**Annex B**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL[[1]](#footnote-1)**

**(This Form must be submitted using the Service Provider’s Official Letterhead[[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 11 May 2018**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal]………

[Signature Authorized Person and Stamp] ………………

[Name of Authorized Person]……………………………..

[Title of Authorized Person]……………………………..

[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



1. Latest Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. (if any);
2. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
3. 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.
4. **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.

1. *This serves as a template and mandatory to the Service Provider in submitting the Technical Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)