Case No.***].

I, [***insert name and title***], [***insert title***], do solemnly and sincerely declare that:

1. I am duly authorised by [***Insert name of bidder***] (the Bidder)to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its proposal, neither the Bidder, nor any of its employees or agents, had knowledge of the proposal (including the technical and financial proposals) made by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a proposal in response to this RFP.
4. Before the Deadlinefor Proposal Submission of this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder’s proposal (including the technical and financial proposals) to:
   1. any other bidder who submitted a proposal in response to this RFP;
   2. any person, company, other body corporate or firm proposing to submit a proposal in response to this RFP.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:
6. any other bidder who has submitted a proposal in response to this RFP;
7. any person, company, other body corporate or firm proposing to submit a proposal in response to this RFP; or
8. any other person, company, body corporate or firm for the purpose of assisting in the preparation of a proposal in response to this RFP.
9. The Bidder is genuinely competing for the Contract.
10. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the proposal, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
11. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.
12. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their proposals.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

| DECLARED at [***insert place***] on [***insert date***] before me:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorised witness  (capital letters)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant |
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**RETURNABLE PROPOSAL SCHEDULE 13**

**CONFLICTS OF INTEREST**

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

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

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

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

*Note to Bidders: Bidder shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:*

1. *UNOPS and the bidder; and*
2. *UNOPS and any subcontractor proposed by the bidder*

**RETURNABLE PROPOSAL SCHEDULE 14**

**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.*

**RETURNABLE PROPOSAL SCHEDULE 15**

**ADDENDA TO RFP**

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

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

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

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

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the proposal:

| **Addendum Number** | **Dated** |
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