**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFP/2025/55830

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: Performance Statement Form
* Form F: United Nations Supplier code of conduct declaration of eligibility

**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: Landscape Analysis of Digital Assistive Technology in Low and Middle-Income Countries,** RFP/2025/ 55830**,** 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 authorised 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/2025/55830

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**

[[1]](#footnote-0)

| **Item No** | **Deliverables** | **Price**  **(Lump Sum, All Inclusive)** | **Completion Date** |
| --- | --- | --- | --- |
| 1. | Inception report: A detailed methodology and implementation plan for the landscape analysis.  An agreed list of 3 focus countries[[2]](#footnote-1), key stakeholders and sources of information.Findings of a literature review. | [Offeror to insert price] | Offeror to insert |
| 2. | Interim report: A progress report of the work against the agreed work plan as described in the response to the RFP, including information on the Technical Working Group (TWG) formed | [Offeror to insert price] | Offeror to insert |
| 3. | Draft technical report: Submit draft technical report with preliminary insights from the landscape analysis, stakeholder engagements, and initial data synthesis. The draft should outline key trends, challenges, and opportunities identified in the study, providing a structured foundation for the final report. | [Offeror to insert price] | Offeror to insert |
| 4. | Final report: The final report should include the following sections as a minimum.   1. Summary of key findings from the landscape analysis. 2. A comprehensive list and description of existing DAT categorised as per the details outlined in the objectives. 3. An analysis of the usage and benefits of DAT for different user groups in LMICs, including best practices and challenges. 4. Actionable recommendations based on the findings from the landscape analysis (objectives i-iv above), that would support improving the adoption, accessibility, and effectiveness of DAT in LMICs. 5. Recommendations for the digital platform, including design, usability features, and content structure. 6. An appendix in the form of a catalogue of low-cost and free DAT as described above, which can be distributed as a standalone document and as the basis of the digital platform. | [Offeror to insert price] | Offeror to insert |
| **Total financial proposal USD** | | **[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 Leader / Project Manager |  |  |  | [Offeror to insert price] |
| Digital Technology Expert |  |  |  | [Offeror to insert price] |
| Disability Inclusion Expert/Public Health Specialist: |  |  |  | [Offeror to insert price] |
| Finance/Economic/Regulatory Affairs Specialist |  |  |  | [Offeror to insert price] |
| Support to the team lead |  |  |  |  |
| 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]** |

**\*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 20% (20 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 authorised 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/2024/55830

Name of Offeror: [insert name of offeror]

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.

Technical Proposal Evaluation sections:

