**Section III**

**Returnable Bidding Forms**

**Request for Proposal**

**Provision of services for the Waste Pickers` Livelihood Protection in Serbia**

e-Sourcing reference: RFP/2024/51469

UNOPS RSMCO reference: UNOPS-PRO-2024-S-008

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors 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. Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

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 (to be submitted using Form C in word and in excel version for detailed breakdown)

*\*\*\* Please ensure that the financial information in your proposal - Form C is uploaded separately -* ***in the financial envelope checklist*** *under the Financial Offer Details tab of e-Sourcing system*

* Form D: Technical Proposal Form
* Form G: Past Contracts Form
* Form H: Statement of Exclusivity and Availability

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

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

RFP reference no: **RFP/2024/51469**

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.

In case of a Joint Venture/Consortium/Association, it will be necessary to provide a document (the agreement/contract) on establishment/incorporation of the consortium, which will name the Lead Partner of the Consortium; the Lead Partner should sign all Returnable Bidding Schedules; it is recommended that all members of the consortium are registered on UNGM;

| **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: 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 provision of Service for the Waste Pickers` Livelihood Protection in Serbia,** RFP Case No**. RFP/2024/51469,** 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 the Tender Particulars section, 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 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 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 Bidders 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**

RFP reference no: **RFP/2024/51469**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

The Offeror is required to prepare the Financial Proposal following the below format and be submitted separate from the rest of the RFP as indicated in the Instruction to Offerors.

Please ensure that this form is uploaded **in the financial envelope checklist** under the Financial Offer Details tab of the e-Sourcing system.

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

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 (indicative)**

| **Item No** | **Deliverables** | **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 | 30% | USD \_\_\_\_\_\_\_\_ |
| 2 | **First Progress Narrative Report** – prepared after conducting activities from the first implementation phase and submitted to and approved by the PRO Programme | 40% | USD \_\_\_\_\_\_\_\_ |
| 3 | **Second Progress Narrative Report** -prepared after contracting activities from the second implementation phase, submitted to and approved by the PRO Programme | 20% | USD \_\_\_\_\_\_\_\_ |
| 4. | **Final Narrative Report–** Prepared after finalisation of activities from the Final phase, submitted to and approved by the PRO Programme | 10 % | USD \_\_\_\_\_\_\_\_ |
| **Total financial proposal USD (VAT excluded)** | | **100%** | **USD** \_\_\_\_\_\_\_\_ |

**\* Maximum available budget for the purpose of subventions to the beneficiaries and training providers is USD 91,000.00. The bidder should include the budget line for this intervention as presented in the cost breakdown table below and should be calculated in the total amount of the financial proposal.**

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

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** | **Unit measure** | **Qty. of units** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the contract duration** |
| --- | --- | --- | --- | --- | --- |
| Team Leader |  |  |  |  |  |
| Team Member |  |  |  |  |  |
| Team Member |  |  |  |  |  |
| Team Member |  |  |  |  |  |
| **\* Subventions to the beneficiaries and training providers** |  |  |  |  | **USD 91,000.00** |
| **Sub-total personnel costs** | | | | | USD \_\_\_\_\_\_\_\_ |
| Travel costs |  |  |  |  |  |
| Daily allowance |  |  |  |  |  |
| Communications |  |  |  |  |  |
| Printing |  |  |  |  |  |
| Other costs (provide details) |  |  |  |  |  |
| … |  |  |  |  |  |
| **Sub-total other expenses** | | | | | USD \_\_\_\_\_\_\_\_ |
| **Total financial proposal VAT excluded** | | | | | **USD** \_\_\_\_\_\_\_\_ |

**Special note:**

**Contract for Professional Services will be signed with the successful bidder. The Bidder should prepare the financial proposal in line with the proposed methodology, actual resource plan and planned activities. The Bidder should not include lumpsum amounts for the proposed team members, but calculate the exact utilisation of man/days or hours.**

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 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**

RFP reference no: **RFP/2024/51469**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**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: Bidder’s qualification, capacity and expertise** | |
| --- | --- |
| **1.1 - 1.2 General capability and reputation to implement the activities requested in this ToR (management and personnel structure, types of activities undertaken, project management controls, extent to which any work would be subcontracted)**  **Experiance in the area relevant to this ToR namely, social inclusion, with at least three contracts successfully implemented.**  [Insert here the response or reference to the attached document] | |
| **1.3 Specialised knowledge, proven expertise and experience in the area of social inclusion, over the past five years:**  [Insert here the response or reference to the attached document] | |
| **1.4 Specialised knowledge, proven expertise and experience in the area of economic empowerment of vulnerable groups and working with UN:**  [Insert here the response or reference to the attached document] | |
| **1.5. Proven organisational capacity to work in different regions/municipalities where PRO Programme operates:**  [Insert here the response or reference to the attached document] | |

| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| --- | --- |
| 2.1 | **Describe expected outcomes within the proposal and how they are realistic, achievable and contribute to desired objectives**  [Insert here the response or reference to the attached document] |
| 2.2 | **Describe proposed methodology/approach and explain how it is appropriate, realistic, feasible, and effective and promise efficient implementation of the activities for meeting or exceeding the requirements of the Terms of Reference**  [Insert here the response or reference to the attached document] |
| 2.3 | **Provide time schedule and manpower estimates in realistic, appropriate, clear and understandable manner. Provide details on Work Plan and explain how sequence of suggested activities is logical and realistic and contributes to efficient implementation of the project**  [Insert here the response or reference to the attached document] |

| **Section 3: Key personnel proposed**  **Provide composition and structure of the team proposed. Explain how the proposed roles of the management and the team of key personnel qualified and suitable for the provision of the necessary services** | |
| --- | --- |
| 3.1 | **Team Leader**  [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 | |
| 3.2 | **Team Members**   | **Name and Nationality** | **Position to be Assumed in this Contract** | **Requirements as per Terms of reference** | | --- | --- | --- | | [Insert] | Team Member | 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] | Team Member |  | | [Insert] | Team Member |  |   [For each of the names identified above, attach his/her CV  If so required in Section II, also attach his/her Form H: Statement of Exclusivity and Availability] |
| 3.3 | **Gender balanced team (whole team including Team Leader and Team Members) i.e. a minimum 50% of women**  [insert details] |

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 G: Past Contract Form**

RFP reference no: **RFP/2024/51469**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

| **Project name**  **and country** | **Name of client, address and contact person** | **Type of work performed and year of completion** | **Value of Contract** | **Date of completion of Delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was performance of services satisfactory** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*extend the table if needed

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

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

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

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

**Form H: Statement of Exclusivity and Availability**

RFP reference no: **RFP/2024/51469**

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_