Section III: Returnable Bidding Forms

**eSourcing reference**: **RFQ/2018/4780 [insert full name of bidder here**]

**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 Biding 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:** Provision of Mobile Per-diem Payment Services for Health Workers in Ethiopian Somali, Amhara, Oromia, and Afar Regional Sates in Ethiopia,RFQ Case No. **RFQ/2018/4780**, 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 I: 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 judgment 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 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: **RFQ/2018/4780**

|  |  |
| --- | --- |
| **Currency** | **ETB** |

| **No.** | **Transaction Ranges**  **(in Birr)** | **UoM** | **Approximate No. of Health Workers**  **[a]** | **Service Charge**  **Send Money/Transfer**  **(in Birr)**  **[b]** | **Service Charge**  **Withdrawal/Cash out**  **(in Birr)**  **[c]** | **Total Service for Cash Transfer**  **(in Birr)**  **[a x b]** | **Total Service for Cash Withdrawal**  **(in Birr)**  **[a x c]** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 1.00 – 2,000.00 | Per Transaction | 500 |  |  |  |  |
| 2 | 2,001.00 – 4,000.00 | “ “ | 500 |  |  |  |  |
| 3 | 4,001.00 – 6,000.00 | “ “ | 500 |  |  |  |  |
| 4 | 6,001.00 – 8,000.00 | “ “ | 500 |  |  |  |  |
| 5 | 8,001.00 – 10,000.00 | “ “ | 500 |  |  |  |  |
| 6 | Over 10,000.00 | “ “ | 500 |  |  |  |  |
| 7 | **Other charges (if any)** | | | | |  |  |
| **Sub Total** | | | | | |  |  |
| **15% VAT (if any)** | | | | | |  |  |
| **Total Service Charge (VAT inclusive)** | | | | | |  |  |
| **Total Contract Amount VAT Inclusive [Cash Transfer + Cash Withdrawal]** | | | | | |  | |

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 authorized by [**insert full name of bidder**] to sign this quotation and bind [**insert full name of bidder**] should UNOPS accept this quotation:

**Name of Signatory:**

**Title:**

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

**Date Signed:**  **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

Form C: Technical Quotation Form

RFQ reference no: **RFQ/2018/4780**

Name of Bidder: **[insert name of Bidder]**

**Note:**

**Bidders shall provide a brief statement (not more than 15 pages) showing their approach to address the following technical requirements in Section II:** Schedule of Requirements to demonstrate compliance with UNOPS requirements. The presentation format shall have the following contents:

**SECTION I. QUALIFICATION OF SERVICE PROVIDER**

* 1. Brief Description of Bidder as an Entity
  2. Financial Capacity and/or Standing

**SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES**

* 1. Approach/Methodology to the Service
  2. Implementation Timelines (i.e., Work plan)
  3. Risks and Mitigation Measures (if any)
  4. Others (any technical issues)
  5. Technical Requirements for Service and Comparative Data Table

**ANNEXES**

Renewed Company Registration Certificate and/or Business License including Articles of Incorporation or equivalent document if Bidder is not a corporation (Annex 1)

Tax Registration or TIN/VAT Certificate (Annex 2)

Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority (Annex 3)

Past Two Years Audited Financial Statements (Annex 4)

Other Certificates and Accreditations – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. (Annex 5 . . .)

**Documentation Checklist** (to be sure mandatory documents are uploaded on e-sourcing)

**SECTION I. QUALIFICATION OF SERVICE PROVIDER**

**1.1 Brief Description of Proposer as an Entity:**

Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

**Bidder Information Summary Form**

| **No.** | **Description** | **Detail** |
| --- | --- | --- |
| **1** | **Bidder’s Legal Name** | [insert Bidder’s legal name here] |
| **2** | **Type of Business Formation:** | Sole Proprietorship  Partnership  Limited Labiality Company (Plc)  Share Company (Corporations)  Government Owned |
| **3** | **Country of Registration:** | [insert here] |
| **4** | **Year of Registration:** | [insert here] |
| **5** | **Country/ies of Operation:** | [insert here] |
| **6** | **No. of staff:** | [insert here] |
| **7** | **Legal Business Address:** | **Specific Location:** [insert here]  **Telephone:** [insert here]  **Email:** [insert here]  **Website:** [insert here]  **Skype:** [insert here]  **City:** [insert here]  **Country:** [insert here] |

**1.2 Financial Capacity:**

* Provide a brief description of the organization / firm financial standing which clearly indicate its strength to Technical Panel who will appraise the proposal.
* Provide tabular summary of the respective Audited Financial and/or its equivalent Statements (Income Statement and Balance Sheet) in the last two (2) years.

