**Section III: Returnable Bidding Forms**

**Note to Bidders:** **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 quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

**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 supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFQ Case No. [Insert RFQ ref. number], 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 **30 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 II: 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 judgement 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 authorised 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: [insert RFQ reference No.]

| **Currency** | **USD** |
| --- | --- |

| **Item No** | **Description** | **UoM** | **Qty** | **Duration** | **Unit price (USD) / Month** | **Total price (USD) / 11 Months** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bill 1: Warehouse and equipment** | | | | | | |
| 1.1 | Rental fee for the covered area (3000 SQM), with having additional open space for loading and unloading | Lump-sum/ Month | 1 | 11 | insert | insert |
| 1.2 | Equipment lease (large Forklift, Two-wheeled hand or jack trolleys and Strapping machine) including drivers and five laborers | Lump-sum/ Month | 1 | 11 | insert | insert |
| **Total of Bill 1** | | | | | | insert |
| **Bill 2: Key Personal** | | | | | | |
| 2.1 | Warehouse Manager | Month | 1 | 11 | insert | insert |
| 2.2 | Inventory controller | Month | 1 | 11 | insert | insert |
| 2.3 | Administrator | Month | 1 | 11 | insert | insert |
| 2.4 | Security guards | Month | 3 | 11 | insert | insert |
| 2.5 | Cleaner | Month | 1 | 11 | insert | insert |
| **Total of Bill 2** | | | | | | insert |
| **Grand Total Price - Bill 1+2** | | | | | | insert |

**Note:** The given bills must cover all expenses of the service provider.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

**List of subcontractors or suppliers**

Bidder 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.

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

I, the undersigned, certify that I am duly authorised by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

# Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

**Technical specifications for goods – Comparative Data Table:**

**STAGE 1: WRITTEN EVALUATION:**

| **Sr No.** | **Description** | **Is quotation compliant?**  Bidder to complete | **Details of Space offered.**  Bidder to complete |
| --- | --- | --- | --- |
| 1 | Minimum of 3,000 SQM (covered and additional open space sufficient for container vehicles to park securely, offload, and maneuver) remaining warehouses in a self-contained area. The warehouse apron and loading bays are to be adequate to accept 12 tons per axle load.   1. The warehouse facilities should be located with optimal access to main transport routes/highways and within 15km of the UNOCA compound. 2. The covered area of the warehouse is to provide protection from rain, snow, and dust and is designed such that the stored items are not exposed to direct sunlight or temperature below 0 degrees or above 36 degrees centigrade. 3. The warehouse is to be located in a secure wall or fenced area with access control; 4. A dedicated yard area for the damaged equipment should be included inside or outside of the warehouse. 5. Dedicated yard area for container transport vehicles to park and turn, with an adjacent off-loading area for containers. 6. The warehouse must have: 7. Capacity to accept arriving materials in containers and on container 40ft trucks; 8. Equipment for loading/offloading of containers to the truck, including overhead cranes, beams with lift and pulley, mobile equipment handling units or other approved equipment (large Forklift, Two-wheeled hand or jack trolleys and Strapping machine) including drivers and five laborers); 9. Space shall be available for a quality control area where UNOPS may use it for testing and inspection purposes. 10. Area for bulk storage. 11. Segregation of spaces such as packaging area, incoming goods zone and outgoing goods zone. 12. Suitable space for loading and unloading for machines/laborers 13. Space for assembling orders for distribution to project sites 14. Availability of health and safety equipment and compliance with UNOPS health and safety policy and regulations. | ☐ Yes ☐ No | Insert details |
| 2 | The bidder shall provide key personnel with the following minimum qualifications;   1. **Warehouse Manager: 1 position**  * **Bachelor’s Degree:** in business administration or related field. * **Experience:** 3 years of experience in warehouse operations or logistics, with at least 1 year in a supervisory or managerial role.  1. **Inventory Controller**  * **High School certificate:** with a minimum of 2 years of experience in inventory management, warehouse operation, or supply chain roles.  1. **Administrator**  * **High School certificate:** with a minimum of 2 years of experience in administrative roles or office support.   CV and certificates are to be submitted with the bid submission. | ☐ Yes ☐ No | Insert details |

