

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date: _____

John Benjamin
Head of Procurement Unit
United Nations Development Programme
Indonesia Country Office, menara Thamrin 8th floor
Jl. MH Thamrin Kav 3
Jakarta

Dear Sir,

I hereby declare that:

- a) I have read understood and hereby accept the Terms of Reference describing the duties and responsibilities of ***Senior IT Consultant for Training Centre Database – Support to the Justice Sector Reform in Indonesia.***
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in the TOR.
- e) I hereby propose to complete the services based on the following payment rate :
 - ☐ An all-inclusive daily fee of **IDR.....**
 - ☒ A total lump sum of **IDR.....** payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall:



Sign an Individual Contract with UNDP;

- k) I hereby confirm that **[check all that applies]:**

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes:

- ✓ CV or Duly signed P11 Form
- ✓ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ✓ Brief Description of Approach to Work

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
II. Duty Travel			
Round Trip ticket to Bogor	ea	6 times during the whole assignment, on monthly basis	
Living Allowance	Night	12 overnight stays in total	
TOTAL (must match with total indicated in table under section A)			

B. Breakdown of Offer by Deliverables:

Deliverables <i>[list them as referred to in the TOR]</i>	Amount (lump sum)	Payment schedule*	Estimated number of working days required per each deliverable
Deliverable 1			
Deliverable 2			
....			
Total			

**UNDP does not normally make any advance payment. Payment for each deliverable can be made within 30 days from completion and receipt of the deliverable, receipt of invoice and clearance by the managing unit. Consultant may choose to receive consolidated payment for more than one deliverable, in which case, the latest deliverable will be considered as the benchmark date.*