**Section III**

**Returnable Bidding Forms**

**Request for Quotation**

Provision of Family Supporters Services

in municipalities of Ub and Apatin, Republic of Serbia

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference:** UNOPS-PRO-2024-S-007

*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 Bidding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.*

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] 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 I: 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 judgement 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

# Form B: Price Schedule Form

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

| **Currency** | USD |
| --- | --- |

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. ***Bidders may adjust the name and structure of expenditures within Table 2 if necessary.***

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

| **Item No** | **Phase / Report proving deliverable** | **Percentage of Total Price** (Weight for payment) | **Price**  (Lump Sum, All Inclusive) |
| --- | --- | --- | --- |
| 1 | **Inception Report** **-** A detailed work plan for implementation of assignment, including outline of the possible risks and a mitigation plan developed, submitted to and approved by the PRO Programme within a maximum of two months from the contract signatures. | 20% | USD \_\_\_\_\_\_\_\_ |
| 2 | **First Progress Narrative Report**  **-** prepared after conducting activities from the first implementation phase and submitted to and approved by the PRO Programme within a maximum of five months from the contract signatures. | 20% | USD \_\_\_\_\_\_\_\_ |
| 3 | **Second Progress Narrative Report -** prepared after conducting activities from the second implementation phase, submitted to and approved by the PRO Programme after at least 50% implemented IHSPs within the maximum of 12 months from the contract signatures. | 30% | USD \_\_\_\_\_\_\_\_ |
| 4 | **Third Progress Narrative Report -** prepared after conducting activities from the third implementation phase, submitted to and approved by the PRO Programme after at least 80% implemented IHSPs within the maximum of 20 months from the contract signatures. | 20% | USD \_\_\_\_\_\_\_\_ |
| 5 | **Final Narrative Report**– Prepared after finalisation of all activities, report submitted to and approved by the PRO Programme within 30 days from the end of the service provision activities within the last month of the contract at the latest. The final narrative report must also have a strong section on results of service provision, conclusions and recommendations for future steps based on drawn lessons learned. | 10% | USD \_\_\_\_\_\_\_\_ |
| **Total financial proposal** | | **100%** | **USD** \_\_\_\_\_\_\_\_ |

Bidders 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.

**Table 2: Cost breakdown per component** *(adjustable table)*

| **Cost component** | **Unit measure** | **Qty. of units** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the contract duration** |
| --- | --- | --- | --- | --- | --- |
| Team Leader |  |  |  |  |  |
| Team Member |  |  |  |  |  |
| Team Member |  |  |  |  |  |
| **Sub-total personnel costs** | | | | | USD \_\_\_\_\_\_\_\_ |
| Travel costs |  |  |  |  |  |
| Daily allowance |  |  |  |  |  |
| Communications |  |  |  |  |  |
| Printing |  |  |  |  |  |
| Other costs (provide details) |  |  |  |  |  |
| **Sub-total other expenses** | | | | | USD \_\_\_\_\_\_\_\_ |
| **Total financial proposal** | | | | | **USD** \_\_\_\_\_\_\_\_ |

Payment terms 30 days accepted: ☐ Yes

**List of subcontractors or suppliers**

Bidder 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 Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

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

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

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

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

**Form C: Technical Quotation Form**

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technical specifications for services – Comparative Data Table**

| **No** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of services offered** |
| --- | --- | --- | --- |
| **1.** | **Preparatory Phase:**   * Acquire necessary understanding of the PRO programme, the context, and the Programme’s objectives * Participation of the two FSs in the Programme initial training for adequate performance * Prepare a detailed work plan for implementing the activities including an outline of possible obstacles/risks in implementation and a mitigation plan; | * Yes * No | Bidder to complete |
| **2.** | **The First Implementation phase:**   * Verifying the list of the priority group family members (the initial list will be provided by the Programme) with the aim of determining the final list of beneficiaries * Data on the needs of the family relevant for developing the IHSP collected, in accordance with the pre-defined methodology; * Proposing measures for the IHSP, in cooperation with the family and in coordination with the mentor from the Programme; * Participation of the two FSs in training programme for quality performing of FS job * Regular reporting on the work of the FS in accordance with the agreed reporting schedule and submitted reporting forms on a monthly basis. Monthly reports should be brief, result-oriented, including identified risks and issues. * Preparation of the First Progress report that will be submitted to the Programme for approval | * Yes * No | Bidder to complete |
| **3.** | **The Second Implementation phase:**   * Work on implementing developed IHSP in line with the key tasks defined in the ToR for FS * Monitoring the implementation of the IHSP In line with the key tasks defined in the ToR for FS * Participation of the two FS in additional training programmes to improve the quality of the support they provide * At least 50% of the each planned IHSP has been implemented or there is justification in case of non-fulfilment of all planned measures * Regular reporting on the work of the FS in accordance with the agreed reporting schedule and submitted reporting forms on a monthly basis. Monthly reports should be brief, result-oriented, including identified risks and issues. * Preparation of the Second Progress report that will be submitted to the Programme for approval | * Yes * No | Bidder to complete |
| **4.** | **The Third Implementation phase:**   * Monitoring the implementation of the IHSP In line with the key tasks defined in the ToR for FS * Participation of the two FSs in additional training programmes to improve the quality of the support they provide * At least 80% of the each planned IHSP has been implemented or there is justification in case of non-fulfilment of all planned measures * Regular reporting on the work of the FS in accordance with the agreed reporting schedule and submitted reporting forms on a monthly basis. Monthly reports should be brief, result-oriented, including identified risks and issues. * Preparation of the Third Progress report that will be submitted to the Programme for approval | * Yes * No | Bidder to complete |
| **5.** | **The Final Phase:**   * Preparation and submission for approval of the Final report elaborating all the services provided and deliverables achieved | * Yes * No | Bidder to complete |

**01**

The offered services are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**:

* Yes
* No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

# Form D: Previous Experience Form

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby list a minimum of two contracts with a total value of above USD 40,000 over the past five years for provision of following services:

* services related to social inclusion of the Roma national minority
* services related to economic empowerment of any of the vulnerable groups.

| **Description of services** | **Country** | **Total amount of Contract** | **Contact details of Client**  (Name, Address, telephone, email) | **Year of delivery** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\* add rows if needed*

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

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

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

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

**Form E: Key Personnel List**

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We hereby submit details of our key personnel proposed for the provision of services:*

| **No** | **Name of the**  **team member** | **Female** | **Team**  **role** | **Qualifications** | **Short description of the activities in this contract execution** |
| --- | --- | --- | --- | --- | --- |
| 1. |  | * Yes * No | Team  leader | (CV with details is attached) |  |
| 2. |  | * Yes * No | Team member - FS | (CV with details is attached) |  |
| 3. |  | * Yes * No | Team member - FS | (CV with details is attached) |  |

*\*add rows if needed*

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

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

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

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

**Form F: Resume of the proposed Team Member**

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidders should submit a separate Form F / Resume for each of the proposed team members

| 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 the 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.  *For Team leader, please, insert details of relevant experience in leading the teams of trainers*] |
| 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 G: Initial Work Plan**

**e-Sourcing reference:** RFQ/2024/51253

**UNOPS RSMCO reference**: UNOPS-PRO-2024-S-007

**Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Bidder should submit here the Initial Work Plan with time schedule and manpower estimate: |
| --- |

*\* extend the field if needed*

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

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

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

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