Section III: Returnable Bidding Forms

eSourcing reference: **RFQ/2026/64110**

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: Joint Venture Partner Information Form (optional)
- Form B: Quotation Submission Form
- Form C: Price Schedule Form
- Form D: Technical Bid Form
- Form E: Performance Statement Form

Form A: 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: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Form B: 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 providing Training on Procurement for the Provision of Training Services on Integrated Water Resources Management (IWRM) for Climate-Resilient Basin Management, 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 judgement 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 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 C: Price Schedule Form

RFQ reference no: **RFQ/2026/64110**

The Bidder is required to prepare the Price Schedule Form following the below format and be submitted separate from the rest of the RFQ as indicated in the Instruction to Bidders. The financial proposal must be submitted in US Dollars.

Training on Procurement for the Provision of Training Services on Integrated Water Resources Management (IWRM) for Climate-Resilient Basin Management

Bidders shall fill in this Price Schedule Form.

Bid Summary,

NB. Please show your UoM, Quantity and how each cost item is calculated in your breakdown and provide the Grand Total at the end of the form.

It. No.	Description	UoM	Qty	Currency USD
				Total price
1	Trainer fees- Professional Fees per trainer per day			
2	Training related Materials and other printings (including certificate)			
3	Training venue cost			
4	Field visit organization			
5	Administrative costs			
6	Others (Please indicate)			
	Grand TOTAL			

Payment terms 30 days accepted: ☐ Yes

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 D: Technical Quotation Form- Attached separately in the form of excel

RFQ reference no: **RFQ/2026/64110**

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and attached separately in the form of excell. Bidders are NOT allowed to make any change in the "UNOPS requirements" columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Bidders must explicitly confirm their acceptance of any specified requirements or requested approaches.

We, the undersigned, declare that: We have understood and fully accepted all the Provisions under Section II: Schedule of Requirement (SOR) for **Training on Procurement for the Provision of Training Services on Integrated Water Resources Management (IWRM) for Climate-Resilient Basin Management** and hence, we have agreed to comply with the SOR as a minimum requirement for execution of the training.

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 E: Previous Experience Form

RFQ reference no: **RFQ/2026/64110**

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

Description of services	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 : _____