***You are advised to use the format below****:*

| **Item** | **Descriptions** | **Year: \_\_\_\_\_\_**  **In ETB** | **Year: \_\_\_\_\_\_**  **In ETB** |
| --- | --- | --- | --- |
| a. | Current Assets |  |  |
| b. | Fixed Assets (Property, Plant & Equipment - PPE) |  |  |
| **c.** | **Total Assets [a + b]** |  |  |
| d. | Current Liabilities |  |  |
| e. | Long-term Liabilities |  |  |
| **f.** | **Total Liabilities/debt [d + e]** |  |  |
| **g.** | **Equity [c - f]** |  |  |
| **h.** | **Capital Employed and Liabilities [f + g]** |  |  |
| i. | Net Sales (Revenue) |  |  |
| j. | Total Expenses (Selling and Administration) |  |  |
| **k.** | **Profit before Tax** **[i - j]** |  |  |
| l. | Profit tax |  |  |
| **m.** | **Profit after Tax (Net Profit) [k - l]** |  |  |

**SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES**

**2.1 Approach to the Service/Work Required:**

Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**2.2 Implementation Timelines / Work Plan:**

The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.3 Risks and Mitigation Measures:**

Please describe the potential risks for the implementation of this project/bid that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks thereby meet service expectation and delivery time. ***You are advised to use the format below****:*

| **Phase** | **Potential Risk** | **Impact** | **Significance Level**  **(H, M, L)\*** | **Probability of Occurrence**  **(H, M, L)\*** | **Risk Mitigation Measures to be Taken** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Note: \* H: High; M: Medium; L: Low**

**2.4 Other:**

Any other pertinent information related to successful implementation

**2.5 Technical Requirements for Service and Comparative Data Table:**

Bidders are also 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.

**STAGE I: ELIGIBILITY AND FORMAL CRITERIA**

| **Item No** | **UNOPS Eligibility and Formal Requirements** | **Is the bidder compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| 1 | Bidder is eligible as defined in the document **Section I: Instructions to Bidders, Article 3**  **1.1** A Bidder shall not have ***a conflict of interest*** (refer the detail under Article 3).  **1.2** A Bidder is not included in any UNOPS, UNGM, World Bank, and/or UNOPS Partner ***Ineligibility List*** (refer the detail under Article 3) – Check and Clarify | ☐ Yes ☐ No |  |
| 2 | Completeness of the Quotation. All required Questionnaires (if any), and Returnable Bidding Forms and other documentation requested under the Document Checklist section have been provided and are complete – Check and Clarify | ☐ Yes ☐ No |  |
| 3 | A bidder submitted **renewed** Business Licence and Tax Registration/Exemption Certificate(s) – Check and Clarify | ☐ Yes ☐ No |  |
| 4 | Bidder accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms – Pass or Fail | ☐ Yes ☐ No |  |

**STAGE II: QUALIFICATION CRITERIA**

| **Item No** | **UNOPS Qualification Requirements** | **Is Bidder Compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| 1 | Bidder has submitted RFQ proposal written in English – Pass or Fail | ☐ Yes ☐ No |  |
| 2 | Bidder Confirmed the Quotation is Valid for the period of **60 days** from the date fixed for the submission deadline as set out in this RFQ – Pass or Fail | ☐ Yes ☐ No |  |

