**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**

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/2022/40711 - Provision of First Aid Training and Training of First Aid Trainers/Instructors for the Special Units of the National Police of Ukraine**

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 judgement 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/2022/40711**

**Bid Summary -** [insert currency, USD or UAH]

| **Total Price of Services DAP customs cleared, Ukraine** | [insert amount and currency] |
| --- | --- |

**Prices for Services**

| **Item No** | **Description** | **Q’ty of participants (a)** | **Unit price, currency**  **(b)** | **Total price, currency**  **(axb)** |
| --- | --- | --- | --- | --- |
| 1. | Delivery of stage 1, the First aid training (“First Responder”) in accordance with Annex A and Terms of Reference included in Section II: Schedule of Requirements for 40 trainees. | 40 | insert | insert |
| 2. | Delivery of stage 2, the Training programme for the qualification “Trainer/Instructor on First Aid” according Annex B and Terms of Reference included in Section II: Schedule of Requirements) for **up to** 40 trainees. | up to 40 | insert | insert |
| 3. | Delivery of stage 3, the advanced training according to Annex C and Terms of Reference included in Section II: Schedule of Requirements) for **up to** 40 trainees. | up to 40 | insert | insert |
| **Total excluding VAT** | | | | insert amount |

**Bidders will be evaluated for up to a maximum number of participants. However the actual number of trainees for Stage 2 and 3 will depend on the actual number of trainees that will pass Stage 1. The offered unit price will be calculated for the confirmation of the final contract price.**

\*Please note that the all “Price per unit” fields and “Total” should be filled.

Payment terms 30 days accepted: ☐ Yes

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: **RFQ/2022/40711**

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** below.

**Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.**

**B. Technical specifications / Description for Services – Comparative Data Table**

| **N** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.**  Bidder to complete |
| --- | --- | --- | --- |
|  | **General technical requirements for services** |  |  |
| **1** | **Stage 1: Delivery of the First Aid Training** | ☐ Yes ☐ No | Insert details |
| 1.1 | Delivery of the First aid training “First Responder” according to the Terms of Reference included in Section II: Schedule of Requirements for 40 trainees.  The Training programme should be compliant with minimum requirements indicated in Annex A (available in English and Ukrainian version). | ☐ Yes ☐ No | Insert details |
| 1.2 | The bid includes a PDF file of the programme of **“First Responder”** first aid training, which is compliant with the minimum requirements stated in the *Annex A*. | ☐ Yes ☐ No | Insert details |
| 1.3 | PDF file containing the programme of First Aid Training should include a tentative schedule of trainings in March - May 2022 with indication of the number of people in a group, number of simultaneous (parallel) groups, number of involved trainers/instructors. | ☐ Yes ☐ No | Insert details |
| 1.4 | The bid includes the sample certificate/diploma to be issued to those trainees who passed first aid training **“First Responder” (**Stage 1) and have successfully passed the exam. | ☐ Yes ☐ No | Insert details |
| **2.** | **Stage 2: Delivery of the training as per the training programme for the qualification “Trainer/Instructor on First Aid”.** | ☐ Yes ☐ No | Insert details |
| 2.1 | Delivery of the training as per the training programme for the qualification “Trainer/Instructor on First Aid” for up to 40 trainees.  Training programme for Stage 2 should be compliant with minimum requirements indicated in *Annex B (available in English and Ukrainian version).* | ☐ Yes ☐ No | Insert details |
| 2.2 | The bid includes a PDF file of the programme of Training of first aid trainers/instructors, which is compliant with the minimum requirements stated in the *Annex B*. | ☐ Yes ☐ No | Insert details |
| 2.3 | PDF file containing the programme of Training of first aid trainers/instructor should include a tentative schedule of trainings in March - May 2022 with indication of the number of people in a group, number of simultaneous (parallel) groups, number of involved trainers/instructors. | ☐ Yes ☐ No | Insert details |
| 2.4 | The bid includes the sample certificate/diploma to be issued to those trainees who passed training program "Trainer/Instructor on First Aid" (stage 2) training and have successfully passed the exam. | ☐ Yes ☐ No | Insert details |
| 3 | **Stage 3: Delivery of the additional (advanced) training in topics set forth in the *Annex C* and practicing the algorithm of actions during mass events and injuring a large number of people.** | ☐ Yes ☐ No | Insert details |
| 3.1 | Delivery of the advanced training for up to 40 trainees.  Training programme should be compliant with minimum requirements indicated in *Annex C (available in English and Ukrainian version).* | ☐ Yes ☐ No | Insert details |
| 3.2 | Trauma-like make up shall be applied by the Service provider to 15-20 police officers to resemble different types of injuries to work out the practical part. | ☐ Yes ☐ No | Insert details |
| 3.3 | The bid includes a PDF file of the detailed programme of advanced training, which is compliant with the minimum requirements stated in the *Annex C*. | ☐ Yes ☐ No | Insert details |
| 3.4 | PDF file containing the detailed programme of the advanced first aid training , which should include a tentative schedule of trainings in March - May 2022 with indication of the number of involved trainers/instructors. | ☐ Yes ☐ No | Insert details |

