**Section III: Returnable Bidding Forms**

**RFP reference no**:RFP/2021/25569

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: Proposal Submission Form
* Form B: Financial Proposal Form
* Form C: Technical Proposal Form
* Form D: Format for Resume of Proposed Key Personnel
* Form E: Performance Statement Form
* DRIVE Supplier Sustainability Questionnaire Form

**Form A: 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 Implementation of Integrated Drug Efficacy Surveillance (IDES) during 2021-2023 for plasmodium falciparum and mixed malaria infections in Cambodia**

RFP Case No**. RFP/2021/25569,** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the Bidding documents, including the amendments;
  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 [90days] 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: Technical Proposal Form**

RFP reference no: RFP/2021/25569

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.

**The Proposal Evaluation sections:**

The proposal will be evaluated based on a cumulative analysis methodology.

| **Proposal Evaluation Criteria** |
| --- |
| The total number of points (maximum points) which an Offeror may obtain for its proposal is as follows:  Technical Proposal = [70 points]  Financial Proposal = [30 points]  **Technical Proposal Evaluation:**  To be substantially compliant for advancing from Phase I (Technical Evaluation) to Phase II (Financial Evaluation), Offerors must obtain a minimum threshold of 70% of maximum points of technical proposal, which is minimum 49 points.  Only proposals that obtain the minimum score or more shall be financially evaluated.  **Financial Proposal Evaluation:**  Financial proposals from other offerors will receive points in reverse proportion according to the following formula:    **Point for the Financial** [Maximum number of points for the financial proposal] x [Lowest Price]  **Proposal being evaluated =**  [Price of Proposal being evaluated]  **Example:** Maximum number of Financial Proposal points is 30 points.  Offeror A’s total price is the lowest at $100.00. Offeror A receives 30 points.  Offeror B’s total price is $200.00. Offeror B receives ($100.00/$200.00) X 30 =15 points    **Cumulative Score:** The contract will be awarded to the contractor who obtains the highest cumulative score..  Further details on evaluation criteria are provided in Clause 30. Evaluation of Proposal in Section I. Instruction to Offerors. |

**Technical Proposal Evaluation sections:**

| **Section No.** | **Description** | **Score** |
| --- | --- | --- |
| Section 1. | Offeror’s qualification, capacity and expertise | **15 points** |
| Section 2. | Proposed Methodology, Approach and Implementation Plan | **40 points** |
| Section 3. | Key personnel proposed | **15 points** |
| **Total Technical Proposal Score** | | **70 points** |

The detail Technical evaluation criteria are given as below:

| **Section 1: Offeror’s qualification, capacity and expertise (15 points)** | |
| --- | --- |
| 1.1 | **Brief description of the organization, including the year and country of incorporation, and types of activities undertaken**  [Insert response here]  2 points |
| 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]  3 points |
| 1.3 | **Relevance of specialised knowledge and experience on similar engagements done in Cambodia or the great mekong region**  [Insert response here]  3 points |
| 1.4 | **Quality assurance procedures and risk mitigation measures to be employed during implementation**  [Insert response here]  3 points |
| 1.5 | **Organization’s commitment to sustainability**  [Insert response here]  4 points |

| **Section 2: Proposed Methodology, Approach and Implementation Plan (40 points)** | |
| --- | --- |
| 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]  10 points |
| 2.2 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference (ToR)**  [Insert response here]  6 points |
| 2.3 | **Details how the different service elements shall be organized, controlled and delivered**  [Insert response here]  5 points |
| 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]  8 points |
| 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]  5 points |
| 2.6 | **Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services**  [Insert response here]  6 points |

| **Section 3: Key personnel proposed (15 points)** | |
| --- | --- |
| 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 |  | |  |  |  |   7 points |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV]  8 points |

**Remarks:**

* Form C – Technical Proposal Form is mandatory and the completed Form C – Technical proposal Form MUST be submitted together with the bid.
* Note that all responses from the bidder must be made in response to the various sections of the evaluation criteria mentioned in Form C – Technical Proposal Form. Any additional responses may be attached as an annex.
* Failure to submit a completed Form C - Technical Proposal Form, may lead to disqualification of the bid.

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: Format for Resume of Proposed Key Personnel**

RFP reference no: RFP/2021/25569

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 E: Performance Statement Form**

RFP reference no: RFP/2021/25569

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** | | **Repoints indicating reasons of late delivery, if any** | **Was the supply of goods satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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