**STAGE III: MINIMUM TECHNICAL REQUIREMENTS FOR SERVICE PROVISION (i.e., PASS or FAIL Criteria)**

| **Item No** | **UNOPS Minimum Technical Requirements** | **Is Bidder Compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| 1 | Proposed Methodology/Approach and Implementation Plan   * 1. To what degree does a Bidder understand the task?   **1.2** Have the important aspects of the task in the respective ToR been addressed in sufficient detail in the proposed methodology/approach? | ☐ Yes ☐ No |  |
| 2 | The Service Provider must have **at least 3 years of experience** in providing banking services in Ethiopia, including Ethiopian Somali, Amhara, Oromia, and Afar regions. This entails having agent(s) in all of the woredas of the proposed region; or to be able to provide a mobile agent service, who will cover the underserved woreda(s) as requested by UNOPS within 24 hours from the request (this option should only be considered as an emergency back-stop mechanism). | ☐ Yes ☐ No |  |
| 3 | The volume of such mobile banking services must **at least be 15 million ETB in a year**. The Service Provider must demonstrate financial capacity through provision of the last two recent Audited Financial Statements. | ☐ Yes ☐ No |  |
| 4 | The Service Provider must have a proven track record of agents which can provide cash towards mobile payment orders all across the region(s) region(s) it is proposing to cover | ☐ Yes ☐ No |  |
| 5 | The Service Provider must provide UNOPS with past references to confirm successful delivery of such services, preferably to clients such as UN organizations, international NGOs, etc. At least 3 such references must be declared by the Service Provider with full contact details. | ☐ Yes ☐ No |  |
| 6 | The Service Provider must already have in place a mobile payments/banking web platform, which has been in proven use at least for six (6) months and is not at testing-stage. The Service Provider must be in position to provide UNOPS access to this web platform. The platform must be user-friendly, easy-to-use and available 24/7 on a website. Besides, there should be Mobile and SMS integration at place. | ☐ Yes ☐ No |  |
| 7 | The Service Provider must be in position to provide the relevant UNOPS personnel with regular training and advice, as required, on the platform. The Service Provider must be in position to avail a dedicated representative to address any issues relating to payments to be ordered by UNOPS, and address them within 12 hours on weekdays and 24 hours on weekends. | ☐ Yes ☐ No |  |
| 8 | The platform offered by the Service Provider must already have text message/SMS integration in place, which provide payment information to payees within 3 hours of payments being ordered through the platform. The Service Provider shall provide information, training materials and advice to payees, so that they are well-informed of terms and conditions. | ☐ Yes ☐ No |  |
| 9 | The Service Provider must already have a network to settle payments in place, covering the proposed region(s). These agents must be reputable vendors, who are able to make cash payments immediately towards requests by UNOPS. | ☐ Yes ☐ No |  |
| 10 | The platform must already be capable of providing detailed financial reports to clients, indicating payments made (with date, time and location of settlement), as well as pending payment requests and any issues. | ☐ Yes ☐ No |  |
| 11 | Bidder agrees to carry out the assignment within **5 days** from the date of agreement | ☐ Yes ☐ No |  |

**Name of Signatory:**

**Title:**

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

**Date Signed:**  **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

# Form D: Previous Experience Form

RFQ reference no: **RFQ/2018/4780**

Name of Bidder: **[insert name of Bidder]**

| **No** | **Description of services/goods** | **Country** | **Total amount of Contract in ETB** | **Contract Identification and Title and**  **Contact details of Client (Mandatory)**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | **Name:** **xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
| 2 |  |  |  | **Name:** **xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
| 3 |  |  |  | **Name:** **xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
| 4 |  |  |  | **Name:** **xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |
| 5 |  |  |  | **Name:** **xxxx**  **Telephone:** **xxxx**  **Fax (if any):** **xxxx**  **Email: xxxx**  **Business Address:**  **xxxx**  **xxxx** |  |

**Name of Signatory:**

**Title:**

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

**Date Signed:**  **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

# Form E: General Requirements

**Note:**

**Please attach company profile, business licences and registration certificates issued from authorized authority to conducted environmental and social related services.**

Bidders can submit using their own format.

Documentation Checklist

| **No.** | **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| --- | --- | --- | --- | --- |
| **YES, We Comply** | **NO, We don’t Comply** | **If Bidder Cannot Comply, indicate the reason(s)** |
| **1** | Uploaded duly signed and stamped Returnable Bidding Forms |  |  |  |
| **2** | Uploaded Renewed Business License and/orCompany Registration Certificate |  |  |  |
| **3** | Uploaded Renewed Tax Registration or TIN/VAT Certificate or Certificate of Tax Exemption |  |  |  |
| **4** | Uploaded the last two (2) recent Audited Statements |  |  |  |
| **5** | Bidder checked and Confirmed there is **NO ARITHMETIC ERROR** (while multiplying and adding) in **Form B (Price Schedule Form) hereto** |  |  |  |
| **6** | Uploaded any other Certificates and Accreditation – including Quality Certificates, Patent Registration, Environmental Sustainability (*Optional*), etc. |  |  |  |

**Note:** ***Click*** *on the respective Check Box of your choice.*

***All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the RFQ.***

**Name of Signatory:**

**Designation:**

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

**Date Signed:**        **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]