**Section III Returnable Bidding Forms**

**Request for Quotation: Supply of Commercial-Off-the-Shelf (COTS) modular bridging system for the State Road Agency of Ukraine (AR) to address the immediate need of modular bridging materials (at least 390 metres configured in 10 containerized modular sets capable of bridging gaps of variable length with an option to purchase additional compatible bridging material in the future) including manufacturing, delivery and comprehensive on-site training.**

**e-Sourcing reference: RFQ/2023/48332**

Note to Bidders: The following returnable forms are part of this RFP and must be completed and returned by Bidders 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.

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Quotation Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
* Form E: Format for Resume of Proposed Key Personnel
* Form F: Statement of Exclusivity and Availability
* Form G: Bidder Information Form
* Form H: Performance Statement Form
* Form I: Manufacturer’s Authorization Form

**Form A: Joint Venture Partner Information Form**

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

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

To be completed and returned with your Quotation if the Quotation 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 fulfilment 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: Quotation Submission Form**

Bidders are requested to complete this form, sign it and return it as part of their Quotation 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: Quotation for the goods and service of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFQ Case No**. [Insert RFQ 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 Quotation 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 Quotation 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;
  4. If our Quotation is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security, in accordance with Instructions to Bidders, 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 Bidder 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 Bidders Article 4, Eligibility;
  10. 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;
  11. We understand that you are not bound to accept the lowest evaluated Quotation or any other Quotation that you may receive.

I, the undersigned, certify that I am duly authorised by [***insert name of Bidder***] to sign this Quotation and bind [***insert name of Bidder***] should UNOPS accept this Quotation:

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

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

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

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

[*Stamp form of Quotation with official stamp of the Bidder*]

**Form C: Price Schedule Form**

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

The Bidder is required to prepare the Financial Proposal following the below format.

The financial proposal must be submitted in **USD (United States Dollars)**

**Table 1: Total cost of the goods and services**

| **Item No** | **Description of goods/services** | **Q-ty** | **Unit cost (DDP Ukraine)** | **Total Cost**  **(Lump Sum, All Inclusive)**  [Bidder to insert price and currency] |
| --- | --- | --- | --- | --- |
| 1 | Delivery of the first batch of 30% of the bridge sets (3 containers of minimum 39 m of bridge set each), PCS | 3 | [Bidder to insert price] | [Bidder to insert price] |
| 2 | Provision of the onsite training on the installation in English and/or Ukrainian | 1 | [Bidder to insert price] | [Bidder to insert price] |
| 3 | Delivery of the rest of the goods (70% of the bridge sets), PCS | 7 | [Bidder to insert price] | [Bidder to insert price] |
| 4 | Field Service Representative (FSR) cost (UoM - person/day, must include all costs and expenditures such as transport, accomodation, perdiems, etc.) | 100 | [Bidder to insert price] | [Bidder to insert price] |
| **Total price DDP Ukraine, USD** | |  |  | **[insert total lump sum price]** |

**Table 2. Breakdown of costs for the modular bridges unit**

| **Item No** | **Description of goods/services** | **Q-ty** | **Unit cost** |
| --- | --- | --- | --- |
| 1 | Batch of minimum 39 m of the bridge sets, PCS | 1 | [Bidder to insert price] |
| 2 | Delivery (transportation) cost (DDP Ukraine) of 1 container with minimum 39 m of the bridge set | 1 | [Bidder to insert price] |
| 3 | Customs clearance costs (including taxes and duties) | 1 | [Bidder to insert price] |
| **Total price per 1 set of minimum 39 m DDP Ukraine, USD** | |  | **[Bidder to insert price]** |

**List of subcontractors or suppliers**

**Please provide the name and contact details of the entity which has an official presence in Ukraine and can provide logistical and customs clearance services for the delivery of the goods, customs clearance of the goods in Ukraine and payment of all required duties and taxes.**

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.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of connected legal entities**

Bidder must identify the names of all connected legal entities and their relation with the Bidder, if applicable.

