**Annex 3.1**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL - Technical**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

[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 RFP Ref 10451 dated 03 January, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Expertise and Qualifications of the Company**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating and including in their proposal the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Company Legal Requirements:*

*• Valid and certified Certificate of Incorporation as a Company in Uganda*

*• Valid and Certified Tax Registration Certificate (indicating TIN and VAT Number)*

*• Tax Clearance Certificate issued by URA*

*• Valid Trading Licence (where applicable)*

*• Recently issued Bank Statement (showed be issued for the last 6 months)*

*• Full and accurate physical, postal, telephone and email address of the firm*

*• Articles and Memorandum of Association*

1. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
2. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
3. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
4. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
5. *If Joint Venture/Consortium/Association – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, specifying the roles and responsibilities of each entity and identifying the lead entity.*
6. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Company must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, project plan, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who is supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

*[Designation]*

*[Date]*

**Annex 3.2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL - Financial**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

[insert: *Location]*.

[insert: *Date]*

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

1. **Cost Breakdown per Payment Releases\***

|  |  |  |
| --- | --- | --- |
|  | **Percentage of Total Price** | **Price**  ***(Lump Sum, All Inclusive) in UGX*** |
| 1. Inception Report |  |  |
| 2. A report of the field assessments detailing the methods and data sets used and the preliminary results from the VIA showing the lessons learnt, and Maps of the vulnerability to climate change impacts of local communities and the ecosystem services that support them in the Mount Elgon region |  |  |
| 3. Draft Report of the VIA detailing the Maps together with data sets |  |  |
| 4. Submission and acceptance of Final Report |  |  |
| **Total** | **100%** |  |

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

1. **Cost Breakdown by Cost Component*, for reference purposes*:*[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a . Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 3. Services from Overseas |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date]*