**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2021/29004

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~~ not applicable
* Form B: Proposal Submission Form
* Form C: Financial Proposal Form
* Form D: Technical Proposal Form
* ~~Form E: Proposal Security Form~~ not applicable
* ~~Form F: Format for Resume of Proposed Key Personnel~~ not applicable
* Form G: Performance Statement Form
* ~~Form H: Statement of Exclusivity and Availability~~ not applicable

**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**.** RFP/2021/29004**,** 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 90 days 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: RFP/2021/29004

Name of Offeror: [insert name of offeror]

UNOPS will establish one (1) or two (2) LTAs following this process.

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 or EUR.

**Component 1: Atlassian Licenses**

| **Item**  **No** | **UNOPS minimum technical requirements** | **UNOPS Estimated Quantity per year** | **Discount given on Atlassian catalogue price** | **Fixed fee for your company** |
| --- | --- | --- | --- | --- |
| 1. | JIRA Software user licenses  Premium tier | 500 |  |  |
| 2. | Jira Work Management user licenses  Standard tier | 500 |  |  |
| 3. | Jira Service Management user licenses  Premium tier | 500 |  |  |
| 4. | Confluence user licenses  Premium tier | 100 |  |  |
| 5. | Bitbucket user licenses  Premium tier | 50 |  |  |
| 6. | Atlassian Bamboo user licenses | 5 |  |  |
| 7. | Atlassian Access user licenses | 5000 |  |  |
| 8. | Jira Align user licenses  Standard tier | 30 |  |  |
| 9. | Apps for cloud from the Atlassian Marketplace (https://marketplace.atlassian.com/):[Adaptavist ScriptRunner for JIRA](https://marketplace.atlassian.com/apps/6820/scriptrunner-for-jira?hosting=cloud&tab=overview)[JSU Automation Suite for Jira Workflows](https://marketplace.atlassian.com/apps/5048/jsu-automation-suite-for-jira-workflows?hosting=cloud&tab=overview)[Zephyr Squad](https://marketplace.atlassian.com/apps/1014681/zephyr-squad-test-management-for-jira?tab=overview&hosting=cloud)[Optimizer for Jira](https://marketplace.atlassian.com/apps/1217194/optimizer-for-jira?hosting=cloud&tab=overview)[Multiple Filters Chart Gadget](https://marketplace.atlassian.com/apps/1214613/multiple-filters-chart-gadget?hosting=cloud&tab=overview)[Subcomponents for Jira](https://marketplace.atlassian.com/apps/1214373/subcomponents-for-jira-cloud?tab=overview&hosting=cloud)[BigPicture Enterprise](https://marketplace.atlassian.com/apps/1215158/bigpicture-enterprise?hosting=cloud&tab=overview)[BigPicture](https://marketplace.atlassian.com/apps/1212259/bigpicture-project-management-ppm?hosting=cloud&tab=overview)[Reports and Timesheets for Jira](https://marketplace.atlassian.com/apps/1212942/reports-and-timesheets-for-jira?hosting=cloud&tab=overview)[BigGantt](https://marketplace.atlassian.com/apps/1213016/biggantt-gantt-chart-for-jira?hosting=cloud&tab=overview)[Google Drive & Docs for Jira](https://marketplace.atlassian.com/apps/1216787/google-drive-docs-for-jira?hosting=cloud&tab=overview)[Calendar for Jira](https://marketplace.atlassian.com/apps/1218390/calendar-for-jira?hosting=cloud&tab=overview)[Jira Workflow Toolbox](https://marketplace.atlassian.com/apps/29496/jira-workflow-toolbox?hosting=cloud&tab=overview)[Google To Jira - GTJ](https://marketplace.atlassian.com/apps/1215925/google-to-jira-gtj?hosting=cloud&tab=overview)[Tempo Timesheets - Time Tracking & Reports](https://marketplace.atlassian.com/apps/6572/tempo-timesheets-time-tracking-reports?hosting=cloud&tab=overview)[Jira Misc Workflow Extensions (JMWE)](https://marketplace.atlassian.com/apps/6572/tempo-timesheets-time-tracking-reports?hosting=cloud&tab=overview)[Planning Poker ®](https://marketplace.atlassian.com/apps/1212495/planning-poker?hosting=cloud&tab=overview)[Xray Test Management for Jira](https://marketplace.atlassian.com/apps/1211769/xray-test-management-for-jira?hosting=cloud&tab=overview)[Content Formatting Macros for Confluence](https://marketplace.atlassian.com/apps/247/content-formatting-macros-for-confluence?hosting=cloud&tab=overview)[Table Filter and Charts for Confluence](https://marketplace.atlassian.com/apps/27447/table-filter-and-charts-for-confluence?hosting=cloud&tab=overview)[Awesome Graphs for Bitbucket](https://marketplace.atlassian.com/apps/1210934/awesome-graphs-for-bitbucket?hosting=cloud&tab=overview)[Out Of Office & Absence Automatic Issue Assignment for Jira](https://marketplace.atlassian.com/apps/1218305/out-of-office-absence-automatic-issue-assignment-for-jira?tab=overview&hosting=cloud) [Ceptah Bridge - JIRA MS Project Plugin](https://marketplace.atlassian.com/apps/9203/ceptah-bridge-jira-ms-project-plugin?tab=overview&hosting=cloud) | 1 of each |  |  |

