

## Section III: Returnable Bidding Forms

**eSourcing reference: RFP/2023/47496**

**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:

- o Form A: Joint Venture Partner Information Form
- o Form B: Proposal Submission Form
- o Form C: Financial Proposal Form-**Please submit this form separately (Do not include it in the technical proposal)**
- o Form D: Technical Proposal Form
- o Form E: Format for Resume of Proposed Key Personnel
- o Form F: Performance Statement Form

## Form A: 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	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each</b>	[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 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.

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:

- a. We have examined and have no reservations to the Bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. 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;
- c. 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;
- d. 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;
- e. 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;
- f. 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;
- g. 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;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. 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/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
- j. 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;
- k. 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/2023/47496**

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. Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the e-Sourcing system.

**The financial proposal must be submitted in USD.**

**The total Financial Proposal must be filled in via Table 1 below.**

**PLEASE SUBMIT YOUR FINANCIAL Breakdown IN THE EXCEL WORKBOOK ATTACHED TO THE RFP.**

**PLEASE DO NOT INCLUDE THIS FORM IN THE TECHNICAL PROPOSAL, OTHERWISE, YOUR SUBMISSION WILL BE DISQUALIFIED.**

Table 1:

Total financial proposal in USD	<b>[Insert total lump sum price]</b>
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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 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 Offeror]** to sign this Proposal and bind **[insert full name of Offeror]** should UNOPS accept this Proposal:

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

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

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

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

## Form D: Technical Proposal Form

RFP reference no: 

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 (60 points):

<b>Section 1: Offeror's qualification, capacity and expertise- 20 points</b>	
1.1	<p><b>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, proven experience with the UN on geo-enabled environmental monitoring solutions.” - 2 points</b></p> <p><b>2 points Exceeds expectations –1 points; meets expectations – 0 None</b></p> <p><input type="text" value="Insert response here"/></p>
1.2	<p><b>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) -3 points</b></p> <p><b>3 points Exceeds expectations –1 points; meets expectations –0 None</b></p> <p><input type="text" value="Insert response here"/></p>
1.3	<p><b>Relevance of specialised knowledge and experience on similar engagements done in the regions covered by the climate security data gathering project, such as Iraq and Central Africa - 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><input type="text" value="Insert response here"/></p>
1.4	<p><b>Proven experience with the UN on geo-enabled environmental monitoring solutions. - 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><input type="text" value="Insert response here"/></p>

1.5	<p><b>Quality assurance procedures and risk mitigation measures - 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>
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<b>Section 2: Proposed Methodology, Approach and Implementation Plan- 30 points</b>	
2.1	<p><b>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? 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>
2.2	<p><b>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>
2.3	<p><b>Details how the different service elements shall be organized, controlled and delivered 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>
2.4	<p><b>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>
2.5	<p><b>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p><a href="#">[Insert response here]</a></p>

2.6	<p><b>Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services 5 points</b></p> <p>[Insert response here]</p>
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Section 3: Key personnel proposed - 10 points																	
3.1	<p><b>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 - 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p>[Insert response here by filling up the below table]</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Name and Gender</th> <th>Position to be Assumed in this Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">[Insert]</td> <td>Executive-level manager</td> </tr> <tr> <td style="text-align: center;">[Insert]</td> <td>Technical Project Manager</td> </tr> <tr> <td style="text-align: center;">[Insert]</td> <td>Geospatial Systems Engineer</td> </tr> <tr> <td></td> <td>Geospatial Analyst(s)</td> </tr> <tr> <td></td> <td>Environmental Scientist(s)</td> </tr> <tr> <td></td> <td>UX specialist(s)</td> </tr> <tr> <td></td> <td>IT support staff(s)</td> </tr> </tbody> </table>	Name and Gender	Position to be Assumed in this Contract	[Insert]	Executive-level manager	[Insert]	Technical Project Manager	[Insert]	Geospatial Systems Engineer		Geospatial Analyst(s)		Environmental Scientist(s)		UX specialist(s)		IT support staff(s)
Name and Gender	Position to be Assumed in this Contract																
[Insert]	Executive-level manager																
[Insert]	Technical Project Manager																
[Insert]	Geospatial Systems Engineer																
	Geospatial Analyst(s)																
	Environmental Scientist(s)																
	UX specialist(s)																
	IT support staff(s)																
3.2	<p><b>Qualifications of key personnel proposed - 5 points</b></p> <p><b>5 points Exceeds expectations –3 points; meets expectations –1 point; does not meet expectations</b></p> <p>[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]</p>																

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 E: Format for Resume of Proposed Key Personnel

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

<b>Position</b>	[Insert]
<b>Name of Personnel</b>	[Insert]
<b>Title</b>	[Insert]
<b>Years with firm</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>• Name of institution: [Insert]</li> <li>• Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[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.]
<b>References</b>	[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-data is accurate.

\_\_\_\_\_  
Signature of Personnel (individual) or firm representative

\_\_\_\_\_  
Date (Day/Month/Year)



## Form F: 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 goods satisfactory?
				As per Contract	Actual		

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

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

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

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