

# Section III: Returnable Bidding Forms

*RFP/2023/50067*

## 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: Offeror Information Form
* Form B: Joint Venture Partner Information Form *(if applicable)*
* Form C: Proposal Submission Form
* Form D: Technical Proposal Form
* Form E: Format for Resume of Proposed Key Personnel
* Form F: Performance Statement Form
* Form G: Statement of Exclusivity and availability
* Self Declaration on Adherence to Sustainability Criteria: Gender issues (e.g. gender mainstreaming, women-owned businesses) - brief statement with details on how diversity and inclusion / anti-discrimination is ensured in the organisation
* DRIVE Supplier Sustainability Questionnaire

# Form A: Offeror Information Form

The Offeror 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.

RFP reference no: [insert RFP reference No.] Name of Offeror: [insert name of Offeror] Date: [insert submission date]

## Background and Expertise of Organization:

| **Full legal name of Offeror** | [complete] |
| --- | --- |
| **What year was your firm/organization**  **established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Offeror 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 II: 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 Proposal, it is desired that the Offeror goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx>and fills out the registration. If the Offeror 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 Offeror may still Proposal even if not registered with the UNGM. However, if the Offeror is selected for Contract award, the Offeror 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 Proposal evaluation *(****NB: This person must be available during next two weeks following receipt of the Proposal)*

| **Name/Surname** | [complete] |
| --- | --- |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

# Form B: 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 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 C: 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 judgement or pending legal action against them that could impair their operations in the foreseeable future;
  7. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  8. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  9. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
  10. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFP and will not engage in any such activity during the performance of any contract awarded;
  11. We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive.

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

Name : Title : Date : Signature :

[*Stamp form of Proposal with official stamp of the Offeror*]

# Form D: Technical Proposal Form

RFP reference no: [insert RFP reference No.] Name of Offeror: [insert name of offeror]

The Offeror’s proposal must be organised 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. The Offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable.

Where a statement of non-compliance is provided, the Offeror must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

Offeror shall attach additional sheets as necessary for the provision of comprehensive responses to the stated requirements.

Technical Proposal Evaluation sections:

Note: Please try and limit the replies to no more than 2-3 pages

| **Section 1: Offeror’s profile, capacity and expertise** | |
| --- | --- |
| 1.1 | **Brief description of the organisation, including the year and country of incorporation and types of activities undertaken, including relevance of specialised knowledge and experience on similar engagements done in the past.**  [Insert response here] |
| 1.2 | **Past portfolio - please share the list of the past projects that has been executed, and link to the websites (minimum 3)**  **Brief description of the organisation’s experience in using different Content Management Systems (CMS), current web development technologies, design tools in the field, new software and web programming languages, creating innovative and visually appealing web designs and adapting recent trends in graphic design, web sites, including online video publishing.**  [Insert response here] |
| 1.3 | **General organisational capability which is likely to affect implementation: management structure, financial stability, project financing capacity, project management controls.**  [Insert response here] |
| 1.4 | **Quality assurance procedures and risk mitigation measures for the services requested in Section II: Schedule of Requirements**  [Insert response here] |
| 1.5 | **Sustainability Criteria - The company’s committment to gender m The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality.**  [Insert response here showcasing how your company approaches diversity and inclusion / anti-discrimination is ensured in the organisation or attached a maximum 2 pages document-statement] |



| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| --- | --- |
| 2.1 | **Description of the approach and methodology for meeting or exceeding the expected outputs and deliverables set out in Section II: Schedule of Requirements. In order to demonstrate understanding of the requirement, important aspects of the task should be addressed in detail.**  [Insert response here] |
| 2.2 | **Implementation plan to complete the work in line with the requirements set out in Section II: Schedule of Requirements. The timeline should be provided here. Details how the different service elements shall be organized, controlled and delivered, including the quality assurance**  [Insert response here. If necessary, provide implementation plan in a separate annex, naming it accordingly] |

| **Section 3: Key personnel proposed** | | | | | |
| --- | --- | --- | --- | --- | --- |
| 3.1 | **Composition and structure of the team proposed. The proposed roles of the management and the team of key personnel suitable for the provision of the necessary services, including the qualification of key personnel proposed. Please note that as per the Schedule of Requirement, the service provider should provide at least the following 4 profiles: Project Manager, Lead Developer, Junior Developer, Graphic Designer. Hoever, this is our minimum requirement and you are free to provide additional staff if essential in executing the tasks.** | | | | |
|  | **Name and**  **Nationality** | **Position to be Assumed in**  **this Contract** | **Requirements as per Terms of**  **reference** |  |
| [Insert] | Project Manager | Please fill in “Form E: Format for Resume of Proposed Key Personnel” and Form H “Statement of Exclusivity and Availability” and attach it to the proposal |  |
| [Insert] | Lead Developer | Please fill in “Form E: Format for Resume of Proposed Key Personnel” and Form H “Statement of Exclusivity and Availability” and attach it to the proposal |  |
| [Insert] | Junior Developer | Please fill in “Form E: Format for Resume of Proposed Key Personnel” and Form H “Statement of Exclusivity and Availability” and attach it to the proposal |  |
| [Insert] | Graphic Designer | Please fill in “Form E: Format for Resume of Proposed Key Personnel” and Form H “Statement of Exclusivity and Availability” and attach it to the proposal |  |

I, the undersigned, certify that I am duly authorised 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]

| **Position** | [Insert] |
| --- | --- |
| **Name of**  **Personnel** | [Insert] |
| **Title** | [Insert] |
| **Years with**  **Firm** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | [Summarise college/university and other specialised 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 organisations, 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]

The offeror shall provide details of at least three satisfactorily completed contracts of similar nature as stipulated in Section II: Schedule of Requirements , including at least one contract completed for web development using an open source content management system and one contract completed for web development for an international not-for-profit organisations including but not limited to UN agencies and other International NGOs, during the last five (5) years prior to the closing date of this RFP. For each of the contracts completed provided in table below, please provide the link to the developed website.

| **Order placed by [Full Name and address of Client]** | **Contact Name, telephone No. and**  **email of Client** | **Order no. & date** | **Description Services including links** | **Value of order in USD** | **Date of completion of delivery** | | **Remarks indicating reasons of late**  **delivery, if any** | **Was the supply of service satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Name :

Title :

Date :

Signature :

# Form G: Statement of Exclusivity and Availability

RFP reference no: [insert RFP reference No.] Name of Offeror: [insert name of Offeror] Date: [insert submission date]

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

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

Name :

Title :

Date :

Signature