**Annex B**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL 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]

|  |  |
| --- | --- |
| Name of Proposing Organization / Firm: |  |
| Country of Registration:  |  |
| Name of Contact Person for this Proposal: |  |
| Address: |  |
| Phone / Fax: |  |
| Email: |  |

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **Request for Proposal (RFP) dated 24 October 2017**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

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

[Designation]

[Date]

1. **Qualifications of the Service Provider**

This section should describe the organizational unit that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Bidder’s resources in terms of personnel and other resources necessary for achieving project results. 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 – provide description of the organization/firm including the year, staffs structure, and state/country of incorporation and a brief description of the Bidder’s present activities (focusing on the services related to the Proposal). The Bidder should describe its experience in similar projects;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.;
3. Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, and contact references within the last 5 years;
4. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
5. Written Self-Declaration that the Service Provider is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
6. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| This section should demonstrate the Bidder’s responsiveness to the requirements/specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements. The Service Provider must describe how it will address/deliver the demands of the Request for Proposal document. |

1. **Qualifications of Key Personnel**
* The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member as required in the Request for Proposal document shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

**Annex C**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL[[3]](#footnote-3)**

**(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[4]](#footnote-4))**

 [insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

1. **Cost Breakdown of Outputs/Tasks [This is only an Example]:**

The Proposers are requested to provide the cost breakdown for each project based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Position** | **Time Input in Day/Month/Quantity** | **Person Remuneration/Unit Rate** | **Total** |
| **Outcome XX** |  |  |  |  |
|  | **Output XX** |  |  |  |  |
| 1 | Personnel Services |  |  |  |  |
|  | 1. Expertise 1
 |  | [Home] |  |  |
| [Field] |  |  |
|  | 1. Expertise 2
 |  | [Home] |  |  |
| [Field] |  |  |
| 2 | Other Related Costs |  |  |  |  |
|  | **Output XX** |  |  |  |  |
| 1 | Personnel Services |  |  |  |  |
|  | 1. Expertise 1
 |  | [Home] |  |  |
|  | [Field] |  |  |
|  | 1. Expertise 2
 |  | [Home] |  |  |
|  | [Field] |  |  |
| 2 | Other Related Costs |  |  |  |  |

1. **Cost Breakdown by Cost Component [This is only an Example]:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Activity** | **Total Period of Engagement** | **Total Person Remuneration/Unit Rate** | **Total** |
| **I. Personnel Services**  |  |  |  |
|  1. Services from Home Office |  |  |  |
|  a. Expertise 1 |  |  |  |
|  b. Expertise 2 |  |  |  |
|  2. Services from Field Offices |  |  |  |
|  a. Expertise 1 |  |  |  |
|  b. Expertise 2  |  |  |  |
| **II. Other Related Costs** |  |  |  |
|  1. Travel Costs |  |  |  |
|  2. Daily Allowance |  |  |  |
|  3. Communications |  |  |  |
|  4. Reproduction |  |  |  |
|  5. Equipment Lease |  |  |  |
|  6. Others |  |  |  |

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

[Designation]

[Date]

**NOTE: WHEN SUBMITTING YOUR BID DOCUMENTS, PLEASE CAREFULLY PLACE THE TECHNICAL AND FINANCIAL PROPOSALS IN SEPARATE SEALED ENVELOPES.**

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)
3. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-3)
4. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)