**Form A: Application Form**

To be put onto organization letterhead and submitted with your application

Date:

Prequalification Panel

UNOPS PSC

## PQ/2024/52035 ETM Services

We are pleased to advise that our organization has submitted for pre-qualification in the following fields of Explosive Threat Mitigation (ETM) Services, as indicated in the below table. (Please delete or strikethrough the fields not under consideration).

* **Battle Area Clearance (BAC)**
* **Explosives Ordnance Disposal (EOD)**
* **IED Threat Mitigation**
* **Manual Mine Clearance**
* **Mechanical Demining: Machines designed to detonate hazards**
* **Mechanical Demining: Machines designed for ground preparation**
* **Mechanical Demining: Machines designed to detect hazard**
* **Explosive Ordnance Risk Education (EORE)** **and Small Arms and Light Weapons (SALW) Risk Education**
* **Non-Technical Survey (NTS)**
* **Physical Security and Stockpile Management (PSSM)**
* **Quality Management**
* **Small Arms and Light Weapons (SALW) Disposal**
* **Technical Survey (TS)**
* **Underwater Explosive Ordnance (EO)** **Survey (NTS and TS) and Clearance**

Yours sincerely,

Signature Block

**Form B: Joint Venture Partner Information Form**

**Suppliers applying as Joint Ventures shall be granted PQ as Joint Ventures.**

*Note: A supplier shall be considered to have a conflict of interest in a procurement process if a supplier has an interest in other suppliers bidding for the same procurement activity, including when they have common ownership and/or management.* ***As such, suppliers who are pre-qualified more than once due to multiple Joint Ventures and a stand-alone submission to the PQ Process will only be allowed to submit once in a specific tender.***

PQ reference no: [insert PQ reference No.]

Name of Organization: [insert name of Organization]

Date: [insert submission date]

To be completed and returned with your submission if applying for PQ 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 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 C: Past Contracts Form**

PQ reference no: [insert PQ reference No.]

Name of Organization: [insert name of Organization]

Date: [insert submission date]

Provide a description of the organisation’s relevant experience in providing ETM Services within the last five (5) years. The information provided should be in a tabular format as per below, including Employer, Country, Value of Contracts, Achievements and Client Contact Information. Provide evidence of satisfactory performance including but not limited to at least 3 client reference letters for contracts outside of UNOPS / UNMAS.

| Project name  and country | Name of client, address and contact person | Type of work performed and contract start date | SOP in Use | 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 |
|  |  |  |  |  |  |  |  |  |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Form D: Format for Resume**

GUIDELINES FOR THE PREPARATION OF RESUMES



Please ensure that management and operations staff proposed for this pre-qualification provide ALL the information requested in these guidelines.



A. CURRICULUM VITAE

I. Personal data

Name (Last, First, Middle Initial)

Address

City, Region/State, Postal Code

Telephone/Facsimile (Please note this number may be used for confidential communications)

E-mail address

DOB: Age:

Nationality/Nationalities (Please indicate all the nationalities held.)

Gender

Marital Status

II. Education

List the degree(s) and major area of study. Indicate the date (in reverse chronological order), the name of the institution and location where the degree or qualifications were earned obtained. Military promotional courses and only proficiency courses with a specific bearing on the position to be filled should also be included.

III. Summary of Professional skills and/or expertise

Field of expertise (be as specific as possible) i.e. Management, Demining, EOD, Mine Awareness, Finance, Human Resources, or Procurement etc.

Credentials or professional training relevant to expertise (i.e. Military Command & Staff College, Explosive Ordnance Disposal, Improvised Explosive Device Disposal etc.).

Computer skills (both hardware and software).  
Provide certified true copies of all qualifications and certifications.

IV. Summary of relevant work experience

Please provide an overview of work history in reverse chronological order, ie, starting with the most recent. Provide dates, title/military rank, employer, type of business, location, the area of work and major accomplishments.

Please indicate any management experience including specific achievements.