1. \_[Full legal name and address of connected legal entity, as well as relation to the Bidder]\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this Proposal and bind [***insert full name of Bidder***] should UNOPS accept this Proposal:

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

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

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

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

**Form D: Technical Bid Form**

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

The Bidder’s Quotation must be organised to follow the format of this Technical Bid Form. Where the Bidder is presented with a requirement or asked to use a specific approach, the Bidder 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: Bidder’s qualification, capacity and experience** | |
| --- | --- |
| 1.1 | **Brief description of the organisation and general organisational capability which is likely to affect implementation, including the year and country of incorporation, types of activities undertaken, management structure.**  **Bidder is a legal entity in the ongoing business of production or supplying Commercial-Off-the-Shelf (COTS) modular bridging system as specified in the technical requirements in the past five (5) years prior to the Bid opening date for this tender.**  [Insert response here] |
| 1.2 | **Bidders should provide a table of experience from within the last 5 calendar years along with evidence (contracts, POs, accompanying reference contact information for each experience).**  [Insert response here and provide a description of the assignment (nature of services and how they compare to the description of this procurement), contract amount (if not confidential), contract start date and end date and recipient (name and contact information. If a bidder is unable to provide a copy of a contract (due to confidentiality nature), the Bidder must provide a contract description and valid contact details of the client for UNOPS to verify this information]. |