| **Section** | **No.** | **Tehnical criteria** | **Scoring Methodology** | **Points** | **Total points** |
| --- | --- | --- | --- | --- | --- |
| Section 1: Offeror’s qualification, capacity and expertise | 1.1 | Criteria: The company/academic institution/organisation's core business and previous activities undertaken are relevant to the TOR and the organisation has the ability to work with remote customers.  Provide a brief description of the company/academic institution/organisation, including the year and country of incorporation, highlighting the core business and activities undertaken, and describe the process of how your organisation works with remote stakeholders.  [insert details] | 1. Criteria: Relevance of core business and activities to the ToR. Score 0-3  [0 if no relevance to the ToR, 1 for some relevance but lacks strong alignment and 2 if well aligned with the ToR, and 3 for strong alignment and demonstrating clear expertise]  2. Criteria: Experience in working with remote customers. Score 0-2  [0 if no experience in working remotely, 1 for some experience but lacks established processes and 2 for extensive experience with well-defined remote collaboration practices] | 5 | 30 |
| 1.2 | Criteria: The company/academic institution/organisation has relevant specialised knowledge and experience on similar engagements, including experience in the digital assistive technology or assistive technology and experience working with diverse stakeholders, including people with disability.  Please elaborate with reference to the experience listed in the ToR, and provide examples of relevant previous engagements.  [insert details] | 1. Criteria: Experience in similar engagements (landscape analyses, digital AT or AT). Score 0-5 points  [ 0-1 for minimal or no relevant experience, 2-3 for some experience, but limited in scope or relevance, and  4-5 for strong experience, well-documented examples of previous similar engagements.]  2. Criteria: Years of experience in the field. Score 0-5 points  [2 points for 1-3 years, 3 points for 3-6 years and 5 points for more thab 6 years]  3. Criteria: Experience working with diverse stakeholders including People with Disabilities, government entities, NGOs, and Private Sectors). Score 0-5  [0-1 points for limited or no experience working with diverse stakeholders, 2-3 points for some experience, but not across all key stakeholder groups and  4-5 points for extensive experience engaging with a wide range of stakeholders, including people with disabilities.] | 15 |
| 1.3 | Criteria: The company/academic institution/organisation’s governance and oversight structure is robust for ensuring timeliness and quality of services.  Please describe your company/academic institution/organisation's governance and oversight processes and explain how these will facilitate the on-time delivery of quality services.  [insert details] | 1. Criteria: Project management processes and timeline management. Score 0-2 points  [0 for no clear project management framework or timeline management strategy, 1 point for some project management processes in place, but lacks robust timeline management, 2 points for well-defined project management approach with structured timeline tracking and risk mitigation]  2. Criteria: Quality control and oversight mechanisms. Score 0-2 points  [0 for no formal quality control or oversight mechanisms, 1 point where some quality control measures exist but are not well-integrated and 2 for strong governance structure with systematic quality assurance and oversight processes].  3. Reporting and accountability framework. Score 0-1 point  [ 0 for no clear reporting or accountability structure and 1 point for well-defined reporting and accountability mechanisms ensuring transparency and efficiency] | 5 |
| 1.4 | Criteria: The company/academic institution/organisation is committed to disability inclusion, gender equality, accessibility, diversity, and sustainability, and these areas have been integrated into the planned execution of the services.  Please describe your company/academic institution/organisation's overall commitment to disability inclusion, gender equality, accessibility, diversity and sustainability, and demonstrate how you plan to integrate these elements into the execution of the contract for the outlined services.  [insert details] | 1. Criteria: Commitment to disability inclusion and diversity. Score 0-2 points  [0 if there is no commitment or mention of diversity and disability inclusion, 1 point for some commitment, but lacks clear implementation strategies, and 2 points for strong commitment with concrete policies and actions]  2. Criteria: Integration of inclusion, sustainability and stakeholder engagement in execution. Score 0-3 points  [0 points if there is no plan to integrate inclusion, sustainability, or stakeholder engagement, 1 points if some aspects are considered but not fully developed, 2 points for clear strategy with specific actions to ensure accessibility, diversity, and sustainability, and 3 points for a well-defined plan with a structured approach for meaningful stakeholder engagement, ensuring participation of diverse groups]. | 5 |
