# Section 6: Returnable Proposal Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Proposal Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Proposal Forms?** |  |
| * Form A: Technical Proposal Submission Form | ☐ |
| * Form B: Proposer Information Form | ☐ |
| * Form D: Qualification Form | ☐ |
| * Form E: Format of Technical Proposal | ☐ |
| * Form H: Proposal Security Form | ☐ |
|  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** | ☐ |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form | ☐ |
| * Form G: Financial Proposal Form | ☐ |

## **Form A:** Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number]and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Proposers Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. 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;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Proposal documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Proposer] to sign this Proposal and bind it should UNDP accept this Proposal.

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

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

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

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

[*Stamp with official stamp of the Proposer*]

## **Form B:** Proposer Information Form

|  |  |
| --- | --- |
| **Legal name of Proposer** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Proposer’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | ☐ Yes ☐ No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?***(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/ Business Registration * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer * Trade name registration papers, if applicable * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Proposer is submitting a Proposal in behalf of an entity located outside the country * Power of Attorney |

**Form C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐Letter of intent to form a joint venture ***OR*** ☐JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D:** Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Contract non-performance did not occur for the last 3 years | | | |
| ☐ Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ No litigation history for the last 3 years | | | |
| ☐ Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed **in the last 5 years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Proposers may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the **Top 2 (two) Clients or more** **in the last 5 years.**

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 fiscal years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 fiscal years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Proposer, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E:** Format of Technical Proposal

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Proposer’s proposal should be organized to follow this format of Technical Proposal. Where the Proposer is presented with a requirement or asked to use a specific approach, the Proposer must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Proposer’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements.All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Proposer will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Provide information on access to databases that provide information in regard to economy, industry, technology, innovation, marketing, etc. to access wider range of information on the latest trends in the manufacturing industry at the global level.
  8. Any other comments or information regarding the project approach and methodology that will be adopted.
  9. Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs and diplomas for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [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.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), 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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

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

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number]and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

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

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

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

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

[*Stamp with official stamp of the Proposer*]

## **Form G:** Financial Proposal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposer: | [Insert Name of Proposer] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. Any Financial information provided in the Technical Proposal shall lead to Proposer’s disqualification.

**The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer’s Technical Proposal. (i.e. the proposers shall not insert any monetary figure for any of the key personnel which they do not explain in detail in their technical proposals)**

**Currency of the proposal:** USD

**The Proposers shall fill out below price schedule. Any price schedule quoted by the proposers other than below table may be rejected by UNDP.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task 1: Preparation of 5 Strategic Roadmaps  Activity 1: Methodology and outline of the strategic roadmaps including the interview questions for the meetings with Chambers and SMEs during the preparation of the reports  Deliverable 1: Content and Template of the 5 strategic roadmaps | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | C. Total Quantity\*\* (=AxB) | | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  |  | |  |  |
| Key Experts | 5 | working day |  |  | |  |  |
| Sector Specialists | 4 | working day |  |  | |  |  |
| Total Price of Deliverable 1 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 1: Preparation of 5 Strategic Roadmaps  Activity 2: Interviews held with the Chambers and sector representatives in 5 provinces  Deliverable 2: Report on the interviews | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Experts | 5 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Travel Expenses\* | N/A | One Way | N/A | |  |  |  |
| Accommodation Expenses\* | N/A | Nights | N/A | |  |  |  |
| Other Expenses\*  (communication, stationary, printing, car rental etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 2 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 1: Preparation of 5 Strategic Roadmaps  Activity 3: Preparation of 4 strategic roadmaps on 4 sectors  Deliverable 3: 4 Strategic Roadmaps in English and Turkish including a toolkit to be used for further analysis to be conducted by relevant stakeholders | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Expert | 4 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Analysts | 3 | working day |  | |  |  |  |
| Other Expenses\*  (communication, stationary, translation, printing, etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 3 (USD) | | | | | | |  |
|  | | | | | | |  |
| Task 1: Preparation of 5 Strategic Roadmaps  Activity 4: Preparation of 1 strategic roadmap entitled “New Approaches in Manufacturing Industry”  Deliverable 4: Delivery of “New Approaches in the Manufacturing Industry Report” in English and Turkish. | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Experts | 2 | working day |  | |  |  |  |
| Analysts | 2 | working day |  | |  |  |  |
| Other Expenses\*  (communication, stationary, translation, printing, etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 4 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 2: Development of Content&Materials and Conduct of 4 Workshops and a Conference in Gaziantep  Activity 1: Development of Content&Materials for 4 Workshops and the Conference to be held in Gaziantep  Deliverable 5: Agenda including the speakers, plan, presentations and documents to be distributed to the participants | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Experts | 5 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Analysts | 1 | working day |  | |  |  |  |
| Other Expenses\*  (communication, stationary, printing, etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 5 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 2: Development of Content&Materials and Conduct of 4 Workshops and a Conference in Gaziantep  Activity 2: Attendance to and conduct of workshops and conference. Preparation of the reports on the outcome of the workshops and the conference.  Deliverable 6: Report (in English and Turkish) on the proceedings of the workshops and the conference with a consolidated version of the strategic roadmaps. | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Experts | 5 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Analysts | 3 | working day |  | |  |  |  |
| Travel Expenses\* | N/A | One Way | N/A | |  |  |  |
| Accommodation Expenses\* | N/A | Nights | N/A | |  |  |  |
| Other Expenses\*  (communication, stationary, translation, printing, car rental etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 6 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 3: One-on-one consultancy for the implementation of the strategic roadmaps in 4 sectors.  Activity 1: Identification of selection criteria of the SMEs who will benefit from the one-on-one consultancy.  Deliverable 7: Selection criteria and the application form that will be announced and distributed at the workshops and the conference. | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Key Experts | 4 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Total Price of Deliverable 7 (USD) | | | | | | |  |
|  | | | | | | | |
| Task 3: One-on-one consultancy for the implementation of the strategic roadmaps in 4 sectors.  Activity 2: Conduct of one-on-one consultancy to 20 SMEs (5 from each of the 4 sectors).  Deliverable 8: Report on the outcome of the one-on-one consultancies (one for each SME indicating the steps to be taken by the SME and the roadmap for its transformation) | | | | | | | |
| Price Item | A. Number of Staff | Unit | B. Quantity per staff | | C. Total Quantity\*\* (=AxB) | D. Unit Price  (USD) | E. Total Price  (=CxD)  (USD) |
| Team Leader | 1 | working day |  | |  |  |  |
| Key Experts | 5 | working day |  | |  |  |  |
| Sector Specialists | 4 | working day |  | |  |  |  |
| Assistant Experts | 3 | working day |  | |  |  |  |
| Travel Expenses\* | N/A | One Way | N/A | |  |  |  |
| Accommodation Expenses\* | N/A | Nights | N/A | |  |  |  |
| Other Expenses\*  (communication, stationary, translation,printing, car rental etc.) | N/A | Lump-Sum | Lump-Sum | | Lump-Sum |  |  |
| Total Price of Deliverable 8 (USD) | | | | | | |  |
|  | | | | | | | |
| GRAND TOTAL PRICE PROPOSAL (USD) | | | | | | |  |