**Component 2: Consultancy Services**

| **Item**  **No** | **UNOPS minimum technical requirements** | **Cost**  **/ hour** |
| --- | --- | --- |
| 1 | Elicitation of requirements for the project design, including preparation.  Cost per hour of work, |  |
| 2 | The full JIRA Project, with fully working workflows, user group set-up, dashboards, and Boards.  Documentation detailing the implementation of the given project (JIRA Software, Work, Service Management).  Cost per day of work (1 day = 8 hours) |  |
| 3 | Workshop & training materials prepared to onboard the users from the new project, , including preparation  Cost per hour of work |  |
|  | TOTAL OF DAY COST FOR THE 3 ITEMS |  |

**FOR THE SAKE OF EVALUATION AND COMPARISON OF OFFERS, UNOPS WILL CONSIDER A SCENARIO WITH ESTIMATED QUANTITIES OF COMPONENT 1, ITEMS 1 TO 9 FOR ONE YEAR, AND FOR COMPONENT 2: A TOTAL OF 10 HOURS FOR ITEM 1, COST PER DAY OF WORK FOR 10 DAYS FOR ITEM 2 AND 10 HOURS FOR ITEM 3.**

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];

Payment terms 30 days accepted: ☐ Yes

**List of subcontractors or suppliers**

Offeror must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

**Form D: Technical Proposal Form**

RFP reference no: RFP/2021/29004

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:

| *Stage: Eligibility and formal criteria* | |
| --- | --- |
| Offeror is eligible as defined in the document Section I: Instructions to Offerors, Article 4 | Pass/Fail |
| Completeness of the Proposal. All required Questionnaires (if any), and Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete | Pass/Fail |
| Offeror accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms | Pass/Fail |
| *Stage: Qualification criteria* | |
| Financial capability. Offerors must include in their Proposal some financial statements or reports covering the last 2 years. | Pass/Fail |
| Offeror should be in continuous business of supplying similar services as specified in the Schedule of requirements during the last 3 years a prior to bid opening | Pass/Fail |
| The offeror has the capacity to deliver the services in English. | Pass/Fail |
| The offeror should be an Atlassian partner Platinum or Gold level  (provide copy of partnership) | Pass/Fail |

| *Stage: Technical criteria* | |  |
| --- | --- | --- |
| **COMPONENT 1:**  **Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements**  See table specifications for Component 1 in the Schedule of requirement (licenses) | | Pass/Fail |
| **Component 2:**  **Section 1: Offeror’s qualification, capacity and expertise** | | **Max points** |
| 1.1 | **Brief description of the organization, including the year and country of incorporation, and types of activities undertaken**  [Insert response here] | **2** |
| 1.2 | **General organizational capability which is likely to affect implementation: management structure, financial stability (positive balance) provide details**  [Insert response here] | **2** |
| 1.3 | **Relevance of specialised knowledge and experience on similar engagements with international organizations**  [Insert response here] | **1** |
| 1.4 | **Organization’s commitment to gender mainstreaming**  **What does your organization do to empower women?**  [Insert response here] | **3** |
| 1.5 | **Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services**  [Insert response here] | **2** |

| **Section 2: Proposed Methodology, Approach and Implementation Plan** | | **Max Points** |
| --- | --- | --- |
| 2.1 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Please answer what is your approach when supporting a client in implementing JIRA projects.**  [Insert response here] | **20** |
| 2.2 | **Do you have the capacity to implement a JIRA project with 10 issue types in a maximum of 5 weeks, including elicitation, production of project, testing, documentation detailing implementation and onboarding materials)? Do you have the capacity to do it in a shorter time? State the number of weeks/days.**  6 weeks (5 points) 5 weeks (10 points) 4 weeks (12 points) 3 weeks (15 points)  [Insert response here] | **15** |
| 2.3 | **Provide 2 examples (one for JIRA Service Management and one for Jira Work Management) of previous implementations done for another client(s) in English.**  **Please name the examples below and share the links to the materials.**   * The collected requirements for the project design. (5 points) * Screenshots of the JIRA Project, with fully working workflows, user group set-up, dashboards, and Boards. (15 points) * Documentation detailing the implementation of the given project. (5 points) * Workshop & training materials prepared to onboard the users from the new project. (15 points)   **The following criteria will be used to evaluate the submitted examples:**   * Quality of materials produced (Structure, Design) * Technical approach (for gathering the requirements, preparing the documentation post-implementation)   [Insert response here] | **40** |
| 2.4 | **Do you have the capacity to provide your services in Spanish and French?** Do not include any details about other languages.  7.5 points for each language  [Insert response here] | **15** |

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: Performance Statement Form**

RFP reference no: RFP/2021/29004

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_