**Section III: Returnable Bidding Forms**

**eSourcing reference**: **RFP/2024/54993**

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: Proposal Submission Form
* Form B: Financial Proposal Form
* Form C: Technical Proposal Form
* Form D: Format for Resume of Proposed Key Personnel
* Form E: Statement of Exclusivity and Availability
* Form F: Performance Statement Form
* Form G: Bid Securing Declaration
* Form H: United Nations Supplier code of conduct declaration of eligibility
* Form I: Self Disclosure Form

**Form A: 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: Consultancy Services to Conduct Market Assessment and Develop a Roadmap for SEforALL Powering Healthcare Programme in Kenya** **RFP/2024/54993,** 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 [120 days] 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 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 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 B: Financial Proposal Form**

RFP reference no: **RFP/2024/54993**

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].

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.

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

| **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- |
| Inception Report | 25% | [Offeror to insert price] |
| Draft Report and Executive Summary | 50% |  |
| Dissemination Strategy and Final Report…. | 25% |  |
|  |  |  |
|  |  |  |
| **Total financial proposal in USD [currency]** | **100%** | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component**

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** | **(a) Qty.** | **(b)**  **Unit of measurement** | **(c)**  **Remuneration per Unit** | **a x b x c**  **Total Price**  **USD** |
| --- | --- | --- | --- | --- |
| **Team Manager** |  |  |  |  |
| Senior Expert |  |  |  |  |
| Junior Expert |  |  |  |  |
| Add personnel as required |  |  |  | [Offeror to insert price] |
| Add personnel as required |  |  |  | [Offeror to insert price] |
| Add personnel as required |  |  |  | [Offeror to insert price] |
| Add personnel as required |  |  |  | [Offeror to insert price] |
| **Sub-total personnel costs\*** | | | | **[insert sub-total price]** |
| Other costs (provide details and add as many lines as needed)\*\* |  |  |  | Offeror to insert price] |
| **Sub-total other costs** |  |  |  | **[insert sub-total price]** |
| **Total financial proposal USD**  *(Total should match Total Price of Table 1 above)* | | | | **[insert total price]** |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal in USD [currency]** | | | |  |

**\*Please include team members as needed**

**\*\*Please provide a breakdown of admin and associated costs or any other costs**

* The contract is executed on the basis of the full price quoted above and refers to the provision of a turnkey solution.
* Bidders are reminded that 30% (30 out of 100) of the total points are allocated for the financial proposal, so bidders are urged to be prudent and realistic when they prepare their financial proposal.

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, 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 C: Technical Proposal Form**

RFP reference no: **RFP/2024/54993**

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.

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.

**Proposal (70 Max. points).**

The Technical Proposal is evaluated on the basis of its compliance to Section II: Schedule of Requirements, in accordance with the technical criteria points as specified herewith. Each Proposal will be given a technical score. A Proposal shall be deemed not substantially compliant at this stage if it does not achieve the minimum technical threshold of 70% (49 out of 70) points and if so, it will not be evaluated further.

The **technical component** has a total possible value of **70 points**, will be evaluated using the following criteria:**Technical**

**Offeror’s qualification, capacity and expertise (Max 20 points)**

To show clearly and display general reliability, relevant experience and expertise. Demonstration of sufficient governance and oversight structures of the firm for ensuring the timeliness and quality of the services.

**Proposed Methodology, Approach and Implementation Plan(Max 30 points)**

Description of the Offeror’s approach, methodology, and timelines for meeting or exceeding the requirements of the Schedule of Requirements (details of how the different service elements shall be organized, controlled and delivered).

**Key Personnel proposed(Max 20 points)**

The qualifications and competence of the personnel proposed for the assignment.

Technical Proposal Evaluation sections:

