**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2022/42838

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 B: Proposal Submission Form
* Form C: Financial Proposal Form
* Form D: Technical Proposal Form
* Form F: Format for Resume of Proposed Key Personnel
* Form G: Performance Statement Form

**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.

**Subject: Proposal for provision of business and corporate management consulting services** **in response to RFP No.** RFP/2022/42838**,**

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 the Tender Particulars section, 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 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 judgement 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/2022/42838

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted **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

The Financial Proposal must be filled in in both Tables 1, 2 and 3 below (for which the total amount should match), including provision of a detailed cost breakdown.

**Table 1: Total price for the service (1st. Review + 2nd. Review)**

| **Item No** | **Description** | **Total price USD** |
| --- | --- | --- |
| 1. | **1st. Review** - review of UNOPS oversight mechanisms for S3i | insert |
| 2. | **2nd. Review** - review of the internal control systems, risk management and overall governance structures of the United Nations Office for Project Services | Insert |
|  | **Total Price for the service (1st. Review + 2nd. Review)** | Insert |

**Table 2: Cost breakdown for 1st. Review - review of UNOPS oversight mechanisms for S3i**

Offerors are requested to provide the cost breakdown for the above given total price based on the following format. UNOPS shall use the cost breakdown for the price reasonableness assessment as well as the calculation of price in the event that both parties agree to a contract amendment in the future.

| **Cost component** | **Qty of time units** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Service** |
| --- | --- | --- | --- | --- |
| **Director/Partner/Principal** |  |  |  |  |
| **Team Manager** |  |  |  |  |
| Manager |  |  |  |  |
| Senior Consultant |  |  |  |  |
| Junior Consultant |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [USD]** | | | |  |

**Table 3: Cost breakdown for 2nd. Review -**  **review of the internal control systems, risk management and overall governance structures of the United Nations Office for Project Services**

| **Cost component** | **Qty of time units** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Service** |
| --- | --- | --- | --- | --- |
| **Director/Partner/Principal** |  |  |  |  |
| **Team Manager** |  |  |  |  |
| Manager |  |  |  |  |
| Senior Consultant |  |  |  |  |
| Junior Consultant |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [USD]** | | | |  |

**Reimbursable Costs** (Travel, accommodation, subsistence, etc…)

All additional costs in addition to the quoted consultant daily fees as well as any anticipated cost overruns will have to be discussed with and approved in writing by UNOPS prior to incurring the expense.

1. meals and accommodation for travels approved by UNOPS

The consultants may choose to either claim from UNOPS the costs of meals and accommodation reimbursed based on the presentation of the actual receipts documenting those costs or get them reimbursed as United Nations Daily Subsistence Allowance rates prevailing for the locations to which the travel took place.

If based on the actual receipts, the total reimbursable amount must not exceed the calculated total DSA amount for the given location and duration of the travel.

1. travel costs including terminal costs will be reimbursed based on the actual airfares, tickets and receipts.

According to UNOPS travel policy only the cost of an economy ticket can be reimbursed.

1. All other additional and approved by UNOPS costs will be reimbursed based on the presented relevant receipts.

**Form D: Technical Proposal Form**

RFP reference no: RFP/2022/42838

Name of Offeror: [insert name of offeror]

The Offeror’s technical proposal can be organized following the below table or alternatively the Offeror may write it in their own format covering all the points from the table below. 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 for UN Organizations**  [Insert response here] |
| 1.4 | **Quality assurance procedures and risk mitigation measures**  [Insert response here] |
| 1.5 | **Organization’s commitment to sustainability** (pursuing international quality standards/certifications such as: ISO:9001 or equivalent, pursuing Corporate Social Responsibility, pursuing environmental friendly actions and activities, pursuing gender equality, diversity and inclusion in the workforce and leadership, and other measures.)  [Insert response here] |

| **Section 2a: Proposed Methodology, Approach and Implementation Plan for the 1st. Review - review of UNOPS oversight mechanisms for S3i** | |
| --- | --- |
| 2a.1 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2a.2 | **Details how the different service elements shall be organized, controlled and delivered**  [Insert response here] |
| 2a.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2a.4 | **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |

| **Section 2b: Proposed Methodology, Approach and Implementation Plan for the 2nd. Review -review of the internal control systems, risk management and overall governance structures of the United Nations Office for Project Services** | |
| --- | --- |
| 2b.1 | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2b.2 | **Details how the different service elements shall be organized, controlled and delivered**  [Insert response here] |
| 2b.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2b.4 | **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |

| **Section 3a: Key personnel proposed for the 1st. Review - review of UNOPS oversight mechanisms for S3i** | |
| --- | --- |
| 3a.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 | 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] | Senior Expert |  | | [Insert] | Junior Expert |  | |  |  |  | |
| 3a.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form I: Statement of Exclusivity and Availability] |

| **Section 3b: Key personnel proposed for the 2nd. Review - review of the internal control systems, risk management and overall governance structures of the United Nations Office for Project Services** | |
| --- | --- |
| 3b.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 | 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] | Senior Expert |  | | [Insert] | Junior Expert |  | |  |  |  | |
| 3b.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form I: 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 F: Format for Resume of Proposed Key Personnel**

RFP reference no: RFP/2022/42838

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)

**[REMOVE if not required]**

**Form G: Performance Statement Form-experience with UN Organizations**

RFP reference no: RFP/2022/42838

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

| **Name of UN Agency** | **Order no. & date** | **Type of services provided** | **Value of order**  **USD** | **Completion Date** |
| --- | --- | --- | --- | --- |
|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

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

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