**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

 [insert: *Location]*.

[insert: *Date]*

To: Gerardo Noto, Resident Representative, UNDP Libya

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

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***

Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.

**International Bidders** must be a legally registered entity and their local Partner organization/company should be legally registered in Libya. If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided. This is required for the implementation of the different activities including the understanding of existing processes or programmes to promote entrepreneurship in Libya, coordinating with other relevant NGOs including UNDP partners, identifying people or groups to be interviewed as well as help in the selection of competent participants in the workshop, etc.

If the bidder is a Joint Venture (JV) or a Consortium, provide legal agreement to that effect. Further, the proposal should indicate who is the lead entity in the JV/Consortium and detailed distribution of activities/tasks must be provided.

Past relevant contracts indicating Client name, duration of the contract, value of the contract and brief description of outputs delivered by the offeror

At least two references letters’ from the top clients (in terms of contract value) which was executed within the past three years

All information regarding any past and current litigation during the last five (5) years, in which the offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services.

Detailed breakdown of proposed implementation timeline.

Bank Statements for the past two years, and or audited statements.

Written confirmation from each personnel that they are available for the entire duration of the contract

*Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List*

1. **Proposed Methodology 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.* |

1. **Qualifications of Key Personnel**

*Service Provider must provide:*

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 must be submitted; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Deliverables** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | *Following initial briefing with UNDP, detail and adjust (if needed) the proposed methodology and work plan to be submitted for the project approval*  | 15% |  |
| 2 | *Conduct the behaviourally mapping exercise*  | 30% |  |
| 3 | *Deliver a workshop for up to 30 participants on behaviour insights, in Tunis – co-creation phase*  | 30% |  |
| 4 | *Select 1-2 ideas generated and design prototypes for piloting. Create the piloting plan and support its implementation.* | 15% |  |
| 5 | *Write final report with recommendations for action* | 10% |  |
|  | **Total**  | **100%** |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
| Team Leader |  |  |  |  |
| Team Member |  |  |  |  |
| Other (Please specify) |  |  |  |  |
|  **1. Services from Home Office** |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  **2. Services from Field Offices** |  |  |  |  |
|  a . Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
|  **3. Services from Overseas** |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| Workshop Delivery in Tunis, Tunisia |  |  |  |  |
| Travel Costs |  |  |  |  |
| Daily Allowance/Living Allowance |  |  |  |  |
| Communications |  |  |  |  |
| Reproduction |  |  |  |  |
| Equipment Lease |  |  |  |  |
| Others |  |  |  |  |
| **III. Other Related Costs (please specify)** |  |  |  |  |

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

*[Designation]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)