**Section III**

**Returnable Bidding Forms**

**Request for Quotation**

Provision of Services for Production of two Online

Training Programmes for Local Self-Governments’ Employees in Republic of Serbia

**e-Sourcing reference:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

*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.*

Section includes forms:

Form A: Quotation submission form

# Form B: Price Schedule Form

Form C: Technical Quotation Form

Form D: Past Contracts Form

Form E1: Key personnel proposed

Form E2: Format for Resume of Proposed Key Personnel

Form F: Statement of Exclusivity and Availability

Form G: Sustainability Statement

**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 Provision of Services for Production of two Online Training Programmes for Local Self-Governments’ Employees in Republic of Serbia, RFQ Case No. RFQ/2024/52308, 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 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 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 any 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 authorised 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

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

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

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

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)**

| **Milestone** | **Description** (Deliverables / Reports) | **Payment tranche** | **Price**  (Lump Sum, all Inclusive except VAT)  [insert] | |
| --- | --- | --- | --- | --- |
| 1. | **Inception Phase**   * A detailed work plan for the implementation of the assignment, with a detailed time schedule, discussed and agreed with the course developer, NAPA and UNOPS; * An outline of possible obstacles/risks in project implementation and a mitigation plan. * Inception Report approved by UNOPS | 20%  of the total price | \_\_\_\_\_\_\_\_\_\_\_ USD | |
| 2. | **Implementation Phase**   * SCORM 1.2 files for the online course Protection of the rights of persons with disabilities, including the video/sound recordings, entire visual design, additional materials and animations; * SCORM 1.2 files for the online course Intermunicipal cooperation in practice, within the competencies of local self-governments, including the video/sound recordings, entire visual design, additional materials and animations; * Milestone Narrative Report approved by UNOPS | 40%  of the total price | \_\_\_\_\_\_\_\_\_\_\_ USD | |
| 3. | **Final Phase**   * Uploaded course Protection of the rights of persons with disabilities on the LMS/Moodle Platform; * Uploaded course Intermunicipal cooperation in practice, within the competencies of local self-governments on the LMS/Moodle Platform. * Final Report approved by UNOPS | 40%  of the total price | \_\_\_\_\_\_\_\_\_\_\_ USD | |
| **TOTAL** | | **100%** | **\_\_\_\_\_\_\_\_\_ USD**  [insert total  lump sum price] | |

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

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.

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

**List of legal entities associated to the Bidder**

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

[Full legal name and address of the associated legal entity]

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

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

Bidders are required to complete the Comparative Data Tables to demonstrate compliance with UNOPS requirements and insert details of their offer below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

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

| **Phase No** | **UNOPS minimum technical requirements** | **Is quotation compliant?**  Bidder to complete | **Details of services offered.** Bidder to complete  Insert details of services offered |
| --- | --- | --- | --- |
| 1. | **Inception Phase**   * Consultations with the PRO Programme and NAPA in order to acquire the necessary understanding of the activity’s context and objectives; * Consultations with the course contents developer, in order to agree on the communication and cooperation during the production of two online courses; | * Yes * No | **Inception Phase** |
| 2. | **Implementation Phase**   * Filming (audio-video recording) of lecturer(s) in a bidder’s studio using two Full HD (1080p) cameras and professional audio and lighting equipment (in close cooperation with the NAPA and course content developer); * Production of relevant graphics, titles and basic animation elements (for the exercises, quizzes, and problem-solving activities, embedded in the lessons), based on NAPA’s requirements and suggestions, in cooperation with the course content developer; * Selection of photos to be used in production, in coordination with the course content developer; * Editing and post-production of the material into final video elements. Total length of video material: 5-10 minutes (average duration 7-8 minutes) per lesson. Video lessons in mp4 format with a maximum size of up to 500 megabytes per lesson. Production of subtitles in Serbian language (Latin and Cyrilic) in SRT and VTT format; * SCORM 1.2 programming, editing and production - completion of the final deliverable which consists of a single SCORM archive for each of the two courses, compatible with all Learning Management Systems that support this standard (in cooperation with the course content developer); * The method of voice monitoring of the texts is mandatory (video material) and it is part of all programmes - the texts should be read and pronounced by a professional speaker; * For each course/training programme, it is necessary to foresee: Navigation previous/next page with menu, Lock content preview until previous content is previewed, the possibility of continuing the review of the material from the position the attendee reached the previous time and the possibility to review the material again, and the access to additional materials, via the links embedded in the text. | * Yes * No | **Implementation Phase** |
| 3. | **Final Phase**   * Uploading of the two courses on the NAPA’s Learning Management System (LMS)/Moodle platform; * Final testing of the produced online courses, in cooperation with the customer and course content developer. | * Yes * No | **Final Phase** |