Please specify any UN related experience - make the difference between UN Contractor and or UN Staff Member

V. Languages

Mother tongue

Other languages. Indicate written and verbal proficiency (Fluent/full working knowledge/minimal working knowledge).

VI. Other

Please name three referees (with complete addresses) who can provide information on professional achievements.

Please ensure the following statement is included in the resume and that it is signed and dated.

CERTIFY THAT ALL INFORMATION STATED IN THE DOCUMENT IS TRUE AND COMPLETE.

Note: The Company should please verify and check that the information contained in the document is true and correct.

**Form E: Financial Information**

PQ reference no: [insert PQ reference No.]

Name of Organization: [insert name of Organization]

Date: [insert submission date]

To facilitate the evaluation of your submission, applicants are required to complete Form F in addition to providing your audited financial statements. UNOPS will assess the financial health of applicants based on the financial statements submitted by reviewing any of the following ratios under B.1.1, B.1.2 and B.1.3 (commercial companies) and B.3.1 and B.3.2 (NGOs). **In addition to complying with any of the financial ratios under B.3.1 and B.3.2, NGOs must also be compliant with B.3.3 to pass requirement B.3.**

**Commercial Companies:**

| **No** | **Financial Ratio** | **Applicant’s Financial Ratios**  ***(please indicate the figure and how it was calculated)*** | **Page number of financial statements where figures have been obtained**  ***(Applicants submitting audited financial statements must highlight the relevant figures in the financial statements used to calculate the ratios)*** |
| --- | --- | --- | --- |
| **B.1.1** | **Current Ratio** = Current Assets / Current Liabilities  **Current Ratio must be equal to or greater than 1 for the last 2 years. The average current ratio for the last 2 years will be considered.** | Example:  2023: $120,000/$100,000 = 1.2  2022: $100,000/$90,000 = 1.11  Average: 1.16 |  |
| **B.1.2** | **Total Debt Ratio** = Total Debt/Total Assets  **Debt Ratio must be less than 1 for the last 2 years. The average debt ratio for the last 2 years will be considered.** | 2023:  2022:  or  2022:  2021:  Average: |  |
| **B.1.3** | **Net Profit Margin** = (Total Revenue – Total Expenditure) / Total Revenue  **Net Profit Margin must be 5% or more for the last 2 years. The average net profit margin for the last 2 years will be considered.** | 2023:  2022:  or  2022:  2021:  Average: |  |

**Non-Governmental Organizations:**

| **No** | **Financial Ratio** | **Applicant’s Financial Ratios**  ***(please indicate the figure and how it was calculated)*** | **Page number of financial statements where figures have been obtained**  ***(Applicants submitting audited financial statements must highlight the relevant figures in the financial statements used to calculate the ratios)*** |
| --- | --- | --- | --- |
| **B.3.1** | **Current Ratio** = Current Assets / Current Liabilities  **Current Ratio must be equal to or greater than 1 for the last 2 years. The average current ratio for the last 2 years will be considered.** | Example:  2023: $120,000/$100,000 = 1.2  2022: $100,000/$90,000 = 1.11  Average: 1.16 |  |
| **B.3.2** | **Total Debt Ratio** = Total Debt/Total Assets  **Debt Ratio must be less than 1 for the last 2 years. The average debt ratio for the last 2 years will be considered.** | 2023:  2022:  or  2022:  2021:  Average: |  |
| **B.3.3** | **NGOs must also provide information in their financial reports showing sufficient unrestricted funds to cover operating expenses for 3 months from the date of the financial statements.**  **Applicants must indicate in this form the section and page numbers where notes on reserves and unrestricted funds figures are shown.**  The figure for expenditure will be calculated as follows:  Total expenditure for 12 months less grants, divided by 4 to give a figure for 3 months.  This figure will be compared against the total value of unrestricted funds (less any fixed asset reserve). | 2023:  2022:  or  2022:  2021: |  |