**C. Delivery requirements and Comparative Data Table:**

| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | The exact delivery date within the timeframes of March - May 2022 will be agreed after a contract award based on a tentative schedule of trainings, submitted by the Bidder. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP Ukraine, Kyiv | ☐ Yes ☐ No | Insert details |
| **Consignee details** | UNOPS  National Police of Ukraine | ☐ Yes ☐ No | Insert details |
| **Acceptance** | The selected Contractor will provide the Services in full scope as stipulated in the Terms of Reference included in Section II: Schedule of Requirements and this Form C: Technical Quotation Form | ☐ Yes ☐ No | Insert details |

**D. Sustainability requirements**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Sustainability Requirements - Suppliers commitment to gender equality** | The bidder shall provide a response that demonstrates its commitment to support gender equality and women’s empowerment through its operations. The bidder must provide a clear statement and supporting documentation that outlines how gender is mainstreamed internally. This should include for example the organization's current or future plans/activities with regards to:  - gender diversity in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices)  - ensuring equal pay between men and women for the same roles by providing pay gap analysis or pay stubs  - opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees),  - prevention of sexual exploitation and abuse or any form of discrimination at work (e.g. zero-tolerance policy in place),  - paid parental leave policies for men and women,  - provide professional safety training and access to equal protection facilities for all staffs without discrimination  - Undertaken and awarded an independent gender audit certificate or equivalent (e.g. Edge Certificate, WEPs GAP analysis). | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

**Form D: Vendor Information Form**

The Vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFQ reference no: RFQ/2022/40711

Name of Vendor: [insert name of Vendor]

Date: [insert submission date]

1. **Background and Expertise of Organization:**

| **Full legal name of Vendor** | [complete] |
| --- | --- |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Vendor Representative** | complete] |
| **Has your firm/organization ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |

**The Bidders are obliged to provide any information regarding potential conflict of interest and to disclose any information of the related entities referring to the potential conflict of interest. In case of confirmed conflict the UNOPS Procurement Manual shall prevail.**

1. **UNGM Registration and UNOPS Vendors**

As part of the Proposal, it is desired that the Vendor goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Vendor is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Vendor may still Proposal even if not registered with the UNGM. However, if the Vendor is selected for Contract award, the Vendor must register on the UNGM prior to Contract signature.

| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| --- | --- |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

1. **Contact details of persons that UNOPS may contact for requests for clarification during Proposal evaluation:**

| **Name/Surname** | [complete] |
| --- | --- |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

PS: This person must be available during the next two weeks following receipt of Quotation

# Form E: Previous experience form

**RFQ reference no: RFQ/2022/40711**

Name of Bidder: [insert name of Bidder]

| **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** |
| --- | --- | --- | --- | --- |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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