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

* Yes
* No

ANY DEVIATION MUST BE LISTED BELOW:

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

**Delivery requirements – Comparative Data Table**

| **ELEMENT** | **UNOPS Requirements** | **Is quotation compliant?**  Bidder to complete | **Offer details**  Bidder to complete  Insert details |
| --- | --- | --- | --- |
| **Delivery time** | All services finalised within 90 calendar days from contract signature | * Yes * No | Insert details |
|
| **Delivery place** | NAPA LMS Platform | * Yes * No | Insert details |
| **Delivery terms** | The contract with the service provider is expected to be concluded in June 2024 and its planned duration is three (3) months. | * Yes * No | Insert details |

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

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

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

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

# Form D: Past Contracts Form

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

*We hereby list details of our contracts for the same type of services delivered to clients during the period of 5 years before the date for bids submission:*

| **No** | **Detailed description**  **of services** | **Country** | **Value of contract**  **in USD** | **Contact details of Client**  **(Name, Address, telephone, email)** | **Delivery Year** |
| --- | --- | --- | --- | --- | --- |
| 1. | Insert details |  |  |  |  |
| 2. | Insert details |  |  |  |  |
|  |  |  |  |  |  |

*\*add rows if needed*

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

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

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

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

**Form E1: Key Personnel Proposed**

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

Provide composition and structure of the team proposed. Explain how the proposed roles of the management and the team of key personnel are qualified and suitable for the provision of the necessary services

**Team Leader**

| **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 that relate to the scope of work to be performed by this member |

**Core Team Members**

| **Name and Nationality** | **Position to be assumed**  **in this Contract / Role in the team** | **Requirements as per**  **Terms of reference** |
| --- | --- | --- |
| [Insert] | Core Team Member | Copy the requirements in the TOR that relate to the scope of work to be performed by this member |
| [Insert] | Core Team Member | Copy the requirements in the TOR that relate to the scope of work to be performed by this member |
| [Insert] | Core Team Member | Copy the requirements in the TOR that relate to the scope of work to be performed by this member |

\*add rows if needed

[For each of the names identified above, including Team Leader, attach his/her CV using the Form E2: Format for Resume of Proposed Key Personnel (see below).

[For the Team Leader also attach his/her Form F: Statement of Exclusivity and Availability]

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 E2: Format for Resume of Proposed Key Personnel**

| Position | [Insert] |
| --- | --- |
| Name of Team Member | [Insert] |
| Title | [Insert] |
| Years with firm | [Insert] |
| Nationality | [Insert] |
| Languages proficiency | [Insert] |
| Education/ Qualifications | [Summarize college/university and other specialized education of team 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 the 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. |
| References | [Provide names, addresses, phone and email contact information for two (2) references]  Reference 1:  Reference 2:  (for Core Team Members you may fill the contact details or insert “N/A”) |

I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Date | Signature of Personnel (individual)  or firm representative |

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

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

My role in the team:

Team Leader / Project Manager

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

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

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

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

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

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

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# Form G: Sustainability Statement

**RFQ reference no:** RFQ/2024/52308

**UNOPS reference:** UNOPS-PRO-2024-S-011

**Name of Bidder:** [insert name of Bidder]

*We hereby confirm that our company is compliant with the sustainability (diversity and inclusion / anti-discrimination) requirements as stated in the tender, with details as follows:*

| [insert details on how diversity and inclusion / anti-discrimination is ensured in the organisation. The statement should include details of the approach to ensuring equal opportunity, diversity, and inclusion within the bidder 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 etc.] |
| --- |

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

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

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

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