| Section 2: Proposed Methodology, Approach and Implementation Plan | 2.1 | Criteria: The proposed methodology, implementation approaches, and tools meet or exceed the requested outputs and deliverables based on the scope of services as outlined in the Schedule of Requirements.  Please describe the proposed methodology, implementation approach, and tools.  Please describe the proposed methodology, implementation approach, and tools.  [insert details] | 1. Criteria: Proposed methodology and implementation approach. Score 0-7 points  [0-2 points for no clear methodology or weak alignment with project requirements, 3-5 points if the methodology is outlined but lacks depth or strong alignment with deliverables,  6-7 points for a well-defined methodology with a structured implementation approach that aligns fully with the project's scope and deliverables.]  2. Criteria: Data collection and analysis techniques. Score 0-6 points  [0-2 points if no mention or unclear description of data collection and analysis methods, 3-4 points if basic data collection and analysis methods are included but lack robustness, 5-6 points for a comprehensive and well-structured data collection and analysis techniques ensuring high-quality insights]  3. Criteria: Proposed tools for data analysis, communication and project management. Points 0-4 points  [0-1 points if no or little mention of relevant tools for data analysis, communication, or project management, 2-3 points for some tools specified, but their suitability is not well explained, 4 points if relevant tools (e.g., statistical software, collaboration platforms, project management tools) are clearly specified and well-suited for project needs]  4. Criteria: Reporting format and presentation of findings. Points 0-3 points  [0-1 points for little or no clear reporting structure or weak presentation format, 2 points for some reporting details provided but lacks clarity or alignment with project needs and 3 points for  well-defined reporting format with structured, clear, and comprehensive presentation of findings] | 20 | 30 |
| 2.2 | Criteria: The implementation plan and timeline are realistic, logical and comprehensive.  Please submit an implementation plan and timeline based on your understanding of the details provided in the Schedule of Requirements.  [insert details] | 1. Criteria: Feasibility of implementation plan. Score 0-4 points  [0-1 points for unrealistic or vague implementation plan with unclear steps, 2-3 points for somewhat feasible but lacks detail or risk mitigation.  4 points for well-structured, practical, and achievable plan aligned with project requirements]  2. Criteria: Comprehensiveness of timeline. Score 0-3 points  [0-1 points if no timeline or for overly generic timeline with no clear milestones, 2 points if timeline covers key activities but lacks depth or dependencies and  3 points for detailed timeline with clear milestones, dependencies, and realistic timeframes]  3. Criteria: Logic and clarity of activities and milestones. Score 0-3 points  [0-1 points if activities and milestones are disorganized or unclear, 2 points for some logical structure, but may lack clarity or sequencing.  3 points for a well-organized, logically structured activities and milestones that align with project goals] | 10 |
| Section 3: Key personnel | 3.1 | Criteria: The composition and structure of the team proposed is suitable for the provision of the necessary services and meet or exceed the requirements provided in the Schedule of the Requirements.  Please describe the proposed team with emphasis on the roles of the personnel and its structure. It should include, but is not limited to, key personnel (depending on what is deemed appropriate by the Offerer). Please share the CVs (as per Form D) of all proposed personnel.  [insert details] | 1. Criteria: Qualifications and expertise of key personnel. Sore 0-8 points  [0-2 points if the proposed team members lack relevant qualifications or expertise, 3-5 points if the proposed team members meet some of the requirements, but gaps exist in expertise and 6-8 points if all the key personnel have strong qualifications, relevant expertise, and align with project needs]  2. Criteria: Experience of team members in relevant projects. Sore 0-6  [0-2 points for minimal or no relevant experience in similar projects, 3-4 points for Some experience but lacks diversity or depth, 5-6 points for strong track record with well-documented experience in similar projects]  3. Criteria: Team structure and role clarity nx adequcy of skills. Score 0-4 points  [0-2 points if the team isorganized or if the team structure is unclear and roles defined poorly, plus the team size and skills are insufficient to meet project demands.  3-4 points if the team structure is mostly clear but could be better aligned with project needs, plus some relevant skills are present, but there may be gaps in key areas.  5-6 points for a well-defined team structure with clearly assigned roles and responsibilities, and the team is appropriately sized and well-equipped to handle the project effectively] | 20 | 20 |
|  |  | Maximum Technical Points |  | **80** | 80 |
|  |  | Minimum points for technical compliance (70%) |  | 56 |  |

I, the undersigned, certify that I am duly authorised 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/2024/55830

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 | [Summarise college/university and other specialised 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 organisation, 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: Performance Statement Form**

RFP reference no: RFP/2025/55830

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** |
| --- | --- | --- | --- | --- |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

RFP reference no: RFP/2025/55830

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 notarisation.**

Bid for the Provision of Consultancy Services in Landscape Analysis of Digital Assistive Technology in Low and Middle-Income Countries, RFP no.: RFP/2025/55830, 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 the Provision of Consultancy Services in Landscape Analysis of Digital Assistive Technology in Low and Middle-Income Countries RFP no.: RFP/2025/55830, 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 organisation 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 organisation 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [↑](#footnote-ref-0)
2. [↑](#footnote-ref-1)