\* The Proposers shall provide details of travel, accommodation and other expenses in case they put a price for those items. Total quantity (Column C) for travel and accommodation items shall be the total number of one way flights for all staff to be assigned to that deliverable and the total number of nights of stay for all staff to be assigned to that deliverable. Hence, the details shall include allocation of total number of one way flights/nights to each staff group.

**\*\* The maximum number of working days that can be proposed for key and non-key personnel for each activity/deliverable** are given in the table below. Proposers can propose quantities that are lower than those given in the table**, but they can not exceed these quantities in their financial proposals:**

**Table: The maximum number of working days that can be proposed for key and non-key personnel for each activity/deliverable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major task** | **Activity** | **Deliverable** | **Target delivery date to UNDP for Approval** | **Maximum number of working days that can be proposed** |
| 1. Preparation of 5 Strategic Roadmaps | Methodology and outline of the strategic roadmaps including the interview questions for the meetings with Chambers and SMEs during the preparation of the reports | 1) Content and Template of the 5 strategic roadmaps | 15 days after contract signature. | Team Leader: 5 working days  Key Experts: 10 working days  Sector Specialists: 12 working days |
| Interviews held with the Chambers and sector representatives in 5 provinces | 2)Report on the interviews | 30 days after contract signature. | Team Leader: 15 working days  Key Experts: 15 working days  Sector Specialists: 16 working days |
| Preparation of 4 strategic roadmaps on 4 sectors | 3) Delivery of 4 Strategic Roadmaps in English and Turkish including a toolkit to be used for further analysis to be conducted by relevant stakeholders | 85 days after contract signature | Team Leader: 40 working days  Key Experts: 100 working days  Sector Specialists: 100 working days  Analysts: 81 working days |
| Preparation of 1 strategic roadmap entitled “New Approaches in Manufacturing Industry” | 4) Delivery of “New Approaches in the Manufacturing Industry Report” in English and Turkish. | 90 days after contract signature | Team Leader: 15 working days  Key Experts: 50 working days  Analysts: 50 working days |
| 2. Development of Content&Materials and Conduct of 4 Workshops and a Conference in Gaziantep | Development of Content&Materials for 4 Workshops and the Conference to be held in Gaziantep | 5) Design and conceptualization: Submission of Agenda including the speakers, plan, presentations and documents to be distributed to the participants | 100 days after the contract signature | Team Leader: 5 working days  Key Experts: 5 working days  Sector Specialists: 4 working days  Analysts: 3 working days |
| Attendance to and conduct of workshops and conference. Preparation of the reports on the outcome of the workshops and the conference. | 6) Report (in English and Turkish) on the proceedings of the workshops and the conference with a consolidated version of the strategic roadmaps. | Attendance and conduct of workshops and conference.  5 days between 100 days after contract signature and 120 days after contract signature.  Report on the outcome of the workshops and the conference:  130 days after contract signature. | Team Leader: 5 working days  Key Experts: 10 working days  Sector Specialists: 12 working days  Analysts: 9 working days |
| 3.One-on-one consultancy for the implementation of the strategic roadmaps in 4 sectors. | Identification of selection criteria of the SMEs who will benefit from the one-on-one consultancy | 7) Submission of the selection criteria and the application form that will be announced and distributed at the workshops and the conference. | 100 days after the contract signature | Key Expert: 4 working days  Sector Specialists: 4 working days |
| Conduct of one-on-one consultancy to 20 SMEs (5 from each of the 4 sectors). | 8) Report on the outcome of the one-on-one consultancies (one for each SME indicating the steps to be taken by the SME and the roadmap for its transformation) | Conduct of one-on-one consultancies: Between 130 days after contract signature and 200 days after the contract signature.  (5 days for each SME\*20 SMEs=100 days in total total)  Report on the outcome of the one-on-one consultancies: 200 days after contract signature. | Team Leader: 40 working days  Key Experts: 40 working days  Sector Specialists: 40 working days  Assistant Experts: 120 working days |

## **Form H:** Form of Proposal Security

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Proposer](hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated Click here to enter a date. to execute Services [Insert Title of Services] (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Proposer:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Proposal after the date of the opening of the Proposals;
3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

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

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*