

**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 RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP, i.e. demonstration of Proposer suitability and capacity to deliver by indicating the following:*

1. Company profile which should not exceed fifteen (15) pages***:***

* *The nature of business, field of expertise:*
* *certification and accreditations (if any);*

1. ***Business Licenses:***
2. Certificate of valid registration of the business, along with evidence of registration for the past Three (03) years
3. 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*,*
4. Audited financial statements (including Auditor’s and management report, income statement and balance sheet) audited by a Certified Public Accountant (CPA) for the last three years (2015, 2016 and 2017) or financial statements prepared by the company’s accountant and authorized by the company director.
5. Statement of satisfactory performance from not less than three (3) different clients within the past three to five (03-05) years
6. *Track Record –*  Experience in running a cafeteria/kitchen management for at least 3 years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Project | Client | Contract value (USD) | Period of activity | Type of activity undertaken | Status or date completed | References contact details (name, phone, email) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. *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.*
2. **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, risk mitigation 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.; The proposal must demonstrate:*   * *Clear understanding of the assignment/interpretation of the ToRs* * *Methodology to be used in undertaking the assignment* |

1. **Qualifications of Key Personnel**
2. *Name(s) and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
3. *Attach CVS for cafeteria/project manager, chef and procurement assistant/cashier positions to demonstrate specific experience relevant to the assignment and, provide details of similar assignment(s) undertaken in the past in order to determine their technical capacity in terms of qualifications and competencies for the assignment.*
4. *Written confirmation from each personnel that they are available for the entire contract duration*
5. **Cost Breakdown by Cost Component**

All bidders must attach a six-day four-week rotational menu with prices for each item. UNDP shall use the cost breakdown for the price reasonability (Value for Money) assessment purposes.

In addition, all bidders must also provide the cost of items based on the below format. No deletion or modification may be made. Any such deletion or modification may lead to the rejection of the Proposal. The format shall be used as a basis to evaluate financial offers. The Technically qualified bidder who offers the lowest Grand total price will receive maximum points for their financial proposal.

All costs associated with facilities to be provided (See Annex 2; Article H) must be excluded from the financial proposals

|  |  |
| --- | --- |
| **CANTEEN SERVICES** | **COST PER PORTION (USD)** |
| **HOT MEALS** |  |
| **Chicken** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| **Goat meat** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| **Camel meat** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| **Fish** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| **Sea Food** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| **Beef** with option of rice or pasta or other starch accompanied by vegetables in season |  |
| Vegetarian hot dish |  |
| **SIDE DISHES** | **COST PER PORTION (USD)** |
| Vegetable Salad |  |
| Fruit Salad |  |
| 1 Banana |  |
| Chicken Sandwich |  |
| Beef Sandwich |  |
| *Samosa* |  |
| *Mandaazi* |  |
| Soup |  |
| 2 Eggs |  |
| Breakfast cereal |  |
| Muffin |  |
| 2 slices of Bread (Option of white or Brown) |  |
| Croissant |  |
| Pancakes |  |
| Slice of Plain vanilla cake/fruit Cake/Chocolate cake of any other type of cake |  |

|  |  |
| --- | --- |
| **HOT AND COLD BEVERAGES** | **COST PER PORTION (USD)** |
| Plain coffee White/Black |  |
| Expresso |  |
| Café Latte |  |
| Cappuccino |  |
| Tea White/Black |  |
| Drinking Chocolate |  |
| Porridge |  |
| Soda options |  |
| Diet Soda options |  |
| Half Litre Bottled water |  |
| 1 Litre Bottled water |  |
| Fresh Juice |  |
| Yogurt |  |
| Ice-Cream (assorted Flavors) |  |

|  |  |
| --- | --- |
| **CATERING SERVICES FOR OFFICIAL FUNCTIONS – MEETING/RECEPTIONS/LUNCHES (refer to the TOR)** | **PRICE PER PERSON** |
| Coffee/tea at meetings Type 1 |  |
| Coffee/tea at meetings Type 2 |  |
| Lunch Type 1 |  |
| Lunch Type 2 |  |
| Lunch Type 3 |  |
| Service price per hour |  |
| **GRAND TOTAL** |  |

***Notes***

1. **All costs associated with facilities to be provided as described in Section H of the terms of reference must be excluded from the financial proposals**
2. In case of discrepancy between unit price and total price, the unit price shall prevail, and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.
3. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*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)