

Section III: Returnable Bidding Forms

eSourcing reference: RFP/2020/18214

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: Financial Proposal Form
- Form D: Technical Proposal Form
- Form E: Format for Resume of Proposed Key Personnel
- Form F: Performance Statement Form
- Form G: Statement of Exclusivity and Availability

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:

- a. We have examined and have no reservations to the Bidding documents, including amendments No.: **[Insert the number and issuing date of each amendment]**;
- b. 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;
- c. Our Proposal shall be valid for the period of time of **[insert number of days which shall not be less than the specified the Tender Particulars section, 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;
- d. If our Proposal is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security, in accordance with Instructions to Offerors, Article 35 and the General Conditions of Contract;
- e. 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;
- f. 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;
- g. 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;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. 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/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
- j. 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;
- k. 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: Financial Proposal Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFP as indicated in the Instruction to Offerors. Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

The financial proposal must be submitted in **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

Item No	Deliverables	Percentage of Total Price (Weight for payment) (B)	Price (Lump Sum, All Inclusive) (A+B)
1	PART A: Survey Design A4. Survey Inception Report A5. Training curriculum, including field procedure manuals for data collectors A6. Final versions of all data collection instruments. Includes pilot and pre-test reports.	25%	[Offeror to insert price]
2	Part B: Data Collection B2. Field work completion report	25%	[Offeror to insert price]
3	Part C: DATA PROCESSING C3. Data tabulation report	25%	[Offeror to insert price]
4	Part D: ANALYSIS and REPORTING D3. Final study report D4. Briefing Papers	25%	[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 in the future.

Cost component	Unit	Qty.	No. of Personnel	Remuneration per Unit	Total Rate for the Period
Nutrition Baseline Survey Team Leader	Day	[Insert No. of Days]	1		
Social Protection Expert	Day	[Insert No. of Days]	1		
Senior Nutrition Survey Specialist	Day	[Insert No. of Days]	1		
Senior Survey Statistician	Day	[Insert No. of Days]	1		
Nutrition Survey Trainer	Day	[Insert No. of Days]	1		
Field Operations Manager	Day	[Insert No. of Days]	1		
Data collection team					
Field Team Leaders/Supervisors	Day	[Insert No. of Days]	[Insert No]		
Enumerators	Day	[Insert No. of Days]	[Insert No]		
Anthropometrists	Day	[Insert No. of Days]	[Insert No]		
Interviewers	Day	[Insert No. of Days]	[Insert No]		
FGD Facilitators	Day	[Insert No. of Days]	[Insert No]		
FGD Rapporteurs	Day	[Insert No. of Days]	[Insert No]		
Translators	Day	[Insert No. of Days]	[Insert No]		
Database design expert	Day	[Insert No. of Days]	[Insert No]		
Data entry supervisors	Day	[Insert No. of Days]	[Insert No]		
Data entry personnel	Day	[Insert No. of Days]	[Insert No]		
Other [Add, if any and justify]					
Sub-total personnel costs					
Travel costs [provide breakdown, if applicable. May include road and/or air]					
Communications [provide breakdown, if applicable]					
Printing [provide breakdown, if applicable]					
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 good/services under this contract and the type of work being subcontracted, if applicable.

Full legal name and address of subcontractors

(A) _____

(B) _____

(C) _____

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: Technical Proposal Form

RFP reference no: **[insert RFP reference No.]**

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.

Technical Proposal Evaluation sections:

Section 1: Proven experience and qualifications of the contracting firm to undertake the assignment		Maximum Points
1.1	Relevant experience of the firm in conducting similar service and experiences [Insert response here] or [Attach file]	10

Section 2: Technical soundness of proposed approach		Maximum Point
2.1	Design and methodology, including the tool, the procedure for data sources and collection for conducting the activity [Insert response here] or [Attach file]	40
2.2	Work plan with estimated timetable, and deliverables [Insert response here] or [Attach file]	5

Section 3: Proven experience and qualifications of the proposed team to undertake the assignment, including longitudinal survey data collection, qualitative data collection, and mixed-data integrated analysis.		Maximum Points
3.1	The consultancy teams must be as gender balanced as possible and have at least 35% women employed in the staffing working at the UNOPS project. [Insert response here] or [Attach file]	5
3.2	Proposed team structure, composition and experience/qualifications. [Insert response here] or [Attach file] [For each of the names identified above, attach his/her CV using the format in Form F: Format for Resume of Proposed Key Personnel.]	5
3.3	Procedures and list of pertinent similar services the organisation has successfully completed (for example. evidence in preparing reports for complex surveys most relevant to this consultancy. [Insert response here] or [Attach file]	4
3.4	Staff schedule is aligned with the implementation plan and the methodology proposed [Insert response here] or [Attach file]	1

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 E: Format for Resume of Proposed Key Personnel

RFP reference no: [insert RFP reference No.]

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] <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-date is accurate.

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)

Form F: Performance Statement Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

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		

Name : _____

Title : _____

Date : _____

Signature : _____

Form G: Statement of Exclusivity and Availability

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

I, the undersigned, hereby declare that I agree to participate exclusively 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]
[start of period 2]	[end of period 2]
[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.

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 : _____