**Section III: Returnable-Bidding Forms**

**eSourcing reference**: **RFQ/2024/51244**

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

* **Form A: Quotation submission form**
* **Form B: Price Schedule Form**
* **Form C: Technical Quotation Form**
* **Form D: Previous Experience Form**
* **Form E: Format for Resume of Proposed Key Personnel**

**Form A: Quotation submission form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply 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 offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;*
  2. *Our quotation shall be valid for the period of time of* ***30 days*** *from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;*
  3. *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[If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];;*
  4. *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;*
  5. *Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;*
  6. *We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;*
  7. *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;*
  8. *We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.*

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

Name: [complete]

Title: [complete]

Date: [complete]

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

**Form B: Price Schedule Form**

RFP reference no: **RFQ/2024/51244**

Name of Offeror: [insert name of offeror]

The bidders are required to prepare and submit the Financial Proposal following the below format.

The financial proposal must be submitted in US Dollars $.

The Financial Proposal must be filled in the table below (The format includes specific expenditures, 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 1 if necessary. 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.

**Table 1: Cost breakdown per deliverable/output**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost component** | **Qty. (Days)** | **No. of Personnel** | **Remuneration per Unit/Hour** | **Total Rate for the Period** |
| Project Manager | Nr. Day |  |  | [Offeror to insert price] |
| Please adjust as appropriate | Nr. Day |  |  | [Offeror to insert price] |
| Please adjust as appropriate | Nr. Day |  |  | [Offeror to insert price] |
| **Sub-total personnel costs** | | | | [Offeror to insert price] |
| Other costs (provide details), if any. |  |  |  | [Offeror to insert price] |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal USD** | | | | Insert Total |

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: Technical Quotation Form

RFQ reference no: RFQ/2024/51244

Name of Bidder: [insert name of Bidder]

The Bidder’s proposal must be organized to follow the format of this Technical Proposal 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical evaluation criteria** | | **Is quotation compliant? Bidder to complete** | **Details of services offered. Bidder to complete** |
| 1 | Provide a brief description of your firm’s capability to provide the services including your overall financial and managerial capacity. Demonstrates its experience and success in conducting business development support, data collection and management of productive use of energy data in Uganda | ☐ Yes ☐ No | Insert details/attachment reference |
| 2 | The bidder is able to provide the outputs as included in the Schedule of Requirements. | ☐ Yes ☐ No | Insert details/attachment reference if applicable |
| 3 | Provide a detailed description of the proposed methodology for carrying out the activities and obtaining the expected results and meeting or exceeding the requirements of the Terms of Reference.  Elaborate on how you will conduct data collection (methods) which aspect you will include in the market assessment, how you will connect and facilitate uptake of findings in regard to the different target groups (companies, customers groups, financiers, policy makers) as well as how they envision working with companies and financiers in regard to reaching the aim of facilitating investments.  The proposed methodology demonstrates clear understanding of the scope and the requirements of the objective and work in the ToR. | ☐ Yes ☐ No | Insert details/attachment reference if applicable |
| 4 | **Key personnel proposed**  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  [For each of the names identified above, attach his/her CV using the format in Form E: Format for Resume of Proposed Key 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] | Project Manager |  | | Insert] | Insert if applicable] |  | | ☐ Yes ☐ No |  |
| 5 | Provide documentation with details on how issues of Sexual Exploitation, Abuse, and Harassment are addressed in the organisation - including policies, procedures, and programmes/initiatives implemented to address the issue. | ☐ Yes ☐ No | attachment reference if applicable |

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: Previous Experience Form

RFQ reference no: **RFQ/2024/51244**

Name of Bidder: [insert name of Bidder]

| **Description of services** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
| Insert] | Insert] | Insert] | Insert] | Insert] |
| Insert] | Insert] | Insert] | Insert] | Insert] |
| Insert] | Insert] | Insert] | Insert] | Insert] |

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

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

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

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

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

RFQ reference no: **RFQ/2024/51244**

Name of Bidder: [insert name of Bidder]

|  |  |
| --- | --- |
| Position | [Insert] |
| Name of Personnel | [Insert] |
| Title | [Insert] |
| Gender | [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.] |

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)