**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2024/52533

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
* Form D: Technical Proposal Form
* Form E: Format for Resume of Proposed Key Personnel
* Form F: PerformanceStatement Form

**Form A: 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 fulfillment 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 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 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 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 judgment 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 C: Financial Proposal Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope 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 eSourcing system.

The financial proposal must be submitted in USD

**Cost breakdown per deliverable/output/component**

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. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Cost breakdown per deliverable/output**

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.

**Table 1: Total Amount**

|  | **Cost Component** | **Total** |
| --- | --- | --- |
| 1 | **Total costs for - Cities Alliance Website content maintenance services,Website hosting and maintenance services** |  |
|  | **Additional notes (if applicable):** | |

**Table 2 A - Objective 01: Cities Alliance Website content maintenance services**

|  | **Cost Component** | **Qty** | **Unit Price** | **Unit of measure** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 1 | Hourly rate for services | 580 | xxxx | Person- Hour | xxxxx |
| 2 | Daily rate for services | 72.5 | xxxx | Person - Day | xxxxx |

**Table 2 B - Objective 02: Cities Alliance Website hosting and maintenance services**

|  | **Cost Component** | **Qty** | **Unit Price** | **Unit of measure** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 1 | Monthly rate for hosting the services | 24 | xxxx | Calendar Months | xxxxx |
| 2 | yearly rate for the services | 2 | xxxx | Calendar Year | xxxx |

Table 3 - Personnel Cost

| **Cost component** | **Quantity** | **Unit of measurement** | **No. of Personnel** | **Cost**  **per Unit**  **in USD** | **Total Rate for**  **the Period in USD** |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL COSTS** | | | | | |
| Project Manager |  |  |  |  |  |
| xxxx |  |  |  |  |  |
| xxxx |  |  |  |  |  |
| xxx |  |  |  |  |  |
| … |  |  |  |  |  |

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, acknowledge that **UN Supplier Code of Conduct** published in the UNGM Website <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>set forth the UN’s expectations for all suppliers that are registered with the UN or with whom it does business. I will ensure that these principles are adhered to by all our employees, suppliers, parent, subsidiary or affiliate entities, and subcontractors.

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: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

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:

**Technical Evaluation shall be conducted as follows:**

1. **Eligibility and Formal** Criteria: Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
2. **Qualification Criteria:** Scored on a pass or fail basis as per the “Criteria Tab” in eSourcing
3. **Technical Criteria:** Each Technical Criterion will be scored starting from maximum points highlighted. Only those Bidders obtaining the minimum 49 points out of a total of 70 points in Technical Evaluation will be considered for Financial Evaluation evaluation.

**Detailed Technical Criteria:**

**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.

| **Section 1: Presentation of Proposal and Relevant Experience** | | **Maximum Points** |
| --- | --- | --- |
| **1.1** | **Presentation of Proposal** | **4** |
|  | The Offeror’s proposal must be presented in a clear and cohesive manner facilitating easy evaluation.   * The recommended structure as per this ***Form D: Technical Proposal Form*** must be followed. * Duly completed and signed ***Form D: Technical Proposal Form***. * Complete information and supporting documentation must be included. All relevant certifications/ documents/ forms are to be duly dated, signed and labelled. * Files and Documents shall be organised in an easy searchable manner and as “checklist” in esourcing portal (i.e. Certifications must follow the respective CV of the proposed personnel instead of grouping all CVs in one section and all certifications in another section.) |  |
| **1.2** | **Relevant Experience** | **6** |
|  | The information provided should be in a **tabular format, including Client, Country, Value of Contracts, detailed deliverables and Client Contact Information.**  In scoring this criterion, the Evaluation Panel will consider the following:   1. Minimum **3 Experience** in similar types of services indicated in the Section II: Schedule of Requirements 2. Bidders must share links to the websites worked on and indicated in 1.2 (a). |  |
| **1.3** | **Past Performance** | **6** |
|  | It is **strongly recommended that at least 3 proofs of experience are submitted by providing either client reference letters/ Signed PO/Signed Contracts** for similar contracts. Bidder must submit proof of the mentioned experience in 1.2 above |  |

