**Section III: Returnable Bidding Forms**

**Note to Bidders:** **Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding 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**

**Form B: Price Schedule Form**

**Form C: Technical Quotation Form**

**Form D: Previous Experience Form**

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

**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:** RFQ for consultancy services**,** RFQ Case No. RFQ/2022/40696

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 [90 days] 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: RFQ/2022/40696

The financial quotation must be submitted in US Dollars (USD)

**The Price Schedule Form must be filled in in both Tables 1 and 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. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary

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

| **Item No** | **Deliverables** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- |
| 1 | Inception report | Offeror to insert price] |
| 2 | Draft Resource mobilisations plan | Offeror to insert price] |
| 3 | Final Narrative Report | Offeror to insert price] |
| **Total financial quotation USD** | | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component**

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** | **(a) Qty.** | **(b)**  **Number of working days** | **(c)**  **Price per day**  **USD** | **a x b x c**  **Total Price**  **USD** |
| --- | --- | --- | --- | --- |
| Team Leader / Project Manager |  |  |  | Offeror to insert price] |
| *Other personnel costs (provide details and add as many lines as needed)\** |  |  |  | Offeror to insert price] |
| **Sub-total personnel costs** | | | | **[insert sub-total price]** |
| Other costs (provide details and add as many lines as needed)\*\* |  |  |  | Offeror to insert price] |
| **Subtotal other costs** | | | | **[insert sub-total price]** |
| **Total financial quotation USD** | | | | **[insert total price]** |

**\*Please include team members as needed**

**\*\* The contractor will be fully responsible for any travel, accommodation, per diem payments and associated cost and thus shall include this in the financial quotation form.**

* The contract is executed on the basis of the full price quoted above and refers to the provision of a turnkey solution.

I, the undersigned, certify that I am duly authorised 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: RFQ/2022/40696

Name of Bidder: [insert name of Bidder]

The Offeror’s quotation must be organised to follow the format of this Technical Quotation 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 Quotation Evaluation sections:**

| **Section 1: Offeror’s qualification, capacity and expertise** | |
| --- | --- |
| **1.1** | ***Criteria: The company's core business and previous activities undertaken are relevant to the TOR and demonstrates ability to work with remote customers.***  **Please provide a brief description of the company, including the year and country of incorporation, highlighting the core business and relevant activities undertaken, and describe the process of how your company works with remote customers.**  [Insert response here] |
| **1.2** | ***Criteria: Relevance of specialised knowledge and experience in fundraising on similar engagements in the global development field, or global health projects and/or with international NGOs, multilateral organisations or global partnerships.***  **Please elaborate:**  [Insert response here] |
| **1.3** | ***Criteria: The company’s governance and oversight structure is robust for ensuring timeliness and quality of services.***  **Please demonstrate:**  [Insert response here] |
| **1.4** | ***Criteria: The company is committed to gender, diversity and sustainability and these measures are integrated in the execution of the contract for the outlined services.***  **Please demonstrate:**  [Insert response here] |

| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| --- | --- |
| **2.1** | ***Criteria: The proposed methodology, implementation approaches, and tools meet or exceed the requested outputs and deliverables based on the scope of services as outlined in the Schedule of Requirements.***  **Please describe the proposed methodology, Implementation approach and tools:**  [Insert response here] |
| **2.2** | ***Criteria: The implementation plan and timeline are realistic, logical and comprehensive.***  **Please submit an implementation plan and timeline based on your understanding of the details provided through the Schedule of Requirements:**  [Insert response here] |

| **Section 3: Key personnel** | |
| --- | --- |
| **3.1** | ***Criteria: The composition and structure of the team proposed is suitable for the provision of the necessary services.***  **Please complete the below table AND provide a description of the proposed team with emphasis on the roles of the personnel and its structure. It should include -but not limited to -key personnel (depending on what is deemed appropriate by the bidder)**  [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 / Project Manager | 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] | *add as needed* | 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] | *add as needed* | 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 | |

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

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

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

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

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

# Form D: Previous experience form

RFQ reference no: RFQ/2022/40696

Name of Bidder: [insert name of Bidder]

This form is used by UNOPS to assess if the **service provider has at least three (3) years of experience** in providing similar services. Please list similar services that you provided over the last years, with the details given below.

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client:**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

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

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

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

RFQ reference no: RFQ/2022/40696

Name of Bidder: [insert name of Bidder]

| 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)