| **Section 1: Offeror’s qualification, capacity and expertise** | | **Documents to establish compliance with the criteria (not exhaustive)** | **Points** |
| --- | --- | --- | --- |
| 1.1 | Brief description of the organisation, including the year and country of incorporation and types of activities undertaken is sufficiently provided. Organizational experience in developing market reports, roadmaps, or similar country reports on energy access (e.g., mini-grids, public institution electrification, clean cooking, etc) is demonstrated. | Organisation profile  Organogram  Sample reports | 7 |
| 1.2 | Strong understanding of recent trends and developments of Kenya’s power sector, including Kenya-specific issues around energy sector planning, socio-economic data and the role of development finance and civil society organizations and its relevance to powering healthcare, is demonstrated. | Documentation of at least two (2) past projects or case studies  Copies or references to relevant reports, publications, or research authored or contributed to by the offeror  CVs of key personnel proposed | 7 |
| 1.3 | Organizational experience in managing health electrification-related projects as advisors or implementers is demonstrated. | at least two projects/contracts from the described context | 6 |
| 1.4 | Organizational experience in:  carrying out detailed energy needs assessments, facility-wide energy audits, and technical system designs for health facilities Kenya is demonstrated;  designing stand-alone electrification solutions;  electrification of vaccine refrigerators including their costs, O&M, and waste management  is demonstrated. | at least two projects/contracts from the described context | 7 |
| 1.5 | Quality assurance procedures and risk mitigation measures are clearly provided. | Technical proposal | 3 |
| Total points for Section 1 | | | 30 |
|  |  |  |  |
| **Section 2: Proposed Methodology, Approach and Work Plan** | | **Documents to establish compliance with the criteria (not exhaustive)** | **Points** |
| 2.1 | The proposal demonstrates the offeror's understanding of the requirements: Important aspects of the task have been addressed in sufficient detail. The overall implementation plan proposed is logical and realistic and demonstrates the value-added of the offeror. | Technical proposal | 15 |
| 2.2 | The proposal demonstrates an effective and well-considered approach and methodology for meeting or exceeding the requirements for the deliverables/outputs, including site visits. | Technical proposal | 5 |
| Total points for Section 2 | | | 20 |
|  |  |  |  |
| **Section 3: Team Composition and Key Personnel proposed** | | **Documents to establish compliance with the criteria (not exhaustive)** | **Points** |
| 3.1 | The proposed team must possess the necessary technical expertise, demonstrated skills, and in-depth knowledge required to deliver the requested services. Fluency in both written and spoken English is required for team members.  Team Leader:  Advanced university degree (master's degree or higher) in energy, social sciences (policy, economics, sustainable development), or a closely related field - 3 points  Execution of similar projects and a demonstrated record of delivering high-quality work in the last ten (10) years - 3 points  Experience managing complex, multi-stakeholder projects - 2 points  Other experts:  Experience of team: technical system design for off-grid solar solutions, innovative business models for off-grid electrification, development of national strategies or roadmaps in the energy or health sector in Sub-Saharan Africa, understanding of vaccine refrigerators and cold chains for storing and transporting vaccines - 4 points | Technical proposal  CVs of key personnel proposed | 12 |
| 3.2 | The proposal demonstrates the quality and appropriateness of the proposed team structure including: clear organogram and reporting lines, number of days allocated to each position, governance arrangements, appropriate mix of expertise in the consultancy of complex, global interventions with multiple stakeholders and energy sector. The team has demonstrated skills in drafting high-quality reports for relevant audience | Technical proposal  CVs of key personnel proposed | 5 |
| 3.3 | The proposed team is gender balanced. | Technical proposal  CVs of key personnel proposed | 3 |
| Total points for Section 3 | | | 20 |

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: Format for Resume of Proposed Key Personnel**

RFP reference no: **RFP/2024/54993**

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/company, 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: |

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 E: Statement of Exclusivity and Availability**

RFP reference no: **RFP/2024/54993**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate with the Bidder [insert Bidder name] in the above-mentioned RFP. I further declare that I am able and willing to work for the period(s)/ number of working days foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

| **From** | **To** | **Days** |
| --- | --- | --- |
| [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/number of working days where my services are required under this RFP. I confirm that I am fully dedicated to the number of working days/predetermined periods proposed under this RFP and not engaged in the other projects.

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.

**Applicable only to personnel who have worked in UNOPS and/or have contracts with UNOPS or another UN organization:**

I confirm that I am in compliance with, and my proposed work with the Bidder would be in compliance with, the below UNOPS Policy on Post-Service Restrictions:

***Post-Service Restrictions***

*1. This section outlines all restrictions after separation of personnel involved in the procurement process. (Personnel may seek clarification from the General Counsel as to whether his/her specific situation falls under the scope of these restrictions).*

*1.1 For a period of one year following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from seeking or accepting service with, or otherwise accepting any form of compensation or financial benefit from, any UNOPS contractor or vendor of goods or services, regardless of location, which conducts business with UNOPS or seeks to do so and with whom such personnel have been personally involved in the procurement process during the last three years of service with UNOPS.*

*1.2 For a period of two years following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from knowingly communicating with, or appearing before, any UNOPS personnel or unit of UNOPS on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with UNOPS.*

*2. Sanctions for violations:*

*2.1 Violation of any of the provisions of section 1.1 or 1.2 of above by former personnel shall be recorded by a formal note in the individual’s official status file indicating the nature of the violation and a recommendation against any future service with UNOPS. In accordance with established procedures, such a note shall be brought to the attention of the individual concerned so that he or she has an opportunity to provide comments.*

*2.2 Any UNOPS contractor or vendor of goods or services who offers employment, hires or otherwise compensates personnel in violation of these restrictions may, after review by UNOPS, be subject to having its registration as a qualified contractor or vendor with UNOPS barred, suspended or terminated, in accordance with United Nations/UNOPS procurement policies and procedures.*

Furthermore, I confirm that my proposed work with the Bidder would not conflict with, or be perceived to conflict with, any obligation that I may have to UNOPS or another United Nations organization.