| **Section 2: Assumptions, Technical Approach and Logistical Plan** | | Maximum  Points |
| --- | --- | --- |
| **2.1** | **Understanding of the Requirements and Key Assumptions** | **5** |
|  | The Offeror must demonstrate **full understanding** of the requirements stipulated in the SOW and provide a **list of assumptions** based on the due diligence conducted and findings that the proposal is built upon. This should include but not limited to key assumptions on the following areas:   * Scope of the SOW and Concept of Operations. * Division of responsibilities between UNOPS and the contractor in the performance of the contract. * Admin/ Logistics * Timelines. * Any relevant information obtained during the offeror’s market research should be included here with detailed description of findings. |  |
| **2.2** | **Suitability of the Proposed Approach/ Methodology** | **8** |
|  | The Offeror must provide comprehensive information on their Concept of Operations. A detailed narrative on the Offeror's proposed technical approach, methodology, strategy and techniques must be covered under this section. The technical approach must fully address all the requirements of the SOW.  Evidence that will demonstrate the effectiveness of the Offeror’s proposed technical approach and an explanation of its suitability to the country of operations must be included under this section. Include innovative solutions/ approaches as applicable.  Should the Offeror propose to subcontract specific components of the services, comprehensive information on the Offeror’s approach to subcontracting must be submitted as part of the Technical Proposal. This section must include the following information:   * Description of the services to be subcontracted. * Internal selection process for identifying qualified subcontractor/s. * Internal procedures in place to ensure that subcontractors will abide by the UN Supplier Code of Conduct. * Internal procedures/ risk mitigating measures put in place to address subcontractors’ failure to deliver. * Ability of subcontractors to operate in the country of operations ( i.e. legal requirements, registration, and accreditation if applicable). * Description of relevant experience and technical capability of proposed subcontractor/s. * Ability of the subcontractors to deploy in line with the required timelines of the SOW. |  |
| **2.3** | **Standard Operational Procedures, Quality Management Systems (QMS), and Safety Procedures** | **5** |
|  | The Offeror must provide their Standard Operational Procedures (SOPs), Quality Management Systems (QMS), and Safety Procedures suitable to the requirements and ISO 27001 certification or equivalent certificate. A **detailed information on how they intend to tailor/ apply their SOPs, QMS and Safety Procedures to suit the specific requirements of the SOW.** |  |
| **2.4** | **Suitability of Proposed Timelines and Logistical Plan** | **4** |
|  | The Offeror must demonstrate their ability to fulfil the proposed timelines set in the SOW by including a **Detailed Timetable or a Gantt Chart**. Any activity shall have a clear start and end dates and these should be clearly identified in the technical proposal.  The Offeror must provide a complete **Plan** based on their understanding of the requirements and key assumptions, including potential delays based on site market research to demonstrate capacity to successfully deliver the required services: (max 2 points)   1. Comprehensive information on the **specific activities to be done by the subcontractor/s to ensure deployment in time and adherence to the operational requirements** of the SOW should the Offeror propose to subcontract specific components of the services. |  |
| **2.5** | **Operational Capability and Self Sufficiency** | **5** |
|  | The Offeror must include proposed arrangements to ensure that the services required in the SOW will be delivered without operational interruption. This includes but not limited to:   * Relief capacity arrangements as applicable. **Work/leave and rotation plans** shall be included in this section. * Information that will demonstrate **Offeror’s ability to sustain a self-sufficient operation.** |  |
| **2.6** | **Sustainability** | **5** |
|  | **The Offeror shall include a Sustainability Plan within the context of the services required under this specific RFP.**  The technical proposal **shall focus on providing a practical plan showing the application of broad corporate policies on sustainability as it relates to the execution of the contract** to be awarded under this tender. Implementation of the sustainability plan of the winning bid will be monitored through the monthly progress report.  Some areas for consideration are as follows:  ***General***  Inclusion of approaches to mitigating negative environmental impact during the execution of the contract which might include such themes as Air, Land, Water, Biodiversity, Energy, Materials, Waste, Global Climate or Disaster Risk Reduction. The plan should also consider elements of social sustainability that can encompass such themes as Population, Cultures, Services, Health, Vulnerability, Resilience and Gender.  ***Energy***  Inclusion of products or solutions that help to reduce or conserve energy. |  |
| **2.7** | **Gender and Diversity Considerations** | **4** |
|  | The offeror shall address the below Gender and Diversity Considerations within the context of the SOW. Please note that the Evaluation Panel will consider your overall approach to Gender and Diversity throughout your proposal.  To be awarded full points under this criterion, the below **considerations** are to be captured in the Offeror’s proposal:   1. **Gender and Diversity Mainstreaming**: The proposal describes what measures the project will take to ensure that the project delivers equitable benefits to women, men and different members of the community (in terms of sex, age, ethnicity, religion, physical ability, etc.). It outlines how the project will offer equal access to services and opportunities to different categories of beneficiaries. 2. **Organisational Maturity:** The Offeror shows its commitment to gender and diversity by submitting Gender Sensitive Policies, or demonstrating inclusive and enabling practices in their proposal. For example, gender and diversity sensitive SOPs, clear Sexual Exploitation and Abuse (SEA) policies and reporting and accountability mechanisms internal monitoring & evaluation system that consider different needs/opportunities/access to services for different groups of beneficiaries (in terms of sex, age, ethnicity, religion, physical ability, etc.), provision of gender sensitive/ safe facilities, promotion of gender equality and inclusion in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices), outreach to recruit female staff for managerial and technical positions, representation of women on its senior management team at HQ level, opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees), specific arrangements such as flexible hours or shorter working week as deemed relevant. (max 1 point)      1. **Proposed Team:** The proposal includes women and/or personnel from different geographical/ethnic/social backgrounds in their proposed team, especially in managerial positions and/or in technical positions. Mentoring/training systems are in place (within the context of the specific SOW) to advance women empowerment and increase the role of women and personnel from under-represented backgrounds as “promotable” players within a team. 2. **Innovation in relation to Gender and Diversity:** The proposal sets forth an interesting or new idea that aims to enhance the delivery of benefits to or increase the participation of women or minority groups and/or promotes women’s empowerment. |  |

