**Section IV: Returnable Bidding Forms**

**eSourcing reference**: RFP2022/40493

**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/No Proposal Confirmation Form
* Form B: Checklist Form
* Form C: Offeror Information Form
* Form D: Joint Venture Partner Information Form
* Form E: Proposal Submission Form
* Form F: Financial Proposal Form
* Form G: Technical Proposal Form
* Form H: Format for Resume of Proposed Key Personnel
* Form I: Statement of Exclusivity and Availability
* Form J: Performance Statement Form
* Form K: No Adverse Action Confirmation Form
* DRIVE Supplier Sustainability Questionnaire

**Form A: Proposal/No Proposal Confirmation Form**

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate it if you could return this form indicating your reasons for non-participation.

|  |  | Date: |
| --- | --- | --- |
| To: | UNOPS  [Insert name and office of contact person] | Email: [Insert UNOPS contact person’s email (do not enter secure bid email address)] |
| From: | [Insert name of Offeror] |  |
| Subject | RFP reference [insert ref.] | |

| **Insert an X where applicable** | **Description** |
| --- | --- |
|  | **YES**, we intend to submit a proposal. |
|  | **NO**. We are unable to submit a competitive offer for the requested goods/services at the moment |

If you selected NO above, please state the reason(s) below:

| **Insert an X where applicable** | **Description** |
| --- | --- |
|  | The requested goods/services are not within our range of supply |
|  | We are unable to submit a competitive offer for the requested products at the moment |
|  | The requested products are not available at the moment |
|  | We cannot meet the requested specifications/terms of reference |
|  | We cannot offer the requested type of packing |
|  | We can only offer FCA prices |
|  | The information provided for quotation purposes is insufficient |
|  | Your RFP is too complicated |
|  | Insufficient time is allowed to prepare a bid |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.) |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your volume is too small and does not meet our order quantity |
|  | Our production capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | We do not sell directly but through distributors |
|  | We have no after-sales service available |
|  | The person handling the bids is away from the office |
|  | Other (please provide reasons): |
|  | We would like to receive future RFPs for this type of goods |
|  | We don’t want to receive RFPs for this type of goods |

If UNOPS has questions to the Offeror concerning this NO BID, UNOPS should contact Mr./Ms. (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), phone (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), email (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), who will be able to assist.

**Form B: Checklist Form**

Offerors are requested to complete this form and return it as part of their Proposal submission.

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**Before submitting your Proposal, please ensure compliance with the instructions included in Section I: RFP Particulars, Article 23, Proposal Submission.**

**TECHNICAL PROPOSAL ENVELOPE:**

| **Activity** | **Yes/No/NA** | **Page # in your Proposal** | **If NO provide comment** |
| --- | --- | --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Form B: Checklist Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form C: Offeror Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form D: Joint Venture Partner Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form E: Proposal Submission Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form G: Technical Proposal Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form H: Format for Resume of Proposed Key Personnel | ☐ YES ☐ NO ☐ NA |  |  |
| * Form I: Statement of Exclusivity and Availability | ☐ YES ☐ NO ☐ NA |  |  |
| * Form J: Performance Statement Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form K: No Adverse Action Confirmation Form | ☐ YES ☐ NO ☐ NA |  |  |
| * DRIVE Supplier Sustainability Questionnaire | ☐ YES ☐ NO ☐ NA |  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria established in Section III?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Copy of audited financial statements for the last four years ( 2018, 2019, 2020, 2021) If audited financial statements are not available, a letter with explanation of the reason and signed/stamped by the organization’s director | ☐ YES ☐ NO ☐ NA |  |  |
| * Business Registration Certificate | ☐ YES ☐ NO ☐ NA |  |  |
| * Reference letters from previous successfully implemented projects as per the Section II Evaluation Criteria | ☐ YES ☐ NO ☐ NA |  |  |

**FINANCIAL PROPOSAL ENVELOPE (to be submitted in a separate envelope/email)**

| **Activity** | **Yes/No/NA** | **Page # in your Proposal** | **If NO provide comment** |
| --- | --- | --- | --- |
| * Form F: Financial Proposal Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Explanatory note on pricing including of the expert fees and travel costs | ☐ YES ☐ NO ☐ NA |  |  |

**Form C: Offeror Information Form**

The Offeror 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.

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

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

| **Full legal name of Offeror** | [complete] |
| --- | --- |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Offeror 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] |
| **Does your firm have an actual or potential conflict of interest in this procurement process?** (Refer to Section II: Instructions to Bidders, Article 4, for details on conflict of interest) | [Insert either “No”, or “Yes” in which case please provide details on your actual or potential conflict of interest here] |

1. **UNGM Registration and UNOPS Vendors**

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

If the Offeror 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 Offeror may still propose even if not registered with the UNGM. However, if the Offeror is selected for Contract award, the Offeror 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 |

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 the Proposal.