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

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

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

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

**Form F: Performance Statement Form**

RFP reference no: **RFP/2024/54993**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

Please list similar services that you provided over the last years, with the details given below. **Please make sure to list examples that demonstrate that you fulfil the criteria indicated in Section II: Schedule of Requirements and in the Qualification criteria from e-sourcing.** Please also make sure to include contact details that UNOPS can use as references.

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client:**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

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

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

**Form G: Bid Securing Declaration**

RFP reference no: **RFP/2024/54993**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

We, the undersigned, declare that:

1. We understand that, according to your conditions, offers must be supported by a bid securing declaration.

2. We accept that we could be declared ineligible to participate in future UNOPS tenders in accordance with the regulations stipulated in the Procurement Manual section 3.3 Vendor Ineligibility if we violate our obligation (s) under the conditions of the offer if:

(a) we withdraw our offer during the period of the offer validity specified by us in the offer submission form; or

(b) we do not accept the correction of errors in accordance with the Instructions to Bidders in the bidding documents; or

(c) after having been notified of the acceptance of our offer during the period of bid validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) we do not supply or refuse to provide the performance security.

3. We understand that this bid securing declaration will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your notification with the name of the successful bidder; or (ii) twenty-eight days have elapsed after the expiration of our offer.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

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

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

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

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

**Form H: United Nations Supplier code of conduct declaration of eligibility**

RFP reference no: **RFP/2024/54993**

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

**UNOPS expects all bidders to act in accordance with the highest ethical standards throughout the competitive procurement process, as well as during the validity of any contract that may be awarded to them through the process. Therefore, all bidders must declare and ensure the following. If the bidder’s status in relation to this declaration changes, it must inform UNOPS immediately. Failure to comply with this requirement shall automatically render the bidder ineligible. This document does not require notarization.**

Bid for the Provision of Consultancy Services in Conducting Implementation Research on uptake of affordable and quality lower limb prosthetic technologies in Low- and Middle-Income Countries) RFP no.: RFP/2024/54493, dated [insert date].

The undersigned, on submission of a bid for the competitive procurement process or request for proposal (hereinafter referred to as “the proposal”) for **Consultancy Services to Conduct Market Assessment and Develop a Roadmap for SEforALL Powering Healthcare Programme in Kenya** **RFP/2024/54993**in response to the request for proposal made by the United Nations Office for Project Services (UNOPS), I hereby make the following statements:

a) We have not and shall not engage in proscribed practices in connection with the UNOPS competitive procurement processes. For the purposes of this provision, a “proscribed practice” means any of those listed on the UNOPS website under “Vendor Sanctions”, including those listed below:

· Corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.

· Fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

· Coercive practice: any act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party.

· Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

· Unethical practice: conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS.

· Obstruction: acts or omissions by a vendor that prevent or hinder UNOPS from investigating instances of possible proscribed practices.

b) We understand that in the event of any breach of these declarations or guarantees, UNOPS shall have the right to reject any bid submitted by us and may terminate any contract awarded to us as a result of any competitive procurement process, giving immediate notice thereof, and that UNOPS shall not be liable for termination charges or any other charges. In addition, UNOPS may exclude us from future work with the organization or other entities within the United Nations system.

c) We commit to adhering to the highest ethical standards during the execution of any contract, in accordance with point *40. Ethics and corrupt practices* of *Section I: instructions to bidders* of the bidding document.

d) We understand that UNOPS may cancel or terminate the contract, without penalty and without notice, if we are found to have engaged in collusion, corrupt practices or unethical behaviour, and may also declare us – both our organization and its board of directors and/or individual staff – ineligible indefinitely or for a limited period of time. We understand that UNOPS may also cancel or rescind contracts for the same reason.

e) We shall not employ, nor do we plan to employ, any person who has been a United Nations official in the past year. If an employee has been a United Nations official, they shall have had no professional relationship with us in the last three (3) years of their service with the United Nations.

The above statements are also true and complete f: YES ☐ NO ☐

[If the answer is NO, details must be included for any of the above statements not met].

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

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Form I: Self Disclosure Form**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

Date: [insert submission date]

| **Ref.** | **Critical area** | **Response** | **Comments** |
| --- | --- | --- | --- |
| **1** | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future; | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **2** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **3** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **4** | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **5** | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **6** | Does the entity or individual have a conflict of interest, as provided in the Instructions to offerors, Article 4 “Offeror eligibility”, that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **7** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organisation; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **8** | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **9** | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **10** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | Select | [If the response is ‘Yes’, provide an explanation here.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this proposal submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

| **Name:** |  |
| --- | --- |
| **Title** |  |
| **Date:** |  |
| **Signature** |  |

[Stamp this form with the official stamp of the offeror]