**Section 2. Technical requirements**

**Table 2.1. Technical requirements comparative data table**

| **N** | **UNOPS minimum technical requirements** | **Is Bid Compliant? Bidder to complete** | **Details of the offered goods. Bidder to complete** |
| --- | --- | --- | --- |
| **1** | **Minimum technical requirements** |  |  |
| 1.1 | Description: A Commercial-Off-the-Shelf (COTS) modular bridging system for the State Road Agency of Ukraine (AR) to address the immediate need of modular bridging materials (at least 390 metres configured in 10 containerized modular sets capable of bridging gaps of variable length with an option to purchase additional compatible bridging material in the future). The bridge modules shall be approximately 3 (three) metres in length.  Each bridge set supplied should include the supply of new shipping containers (defined within ISO 6346) to contain all parts. Shipping containers are not returned to the Contractor and must be marked on four vertical sides in Ukrainian language to identify the kit number, contents, and number of containers comprising each kit. | ☐ Yes ☐ No |  |
| 1.2 | The modular bridging system shall be capable of spanning gaps ranging from 10 metres to 50 metres in approximately 3 (three) metres bridge module increments without intermediate supports and must be able to support the loadings of Model 1 and Model 2 hypothetical vehicles when deployed over at least a 50 metre span as defined in the State Building Standards of Ukraine DBN B.1.2-15:2009.  Model 1 is applicable to dual lane configuration under normal crossing.  Model 2 is applicable to dual lane configuration under caution crossing.  The system shall be capable of supporting military equivalent loads of MLC150 Wheeled (W) and MLC120 Tracked (T) normal crossings as defined in STANAG 2021 (https://nso.nato.int/nso/nsdd/main/standardes).  The modular bridge system shall comply with the requirements of at least one of the following design specifications:  - EN Eurocode Standards  - Ukrainian Model 1 and Model 2.  Offers shall include certified calculations with accompanying explanations to evidence performance. | ☐ Yes ☐ No |  |
| 1.3 | The modular bridging system supplied shall include anti-corrosion protection of the steel components or a solution to achieve equivalent or better performance. The supplier shall bear the obligation to evidence such performance if an alternative system is proposed. | ☐ Yes ☐ No |  |
| 1.4 | The modular bridging system is defined as a set consisting of all bridge components, all tools, ramps, launching equipment required to erect, launch and retrieve a bridge that can span at least 39 metres for unregulated crossings (i.e. without traffic management in place to control bridge access by vehicles). | ☐ Yes ☐ No |  |
| 1.5 | The modular bridging system shall have a minimum dual lane clear roadway width of at least 7.25 metres as well as wheel barriers beyond this width. | ☐ Yes ☐ No |  |
| 1.6 | The modular bridging system shall include a pedestrian walkway of 1,25 m width with handrails for at least one side of each bridge assembly. | ☐ Yes ☐ No |  |
| 1.7 | The modular bridging system shall include a support or anchorage for each set to prevent any shifting laterally and longitudinally. | ☐ Yes ☐ No |  |
| 1.8 | The modular bridging system shall be capable of unrestricted transport by rail, marine, road, and air transport (in correspondence with ISO 6436). | ☐ Yes ☐ No |  |
| 1.9 | The modular bridging system shall be modular in design and function with interchangeable components which can be configured as a single span up to 100 metres and multiple span bridges of any length. | ☐ Yes ☐ No |  |
| 1.10 | The modular bridging system supplied shall include a roadway surface with adequate traction when dry or wet to ensure safe stopping distances for vehicles travelling at the vehicle design crossing speed and for operators to safely cross the bridge on foot during the assembly process as well as after the bridge is fully operational.  The supplier shall specify the type and way of arranging the roadway surface. | ☐ Yes ☐ No |  |
| 1.11 | The modular bridging system shall be capable of emplacement over damaged or intact infrastructure bridge spans without degrading the load carrying capability of the modular bridge system or the load carrying capability of an intact infrastructure bridge span. The modular bridging system shall be capable of support at any point along its length and configured to fit existing bridge piers and abutments. | ☐ Yes ☐ No |  |
| 2 | **Optional technical requirements \*** |  |  |
| 2.1 | Intermediate floating support capability (e.g. barge, pontoon, etc.) sufficient for construction of a dual lane bridge capable of spanning water obstacles in excess of 1 km and supporting the same loading requirements as defined in 1.2. Components required for this configuration shall be interchangeable with the modular bridging system noted in 1.2. Prospective suppliers shall evidence this capability with a certified reference design for a 100 metre or longer wet crossing. | ☐ Yes ☐ No |  |
| **3** | **Minimum Support requirements** |  |  |
| 3.1 | The selected Contractor shall have inventory, production capability, and logistics capabilities for immediate delivery of the first batch of bridge sets into Ukraine within 45 calendar days or sooner of contract signing. Prospective Contractors shall provide a certified table of inventory of bridge sets on hand at the time of bid submission. | ☐ Yes ☐ No |  |
| 3.2 | The Contractor’s proposal shall include a comprehensive training program. The program shall include, as a minimum in their format, such topics as: assembling, disassembling, installation, maintenance, etc. and elaboration of the project documentation. | ☐ Yes ☐ No |  |
| 3.3 | The Contractor’s proposal shall include 100 person-days of Field Service Representative (FSR) time within Ukraine to deliver training, supervise installation, and provide guidance on site during bridge builds. The Contractor’s human resources and staffing approach shall be capable of supporting up to two concurrent bridge installations in different regions of Ukraine simultaneously. Prospective suppliers shall provide CVs (i.e. resumes) for at least three FSR specialists in their proposal. | ☐ Yes ☐ No |  |
| 3.4 | The Contractor shall provide a training curriculum package (presentation decks, written manuals, and pictorial field instructions) for delivery inside Ukraine in both English and Ukrainian translations through the Field Service Representatives. In case of the training delivery in English, the Contractor shall provide technical translation to Ukrainian. The training shall be conducted at a location agreed by contractor and AR. | ☐ Yes ☐ No |  |
| 3.5 | The modular bridge system supplied shall include all recommended spare parts, components, tools and any other equipment required to erect, install and fix the complete modular system at each of the target locations (to be provided at a later date). The set of spare parts shall be sufficient for the bridge operation within the operation warranty term. | ☐ Yes ☐ No |  |
| **3.6** | **Minimum qualification requirements for the FSRs:** |  |  |
| 3.6.1 | FSR will be a technical expert on bridge deployment and redeployment with relevant world wide experience. | ☐ Yes ☐ No |  |
| 3.6.2 | The Contractor shall have proven ability to provide FSRs into contested areas (conflict zones) and / or areas impacted by natural disasters. | ☐ Yes ☐ No |  |
| **4** | **Minimum Experience requirements** |  |  |
| 4.1 | The Contractor shall provide information about its experience of supplying modular bridges with accompanying reference contact information for each experience. | ☐ Yes ☐ No |  |
| **5** | **Delivery and logistics requirements** |  |  |
| 5.1 | The selected Contractor shall have inventory, production capability, and logistics capabilities for delivery of all bridge sets to Ukraine as per the provided schedule. Prospective suppliers shall provide the delivery schedule. | ☐ Yes ☐ No |  |
| **6** | **General requirements** |  |  |
| 6.1 | The Contractor’s proposal shall specify brands/models of the goods proposed and manufacturer's technical literature/catalogue, all confirming that the offered items comply with the specifications. | ☐ Yes ☐ No |  |
| 6.2 | The Contractor shall provide at least a 5 year warranty for proposed equipment from the date of the goods acceptance according to the Acceptance Acts and respective certificates against material and manufacturing defects to include all applicable pass through warranties. Warranty shall include the scope and execution scenario. | ☐ Yes ☐ No |  |
| 6.3 | The Contractor shall provide warranty service from the acceptance date according to the Acceptance Acts and respective certificates. The name of the company, address, telephone- and fax numbers, and Email address for this service shall be specified in all offers. | ☐ Yes ☐ No |  |
| 6.4 | The Contractor shall disclose to UNOPS whether it is subject to any sanction or temporary suspension imposed by any organisation within the World Bank Group. | ☐ Yes ☐ No |  |
| 6.5 | As provided by Art. 3.3(a) of the UNOPS Procurement Manual, Contractors covered by the Cabinet of Ministers of Ukraine Decree No. 187 (3 March 2022) and Decree No. 1178 (12 October 2022), which the bridges recipient is required to comply with, will be ineligible to be awarded a contract and otherwise excluded from procurement process. The Contractor shall provide the scheme of its ownership, including disclosing the ultimate beneficiaries, to demonstrate compliance with this clause. | ☐ Yes ☐ No |  |

