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

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

[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 2/11/2019, 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 by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **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 will be appropriate to the local conditions and context of the work.* |

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

**The Price Schedule Sheet document should be provided as a separate document from the technical offer and to be password protected.**

1. **Price Schedule Sheet \***

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Percentage** | **Price Per Output in USD** |
| Full-fledged concept for the activity, including invites, list of participants and content | 100% |  |
| Organization/implementation of national or regional activity |
| Final outcome report and the filled-in feedback questionnaires (to be provided by UNDP) from the participants |
| Total Price in USD: | 100% |  |

1. **Cost Breakdown by Cost Component *(please include estimate costs for all travel required for the delivery of the proposed activity)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement/ Unit Price\*** | **No. of Personnel** | **Total Rate in USD** |
| **I. Key Personnel** |  |  |  |  |
| 1. Team Leader |  | 1 month |  |  |
|  |  |  |  |  |
| **II. Other experts (indicate the cost for each personnel separately)** |  |  |  |  |
| # proposed |  | 1 month |  |  |
|  |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Travel (city location, purpose)** |  |  |  |  |
| Round trip tickets |  |  |  |  |
| Allowances |  |  |  |  |
| Communications |  |  |  |  |
| Others (kindly specify) |  |  |  |  |
|  |  |  |  |  |
| Total Price in USD: |  |  |  | US $ |

The proposed period is an estimation. Bidders at their discretion may suggest the different period as long as it will allow UNDP to meet its project timelines

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

*[Designation]*

*[Date*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)