**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))***

REFERENCE: RFP/003/19 UNDP/AP project “Developing Climate Resilience of Farming Communities in the Drought Prone Parts of Uzbekistan”

 [insert: *Location]*.

[insert: *Date]*

To: UNDP Uzbekistan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP/003/19 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

We confirm that we have read, understood and hereby fully accept the Requirements specified in Technical Specifications describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Standard Contract for this RFP.

We agree to follow the RFP terms within 90 days from the specified in RFP final date for submission of Proposals, it stays valid and obligatory for fulfillment and can be accepted at any time within validity of this period.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We fully understand and recognize that UNDP reserves the right to accept or reject any received Bid, and it is not responsible for such actions, as well as it does not undertake any obligations to inform the Proposer about causes without relevant request from our side.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

 Contact Details:

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 if any. Please fill in Applicant Information Form – Table F;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Financial Statement (with audit report, if available) – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation for the last 2 years;*
4. *Track Record for the last 5 years – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (please fill in table E);*
5. *Reference letters from prior customers, if available*
6. *Copy of the page from company’s Charter where the information on company founders is provided;*
7. *Declaration of owners’ interest in other companies, if any*
 |

1. **Proposed Methodology and Work Approach 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. The Service Provider must provide the schedule of services.*  |

1. **Qualifications of Key Personnel**

*The Service Provider must provide followings for the proposed specialists:*

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

*If the Service Provider intends to attract additional specialists, their CVs should be included in the Proposal*

1. **FINANCIAL PROPOSAL - RFP/009/19**

*The financial proposal is fixed and final. Any overheads and travel expenses, such as transportation, accommodation and meals, translation related with implementation of the works must be included in the total amount.* Proposed price must be **exclusive** of VAT.

1. **Breakdown per Deliverable Cost\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive, Currency\_\_\_\_)*** |
| 1 | 1.Brief report (not more than 15 pages and content approved by the Project Manager) on current status of the Extension Services Centers in Karakalpakstan, developed in either Russian or English languages, submitted and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d)2.Report (not more than 15 pages and content approved by the Project Manager) on the results of the trial modelling based on start-up methodology applied to one of established Extension Service Centers (no more than 15 pages) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d) | 45% |  |
| 2 | 3.Brief Report (not more than 10 pages and content approved by the Project Manager) on the Design-thinking training conducted in the project pilot districts, based on the analysis results, developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (10 w/d); | 15% |  |
| 3 | 4.Road Map on Extension Service Development (no more than 20 pages and content approved by the Project Manager) developed in either Russian or English languages, submitted to and approved by Overall Coordinator/Project Manager of Adaptation Project team in Tashkent (15 w/d) | 40% |  |
|  | Total  | 100% |  |

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

1. **Cost Breakdown by Cost Component (please modify the table in accordance with your specific proposal):**

Currency\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
| 1. Services from Team Leader/ Thematic Specialist 1 |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| 2. Services from Thematic Specialist 2 |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
| 3. Services from Thematic Specialist 3 |  |  |  |  |
|  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** |  |  |  |  |

1. **Reference list of completed similar services**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of works | Period of activity according to the contract (year, month) | Contract Value | Customer (Name, contact person, telephone) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |  |

1. **Applicant information form**

|  |  |  |
| --- | --- | --- |
| 1 | Legal entity’s (Proposer’s) Name  |  |
| 2 | Legal Address: |  |
| 3 | Telephone number: |  |
| 4 | E-mail address: |  |
| 5 | Fax: |  |
| 6 | Country, place of Registration: |  |
| 7 | Year of Registration: |  |
| 8 | Name of Registration Certificate issuing organization: |  |
| 9 | Taxpayer identification number: |  |
| 10 | Banking information: |  |
| 11 | Name of the head/director of the company: |  |
| 12 | Contact person for RFP: |  |
| 13 |  Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern |  |

*[Authorized Signature]*

*[Name and Title of Signatory]*

*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)