

Section IV: Returnable Bidding Forms

Note to bidders: The following returnable forms are part of this RFP and the bidders must complete them as part of their proposal. The instructions to complete each form are highlighted in blue on each form. Complete the Proposal Forms according to the instructions, duly subscribed by authorized person for that purpose and return them as part of your proposal by uploading them into your specific document Verification Checklist in the UNOPS eSourcing system.

Regarding the technical information requested in this Section, make sure that it is included in the verification list of the Technical Proposal in the tab "List of Documents that the Supplier must Present" of the eSourcing system.

Also, make sure that ALL REFERENCE to your economic proposal is ONLY loaded in the checklist of the financial proposal in the "Financial Proposal Documents" tab of the eSourcing system.

This Section comprises the following Returnable Bidding Forms:

- Form A: Offeror Information Form
- Form B: Joint Venture Partner Information Form
- Form C: Proposal Submission Form
- Form D: Technical Proposal Form
- Form D-1: Descriptive statements of the proposed methodology
- Form E: Format for resume of proposed key personnel
- Form F: Performance Statement Form
- Form G: Proposal Guarantee Manifest
- Form H – No Adverse Action Confirmation Form

Form A: Offeror Information Form

The Offeror shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

1. Background and Expertise of Organization:

Full legal name of Offeror	[complete]
What year was your firm/organization established?	[complete]
Address of registered office	[complete]
Name of Offeror Representative	[complete]
Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	[complete]
Does your firm have an actual or potential conflict of interest in this procurement process? (Refer to Section II: Instructions to Bidders, Article 4, for details on conflict of interest)	[Insert either "No", or "Yes" in which case please provide details on your actual or potential conflict of interest here]

2. Contact details of persons that UNOPS may contact for requests for clarification during Proposal evaluation:

Name/Surname	[complete]
Title	[complete]
Tel Number (direct)	[complete]
Email address (direct):	[complete]

PS: This person must be available during the next two weeks following receipt of the Proposal.

Form B: 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 C: 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 Design Services for Passenger Elevator Shaft Restoration for the Consulate General of Argentina in New York, RFP/2018/4901 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 in Section I: RFP Particulars, 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 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;
- 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/PD, 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 D: Technical Proposal Form

[Procurement officials are to ensure that the tables below are adapted in accordance with the technical evaluation criteria included in Section III. The below sections/criteria/tables correspond to the sample criteria included in this template RFP in Section III]

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:

1. Proposed Methodology	
1.1	<p>The Proposal describes realistic challenges/risks given the context of the Project. Suggested approaches to overcome and/or mitigate them are clear, logical.</p> <p>[Insert response here]</p>
1.2	<p>The Proposal describes main activities in design which must be implemented. This should take the form of a bar chart program.</p> <p>[Insert response here]</p>
1.3	<p>The Proposal shall provide an Organigram proposed for the Project with the names of the personnel proposed, the position occupied and the reporting links. The organigram is to be tied to the level of effort and hierarchical structure both at the home office and at the local office incorporating the preferred management methodology for delivery of this Project.</p> <p>[Insert response here]</p>
1.4	<p>The Proposal shall provide a description of the internal project management system(s) and structure(s) which will be used to guide, direct, monitor, control and report on proposed activities and costs in the most cost-effective manner. The description provided should be relevant to the context of this Project and the operating environment.</p> <p>[Insert response here]</p>

