Section III: Returnable Bidding Forms

Note to Offerors:

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 their Proposal submission.

This Section comprises the following Returnable Bidding Forms:

* ~~Form A: Proposal/No Proposal Confirmation Form~~
* ~~Form B: Checklist Form~~
* ~~Form C: Offeror Information Form~~
* Form D: Joint Venture Partner Information Form
* Form E: Proposal Submission Form
* Form F: Financial Proposal Form
* Form G: Technical Proposal Form
* ~~Form H: Proposal Security Form~~
* Form I: Format for Resume of Proposed Key Personnel
* Form J: Performance Statement Form
* ~~Form K: No Adverse Action Confirmation Form~~
* ~~Form L: Statement of Exclusivity and Availability~~

Form D: Joint Venture Partner Information Form

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

RFP reference no: RFP/2019/10887

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 E: 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:** RFP/2019/10887

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 [90 days] 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 F: Financial Proposal Form

RFP reference no: RFP/2019/10887

Name of Offeror: [insert name of offeror]

**This Form should NOT be submitted together with the Technical Proposal. It should be submitted separately from Financial Offer. Any submission of this Financial Proposal Form together with technical form will be disqualified.**

The Offeror/Proposer is required to prepare the Financial Proposal following the below format. The financial proposal must be submitted in **United States Dollar (USD).**

The Financial Proposal must be filled in in both Tables 1 and 2 below (**for which the total amount should match**), including provision of a detailed cost breakdown. Provide separate figures for each functional grouping or category. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Table 1: Cost breakdown per deliverable/output** [Financial Audit Review of the Central Bank of Libya in Tripoli and the Central Bank Branch in Beyda as per TOR]

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Percentage of Total Price**  **(Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| 1 | Initial scoping | 25% | [Offeror to insert price] |
| 2 | Preliminary Interim Report after each phase | 25% | [Offeror to insert price] |
| 3 | Final Report | 35% | [Offeror to insert price] |
| 4 | Final Recommendations | 15% | [Offeror to insert price] |
| **TOTAL FINANCIAL PROPOSAL [USD]** | | **100%** | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component**

Offerors 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** |
| Team Leader/Manager |  | 1 |  |  |
| Senior Expert |  | 1 |  |  |
| Junior Expert |  | 1 |  |  |
| **Sub-total personnel costs** | | | |  |
| Travel costs |  |  |  |  |
| Daily allowance |  |  |  |  |
| Communications |  |  |  |  |
| Printing |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **TOTAL FINANCIAL PROPOSAL [USD]** | | | |  |

The discounts offered, if applicable, and the methodology for their application are:

* **Discounts**: If our proposal is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];

**List of subcontractors or suppliers**

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

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[Stamp form of Proposal with official stamp of the Offeror]

Form G: Technical Proposal Form

RFP reference no: RFP/2019/10887

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.

**Offeror may attach additional sheets, or annexes as necessary for the provision of comprehensive responses to the stated requirements.**

**Please do NOT include any Financial Proposal/financial information in this Technical Proposal. Any submission of this Technical Proposal together with Financial Proposal will be disqualified.**

# Technical Proposal Evaluation Section:

|  |  |
| --- | --- |
| **Section 1: Offeror’s qualification, capacity and expertise** | |
| 1.1. | **Reputation of Organization and Staff Credibility / Reliability / Industry Standing**  1.1.1 Years of establishment and Number of years in the Audit Services  1.1.2 Number and types of clients served;  1.1.3 Awards and Recognitions achieved by staff/or company;  1.1.4 Client Performance Evaluation;  [Insert response here] |
| 1.2. | **General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.**  [Insert response here] |
| 1.3. | **Relevance of specialised knowledge and experience on similar engagements done in the region/country**  1.3.1 Number of audits of the same nature conducted in the last 2 years  1.3.2 Experience in Projects Auditing in the Region (regional presence in middle east/Africa region);  1.3.3 Volume of projects audited in the last year (minimum $1million)  1.3.4 Work for UNOPS/ major multilateral/ or bilateral programme  [Insert response here] |
| 1.4. | **Quality assurance procedures and risk mitigation measures**  Compliance to international standards for Audit ISA or INTOSAI  [Insert response here] |
| 1.5. | **Bidders have local presence in Libya; or they have offices in the MENA region**  [Insert response here] |
| 1.6. | **Bidder has demonstrated work experience with the United Nations on similar projects.**  [Insert response here] |
| 1.7. | **Bidder has demonstrated work experience with Financial Audit Review of Bank institutions**  Minimum 3 Audits of the same nature conducted in the last 7 years.  [Insert response here] |
| **Section 2: Proposed Methodology, Approach and Implementation Plan** | |
| 2.1. | **Understanding of the requirement: Important aspects of the task have been addressed in sufficient detail.**  [Insert response here] |
| 2.2. | **Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference**  [Insert response here] |
| 2.3. | **Technical approach- the Offeror must demonstrate how it envisions undertaking the proposed activities. It should also present a plan outlining how it intends to ensure oversight, management and accountability (quality assurance) of data collection by staff.**  [Insert response here] |
| 2.4. | **Management approach- demonstrate capacity to and know how to simultaneously manage and implement the works being conducted. Work plan should consider time for desk review, partner visits and report writing.**  [Insert response here] |
| 2.5. | **Is the presentation clear and is the sequence of activities and the planning logical, realistic and have ability for efficient implementation to the project? (As a reminder, per TORs, Section ‘Timeline’, the entire financial audit review process should not exceed six (6) months).**  [Insert response here] |

|  |  |
| --- | --- |
| **Section 3: Key personnel proposed** | |
| 3.1. | **Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?**  [Insert response here by filling up the below table.  For each of the names identified above, attach his/her CV using the format in Form I: Format for Resume of Proposed Key Personnel. If so required in Section I, also attach his/her Form L: Statement of Exclusivity and Availability].   |  |  |  | | --- | --- | --- | | **Name**  **and Nationality** | **Position to be assumed**  **in this Contract** | **Requirements** | | [Insert] | Team Leader | Substantial experience in his/her specialist field and in a consultancy role.  Previous experience in project management on at least 5 major projects.  Typically, a person within this category will have 10+ years relevant experience.  Ability to speak and read Arabic and English is required. | | [Insert] | Senior Expert | Substantial experience in their specialist field and in consultancy/training role.  Previous experience in project management on at least 3 major projects.  Typically, a person within this category will have 7+ years relevant experience.  Ability to speak and read Arabic and English is required. | | [Insert] | Junior Expert | Notable experience and in-depth knowledge in his/her specialist field. Evidence of a wide range of consultancy projects and client facing experience. Typically, a person within this category will have 5+ years relevant experience.  Ability to speak and read Arabic and English is required. | |

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

[*Stamp form of Proposal with official stamp of the Offeror*]

Form I: Format for Resume of Proposed Key Personnel

RFP reference no: RFP/2019/10887

Name of Offeror: [insert name of Offeror]

|  |  |
| --- | --- |
| 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]   * 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-date is accurate.

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

Signature of Personnel (individual) or firm representative Date (Day/Month/Year)

Form J: Performance Statement Form

RFP reference no: RFP/2019/10887

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

Minimum 5 Audits of the same nature conducted in the last 5 years.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order placed by [Full address of purchaser]** | **Order no. & date** | **Description & quantity of ordered items** | **Value of order** | **Date of completion of delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was the supply of goods satisfactory?** |
| **As per Contract** | **Actual** |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

[*Stamp form of Proposal with official stamp of the Offeror*]