**Section IV: Returnable Bidding Forms**

**Note to Offerors:** **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 their Proposal submission.**

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Proposal Submission Form
* Form C: Financial Proposal Form including narrative explanation for Lot 1, 2 and 3
* Form D: Technical Proposal Form for Lot 1, 2 and 3
* Form E: Format for Resume of Proposed Key Personnel
* Form F: Performance Statement Form
* Section V: Contract Forms
* V-1: UNOPS General Conditions of Contract
* V-3: UNOPS sample contract for professional services
* Copies of certificate of registration/incorporation
* Copies of annual financial statements or Tax certificates or contracts/invoices
* Organization’s profile with details of the relevant experience
* Composition and structure of the team proposed. CVs of key personnel proposed
* Copies of at least three reference letters/contracts from previous projects in last 3 (three) years in similar area
* Copies of procedures for health and safety policy OR detailed procedures on OHS/EHS including conducted trainings OR formal policy in place including an action plan and procedures / ISO 45001 or equivalent.
* Copy of a practical plan (or demonstrate experience) for implementing gender mainstreaming activities during the execution of the contract from planning to closure. For the full information, please refer to the file Section II - Evaluation Criteria.

**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** | |
| **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 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:

* 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 C: Financial Proposal Form – Lot 1**

**LOT I - IMPROVING FIRE SAFETY STANDARDS AND CAPACITIES**

[Procurement officials are to include a template of the Financial Proposal Form that must be completed by offerors and submitted as their Financial Proposal. Ensure that the price schedule clearly indicates all areas that offerors must address and is adjusted to the Terms of Reference.]

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 EUR.

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**

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Deliverables**  *(according to Deliverables Table above)* | **Indicative Timeline** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Deliverables: 1.1.1, 1.1.2 | March 2024 | [Offeror to insert price] |
| 2 | Deliverables:  1.1.3, 1.1.4 | May 2024 | [Offeror to insert price] |
| 3 | Deliverables: 1.1.5 | June 2024 | [Offeror to insert price] |
| **Total financial proposal EUR** | | **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.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| Team Manager |  |  |  |  |
| Key Expert(s)/Trainer(s) in the fire safety standards and fire safety systems |  |  |  |  |
| Other experts/staff |  |  |  |  |
|  |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Travel costs (transportation) |  |  |  |  |
| Daily allowance/per diem including accommodation costs |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [EUR]** | | | |  |

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]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 C: Financial Proposal Form – Lot 2**

**LOT II - DEVELOPING THE CBRN CAPACITIES**

[Procurement officials are to include a template of the Financial Proposal Form that must be completed by offerors and submitted as their Financial Proposal. Ensure that the price schedule clearly indicates all areas that offerors must address and is adjusted to the Terms of Reference.]

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 EUR.

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**

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Deliverables**  *(according to Deliverables Table above)* | **Indicative Timeline** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Deliverables: 2.1.1, 2.1.2 | April 2024 | [Offeror to insert price] |
| 2 | Deliverables:  2.1.3, 2.1.4 | May 2024 | [Offeror to insert price] |
| 3 | Deliverables: 2.1.5, 2.1.6 | June  2024 | [Offeror to insert price] |
| 4 | Deliverables: 2.1.7 | July 2024 | [Offeror to insert price] |
| **Total financial proposal EUR** | | **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.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| Team Manager |  |  |  |  |
| Key Experts/Trainers in the CBRN capacity development of the EMS |  |  |  |  |
| Other experts/staff |  |  |  |  |
|  |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Travel costs (transportation) |  |  |  |  |
| Daily allowance/per diem including accommodation costs |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [EUR]** | | | |  |

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]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 C: Financial Proposal Form – Lot 3**

**LOT III - SUPPORTING APPROXIMATION OF GEORGIAN CIVIL PROTECTION SYSTEM TO EU CIVIL PROTECTION MECHANISM (UCPM)**

[Procurement officials are to include a template of the Financial Proposal Form that must be completed by offerors and submitted as their Financial Proposal. Ensure that the price schedule clearly indicates all areas that offerors must address and is adjusted to the Terms of Reference.]

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 EUR.

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**

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Deliverables**  *(according to Deliverables Table above)* | **Indicative Timeline** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Deliverables: 3.1.1, 3.2.1, 3.3.1, 3.5.1 | March 2024 | [Offeror to insert price] |
| 2 | Deliverables:  3.1.2, 3.1.3, 3.2.2, 3.2.3, 3.3.2, 3.5.2 | June 2024 | [Offeror to insert price] |
| 3 | Deliverables: 3.4.1, 3.4.2, 3.4.3 | July  2024 | [Offeror to insert price] |
| 4 | Deliverables: 3.1.4, 3.2.4, 3.2.5, 3.2.6, 3.5.3, 3.5.4 | September 2024 | [Offeror to insert price] |
| 5 | Deliverables: 3.5.5 | October 2024 | [Offeror to insert price] |
| **Total financial proposal EUR** | | **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.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| Team Manager |  |  |  |  |
| Key Experts/Trainers in Emergency Management and in Disaster Risk Reduction |  |  |  |  |
| Key Expert in Critical Infrastructure Protection |  |  |  |  |
| Key Expert(s)/Trainer(s) in Crisis Communication and Media Relations |  |  |  |  |
| Other experts/staff |  |  |  |  |
|  |  |  |  |  |
| **Sub-total personnel costs** | | | |  |
| Travel costs (transportation) |  |  |  |  |
| Daily allowance/per diem including accommodation costs |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal [EUR]** | | | |  |