\*Not a mandatory requirement.

**Table 2.2. Delivery requirements**

| **2.2. Delivery requirements UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | The Bidder shall deliver the goods as soon as possible but not later than within 45 days after the contract award for the first batch of goods (30% of the contracted scope) and within 120 days after the contract signing for all the goods. Partial delivery of the goods in batches within this period is acceptable. Bidders must provide a delivery schedule. | ☐Yes ☐ No |  |
| **Delivery place and Incoterms rules** | DDP Lvivska oblast, Ukraine.  Delivery Address will be provided to the successful Bidder.  The Bidder will be responsible for covering the demurrage costs, if any. | ☐Yes ☐ No |  |
| **Consignee details** | Consignee details will be provided.  The Bidder will be responsible for offloading and bringing the goods to the Consignee’s storage. | ☐Yes ☐ No |  |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ. | ☐Yes ☐ No |  |
| **Warranty** | **The warranty shall be provided from the date of acceptance according to the Acceptance acts and the respective certificates.**  The installation and assembling will be provided by the consignee under the supervision of the Bidder.  Within the warranty period, the selected Bidder’s authorised service centre shall provide maintenance and/or repair services to the equipment operation site not later than 10 (ten) workdays from the date of receipt of written or Email notification from the Consignee. The title of the service centre, its address, telephone- and fax numbers, and Email address must be mentioned in the bid. The service centre shall have at least one person with the knowledge and expertise in the operation of the modular bridge system in its staff. All costs connected with warranty maintenance shall be covered by the Bidder. Other warranty-related details shall be provided by the Bidder in the warranty scenario.  Any items found unacceptable shall be returned and changed at no costs to UNOPS. | ☐Yes ☐ No |  |
| **Packing standards** | Bidder shall remain liable for the packing and consistency of the items supplied for the period of shipment and acceptance for use.  Bidder shall ensure the packing standards of goods supplied as described in 1.1. | ☐Yes ☐ No |  |

