Section III: Returnable Bidding Forms

**eSourcing reference**: **RFQ/2019/12173 [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: Quotation for the Provision of Geo-technical and Topographical Survey for the Construction of a Primary School in Tsore Refugee Camp near Assosa, Ethiopia,** RFQ Case No. **RFQ/2019/12173**, 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 **90 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/2019/12173**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **BNr1** | **BoQ Nr. 1 - ETOH Branch Office Renovation** | **Curr.** | **AMOUNT** |
|  | **SUMMARY** |  |  |
| **I** | **FIELD WORK** | ETB |  |
| **II** | **LABORATORY TESTS** | ETB |  |
| **III** | **TOPOGRAPHICAL SURVEY** | ETB |  |
| **IV** | **REPORTING COSTS** | ETB |  |
|  | **GRAND TOTAL BEFORE VAT** |  |  |
|  | **15% VAT** | **0.15** |  |
|  | **GRAND TOTAL AFTER VAT** |  |  |
|  | **Its Equivalent in US$ AFTER VAT as per October 2019 UNORE i.e., US$ 1.00 = Birr 29.486** | **29.486** | **$ -** |

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:

**Full Name:**

**Designation:**

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

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

[*Stamp form of bid with official stamp of the bidder*]

Form C: Technical Quotation Form

RFQ reference no: **RFQ/2019/12173**

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

**Note:**

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

**SECTION I. QUALIFICATION OF BIDDER**

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

**SECTION III. KEY PERSONNEL**

* 1. Management Structure
  2. Staff Time Allocation
  3. Qualifications of Key Personnel
  4. Summary of Key Personnel Qualifications

CV of Geo-technical Engineer

CV of Senior Surveyor

**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)

Statement of Satisfactory Performance from Top Three Firms in the Past Five Years (Annex 5)

Other Certificates and Accreditations – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. (Annex 6 . . .)

**SECTION I. QUALIFICATION OF BIDDER**

**1.1 Brief Description of Bidder 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** | **Business Registration ID:** | [insert here] |
| **5** | **UNGM Registration ID:** | [insert here] |
| **6** | **Year of Establishment:** | [insert here] |
| **7** | **Country/ies of Operation:** | [insert here] |
| **8** | **No. of Staff:** | [insert here] |
| **9** | **Latest Credit Rating (if any):** | [insert here] |
| **10** | **Contract Signatory in case of Award:** | **Full Name:** [insert here]  **Designation:** [insert here]  **Phone:** [insert here]  **Email:** [insert here] |
| **11** | **Legal Business Address:** | **Specific Address:** [insert here]  **Telephone:** [insert here]  **Email:** [insert here]  **Website:** [insert here]  **Skype:** [insert here]  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [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 as per the format hereunder.
* Please convert the currency into **US$** if the audit statement is in different currency. You may use the UN Official Rate of Exchange (UNORE) of the respective audit report date. It can be accessed at https://treasury.un.org/operationalrates/OperationalRates.php

[Insert response here]

| **Item** | **Descriptions** | **Year: \_\_\_\_\_\_**  **In US$** | **Year: \_\_\_\_\_\_**  **In US$** |
| --- | --- | --- | --- |
| **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]** |  |  |
|  | **Current Ratio [a ÷ d]** |  |  |

**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 Bidder will achieve the “Schedule of Requirements” of this RFQ, keeping in mind the appropriateness to local conditions and project environment.

**2.2 Implementation Timelines / Work Plan:**

The Bidder shall submit a Gantt Chart and/or Project Schedule indicating the detailed sequence of activities and their corresponding timing to meet delivery requirements stated under “Schedule of Requirements” in this RFQ.

**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 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.

| **Item No** | **UNOPS Minimum Technical Requirements** | **Is quotation compliant?** Bidder to complete | **Details of service offered.** Bidder to complete in case **does not comply** with the requirement |
| --- | --- | --- | --- |
| **1** | Is (ASTM D 2216-92) used for index property tests such as moisture content, field and bulk density (ASTM D 2937-94), and specific gravity (ASTM D-854-90) ▬ Pass or Fail | Yes  No | Insert details here |
| **2** | Are standards of (ASTM D 422-90) and (ASTM D 424, 432 and ASTM D 4318-84) for classification tests namely: sieve analysis and Atterberg limits respectively? ▬ Pass or Fail | Yes  No | Insert details here |
| **3** | The Chemical testing: pH, chloride content (CL-) and total sulphate content (TSO3), for selected samples be performed according to DIN 4030 Part 1, and BS 1377 (1990) or applicable ASTM standards ▬ Pass or Fail | Yes  No | Insert details here |
| **4** | 3 hard copies and a soft copy with Auto-Cad format of the topographic map need to be submitted to the employer ▬ Pass or Fail | Yes  No | Insert details here |
| **5** | 3 copies of geo-technical investigation report need to be submitted to the employer ▬ Pass or Fail | Yes  No | Insert details here |

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

**Full Name:**

**Designation:**

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

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

[*Stamp form of bid with official stamp of the bidder*]

# Form D: Previous Experience Form

**RFQ Reference No: RFQ/2019/12173**

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

| **No** | **Brief Description of the Works** | **Country/Location** | **Value of the Contract in US$** | **Contract Identification and Title and**  **Contact details of Client (Mandatory)**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- | --- |
| 1 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 2 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 3 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 4 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 5 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 6 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |
| 8 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here] |

**Full Name:**

**Designation:**

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

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

[*Stamp form of bid with official stamp of the bidder*

# Form E: Key Personnel Form/Assigned Experts

**RFQ reference no: RFQ/2019/12173**

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

**KEY STAFF/EXPERTS TO BE INVOLVED IN THE PROJECT**

* Provide the CVs for key personnel (Geo-technical Engineer, Senior Surveyor, etc) that will be engaged as per UNOPS requirement to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. ***You are kindly advised to use the format below for each proposed key personnel****:*

|  |  |  |
| --- | --- | --- |
| **Name:** | [insert here] | |
| **Position for this Contract:** | [insert here] | |
| **Nationality:** | [insert here] | |
| **Email:** | [insert here] | |
| **Area of Specialization:** | [insert here] | |
| **Years of Relevant Experience:** | [insert here] | |
| **Countries of Work Experience:** | [insert here] | |
| **Language Skills:** | [insert here] | |
| **Educational and other Qualifications:** | [insert here] | |
| **Summary of Experience:** Highlight experience in the region and on similar projects. | | |
| **Relevant Experience (From most recent):** | | |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:** |
| e.g. June 2004-January 2005 |  |  |
| Etc. |  |  |
| Etc. |  |  |
| **References no.1 (*minimum of 3*):** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.2** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.3** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |

***Note: Detail CV/Résumé of proposed Key Personnel MUST also be annexed***

Declaration:

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 Signed**

**Summary of Key Personnel Qualifications:**

| **No.** | **Name of Key Staff** | **Position in the Company** | **Qualification** | **Proposed Position** | **Professional Experience**  **(in years)** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |

# Form F: 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.

# Form G: Audited Financial Statements

**Note:**

**Please attach Audited Financial Statement for the past two years**

Bidders must submit F/S by authorized auditors