Section II: Returnable Bidding Forms

eSourcing reference: RFP/ 2017/ 929 Country Programme Monitor Services for Senegal (GSF)

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: Joint Venture Partner Information Form
* Form B: Proposal Submission Form
* Form C: Technical Proposal Form
* Form D: Format for Resume of Proposed Key Personnel
* Form E: Statement of Availability
* Form F: Past Contracts Form

Form A: Joint Venture Partner Information Form

[The Offeror shall fill in this Form in accordance with the instructions indicated below]

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Form B: 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: Proposal for the supply of** [***Insert a brief description of goods/services*]** in [Name of country/city], RFP Case No. [Insert RFP ref. number], 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 [insert number of days which shall not be less than the specified in Section I: RFP Particulars, Period of Validity of Proposals] 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 Section I: RFP Particulars, 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 judgment 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 C: Technical Proposal Form

RFP reference no: RFP/ 2017/ 929 Country Programme Monitor Services for Senegal (GSF)

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 should be drafted in reference to Section II of this RFP Schedule of Requirements (SoR).

**NB: Be sure to upload a full, complete and coherent Technical Proposal, preferably in one document, to the Technical Proposal Section of e-sourcing. This can be uploaded under Form D Section Area.**

**Technical Proposal Evaluation sections:**

|  |  |
| --- | --- |
| **Section 1: Presentation of Proposal (2 points, 3%)** | **Where to locate in proposal** |
| The Offeror shall provide a coherent, organized and clear proposal in response to the RFP  Max. 2 points | N/A |

|  |  |
| --- | --- |
| **Section 2: Relevant Experience and Expertise (14 points, 20%)**  The Offerors shall demonstrate their organization’s relevant experience in undertaking the work required in the SoR by: | **Where to locate in proposal** |
| Offeror provides a description of the organisation’s relevant experience providing similar services for the last 5 years, with a focus on expertise in the areas of M&E and oversight, including financial monitoring in health and/or sanitation sector.  This information should be listed in Form J: Past Contracts form. The information provided should be in a tabular format, including Employer, Country, Value of Contracts, Achievements and Client Contact Information. Extra points shall be given for additional years of experience beyond 5 (with a maximum of 3 additional points per year)  Max. 5 points | Bidder to fill Form F: Past Contracts form |
| Offeror should describe lessons learned from implementing work on other similar projects in Senegal and how they will apply those to this project implementation  Max. 10 points | Bidder to list in which page of proposal details on this requirement  can be found |
| The Offeror provides information on implementing sustainable operating practices. This includes but is not limited to, adhering to international standards, incorporating corporation sustainability policy, applying Environmental Management Systems (ISO 14001 or equivalent) to the operations.  Max. 1 point | Bidder to list in which page of proposal details on this requirement can be found |
| The Offeror provides a coherent and comprehensive demonstration of their company’s Quality Assurance/Control approaches, methodology and principles  Max. 1 point | Bidder to list in which page of proposal details on this requirement can be found |

|  |  |
| --- | --- |
| **Section 3: Proposed Approach and Implementation Plan (30 points, 43%)**  The Offerors shall demonstrate their approach to implementing the work required in the SoR by: | **Where to locate in proposal** |
| The Offeror describes how it will implement the activities in the Schedule of Requirements, showing clear demonstration of their understanding of the required work as well as programme implementation context and risks associated with the work which will mitigated by the Offeror  Max. 10 points | Bidder to list in which page of proposal details on this requirement can be found |
| The level of effort and application of time per team member is deemed appropriate for the workload. The Offeror demonstrates clearly why such level of effort is required and has not applied personnel for excessive time which is not required, but also provides them for sufficient time to complete the work  The Offeror must provide a Project Implementation Plan which includes   * a detailed Gantt Chart outlining proposed timelines set in the SoR, detailing the tasks to be completed within each phase in order to meet deliverables on time. * A workplan with level of effort details included (see Appendix I to this Technical proposal Form)   Max. 10 points | Bidder to fill out Appendix I to the Schedule of Requirements  Bidder to list in which page of proposal other details on this requirement can be found |
| The Offeror demonstrates ability to be flexible and responsive to the needs of an evolving programme; showing an implementation plan which meets the required deliverables of the project  Max. 4 points | Bidder to list in which page of proposal details on this requirement can be found |
| The Offeror demonstrates ability and capacity to provide advice to the GSF portfolio team on improvements to programme implementation and financial management with respect to the EA  Max. 4 points | Bidder to list in which page of proposal details on this requirement can be found |
| The Offeror demonstrates its consideration of equity and non-discrimination in its SOPs and/or project approach by providing a non-discrimination and equity Action Plan for the company or other mainstreaming plan for the project  Max. 4 points | Bidder to list in which page of proposal details on this requirement can be found |

|  |  |
| --- | --- |
| **Section 4: Project Team (24 points, 34%)**  **The offeror shall demonstrate the suitability of its project team and proposed members by:** | **Where to locate in proposal** |
| The Offeror provides an organizational chart of the project team, including reporting lines of all personnel. The Offeror must provide a summary of the roles and responsibilities of each project team member which is listed in the financial proposal and therefore reflected in the organizational chart.  Any position being shared with another project must be noted in the technical proposal. Offeror must demonstrate that such sharing of personnel will not have any adverse impact in contract implementation.  Max. 6 points | Bidder to provide an organizational chart (Bidder to list in which page of proposal the chart is found)  Bidder to fill in Form D |
| Gender balance in the team should be considered  Max. 1 point | Bidder to fill in Form D |
| Offeror should also demonstrate how its team will be self-sufficient in administrative (financial and logistic) activities and not rely on WSSCC, GSF or UNOPS to provide support in such area  Max. 1 point | Bidder to list in which page of proposal details on this requirement can be found |
| The Offeror must provide personnel for the posts listed as minimum requirements in the SoR. CVs of personnel should clearly show which position the person will be carrying out and must include details of the candidate’s technical qualifications and work experience in relation to requirements in the SoR and language skills.  All CVs shall be supplemented by a signed letter from each candidate stating his/her interest and availability for this contract (please use the Statement of Availability Format enclosed herein).  Should Offeror add additional personnel to the project team to complete the work, offeror should provide a CV for this individual and clearly state why their application to the project team is deemed essential to complete the work.  Max. 8 points for Finance Expert  Max. 6 points for Programme and Sanitation Expert | Bidder to fill Form D and E |

