**Annex 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S 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]*

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 of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**Form 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. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
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;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*

**Form 2: 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. The proposal should also cover the implementation timetable as well as the profile of key personnel assigned for the execution of this contract.* |

**Form 3: 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 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.*

**(This form should be submitted as a separate file and be password protected)**

**Form 4: Financial proposal**

* Financial proposals must be all inclusive and must be expressed with a breakdown of costs. The term ‘all inclusive” implies that all costs (professional fees, communications, utilities, consumables, insurance, travel, etc.) that could possibly be incurred by the Service Provider are already factored into the final amounts submitted in the proposal.
* Travel related expenses must include tickets, lodging and terminal expenses. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resource
* Payment will be made upon submission of final deliverables and a certificate of payment request, indicating outputs delivered to be verified and cleared for payment by the Project Management Team.

**Table 1: Cost Breakdown per Deliverable:\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs** | **Deliverables** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 and 2 | Submission of Inception plan following baseline review | 15% |  |
| 3 and 4 | Analyze new data and metrics and systemic systematic consultations | 25% |  |
| 5 | Deliver detailed options or scenarios for organizational structure, elements of procurement strategy and draft report. | 25% |  |
| 6 | Final Report with implementation and resource plan | 35% |  |
|  | **Total all-inclusive cost** | 100% |  |

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

**Table 2: Cost Breakdown by Cost Component:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Unit of**  **Measure** | **Unit price** | **Quantity** | **Total cost** |
| **I. Personnel Services** |  |  |  |  |
| a. Team Lead (Procurement Expert) | Day |  |  |  |
| b. Specialist 1 | Day |  |  |  |
| c. Specialist 2 | Day |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs (tickets) | Trip |  |  |  |
| 2. Daily Allowance | Day |  |  |  |
| **III. Other Related Costs (please specify)** |  |  |  |  |
|  |  |  |  |  |
| **Total all-inclusive offer** | | | |  |

*[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)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)