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]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 – Lot 1**

**LOT I - IMPROVING FIRE SAFETY STANDARDS AND CAPACITIES**

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; Relevance of specialized knowledge and experience on similar engagements including experience in Georgia or the region if any.**  [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; Quality assurance procedures and risk mitigation measures.**  [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? Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2.2 | **Details how the different service elements shall be organised, controlled and delivered;**  **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |
| 2.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2.4 | **Demonstrate that procedures and systems are in place to ensure the security and safety of workers (including considerations for minority groups e.g. women, persons with disabilities, LGBTQ, etc.)**  **Documented procedures for health and safety policy – 1 point ; Detailed procedures on OHS/EHS including conducted trainings - 2 points; The organization has a formal policy in place including an action plan and procedures / ISO 45001 or equivalent – 3 points**  [Insert response here] |
| 2.5 | **Gender mainstreaming - how the bidder will implement gender mainstreaming (and/or social inclusion) activities during the execution of the contract, from planning to closure. For the full information, please refer to the file Section II - Evaluation Criteria.**  **[Insert response here]** |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed** | |
| 3.1 | **Full information/organizational chart on the composition of the proposed team illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.**  **Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. This should include management, key and support personnel.**  [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] | Key Expert(s)/Trainer(s) in the fire safety standards and fire safety systems |  | | [Insert] | Other (if applicable) |  | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form H: Format for Resume of Proposed Key Personnel. |

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 – Lot 2**

**LOT II - DEVELOPING THE CBRN CAPACITIES**

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; Relevance of specialized knowledge and experience on similar engagements including experience in Georgia or the region if any.**  [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; Quality assurance procedures and risk mitigation measures.**  [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? Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2.2 | **Details how the different service elements shall be organised, controlled and delivered;**  **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |
| 2.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2.4 | **Demonstrate that procedures and systems are in place to ensure the security and safety of workers (including considerations for minority groups e.g. women, persons with disabilities, LGBTQ, etc.)**  **Documented procedures for health and safety policy – 1 point ; Detailed procedures on OHS/EHS including conducted trainings - 2 points; The organization has a formal policy in place including an action plan and procedures / ISO 45001 or equivalent – 3 points**  [Insert response here] |
| 2.5 | **Gender mainstreaming - how the bidder will implement gender mainstreaming (and/or social inclusion) activities during the execution of the contract, from planning to closure. For the full information, please refer to the file Section II - Evaluation Criteria.**  **[Insert response here]** |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed** | |
| 3.1 | **Full information/organizational chart on the composition of the proposed team illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.**  **Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. This should include management, key and support personnel**.  [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] | Key Experts/Trainers in the CBRN capacity development of the EMS |  | | [Insert] | Other (if applicable) |  | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form H: Format for Resume of Proposed Key Personnel. |

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 – Lot 3**

**LOT III - SUPPORTING APPROXIMATION OF GEORGIAN CIVIL PROTECTION SYSTEM TO EU CIVIL PROTECTION MECHANISM (UCPM)**

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; Relevance of specialized knowledge and experience on similar engagements including experience in Georgia or the region if any.**  [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; Quality assurance procedures and risk mitigation measures.**  [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? Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2.2 | **Details how the different service elements shall be organised, controlled and delivered;**  **Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic**  [Insert response here] |
| 2.3 | **Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement**  [Insert response here] |
| 2.4 | **Demonstrate that procedures and systems are in place to ensure the security and safety of workers (including considerations for minority groups e.g. women, persons with disabilities, LGBTQ, etc.)**  **Documented procedures for health and safety policy – 1 point ; Detailed procedures on OHS/EHS including conducted trainings - 2 points; The organization has a formal policy in place including an action plan and procedures / ISO 45001 or equivalent – 3 points**  [Insert response here] |
| 2.5 | **Gender mainstreaming - how the bidder will implement gender mainstreaming (and/or social inclusion) activities during the execution of the contract, from planning to closure. For the full information, please refer to the file Section II - Evaluation Criteria.**  **[Insert response here]** |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed** | |
| 3.1 | **Full information/organizational chart on the composition of the proposed team illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.**  **Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. This should include management, key and support personnel.**  [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] | Key Experts/Trainers in Emergency Management and in Disaster Risk Reduction |  | | [Insert] | Key Expert in Critical Infrastructure Protection |  | | [Insert] | Key Expert(s)/Trainer(s) in Crisis Communication and Media Relations |  | | [Insert] | Other (if applicable) |  | |
| 3.2 | **Qualifications of key personnel proposed**  [For each of the names identified above, attach his/her CV using the format in Form H: Format for Resume of Proposed Key Personnel. |

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]

**\*The completed form should not exceed 4 (four) pages**

|  |  |
| --- | --- |
| 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 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section VI: Contract Forms**

**VI-1: UNOPS General Conditions of Contract**

In the event of a Contract, the following General Conditions of Contract will apply:

* UNOPS General Conditions of Contract for the provision of Services

The conditions are available at: <https://www.unops.org/business-opportunities/how-we-procure>

**VI-3: UNOPS sample contract for professional services**

The sample Contract for professional services template is included in this RFP by this reference and is attached as a separate PDF document.