The bidder should below provide a full Technical Proposal Response to the Schedule of Requirements, considering the above points. Remember to clearly list under column “Where to locate in proposal” the section, page number of where the Evaluation Committee can see demonstration of required item.

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Appendix 1: Country Programme Monitor (CPM)**

# **Scope of Services**

**NB: Do not include any financial information on your proposal here. This form is only to outline activities workplan and level of effort scope.**

Notes:

# The CPM is invited to propose a level of effort deemed appropriate in the below table, which will be returned as part of the Returnable Bidding Forms. The level of effort is calculated as percentage of time required per person to complete an activity (with unit considerations being monthly workload)

For consideration, estimated annual level of effort is listed below for each project team member. Clearly state in your proposal the reasons for applying the Level of Effort % of time per period indicated

**Activities Workplan and Level of Effort Scope**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Semester 1** *(1 October 2017 – 31 March 2018)*  *First 6 months of Project* | | **Semester 2** *(1 April-31 March – 30 September 2018)*  *Second 6 months of Project* | | **Semester 3** *(1 October 2018 – 31 March 2019)*  *Third 6 months of Project* | | **Semester 4** *(1 April 2019 – 30 September 2019)*  *Third 6 months of Project* | | **Semester 3** *(1 October 2019 – 31 December 2019)*  *Last 4 months of Project* | |
| **Activities** | Review of EA financial reports to the GSF and proposal on a revised template to better capture expenditure detail. Monitoring of Implementation & Results and Financial Monitoring (review of EA quarterly financial reports for Q1- Q2, monthly status reports, semi-annual report) | | Monitoring of Implementation & Results, Financial Monitoring (review of EA quarterly financial reports for Q3- Q4, monthly status reports, annual report), On-site verification and Lessons Learned & Best Practices | | Monitoring of Implementation & Results and Financial Monitoring (review of EA quarterly financial reports for Q5- Q6, monthly status reports, semi-annual report) | | Monitoring of Implementation & Results and Financial Monitoring (review of EA quarterly financial reports for Q5- Q6, monthly status reports, semi-annual report) | | Monitoring of Implementation & Results and Financial Monitoring (review of EA quarterly financial reports for Q5- Q6, monthly status reports, semi-annual report) | |
| **Personnel** | **# of months** | **% time required per month** | **# of months** | **% time required per month** | **# of months** | **% time required**  **per month** | **# of months** | **% time required**  **per month** | **# of months** | **% time required**  **per month** |
| Finance and Resource Management Expert |  |  |  |  |  |  |  |  |  |  |
| Programme Sanitation Expert  *\* Maximum days is 10 per semester and may not be utilised* |  |  |  |  |  |  |  |  |  |  |
| *Add individuals as necessary as per the Offeror’s response* |  |  |  |  |  |  |  |  |  |  |
| *Add individuals as necessary as per the Offeror’s response* |  |  |  |  |  |  |  |  |  |  |

Form D: Format for Resume of Proposed Key Personnel

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

NB: A Statement of Availability Form must be submitted in conjunction with each personnel CV.

|  |  |
| --- | --- |
| Position in Project Team | [Insert] |
| Name of Personnel (Ms or Mr) | [Insert] |
| Title: | [Insert] |
| Years of Relevant Experience (As per RFP Schedule of Requirements) | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Number of years of work experience in Madagascar | [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 | TITLE  ORGANISATION  DURATION  LOCATION  [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, title of position held and location of employment. 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: |
| How does this person’s experience enable them to satisfactorily provide services on this project | [Insert] |
| How sharing of this personnel with other projects will not impact the implementation of work on this project | [Insert] |

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 Availability

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Name of Individual: [insert name]

Date: [insert submission date]

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

|  |  |
| --- | --- |
| **From** | **To** |
| [start of period 1] | [end of period 1] |
| [etc] |  |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

I confirm that I am not in any way engaged with or associated to the Water Supply and Sanitation Collaborative Council or involved in any work which would present a conflict of interest to the objectives of the Global Sanitation Fund.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Offeror submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNOPS tender procedures and contracts.

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 Offeror may be rendered null and void.

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

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

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

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

Form F: Past Contracts Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

Offeror must provide details of past contracts in the below format. This table should be supplemented with narrative details of how past experience will enable Offeror to complete the work; reference Section 2 of Form D for more details.

*NB: Offeror must show details of its previous experience in the last 5 years, at a minimum, from August 2012.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project name**  **and country** | **Name of client, address and contact person (note if this was UN client)** | **Description of Project Services** | **Value of Contract** | **Delivery Duration** | | **Was this work related to project implementation in the health and sanitation sector in Senegal?** |
| **Start Date** | **End Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Offeror confirms that it is not currently engaged in work for or with the GSF Executing Agency in Senegal. If it is, the Offeror must declare the details of this work to UNOPS at the time of submission in response to this RFP.

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

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

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

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