

## **REQUEST FOR PROPOSAL**

**RFP- 057/14**

**Provision of Health, Safety and Environment (HS&E)  
Training**

**Enhancement of Micro-Small and Medium Enterprises  
(MSME) - Capacity Building for Shell Contractors in  
Basrah, Iraq**

## **Section 7**

### **Financial Proposal**

**(To be Returned in a Separate Envelope / Email as the Financial Offer)**

August 2014



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## **2 GENERAL**

### **2.1 Submission**

The **Financial Proposal must be provided in a separate electronic file** to the e-mail address indicated in DS. 23.

All pages shall be duly signed in **BLUE** ink. Each page shall be stamped with the Proposers company stamp / seal.

### **2.2 Soft Copies**

The soft copies issued under separate cover in Word and/or Excel format are issued for the purpose of facilitating bidders in preparation of the Offer however, it remains the Bidders responsibility to ensure that the wording, figures, calculations are in accordance with relevant requirements as stipulated in the relevant sections.

### **2.3 Format**

The format shown on the following pages is suggested for use in preparing the Financial Proposal. **No deletion or modification** may be made in this form. Any such deletion or modification may **lead to the rejection** of the Proposal.

### **2.4 Price Structure**

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes.

The UNDP reserves the right at the time of making the award of contract to **increase or decrease** items in the Bills of Quantity, if required, without any change in unit price or other terms and conditions, by the **amount of 25% of the initially** Price Schedule.

The rates and quantities shall be used for the price analyses and evaluation purposes or any other requirements during the project implementation and shall be fixed and firm for the duration of the contract and any claim for price adjustment will not be entertained. The prices shall be inclusive of all facilities, office running cost, communication, transportation, company overheads ...etc.

Proposer's are expected to submit realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations to take advantage of the RFP system may cause the Proposer to be disqualified.

### **2.5 Project Specific Support Services**

The support services may include fees for payments settled by the contractor on behalf of UNDP for the ongoing activities under the contract. Such as, but not limited to, payments for placing advertisements, printing services, renting equipment, human resources support and so forth. The payment shall be settled based on clear instructions from UNDP after at least (3) three quotations are collected and submitted by the contractor to UNDP and the lowest responsive quoted price is approved by UNDP.

UNDP, upon the requirement, shall instruct the contractor in writing to perform the above mentioned service



### 3 PRICE SCHEDULE SHEETS

#### 3.1 Price Schedule: Training

#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>A</b>	<b>TRAINING CONDUCTED AT TRAINING CONTRACTOR'S PREMISES IN BASRAH</b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.)				
<b>A1</b>	<b>NEBOSH: Health and Safety at Work Qualification - Course Conducted and Examination in Arabic Language</b>				
A1.1	Training Course and Assessment Test (inclusive of all training materials, training bag, refreshments, etc.)	Student (15-20 per class)	40		
A1.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	40		
A1.3	Alternative to the above: Remotely follow-up and support during "On The Job" training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
A1.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	40		
A1.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
<b>A2</b>	<b>NEBOSH: International General Certificate in Occupational Health and Safety - Course Conducted and Examination in Arabic Language</b>				
A2.1	Training Course and Assessment Test (inclusive of all training materials, training bag, refreshments, etc.)	Student (15-20 per class)	15		
A2.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	15		



#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>A</b>	<b>TRAINING CONDUCTED AT TRAINING CONTRACTOR'S PREMISES IN BASRAH</b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.)				
A2.3	Alternative to the above: Remotely follow-up and support during "On The Job" training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
A2.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	15		
A2.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
<b>A3</b>	<b>NEBOSH: International Certificate in Construction Health and Safety - Course Conducted and Examination in English Language with Supporting Training Materials in Arabic Language</b> (Optional at UNDP's discretion)				
A3.1	Training Course and Assessment Test (inclusive of all training materials, training bag, refreshments, etc.)	Student (15-20 per class)	Rate Only		<b>0.00</b>
A3.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	Rate Only		<b>0.00</b>
A3.3	Alternative to the above: Remotely follow-up and support during "On The Job" training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
A3.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	Rate Only		<b>0.00</b>
A3.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP's discretion.</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
<b>A4</b>	<b>NEBOSH: International Technical Certificate in Oil and Gas Operational Safety – Course Conducted and Examination in English Language with Supporting Training Materials in Arabic Language</b> (Optional at UNDP's discretion)				
A4.1	Training Course and Assessment Test (inclusive of all training materials, training bag, refreshments, etc.)	Student (15-20 per class)	Rate Only		<b>0.00</b>



#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>A</b>	<b>TRAINING CONDUCTED AT TRAINING CONTRACTOR'S PREMISES IN BASRAH</b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.)				
A4.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	Rate Only		<b>0.00</b>
A4.3	Alternative to the above: Remotely follow-up and support during "On The Job" training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
A4.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	Rate Only		<b>0.00</b>
A4.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP's discretion.</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
A5	<b>SUB TOTAL CARRIED FORWARD TO SUMMARY PAGE</b>				



