**Section II: Returnable Bidding Forms**

**Note to Bidders:** **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 quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

**Form A: Quotation submission form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder 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: Quotation for the supply of** [***Insert a brief description of services*]****in**[***Name of country/city*],** RFQ Case No. [Insert RFQ ref. number], dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  3. 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. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
  4. 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;
  5. 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 Bidders Article 3, Eligibility;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. 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;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]

Title: [complete]

Date: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

# Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

|  |  |
| --- | --- |
| **Currency** | EUR / OR GEL |

**Table 1**

| **Item No** | **Description** | **Qty** | **Portion of the total cost** | **Total price** EUR / OR GEL |
| --- | --- | --- | --- | --- |
| 1. | First instance review | 1 | 60 % | insert |
| 2. | Second instance review | 1 | 30 % | insert |
| 3. | Close-out review | 1 | 10 % | insert |
| **Total Price** EUR / OR GEL | | | **100 %** | insert |

**Table 2**

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**  EUR / OR GEL | **Total Rate for the Period** |
| Architect |  |  |  | Insert |
| Civil Engineer |  |  |  | Insert |
| Structural Engineer |  |  |  | Insert |
| Mechanical Engineer |  |  |  | insert |
| Electrical and HVAC Engineer |  |  |  | insert |
| Quantity Surveyor |  |  |  | Insert |
| Hydraulic/Water Engineer |  |  |  | insert |
| Geotechnical Engineer |  |  |  | insert |
| Transport Engineer |  |  |  | insert |
| Environmental Engineer |  |  |  | insert |
| Sub-total personnel costs | | | | insert |
| Other costs (provide details) |  |  |  | insert |
| Sub-total other expenses | | | | insert |
| TOTAL EUR OR GEL | | | | insert |

Payment terms 30 days accepted: ☐ Yes

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing 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 Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

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

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

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

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

# Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

|  |  |
| --- | --- |
| **Section 1: Offeror’s qualification, capacity and expertise** | |
| 1.1 | **Brief description of the organisation, 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 services**      [Insert response here] |

**Delivery requirements –– Comparative Data Table**

Reports must be delivered online via secure electronic transfer or in person on portable Hard disc.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

# Form D: Performance Statement Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order placed by [Full address of purchaser]** | **Order no. & date** | **Description of Order** | **Value of order** | **Date of completion of delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was the supply of Services satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form E: Format for Resume of Proposed Personnel**

|  |  |
| --- | --- |
| **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 F: 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 Offeror’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Offeror against this Request for Proposals, in the last 3 (three) years.
  2. The following instances of previous past performance have resulted in adverse actions taken against the Offeror [insert Offeror’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Offeror, in the last 3 (three) 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 submitting a proposal etc.]

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

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

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

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

**Form G: Joint Venture Partner Information Form**

This form is optional

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid 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 Bidding 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 delivered 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section IV – Evaluation Criteria**

UNOPS’s evaluation of a Proposal shall take into account, the following evaluation criteria.

**Eligibility and Formal Criteria –** evaluated on Pass/Fail basis and checked during Preliminary Examination

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 3 "BIDDER ELIGIBILITY" | * Form A: Quotation submission form |
| Completeness of the Quotation. All required Returnable Bidding Forms, Questionnaires and other documentation requested under the Document Checklist section have been provided and are complete | * All documentation as requested in the tender |
| Bidder has a valid business license to legally operate and a copy of its business license with all the business information is included in the Submitted Bid | * Form E: Proposal Submission Form |
| Bidder accepts offer validity of 60days, payment terms, as well as all Delivery requirements set out in this RFQ: Delivery time, Delivery place and Incoterms rules, Consignee details, UNOPS Right to vary quantities. | * Form A: Quotation submission form |
| The vendor is not currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices under the mandate of the Vendor Review Committee. | * Form A: Quotation submission form |
| Bidder should have no adverse actions taken against them for the last three (3) years. | * Form F: No Adverse Action Confirmation Form |

**Qualification criteria** – evaluated on Pass/Fail basis

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| Bidder must provide two (2) similar projects requested in this RFQ completed during the last three (3) years for review undertaken in Europe and/or in Georgia. | * Form D: Performance Statement |
| The Bidder should have at least 2 contracts for provision of similar services to that required in this RFQ, executed successfully in the period of the last 3 years, in the total amount of minimum USD100,000.00 (One Hundred thousand US Dollars). As a proof, the Bidder must submit invoices or contracts in support of the provided information. | * Form J: Performance Statement Form   AND   * At least 2 contracts or final invoices demonstrating provision of design review services, executed successfully in the period of the last 3 years |

**Technical criteria -** evaluated on Pass/Fail basis

|  |  |
| --- | --- |
| **Criteria** | **Documents to establish compliance with the criteria** |
| The bidder shall illustrates its relevant skills and experience, including a brief description of the firm, the year and country of incorporation and the types of activities undertaken | * Organizational CV * Form C: Technical Quotation Form |
| Format for Resume of Proposed Key Personnel: To be completed and Submitted for each of the proposed Key Personnel providing educational background and qualification experience as requested below :  The bidder’s Key Personnel details demonstrate the capacity of the bidder’s core team to provide the Services and should include all essential roles filled with people of the required experience. CV’s should be used to verify the expertise and experience of the bidder’s personnel if required.  The proposed team should have senior area leaders with demonstrable experience and certifications in the following specialisations. The desired minimum number of years pertains to the team lead in each discipline:   * Architectural Design, with minimum 10 years of experience * Civil Engineering, with minimum 10 years of experience * Structural Engineer, with minimum 10 years of experience * Mechanical Engineering, with minimum 10 years of experience * Electrical and HVAC Engineering, with minimum 10 years of experience * Quantity Surveyor, with minimum 10 years of experience. * Hydraulic/Water Engineer, with minimum 10 years of experience * Geotechnical Engineer, with minimum 10 years of experience * Transport Engineer, with minimum 10 years of experience * Environmental Engineer, with minimum 10 years of experience   Bidders might propose engineers who have combinations of 2 or more of the above specialties, but the minimum years of experience in each field should not be less than what is specified above. | * Form E : Format for Resume of Proposed Personnel |
| Bidders shall provide documentation demonstrating existing internal quality assurance processes for and design review; if necessary, these will be augmented to meet UNOPS requirements  The bidder shall include a detailed discussion of the standard quality management methodology used by the firm to ensure services provided to UNOPS will maintain consistently high levels of technical accuracy and be appropriate for the context.  The bidder’s discussion of quality management shall include at a minimum:   * Design Review Approach * Design Review Management * Methodology for confirming accuracy of calculations, drawings and other * submitted deliverables * Methodology for confirming coordination across design disciplines (for * example, structural drawings and details conform with architectural and * electrical drawings and details) * Methodology for assessing design suitability, buildability, functionality and value * Methodology for embedding sustainability and resilience principles into the design review process | * Organizational CV * Form C: Technical Quotation Form |
| UNOPS will consider the inclusion of a gender diverse workforce to the proposed team. Bidders should include at least one(1) one qualified female personnel in the proposed Key personnel. | * Form E : Format for Resume of Proposed Personnel |