

Section III: Returnable Bidding Forms

eSourcing reference: RFQ/2018/7738

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 “*Cloud Base Software Database and Data Entry Services*” in *Islamabad, Pakistan*, RFQ Case No. RFQ/2018/4287, 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 [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];;
- 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:

Office Address: [complete]

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/2018/7738**

The Financial Proposal must be filled in in both Tables 1 and 2 below (for which the total amount should match.

Currency	USD
----------	-----

Table 1: Cost breakdown per key deliverable/output

Lot No.	Deliverables	Estimated number of development days	Price (Lump Sum, All Inclusive)
1	Phase 1: <ul style="list-style-type: none"> Allow submission of XML files only Notify the user if the file is not well-formed / valid or invalid XML Notify the user if mandatory elements from the Standard are missing Notify the user if there's version mismatch Work on all available versions of the Standard Automatically identify the submitted file's version Notify the user as to <i>where</i> an error occurs Notify the user as to <i>what</i> the error is Identify if a file is an <i>org</i> or <i>activity</i> file Validate against all criteria (<i>see annex document</i>) Validate against a Standard version Validate against a <i>Codelist</i> set Validate against all <i>Rulesets</i> Validate against all <i>Machine-Readable</i> rules Notify the user what went wrong, for each of the above Allow the user more than one option to publish the file (direct upload or link) Thorough and detailed documentation for users as well as developers 	40	[Offeror to insert price]
2	Phase 2: <ul style="list-style-type: none"> Provide guidance on how to fix an error Provide a link to the Standard's page related to an issue Allow bulk-uploading of files (more than one file at once) Work asynchronously and email the results afterwards Allow for repeated errors to be grouped Check against additional guidelines and conditions (e.g.: hierarchy) Update the user with the completion % of the validation process 	30	[Offeror to insert price]

3	Phase 3: The bidder must undertake to host the IATI Validator for a period until 31 December 2019.	30	[Offeror to insert price]
Total financial proposal USD			[insert total lump sum price].

Table 2: Cost breakdown per component

Name(s) of consultant(s) (a)	Number of development days (b)	Other costs (to be outlined)	Total
[Offeror to insert]	[Offeror to insert price]	[Offeror to insert price]	[Offeror to insert price]
			[Offeror to insert price]
Other Costs (description)			Cost
[Offeror to insert]			[Offeror to insert price]
Subtotal:			[Offeror to insert price]
TOTAL COST			[Offeror to insert price]

Payment terms 30 days accepted: ☐ Yes

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: **RFQ/2018/7738**

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

Form C: Technical Quotation Form

Compliance with the TOR

a) Description of the Firm and the Firm's Qualifications

Provide a brief description of your firm/institution and an outline of recent experience on projects of a similar nature. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and managerial capacity to provide the services.

[insert]

b) Proposed Approach and Implementation Schedule/Proposed timeline

Provide your description of how you propose to build the product in line with the TOR. Are you building off an existing product or will you be starting scratch? If building off an existing product how much of the TOR is covered by the existing product?. Please include a timeline for how long it would take you to deliver the number of development days estimated.

[insert]

c) Proposed Team Structure

The composition of the team which you would propose to provide the respective services, together with a description of such organization of the team structure, should support your proposal.

[insert]

d) Proposed Project Team Members

Curriculum vitae of all members of the team.

[insert]

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 : _____

Form D: Format for Resume of Proposed Team Members

RFQ reference no: **RFQ/2018/7738**

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

Position	[Insert]
Name of Personnel	[Insert]
Title	[Insert]
Years with Firm	[Insert]
Nationality	[Insert]
Language proficiency	[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] <ul style="list-style-type: none"> • 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 organization, title of position held and location of employment. For experience in 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-data is accurate.

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)

Form E: Company Registration CertificateRFQ reference no: **RFQ/2018/7738**