**Section III: Returnable Bidding Forms**

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

**Form A: Quotation Submission Form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of** **documentation and communication services for the impact of the work of three grantees of the Powering Healthcare Innovation Fund**in **the Republic of Uganda, the Republic of Madagascar and the Federal Republic of Nigeria,** RFQ Case No. **RFQ/2025/55869**, dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. Our quotation shall be valid for the period of time of 60 days from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
  4. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]

Title: [complete]

Date: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

# Form B: Price Schedule Form

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

RFQ Reference No.: **RFQ/2025/55869**

|  |  |
| --- | --- |
| **Currency** | USD |

**LOT 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Lump Sum price (USD)** |
| 1. | Communication and documentation services as described in Section II - Schedule of Requirements | 1 | insert |

Breakdown of costs by component. These are unit prices to be included in the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost components** | **Number of members** | **Daily rate** | **Total cost (USD)** |
| Capturing the work and impact through photos, videos and interviews taken at the 3 sites of healthcare electrification in refugee settlements to the north of Uganda in the Terego District |  |  |  |
| Developing 1 shortform/feature video (not more than 4 minutes long) highlighting the impact of the work |  |  |  |
| Developing 1 press piece about the work and the impact, and securing coverage in at least 5 in-country media outlets. |  |  |  |
| Travel cost or other related cost (add more column if needed) |  |  |  |
| Total Financial Offer (USD) | | |  |

**LOT 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Lump Sum price (USD)** |
| 1. | Communication and documentation services as described in Section II - Schedule of Requirements | 1 | insert |

Breakdown of costs by component. These are unit prices to be included in the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost components** | **Number of members** | **Daily rate** | **Total cost (USD)** |
| Capturing impact of the work through photos, videos and interviews taken in at least 3 sites of healthcare electrification in the Analamanga Region |  |  |  |
| Developing 1 shortform/feature video (not more than 4 minutes long) highlighting the impact of the work. |  |  |  |
| Developing 1 press piece about the work and the impact and securing coverage in at least 5 in-country media outlets. |  |  |  |
| Travel cost or other related cost (add more column if needed) |  |  |  |
| Total Financial Offer (USD) | | |  |

**LOT 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Lump Sum price (USD)** |
| 1. | Communication and documentation services as described in Section II - Schedule of Requirements | 1 | insert |

Breakdown of costs by component. These are unit prices to be included in the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost components** | **Number of members** | **Daily rate** | **Total cost (USD)** |
| Capturing impact of the work through photos, videos and interviews taken at the 3 sites of healthcare electrification in Lagos State |  |  |  |
| Developing 1 shortform/feature video (not more than 4 minutes long) highlighting the impact of the work. |  |  |  |
| Developing 1 press piece about the work and the impact and securing coverage in at least 5 in-country media outlets |  |  |  |
| Travel cost or other related cost (add more column if needed) |  |  |  |
| Total Financial Offer (USD) | | |  |

Payment terms 30 days accepted: ☐ Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days.

I, the undersigned, certify that I am duly authorised by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

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

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

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

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

# Form C: Technical Quotation Form

RFQ reference no: **RFQ/2025/55869**

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

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

**LOT 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **UNOPS minimum requirements** | **Is quotation compliant?** Bidder to complete | **Details of services offered.** Bidder to provide supporting documentation as well |
| 1. | The team lead must have at least 7 years of relevant work experience in communications, storytelling, photography, videography and/or journalism, and a solid command of English. | ☐ Yes ☐ No | Insert details |
| 2. | The team lead must have experience managing at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 3. | The team should have at least 2 other members in addition to the lead, and demonstrate at least 5 years of relevant experience in content writing, photography and video-editing, and must have experience working on at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 4. | The bidder’s proposal (not more than 15 pages) should demonstrate technical and visual quality, comprehensiveness and innovativeness, including proper justification of the package section, creative storyline for the shortform video, identification of photo and video subjects, and suggestions for media coverage., all those meeting Section II: Schedule of Requirements. | ☐ Yes ☐ No | Insert details |
| 5. | The proposal is of high quality, comprehensive and innovative, including justification of the package section. | ☐ Yes ☐ No | Insert details |
| 6. | The proposed timeline and work plan are clear and feasible, ensuring that all deliverables will be completed within the contract period. | ☐ Yes ☐ No | Insert details |

**LOT 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **UNOPS minimum requirements** | **Is quotation compliant?** Bidder to complete | **Details of services offered.** Bidder to provide supporting documentation as well |
| 1. | The team lead must have at least 7 years of relevant work experience in communications, storytelling, photography, videography and/or journalism, and a solid command of English, as well as in French and/or Malagasy. | ☐ Yes ☐ No | Insert details |
| 2. | The team lead must have experience managing at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 3. | The team should have at least 2 other members in addition to the lead, and demonstrate at least 5 years of relevant experience in content writing, photography and video-editing, and must have experience working on at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 4. | The bidder’s proposal (not more than 15 pages) should demonstrate technical and visual quality, comprehensiveness and innovativeness, including proper justification of the package section, creative storyline for the shortform video, identification of photo and video subjects, and suggestions for media coverage., all those meeting Section II: Schedule of Requirements. | ☐ Yes ☐ No | Insert details |
| 5. | The proposal is of high quality, comprehensive and innovative, including justification of the package section. | ☐ Yes ☐ No | Insert details |
| 6. | The proposed timeline and work plan are clear and feasible, ensuring that all deliverables will be completed within the contract period. | ☐ Yes ☐ No | Insert details |

**LOT 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **UNOPS minimum requirements** | **Is quotation compliant?** Bidder to complete | **Details of services offered.** Bidder to provide supporting documentation as well |
| 1. | The team lead must have at least 7 years of relevant work experience in communications, storytelling, photography, videography and/or journalism, and a solid command of English. | ☐ Yes ☐ No | Insert details |
| 2. | The team lead must have experience managing at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 3. | The team should have at least 2 other members in addition to the lead, and demonstrate at least 5 years of relevant experience in content writing, photography and video-editing, and must have experience working on at least 2 similar video-production assignments in sub-Saharan Africa. | ☐ Yes ☐ No | Insert details |
| 4. | The bidder’s proposal (not more than 15 pages) should demonstrate technical and visual quality, comprehensiveness and innovativeness, including proper justification of the package section, creative storyline for the shortform video, identification of photo and video subjects, and suggestions for media coverage., all those meeting Section II: Schedule of Requirements. | ☐ Yes ☐ No | Insert details |
| 5. | The proposal is of high quality, comprehensive and innovative, including justification of the package section. | ☐ Yes ☐ No | Insert details |
| 6. | The proposed timeline and work plan are clear and feasible, ensuring that all deliverables will be completed within the contract period. | ☐ Yes ☐ No | Insert details |

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

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

I, the undersigned, certify that I am duly authorised 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 D: Previous experience form

RFQ reference no: **RFQ/2025/55869**

Name of Bidder: [insert name of Bidder]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 E: Self Disclosure Form

RFQ reference no: **RFQ/2025/55869**

Name of Bidder: [insert name of Bidder]

| **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 bidders, Article 3 “Bidder 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 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 bidder]