**Form D: Joint Venture Partner Information Form**

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

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

To be completed and returned with your Proposal if the Proposal 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 RFP 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 performed 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Form E: 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**. [Insert RFP ref. number],** 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 [insert number of days which shall not be less than the specified in Section I: RFP Particulars, Period of Validity of Proposals] 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 Section I: RFP Particulars, 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 F: Financial Proposal Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

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. The financial proposal must be submitted in USD or EUR.[[1]](#footnote-0)

The Financial Proposal 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** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | **Inception report** with detailed Work Plan drafted and submitted for approval | 10% | [Offeror to insert price] |
| 2 | **Support the implementation of the enrollment scheme and educational approach as described in the ToR**:  Sub-stage A report with all relevant annexes - Education aActivities related to governance and organisational management as described in the ToR including:   * The revision of the School statutes, the governance model and the organisational structure of the School developed; * Action plans, policies and procedures as well as operational manuals developed; * Document reporting systems (Dashboard management) created; * Public Relations, marketing strategy and enrolment plan for the School finalised; * Technical assistance and other specialised support to the School’s management as set forth in the Project Work Plan;   Sub-stage B report with all relevant annexes - Activities related to finances, operations, IT and infrastructure of the School as described in the ToR including:   * Financial policies, procedures and operating standards developed, financial model, business plan and budget processes established, procurement plan developed, support provided in relevant HR and risk management activities; * Educational facilities plan of the School developed, Health and Safety standards and procedures established, learning resources and educational materials procured; * Needs analysis of IT resources conducted, staged technology infrastructure plan designed and implemented, Management Information System (MIS) of the School implemented; | Substage A: 10%  Substage B: 10% | [Offeror to insert price]  [Offeror to insert price] |
| 3 | **Support the curriculum development/finalisation, local accreditation and IB authorisation as described in the ToR**  Sub-stage A Report with all relevant Annexes - education activities related to Curriculum finalisation and local accreditation and authorisation including:   * Curriculum finalised; Lesson planning standards and procedures established, student learning progression scheme developed, age-appropriate co-curricula and after-school programmes developed; Detailed timelines developed and approved for local accreditation and IB authorisation. IB Authorisation process initiated. Local accreditation process initiated.   Sub-stage B Report with all relevant Annexes - IB Authorisation and Local Accreditation:   * Communication with external authorising and local accreditation/regulatory agencies; documents for accreditation and authorisation finalised; IB authorisation approval and authorisation processes facilitated; | Substage A: 15%  Substage B: 15% | [Offeror to insert price]  [Offeror to insert price] |
| 4 | **Education activities related to Learning Academy (LA) and Teacher Training as described in the ToR**  Sub-stage A Report with all relevant Annexes:   * Teacher Training initiatives and programmes mapped out, Learning Academy Module content developed, workshop leaders and teachers recruited * Human capital strategy developed; * IB online learning organised; * Teacher Training Modules one and two organised   Sub-stage B Report with relevant Annexes:   * All three modules of Teacher trainings organised and final list of Teachers for EaP European School identified and approved * Orientation of Teachers organised * Other relevant Trainings planned and organised | Sub-stage A: 15%  Substage B: 15% | [Offeror to insert price]  [Offeror to insert price] |
| 5 | **Final narrative report** submitted for approval | 10% | [Offeror to insert price] |
| **Total financial proposal [add currency]** | | **100%** | **[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** | **Qty. (Days)** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| --- | --- | --- | --- | --- |
| **Key Personnel** | | | | |
| Team Leader/Education Expert |  |  |  |  |
| Education Expert *Support to curriculum development, local accreditation and IB Authorisation*) |  |  |  |  |
| Education Expert (*Support Teacher Training and Learning Academy*) |  |  |  |  |
| Education Specialist/Local Coordinator |  |  |  |  |
| **Non-Key Personnel** | | | | |
| Communication and Marketing Specialist |  |  |  |  |
| IT Specialist |  |  |  |  |
| Finance Specialist |  |  |  |  |
| **Sub-total personnel costs** | | | | **[insert sub-total price price]** |
| Travel costs |  |  |  |  |
| Daily allowance[[2]](#footnote-1) |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [add currency]** | | | | **[insert total lump sum price]** |

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];

**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]\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: Technical Proposal Form**

RFP reference no: [insert RFP reference No.]

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:

| **Section 1: Offeror’s qualification, capacity and expertise** | |
| --- | --- |
| 1.1 | **Brief description of the organization, 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**  **Is there an effective and efficient monitoring system?**  [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**  **Is the implementation plan clear and feasible? Are the proposed activities practical, appropriate and consistent with the scope of services in TOR?**  [Insert response here] |
| 2.6 | **Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services, integrating gender mainstreaming measures in the execution of the contract to provide the services**  [Insert response here] |

| **Section 3: Key personnel proposed** | |
| --- | --- |
| 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/Education Expert | 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] | Education Expert *Support to curriculum development, local accreditation and IB Authorisation*) | 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] | Education Expert (*Support Teacher Training and Learning Academy*) | 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] | Education Specialist/Local Coordinator | 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 | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form I: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form K: Statement of Exclusivity and Availability] |

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 H: Format for Resume of Proposed Key Personnel**

RFP reference no: [insert RFP reference No.]

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 I: Statement of Exclusivity and Availability**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate exclusively with the Offeror [insert Offeror name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

| **From** | **To** |
| --- | --- |
| [start of period 1] | [end of period 1] |
| [start of period 2] | [end of period 2] |
| [etc.] |  |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Offeror submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNOPS tender procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from UNOPS other tenders and contracts and that the notification of award of contract to the Offeror may be rendered null and void.

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

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

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

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

**Form J: Performance Statement Form**

RFP reference no: [insert RFP reference No.]

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 Service satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form K: 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRIVE Supplier Sustainability Questionnaire**

1. In case the proposal is submitted in different currency, UN Exchange Rate will apply on the date of Opening of Proposals : <https://treasury.un.org/operationalrates/OperationalRates.php> [↑](#footnote-ref-0)
2. All travel arrangements should be in line with UNOPS regulations and guidelines; UNOPS Travel Policy available on the link: <https://www.unops.org/policies> [↑](#footnote-ref-1)