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**Annex 2**

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

Kadavu House, Suva

January 24, 2020

To: Ronald Kumar, Procurement Analyst

UNDP Pacific Office in Fiji

Dear Sir/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 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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Statement of Good health interms of financial standing for the company*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (names and email contact;*
5. **Proposed Methodology for the Completion of Services**

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| *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**

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Project lead, 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\***

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|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Inception report with detailed workplan, timelines and deliverables | 25% |  |
| 2 | Draft + Final Report and presentation – Vanuatu | 25% |  |
| 3 | Draft + Final Report and presentation – Fiji | 25% |  |
| 4 | Draft + Final Report and presentation – Solomon Islands | 25% |  |
|  | **Total** | **100%** |  |

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

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

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| **Description of Activity** | **Unit Cost - Fee per day** | **Total Period of Engagement** | **No. of days** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| Project Team Lead |  |  |  |  |
| Personnel 1 (specify title) |  |  |  |  |
| Personnel 2 (specify title) |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| Travel Costs (specify for tickets etc) |  |  |  |  |
| Daily Allowance |  |  |  |  |
| Others (specify) |  |  |  |  |
| **III. Other Related Costs (specify)** |  |  |  |  |

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

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)