| **Section 3: Proposed Team Structure and Personnel** | | Maximum Points |
| --- | --- | --- |
| **3.1** | **Proposed Team Structure** | **3** |
|  | The Offeror shall provide **full information** on the composition of the proposed team. An **Organisational Chart** illustrating the reporting lines and a detailed description of each role shall be included in the technical proposal.  Please make sure that the organisational chart includes all personnel that will be directly involved in implementation of the suggested action. **This should include both operational and support personnel**.  Offeror to provide a **Project Chart** for this services and should be accompanied by a **list of all proposed personnel in a tabular format** with job titles, sex, whether international or national and whether they are in operations or support functions. The overall number of personnel, as well as their breakdown by functions / positions shall match the personnel breakdown in the financial proposal. Any position being shared with another project must be noted in the technical proposal.  Offeror must demonstrate that such sharing of personnel will not have any adverse impact in contract implementation. |  |
| **3.2** | **Qualifications of Key Personnel Proposed** | **15** |
|  | The curriculum vitae (CV) and education/professional credential of **all key personnel** proposed for this project shall be submitted with the technical proposal (please use the **CV Format provided in Form E**).  **Please note that as per the Schedule of Requirement, the service provider should provide at least the following 4 profiles:**  Project Manager - Years of Experience Minimum 7 years in related field indicated in the Schedule of Requirement (5 points)  Account Manager - Years of Experience Minimum 6 years in related field indicated in the Schedule of Requirement (4 points)  Software Development and Architect - Minimum 5 Years of Experience in related field indicated in the Schedule of Requirement ( 3 points)  UI/UX Designer and Information Architect - Minimum 5 Years of Experience in related field indicated in the Schedule of Requirement (3 points)  **However, this is our minimum requirement and you are free to provide additional staff if essential in executing the tasks.**  The CVs should clearly show:   * The position the person will be carrying out. * Candidate’s nationality. * Technical qualifications and experience in response to the required qualifications in the SOW. In addition to indicating the title of previous/ current positions held by the candidate, a short description of the role must be included to help the Evaluation Panel in assessing the suitability of the candidate. * List of applicable certifications/ courses, relevant military, civilian and managerial experience in response to the required qualifications in the SOW. * Language skills in response to the required qualifications in the SOW. |  |
|  | Total Points | 70 |

| **Supplementary Section:** |
| --- |
| Specific requirements and recommendations have been included in the SOW to minimise operational risks and facilitate a fair comparison of proposals. **Offerors not meeting the requirements or deviating from the recommendations in the SOW (i.e. qualifications of personnel, team structure, equipment, timelines, etc.) must include this supplementary section to detail their plan on how they intend to mitigate potential operational risks and successfully demonstrate the soundness of their proposed approach.** |

*Note, UNOPS may at its discretion contact proposed personnel to confirm their availability and qualifications. Please ensure a current telephone number is included on the Resume for this purpose.*

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 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 | [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.] |
| 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]

| **Order placed by [Full address of purchaser]** | **Order no. & date** | **Description & duration of ordered service** | **Value of order** | **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_