#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>B</b>	<b>TRAINING CONDUCTED AT <u>UNDP SELECTED PREMISIES</u></b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.) <b>Only the Venue and Refreshments provided by UNDP</b>				
<b>B1</b>	<b>NEBOSH: Health and Safety at Work Qualification - Course Conducted and Examination in Arabic Language</b>				
B1.1	Training Course and Assessment Test (inclusive of all training materials, training bag, etc.)	Student (15-20 per class)	60		
B1.2	Follow-up and support during “On The Job” training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	60		
B1.3	Alternative to the above: Remotely follow-up and support during “On The Job” training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP’s discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
B1.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	60		
B1.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP’s discretion.</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
<b>B2</b>	<b>NEBOSH: International General Certificate in Occupational Health and Safety - Course Conducted and Examination in Arabic Language</b>				
B2.1	Training Course and Assessment Test (inclusive of all training materials, training bag, etc.)	Student (15-20 per class)	15		
B2.2	Follow-up and support during “On The Job” training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	15		
B2.3	Alternative to the above: Remotely follow-up and support during “On The Job” training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP’s discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>



#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>B</b>	<b>TRAINING CONDUCTED AT <u>UNDP SELECTED PREMISIES</u></b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.) <b>Only the Venue and Refreshments provided by UNDP</b>				
B2.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	15		
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<b>B3</b>	<b>NEBOSH: International Certificate in Construction Health and Safety - Course Conducted and Examination in English Language with Supporting Training Materials in Arabic Language</b> (Optional at UNDP's discretion)				
B3.1	Training Course and Assessment Test (inclusive of all training materials, training bag, etc.)	Student (15-20 per class)	Rate Only		<b>0.00</b>
B3.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	Rate Only		<b>0.00</b>
B3.3	Alternative to the above: Remotely follow-up and support during "On The Job" training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP's discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
B3.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	Rate Only		<b>0.00</b>
B3.5	International Examination Fees Outside Basrah, Iraq, excluding Travel Costs and Per Diem for trainees (i.e. Dubai, Amman, Bahrain) <i>Optional at UNDP's discretion.</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
<b>B4</b>	<b>NEBOSH: International Technical Certificate in Oil and Gas Operational Safety - Course Conducted and Examination in English Language with Supporting Training Materials in Arabic Language</b> (Optional at UNDP's discretion)				
B4.1	Training Course and Assessment Test (inclusive of all training materials, training bag, etc.)	Student (15-20 per class)	Rate Only		<b>0.00</b>
B4.2	Follow-up and support during "On The Job" training including at least two (2) visits to the contractors construction site	Student (15-20 per class)	Rate Only		<b>0.00</b>





#	Item / Description	Unit	Quantity	Rate \$US	Total \$US
<b>B</b>	<b>TRAINING CONDUCTED AT UNDP SELECTED PREMISIES</b> (inclusive of all required Training Materials, Training Bag, Refreshments, International Examination Fees and Trainers Remuneration Fees, Travel, Accommodation etc.) <b>Only the Venue and Refreshments provided by UNDP</b>				
B4.3	Alternative to the above: Remotely follow-up and support during “On The Job” training. (Site visits by UNDP appointed HS&E Specialist) <i>Optional at UNDP’s discretion</i>	Student (15-20 per class)	Rate Only		<b>0.00</b>
B4.4	International Examination Fees Inside Basrah, Iraq	Student (15-20 per class)	Rate Only		<b>0.00</b>
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<b>C</b>	<b>SUB TOTAL CARRIED FORWARD TO SUMMARY PAGE</b>				

### 3.2 Price Schedule: Project Specific Support Services

<b>A</b>	<b>PROJECT SPECIFIC SUPPORT SERVICES</b>			
A.1	Management fee (%) required by the contractor for provision of additional materials, equipment or services by others specialist companies			<b>%</b>



### 3.3 Summary of Prices

#	Item / Description	Total (\$US)
<b>A</b>	TRAINING CONDUCTED AT TRAINING CONTRACTOR'S PREMISES IN BASRAH	
<b>B</b>	TRAINING CONDUCTED AT UNDP SELECTED PREMISIES	
<b>C</b>	<b>GRAND TOTAL OF PRICES</b>	

Authorized Signature: *[In full and initials]* \_\_\_\_\_

Date: *[Day/Month/Year]* \_\_\_\_\_

Company  
Stamp

*No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal*

#### Financial Evaluation:

TOTAL PRICE IN USD = (Lowest Priced Offer/ Price of the Offer Being Reviewed) x 100 (TP Rating) x (70%) + (FP Rating) x (30%) = Total Combined and Final Rating of the Proposal



#### 4 TERMS OF PAYMENT

UNDP shall effect payments after acceptance and upon achievement of the corresponding milestones and in the following manner and amounts:

#	Item / Description / Milestone	Payment Portion
<b>1.0</b>	<b>TRAINING CONDUCTED (Regardless of Location)</b>	
1.1	Upon Registration of Students/Trainees and Commencement of Training Activity/Module	50%
1.2	Upon Completion of the Training Activity/Module	40%
1.3	Upon Acceptance of the Close-Out Report	10%
<b>2.0</b>	<b>PROJECT SPECIFIC SUPPORT SERVICES</b>	
2.1	Monthly Payment: Upon Delivery and Acceptance of Services	90%
2.2	Upon Acceptance of the Close-Out Report	10%
<p>Authorized Signature: <i>[In full and initials]</i> _____</p> <p>Date: <i>[Day/Month/Year]</i> _____</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin-left: auto; text-align: center; padding-top: 10px;">Company Stamp</div>		

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**End of Section 7**