**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 56-2017-UNDP-UKR-RFP-RPP dated 10/12/2017, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company/Organization’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Latest Audited Financial Statement or Financial results (2015 -2016) | Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation |
| Track Record performed within the last 2 years | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 3 previous partners for reference | Please attach the signed reference letters *if any.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |
| Other relevant information |  |

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work.*  ***Must include:***   1. ***Letter of interest/letter of proposal, which briefly describes the organization’s profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);*** 2. ***Technical proposal detailing the proposed work plan, proposed participants of the survey;*** 3. ***A list and short summary of previous experience in national quantitative household surveys;*** 4. ***A timeline detailing how the requisite number of surveys will be completed within the required timeline, including start date, travel time, expected non-responses, number of supervisors and enumerators to be deployed per location, and number of data entry operators (if tablets will be in lieu of data entry operators used it should be indicated in the timeline). The company should provide the list of cities, towns and villages of Donetsk, Luhansk and Zhytomyr oblasts where it plans to work. UNDP then will select those where the survey would take place;*** 5. ***At least two references from previous clients.*** |

1. **Qualifications of Key Personnel**

***If required by the RFP, the Service Provider must provide:***

***а) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (who is Team Lead, Supervisors, Enumerators and Data Entry Operators);***

***b) CVs demonstrating qualifications, experience and language skills of Team Lead and Supervisors as well as contact details for referees;***

***c) Matrix of the experience, language skills, and gender of the proposed enumerators;***

***d) Matrix of the experience of proposed Data Entry Operators (or certification that the firm has a sufficient number of tablets for every enumerator deployed to the field);***

***e) Written confirmation from each team member that they are available for the entire duration of the contract.***

***At least:***

1. ***Team Lead***
2. ***Supervisors***
3. ***Other personnel (Enumerators and Data Entry Operators)***

**Financial Proposal**

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverables\***

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

|  |  |  |
| --- | --- | --- |
| **Deliverables**  ***[list them as referred to in the RFP]*** | ***Percentage of Total Price (Weight for payment)*** | ***Amount, currency, excl. VAT*** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| Deliverable 3 |  |  |
| Deliverable 4 |  |  |
| Deliverable 5 |  |  |
| **Total** (please indicate currency) | 100% |  |

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***№*** | ***Activity/Costs*** | ***Unit*** | ***Number*** | ***Cost per unit, currency*** | ***Amount, currency excl. VAT*** |
| **1** | **Personnel** |  |  |  |  |
| 1.1 | Team Lead |  |  |  |  |
| 1.2 | Supervisors |  |  |  |  |
| 1.3 | Enumerators |  |  |  |  |
| 1.4 | Data Entry Operators |  |  |  |  |
| 1.3 | Other experts (as required) |  |  |  |  |
| **2** | **Administration Costs (if necessary)** |  |  |  |  |
| 2.1 | Communication (Internet/Phone/etc.) |  |  |  |  |
| 2.2 | Other (if any - to define clearly activities/costs) |  |  |  |  |
| **3** | **Travel and Lodging** |  |  |  |  |
| 3.1 | Travel costs (tickets) |  |  |  |  |
| 3.2 | Accommodation |  |  |  |  |
| 3.3 | Daily Allowance |  |  |  |  |
| 4 | **Survey- and Research-related Costs** |  |  |  |  |
| 4.1 | Costs related to Field Test of the Survey |  |  |  |  |
| 4.2 | Organization of Training for Supervisors and Enumerators |  |  |  |  |
| 4.3 | Costs related to conducting 3,900 surveys total across three Oblasts |  |  |  |  |
| 4.4 | Other (if any - to define clearly activities/costs) |  |  |  |  |
| **5** | **Other costs (if any - to define clearly activities/costs)** |  |  |  |  |
| 5.1 | … |  |  |  |  |
| 5.2 | … |  |  |  |  |
|  | **Total** (please indicate currency) |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)