**Table 2.3. Delivery Schedule\***

| **Batch N** | **Description** (Bidder to provide the number of bridge sets) | **Lead time, days** (Bidder to indicate number of days needed for the delivery) | **Remarks** (Bidder to provide any relevant information) |
| --- | --- | --- | --- |
| **1** | **30% of the bridge sets** | Please insert | Please insert |
| **2** | Please insert | Please insert | Please insert |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Bidder to provide a realistic delivery schedule indicating the batches of the delivery with the q-ty of the bridge sets to be delivered within each batch and also the lead time for the delivery of each batch.

Note: The Bidder shall deliver the goods as soon as possible but not later than within 45 days after the contract award for the first batch of goods (30% of the bridge sets) and within 120 days after the contract signing for all the goods (minimum 390 m of the bridge sets).

| **Section 3: Bidder’s personnel and experts (Field Service Representatives)** | |
| --- | --- |
| 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] |
| 3.2 | **Qualifications of key personnel proposed as specified in Section II: Schedule of Requirements: brief description of experience, education and certifications possessed by the offered Team. CV should be provided using the format of Returnable Form E). Please indicate the knowledge of languages and the respective level.**  [Insert response here by filling up the below table]  The Bidder to complete and submit Form E for each of the team members proposed in the above table. |

**Section 4. Training proposal**

**Bidder must prepare and submit a training proposal (format of the proposal is at the discretion of the Bidder) which should as minimum include:**

1. **Duration of the training**
2. **Description of the training course**
3. **Description of the training materials to be used for training**
4. **Names and CVs of the FSRs who will provide the training**

[Please insert a brief description below and submit the training proposal as a separate document.]

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this Proposal and bind [***insert full name of Bidder***] should UNOPS accept this Proposal:

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

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

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

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

**Form E: Format for Resume of Proposed Key Personnel**

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| Position | [Insert] |
| --- | --- |
| Name of Personnel | [Insert] |
| Title | [Insert] |
| Years with firm | [Insert] |
| Nationality | [Insert] |
| Language proficiency | Ukrainian - [Insert]  English - [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 F: Statement of Exclusivity and Availability**

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate exclusively with the Bidder [insert Bidder name] in the above-mentioned RFQ. 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 RFQ.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Bidder submitting a proposal for this RFQ. I am fully aware that if I do so, I will be excluded from this RFQ, 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 Bidder may be rendered null and void.

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

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

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

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

**Form G: Bidder Information Form**

The Bidder 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: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

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

| **Full legal name of Bidder** | [complete] |
| --- | --- |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Bidder 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 I: 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 bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Bidder 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 Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for Contract award, the Bidder 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 bid 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 bid

**Form H: Performance Statement Form**

The Bidder is requested to provide previous references to complete the below table with details and information from their previous similar experiences.

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

| **Order placed by (Full address and valid contact details 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** | **Were the supplies of goods satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form I: Manufacturer’s Authorization Form**

A letter issued by the manufacturer authorising the applicant to participate in this particular RFP must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

RFQ reference no: RFQ/2023/48332

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS Office in Ukraine, 15 Yaroslaviv Val Str., 01054, Kyiv, Ukraine

**WHEREAS**

We ***[insert complete name of manufacturer***], who are official manufacturers of [***insert type of goods manufactured],*** having factories at ***[insert full address of manufacturer’s factories***], do hereby authorize ***[insert complete name of bidder]*** to submit a bid the purpose of which is to provide the following goods, manufactured by us ***[insert name and or brief description of the goods]***, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions for Goods, with respect to the goods offered by the above firm.

Signed: [***insert signature(s) of authorized representative(s) of the manufacturer]***

Name***: [insert complete name(s) of authorized representative(s) of the manufacturer]***

Title: ***[insert title]***

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ ***[insert date of signing]***