

Section III: Returnable Bidding Forms

eSourcing reference: RFQ/2017/529

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. 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 by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

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 [Insert a brief description of goods/services] in [Name of country/city], RFQ Case No. [Insert RFQ ref number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] 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;
- c. 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;
- d. 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;
- e. 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;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- h. 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 authorized 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: [insert RFQ reference No.]

Currency	NPR
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Table 1: Cost breakdown per deliverable/output

Item No	Deliverables	Price (Lump Sum, All Inclusive)
1	Maintain and Support FieldSight Technical Platform—providing ongoing support for the maintenance and use of the FieldSight system, including activities in Section II – Output 1	[Offeror to insert price]
2	Output 2: Develop and Modify Features—Work with the FieldSight team to identify additional features and modifications to existing features that can be further integrated into FieldSight. Specific activities in Section II – Output 2 :	
Total financial proposal NPR		[insert total lump sum price]

Table 2: Cost breakdown per component

Bidders 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 on the future.

Cost component	Qty.	No. of Personnel	Remuneration per Unit	Total Rate for the Period
Full-time staff				
Sr. Web Developer (Django)				
Jr. Web Developer (Django)				
UX/UI Designer				
Android Developers				
Civil Engineer				
Architect / Designer				
Part-Time Staff (~10 hours per month)				
Technical Advisor				
System Admin				
Android Consultant				
Django Consultant				
Web GIS Developer				
Full-time staff				
Sr. Web Developer (Django)				
Jr. Web Developer (Django)				
UX/UI Designer				
Sub-total personnel costs				
Travel costs				
Daily allowance				
Communications				
Printing				
Other costs (provide details)				

Sub-total other expenses	
Total financial proposal (NPR)	

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

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

Full legal name and address of subcontractors

(A) _____

(B) _____

(C) _____

I, the undersigned, certify that I am duly authorized 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: [insert RFQ reference No.]

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 Proposal Evaluation sections (Evaluation Criteria: pass/fail)

1. Offeror's qualification, capacity and expertise: brief description of the organization, including the year and country of incorporation, and types of activities undertaken incorporation, and types of activities undertaken;
2. Proposed Methodology, Approach and Implementation Plan: understanding of the requirements, description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference;
3. Key Personnel proposed, including CVs.

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Previous Experience Form

RFQ reference no: [insert RFQ reference No.]

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 : _____