

Section III: Returnable Bidding Forms

eSourcing reference: RFQ/2025/59863

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 Bidding 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 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:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Quotations] 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;
- c. 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];;
- d. 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;
- e. 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;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. 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: **[insert RFQ reference No.]**

Currency	MMK or USD
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Item No	Description	Qty	Unit price	Total price
1.	Website Development and Revision for the Livelihoods and Food Security Fund (LIFT) as required by the TOR in Section II. Schedule of Requirement	1 Lumpsum	[insert]	[insert]
2.	Maintenance support + hosting + domain for one year	3 years	[insert]	[insert]
Total Price				[insert]

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.

(A) **[Full legal name and address of subcontractors]** _____

(B) _____

(C) _____

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 : _____

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 II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted 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

Item No	UNOPS minimum technical requirements	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
1.	Website Design and Development is as the following: Platform: Open-source, secure, flexible and user friendly. Features: Responsive design optimized for desktop and mobile devices. Branding: Must follow UNOPS and LIFT visibility guidelines. Compatibility: Chrome, Firefox, Safari, and Edge. Deliverables: Design prototypes and final approved website templates.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
2.	Content Integration : - Initial content migration of documents, text, and media files supplied by LIFT, sufficient to ensure full functionality of the website at launch. - Multimedia integration (videos, graphics, infographics).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
3.	Functional Requirements: - Content revision tracking system (with version control). - Unlimited user registration and role-based access. - Internal site search and AI-powered search integration. - Search Engine Optimization (SEO) with editable meta tags and XML sitemap. - Social media integration (Facebook, Instagram, Twitter/X, LinkedIn). - Spam protection for online forms. - Google Analytics setup. - Automated daily database backups.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
4.	Hosting and Security: - Hosting on secure, optimized servers with enough storage and high-performance capacity. - Regular CMS and server security updates. - Firewall setup and monitoring.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered

5.	Training and Support <ul style="list-style-type: none"> - At least 2 hours of training for LIFT staff on content management. - Pre-launch bug fixing and testing. - Ongoing technical support: Minimum 2 hours/month remote support included in the hosting package. - Scalable support beyond the allocated hours available on request. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
6.	The website must comply with UNOPS and LIFT branding/visibility guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
7.	All design prototypes must be reviewed and approved by LIFT.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
8.	The first deliverable, Website Design Prototype(s) is to be completed within 4 weeks after contract signing and fully functional Website is to be completed within 8-10 weeks after design approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
9.	Bidder provides <ul style="list-style-type: none"> - Administrator Manual and Technical Documentation. - Training Session(s) for LIFT staff. - Hosting and Maintenance Support (Annual). 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
10.	Bidder shall indicate at least two websites development for international organizations that could best prove the above technical requirements and details mentioned in the TOR. Please provide references/URLs..	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
11.	Bidder ensures availability of a qualified technical team, including: project manager/contact person dedicated to liaising with LIFT/UNOPS. Please attach the CV of the project manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
12.	Bidder provides a short profile of their company with a portfolio of similar work.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
13.	Services offered in the quotation are compliant with Terms of Reference in Section II: Schedule of Requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered
14.	The bidder accepts UNOPS payment terms, one-time payment after satisfactory completion of services/acceptance of fully functional Website by LIFT and yearly payment for the maintenance support, hosting and domain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of services offered

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:

Name : _____

Title : _____

Date : _____

Signature : _____

If subcontracting is anticipated in the performance by the contractor, Procurement Official should insert the following:

List of subcontractors or suppliers

Bidders 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 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 judgment 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 judgment 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 judgment 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	<p>Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?</p> <p>For the purposes of this provision, "Proscribed Practices" are defined in the UNOPS Operational Instruction on Vendor Sanctions and include the following:</p> <ul style="list-style-type: none">A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;	Select	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> • 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. 		
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 jeopardize their performance in carrying out their obligations under the agreement?	Select	[If the response is 'Yes', provide an explanation here.]
7	<p>Has the entity or individual been found (or is awaiting a judgment or administrative decision) to be involved in any of the following:</p> <ul style="list-style-type: none"> • Fraudulent practice; 	Select	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> • Corrupt practice; • Affiliation with a criminal organization; • Money laundering; • Terrorist financing; • Child labour; or • Human trafficking? 		
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 judgment 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 10, 2024
Signature	

[Stamp this form with the official stamp of the bidder]

Form F: 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-date is accurate.

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)

Form G: 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 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: _____