**STAGE 2: WAREHOUSE INSPECTION CHECKLIST**

| **Sr No.** | **Description** | **Is quotation compliant?**  Bidder to complete | **Details of goods offered.**  Bidder to complete |
| --- | --- | --- | --- |
| 1 | Minimum of 3,000 SQM covered area, and additional open space sufficient for container vehicles to park securely, offload, and maneuver remaining warehouses in a self-contained area. The warehouse apron and loading bays are to be adequate to accept 12 tons per axle load. | ☐ Yes ☐ No | Insert details |
| 2 | Warehouse Location and capacity in line with UNOPS requirement: within a maximum of 15 KM from UNOPS Main Compound, Jalalabad Road. | ☐ Yes ☐ No | Insert details |
| 3 | Warehouse facilities are dedicated to UNOPS inventory and shall have washrooms available for the employees. | ☐ Yes ☐ No | Insert details |
| 4 | All windows, doors, gates, and the roof shall be in good condition and properly secured, and walls and roof are insulated to ensure protection from weather conditions including rainwater. | ☐ Yes ☐ No | Insert details |
| 5 | Minimum two (2) loading docks with available hydraulic ramps to facilitate loading and unloading. | ☐ Yes ☐ No | Insert details |
| 6 | Unobstructed height is a minimum of six (6) meters and up to eight 8 meters. | ☐ Yes ☐ No | Insert details |
| 7 | Exterior walls are constructed of metal or other non-combustible materials. | ☐ Yes ☐ No | Insert details |
| 8 | The primary source of electricity through a built-in solar power system is available - In an instance, there is no possibility for installing solar energy there should be a connection to the national grid, a stand-by backup generator for the provision of a 24/7 electricity supply. | ☐ Yes ☐ No | Insert details |
| 9 | Lights, Electrical cords/plugs/ sockets, cables, and circuit breakers are in good and working condition, and no cable/cord is damaged or in open form. | ☐ Yes ☐ No | Insert details |
| 10 | The WH area shall be accessible by all types of standard trucks (semi-trailers, Single Trucks, etc.), with a minimum of 30 meters, truck maneuvering space outside the warehouse building, and a canopy on the loading bays. | ☐ Yes ☐ No | Insert details |
| 11 | An adequate on-site office is available for service providers deployed staff (Warehouse manager, laborer, etc.) responsible for the day-to-day operations of the facilities. | ☐ Yes ☐ No | Insert details |
| 12 | Required utilities (water, sewage connection, electricity supply, internet, etc.) are available at the WH facilities. | ☐ Yes ☐ No | Insert details |
| 13 | the Contractor shall provide a furnished dedicated office space to UNOPS as well, for up to two (2) UNOPS personnel. | ☐ Yes ☐ No | Insert details |
| 14 | Equipment: Large Forklift, Two-wheeled hand or jack trolleys, and Strapping machine) including drivers and five laborers | ☐ Yes ☐ No | Insert details |
| **Security** | | | |
| 13 | Inside and outside lights of the building cover the whole warehouse | ☐ Yes ☐ No | Insert details |
| 14 | WH is located within its own walled/securely fenced perimeter with its main entry gate, | ☐ Yes ☐ No | Insert details |
| 15 | If the proposed facility is located inside a common plot (business park, free zone) the service provider must propose suitable measures to control access | ☐ Yes ☐ No | Insert details |
| 16 | Entry/ Exit Control infrastructure in place so that access by the public can be controlled. | ☐ Yes ☐ No | Insert details |
| 17 | Warehouse access doors and emergency exits are secure from any kind of security threat. Exit routes are marked. | ☐ Yes ☐ No | Insert details |
| 18 | Security cameras (CCTV) shall be installed at the WH premises to secure access control and monitor the goods flow in and out. UNOPS shall have the right to request access to the recordings at any time. | ☐ Yes ☐ No | Insert details |
| 19 | Searchlights shall be installed for external security at the boundary walls of the warehouse at various sensitive locations. | ☐ Yes ☐ No | Insert details |
| **Fire Safety** | | | |
| 20 | The WH facility has adequate fire escape measures (exits, stairs, etc.) | ☐ Yes ☐ No | Insert details |
| **Sustainability elements** | | | |
| 21 | Green Box - if not available, can be installed | ☐ Yes ☐ No | Insert details |
| 22 | Waste Management/storage configuration | ☐ Yes ☐ No | Insert details |
| 23 | Dust Management | ☐ Yes ☐ No | Insert details |
| 24 | Computer & multifunctional printer | ☐ Yes ☐ No | Insert details |
| 25 | Power cables or extension leads | ☐ Yes ☐ No | Insert details |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall make ready the warehouse within 1 week after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Warehouse Location** | within a maximum of 15 KM from UNOPS Main Compound, Jalalabad Road. | ☐ Yes ☐ No | Insert details |
| **Consignee details** | UNOPS AFCO, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan. | ☐ Yes ☐ No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**. ☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

List of subcontractors or suppliers

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

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

(C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorised by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

# Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

# Form E: Self Disclosure Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Ref.** | **Critical area** | **Response** | **Comments** |
| --- | --- | --- | --- |
| **1** | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future; | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **2** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **3** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **4** | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **5** | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **6** | Does the entity or individual have a conflict of interest, as provided in the Instructions to bidders, Article 3 “Bidder eligibility”, that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **7** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organisation; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **8** | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **9** | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **10** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | Select | [If the response is ‘Yes’, provide an explanation here.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

| **Name:** |  |
| --- | --- |
| **Title** |  |
| **Date:** | **Sep 20, 2024** |
| **Signature** |  |

[Stamp this form with the official stamp of the bidder

**Form F: Joint Venture Partner Information Form**

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

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid 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 Bidding 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 goods/services to be delivered 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 fulfilment 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 J: Format for Resume of Proposed Key Personnel

RFQ reference No.: [RFQ/202#/#####]

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission date: \_\_\_/\_\_\_/\_\_\_

| Position |  |
| --- | --- |
| Name of personnel |  |
| Title |  |
| Years with entity |  |
| Nationality |  |
| Language proficiency |  |
| Education/ qualifications | [Summarize college/university and other specialized education of personnel, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of certification: \_\_\_/\_\_\_/\_\_\_ |
| Employment record/  experience | [Starting with the present position, list in reverse order every employment held. List all positions held by personnel since graduation, giving dates, names of employing entities, title of position held and location of employment. For experience in the last five years, detail the type of activities performed, the 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| Name: |
| --- |
| Title: |
| Date: |
| Signature: |