2. Key personnel proposed																																
2.1	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]																															
	<table border="1"> <thead> <tr> <th>Key Personnel Name and Nationality</th> <th>Position to be Assumed in this Contract</th> <th>Requirements as per Terms of reference</th> </tr> </thead> <tbody> <tr> <td>[Insert]</td> <td>Team Leader</td> <td>Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A</td> </tr> <tr> <td>[Insert]</td> <td>Vertical Transportation</td> <td></td> </tr> <tr> <td>[Insert]</td> <td>Electric Engineer</td> <td></td> </tr> <tr> <td>[Insert]</td> <td>Mechanical, plumbing, HVAC engineer</td> <td></td> </tr> <tr> <td>[Insert]</td> <td>Architect</td> <td></td> </tr> <tr> <th>Support Personnel Name and Nationality</th> <th>Position to be Assumed in this Contract</th> <td></td> </tr> <tr> <td></td> <td>Secretary</td> <td></td> </tr> <tr> <td></td> <td>Draftsmen</td> <td></td> </tr> <tr> <td></td> <td>Legal advisor</td> <td></td> </tr> </tbody> </table>	Key Personnel Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference	[Insert]	Team Leader	Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A	[Insert]	Vertical Transportation		[Insert]	Electric Engineer		[Insert]	Mechanical, plumbing, HVAC engineer		[Insert]	Architect		Support Personnel Name and Nationality	Position to be Assumed in this Contract			Secretary			Draftsmen			Legal advisor		
	Key Personnel Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference																													
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	[Insert]	Architect																														
	Support Personnel Name and Nationality	Position to be Assumed in this Contract																														
		Secretary																														
	Draftsmen																															
	Legal advisor																															
2.2	Qualifications of key personnel proposed [For each of the names identified above as key personnel, attach his/her CV using the format in Form H: Format for Resume of Proposed Key Personnel]																															

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-1: Descriptive statements of the proposed methodology

RFP reference no: _____

Name of offerors: _____

Date: _____

Signature: _____

Note to bidders: The bidder will provide a detailed statement of the methodology here, describing all aspects required in Section III

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] <p>Reference 1:</p> <p>Reference 2:</p>

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 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 of the project	Value of order	Date of completion of delivery		Remarks indicating reasons of late delivery, if any
				As per Contract	Actual	

Name : _____

Title : _____

Date : _____

Signature : _____

Anexo G: Proposal Guarantee Manifest

Proposal for Design Services for Passenger Elevator Shaft Restoration for the Consulate General of Argentina in New York, RFP 2018/4322

Date: _____ [

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

To: United Nations Office for Project Services (UNOPS)

We, the undersigned, declared that:

1. We understand that, in accordance with its conditions, the proposals must be supported by a Proposal Guarantee Manifest.

2. We accept that we will automatically be declared ineligible to participate in any bid implemented by the agencies of the United Nations System when included in the List of Suspended Vendors, issued by the United Nations Procurement Division (UNPD) for a period of three (3) years from the date of submission of proposals if we violate our obligation (s) under the conditions of the proposal if:

- a) we will withdraw our proposal during the term of the proposal specified by us in the Proposal Form; or
- b) We do not accept the correction of errors in accordance with the Instructions for Bidders in the Bidding Documents; or
- c) if after being notified of the acceptance of our Proposal during the period of validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) We do not supply or refuse to provide the Compliance Guarantee.

Additionally, the disqualification to contract with the United Nations will be communicated to other multilateral entities and to the national public contracting authorities.

3. We understand that this Proposal Guarantee Manifest will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your communication with the name of the successful Bidder; or (ii) twenty-eight days have elapsed after the expiration of our Proposal.

4. We understand that, if we are an Association in Participation or Consortium, the Manifest of Guarantee of the Proposal must be in the name of the Association in Participation or of the Consortium that presents the Proposal. If the Association in Participation or Consortium has not been legally constituted at the time of submitting the Proposal, the Guarantee Statement of the proposal must be on behalf of all future members as listed in the letter of intent.

Signed: _____

AS _____ [indicate the charge]

Name: _____

Duly authorized to sign the proposal by and on behalf of: _____ [indicate the name of the entity that authorizes]

Dated _____ [indicate day] day of _____ [indicate month] of _____ [indicate year]

Form H: No Adverse Action Confirmation Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

- a. No adverse action has been taken against the Offeror [insert Offeror's name] and the manufacturers [insert manufacturer's names] whose products are being offered by the Offeror against this Request for Proposals, in the last 5 (Five) years.
- b. The following instances of previous past performance have resulted in adverse actions taken against the Offeror [insert Offeror's name] and the manufacturers [insert manufacturer's names] whose products are being offered by the Offeror, in the last 5 (Five) years. Such adverse actions included:

[Indicate date and reasons for adverse actions and result of adverse actions, i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from submitting a proposal etc.]

Name : _____

Title : _____

Date : _____

Signature : _____