

Section III: Returnable Bidding Forms

eSourcing reference: RFQ/2022/44530

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. 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 by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

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:

Subject: CALL FOR PROPOSAL- Gap Assessment of Biomedical Waste Management Process in National Capital Territory (NCT) of Delhi; RFQ Case No. RFQ/2022/44530 ,dated:12-12-2022

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of 30 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;
- c. 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 ;
- d. Our firm confirms that the offer or 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;
- e. 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 (Section I);
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. 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/2022/44530

| | |
|----------|-----|
| Currency | INR |
|----------|-----|

Table 1: Cost breakdown per deliverable/output

Prospective vendors should include clear timelines for the assignment keeping in mind the Key Outputs and Deliverables as per Section II, Schedule of requirement

| Item No | Description | Timeline | Percentage of Total Price (Weight for payment) | Total price (Lump Sum, All Inclusive) |
|--|---|----------|--|---------------------------------------|
| 1. | An inception report outlining the methodology and approach for the assignment including Data Collection tools | - | - | insert |
| 2. | Submission of draft report including progress made | - | - | insert |
| 3. | Submission of final report and dissemination plan | - | - | insert |
| Taxes and Duties | | | | insert |
| Total Price including duties and taxes | | | | insert |

**** The project is to be submitted within 45 days of signing of the contract**

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 on the future.

| Cost component (Experts) | No. of Personnel | Remuneration per Unit | Total Rate for the Period |
|-------------------------------|------------------|-----------------------|---------------------------|
| | | | |
| | | | |
| Other costs (provide details) | | | |

N.B. Agency may like to include the details of budget plan

Payment terms 30 days accepted: ☐ Yes

Bidder's discount for accelerated payment: % of total firm price for each calendar day less than thirty (30) days

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B)

(C)

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/2022/44530

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted 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.

Scoring Methodology: Pass/ Fail

| Section 1: Offeror's qualification, capacity and expertise | |
|--|---|
| 1.1 | <p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken</p> <p>[Insert response here]</p> |
| 1.2 | <p>Brief description of the Organisation with a minimum of Ten years of relevant work experience in the field of Biomedical waste assessment or similar activities in Health sector including but not limited to drugs and medical equipments supply chain assessment, health facility assessment etc. with focus on operational, technical and monitoring and evaluation experience. Offerors should possess valid business license to operate in India.</p> <p>[Insert response here]</p> |
| 1.3 | <p>Relevance of specialised knowledge and experience on similar engagements done in the region/country. The proposal should include a maximum of 10-page proposal detailing the methodology, approach, work plan and brief presentation of the composition of team, with CVs and functional responsibilities of the key people to be engaged in the proposed assignment.</p> <p>[Insert response here]</p> |

| | |
|-----|---|
| 1.4 | <p>Organization's commitment to sustainability. (Explain Organization's commitment to gender mainstreaming. What does your organization do to empower women)</p> <p>[Insert response here]</p> |
| 1.5 | <p>Experience working with UN agencies, or international NGOs in development or humanitarian settings. Experience working with diverse groups of people (culture, gender, ethnicity, religion, race, nationality etc.) is highly desired.</p> <p>Two references (with contact information) from previous clients during the past three years</p> <p>[Insert response here]</p> |

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

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous Experience Form

RFQ reference no: : RFQ/2022/44530

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 |
|-------------------------------|---------|--------------------------|--|-----------------------------|
| | | | | |
| | | | | |
| | | | | |

Name : _____

Title : _____

Date : _____

Signature : _____