

Section V: 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: Format for Resume of Proposed Key Personnel
- Form I: Performance Statement Form
- DRIVE Supplier Sustainability Questionnaire

Form A: Proposal/No Proposal Confirmation Form

If after assessing this opportunity you have made the determination not to submit your proposal, we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS
 [Insert name and office of contact person]
 From: [Insert name of Offeror]
 Subject RFP reference [insert ref.]

Email: [Insert UNOPS contact person's email
 (do not enter secure bid email address)]

Insert an X where applicable	Description
	YES , we intend to submit a proposal.
	NO . We are unable to submit a competitive offer for the requested goods/services at the moment

If you selected NO above, please state the reason(s) below:

Insert an X where applicable	Description
	The requested goods/services are not within our range of supply
	We are unable to submit a competitive offer for the requested products at the moment
	The requested products are not available at the moment
	We cannot meet the requested specifications/terms of reference
	We cannot offer the requested type of packing
	We can only offer FCA prices
	The information provided for quotation purposes is insufficient
	Your RFP is too complicated
	Insufficient time is allowed to prepare a bid
	We cannot meet the delivery requirements
	We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
	Sustainability criteria/requirements are too stringent (if applicable)
	We do not export
	We do not sell to the UN
	Your volume is too small and does not meet our order quantity
	Our production capacity is currently full
	We are closed during the holiday season
	We had to give priority to other clients' requests
	We do not sell directly but through distributors
	We have no after-sales service available
	The person handling the bids is away from the office
	Other (please provide reasons):
	We would like to receive future RFPs for this type of goods
	We don't want to receive RFPs for this type of goods

If UNOPS has questions to the Offeror concerning this NO BID, UNOPS should contact Mr./Ms. (), phone (), email (), who will be able to assist.

Form B: Checklist Form

[Procurement officials are to review the list of forms and documentation required as per the Evaluation Criteria (Section III) and list of Returnable Bidding Forms (Section V) and adjust the below table accordingly. Delete this comment once the list of activities has been completed]

Offerors are requested to complete this form and return it as part of their Proposal submission.

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

Before submitting your Proposal, please ensure compliance with the instructions included in Section I: RFP Particulars, Article 23, Proposal Submission.

TECHNICAL PROPOSAL ENVELOPE:

Activity	Yes/No/NA	Page # in your Proposal	If NO provide comment
Have you duly completed all the Returnable Bidding Forms? [adjust below list]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form B: Checklist Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form C: Offeror Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form D: Joint Venture Partner Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form E: Proposal Submission Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form G: Technical Proposal Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form H: Format for Resume of Proposed Key Personnel			
• Form I: Performance Statement Form			
• DRIVE Supplier Sustainability Questionnaire			
Have you provided the required documents to establish compliance with the evaluation criteria established in Section III? [adjust below list]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		

FINANCIAL PROPOSAL ENVELOPE (to be submitted in a separate envelope/email)

Activity	Yes/No/NA	Page # in your Proposal	If NO provide comment
• Form F: Financial Proposal Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		

Form C: 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 UNGM Registration and UNOPS Vendors

As part of the Proposal, it is desired that the Offeror goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Offeror is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm's information on UNGM is current.

The Offeror may still Proposal even if not registered with the UNGM. However, if the Offeror is selected for Contract award, the Offeror must register on the UNGM prior to Contract signature.

Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNOPS vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNOPS vendor ID]

3 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 D: 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 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: 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.a We have examined and have no reservations to the Bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- a.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;
- a.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;
- a.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;
- a.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;
- a.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;
- a.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;
- a.h We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- a.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;
- a.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;
- a.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 F: 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. 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)	Price (Lump Sum, All Inclusive)
1	Series of interviews with relevant IATI and non-IATI community members from civil society organizations in developing countries and complementary desk research to understand and outline the most relevant course content (i.e. what are the most critical learning needs for civil society in partner countries in regards to the main aims outlined above?)	10%	[Offeror to insert price]
2	Inception report detailing outcomes from interviews and desk research, including a proposal for the course outline for review / approval by the IATI Secretariat and Data Use Working Group.	30%	
3	Final course content in line with the guiding principles outlined above	60%	
4			
5			
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/hrs in USD	Total Rate for the Period/USD
Team Manager				
Senior Expert				
Junior Expert				
Sub-total personnel costs				
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.

A. [Full legal name and address of subcontractors] _____

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 G: 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:

Section 1: Offeror's qualification, capacity and expertise	
1.	Provide links/sample of clear methodology outlining how the bidder intends to implement this project. [Insert response here]
2.	Provide links to previous courses or training to demonstrate previous experience conducting needs assessments to understand core issues to be included in instructional design or training materials. [Insert response here]
3.	Provide links/sample to previous experience in international development, transparency, development cooperation and open data. [Insert response here]
4.	Provide links/sample to previous courses or training to demonstrate ability providing training or support to civil society organizations or similar, including in online / e-learning (e.g. including statement of experience and provision of links to previous courses or trainings) [Insert response here]
5.	Provide sample to previous courses or training to demonstrate experience creating training resources / materials (e.g. multi-week learning courses, etc.) for civil society audiences or similar [Insert response here]
6.	Provide sample of experience or familiarity with the International Aid Transparency Initiative (IATI), preferably gained through working with publishers, data users or similar. [Insert response here]

7.	<p>Provide samples/links to previous experience to demonstrate Excellent network of civil society organizations at different levels (e.g. regional to local) to leverage for the desk research and interview stage</p> <p>[Insert response here]</p>
----	--

Section 2: Key personnel proposed																	
3.1	<p>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</p> <p>[Insert response here by filling up the below table]</p> <table border="1"> <thead> <tr> <th>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>Team member/title</td> <td></td> </tr> <tr> <td>[Insert]</td> <td>Team member/title</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		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]	Team member/title		[Insert]	Team member/title				
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]	Team member/title																
[Insert]	Team member/title																
3.2	<p>Qualifications of key personnel proposed</p> <p>[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]</p>																

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 H: 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-data is accurate.

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)

Form I: 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 : _____

DRIVE Supplier Sustainability Questionnaire

