



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: February 14, 2020
	REFERENCE: MyRFP_2020_004

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy for the study of greenhouse gas benefits of the Mass Rapid Transit Sungai Buloh Kajang Line** .

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, February 25, 2020** and via e-tendering to the address below:

<https://etendering.partneragencies.org>
MYS10 and Event ID number : 000005409

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative (Operations)
2/14/2020

Description of Requirements

Context of the Requirement	Consultancy for the study of greenhouse gas benefits of the Mass Rapid Transit Sungai Buloh Kajang Line
Implementing Partner of UNDP	Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC)
Brief Description of the Required Services ¹	To estimate the greenhouse gas emission baseline and reduction from the MRT Sungai Buloh Kajang line and propose recommendations towards further reduction of greenhouse gas emissions.
List and Description of Expected Outputs to be Delivered	See detailed Terms of Reference.
Person to Supervise the Work/Performance of the Service Provider	Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).
Frequency of Reporting	Weekly reporting to Program Manager, Monthly reporting to National Project Manager of GTALCC Project and UNDP Assistant Resident Representative (Programme)
Progress Reporting Requirements	Progress of work and deliverables
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location with meetings to Putrajaya as necessary
Expected duration of work	4 calendar-months from February 2020 to June 2020
Target start date	28 February 2020
Latest completion date	15 June 2020
Travels Expected	Progress meetings to Putrajaya
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
	<input type="checkbox"/> Office space and facilities

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency_ Ringgit Malaysia			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Upon Submission of inception report and workplan	10%	By 6 March 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon completion of survey	30%	By 15 April 2020	
	Upon submission of the Draft Report: <ul style="list-style-type: none"> • Complete analysis of the data obtained from the survey • Baseline and project GHG emission • Recommendation on improvements 	40%	By 15 May 2020	
	Upon submission of final report	20%	By 15 June 2020	
	Total	100%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
	Technical Proposal (70%)			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm (25%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (35%) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	Procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	Please refer to the detailed Terms of Reference (TOR) for all other information.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Terms of Reference

1.0 BACKGROUND

The Green Technology Application for the Development of Low Carbon Cities (GTALCC) is a UNDP-GEF funded project to facilitate the implementation of low carbon initiatives and to showcase a clear and integrated approach to low carbon development in Malaysia focusing in five participating cities – Putrajaya, Cyberjaya, Petaling Jaya, Melaka and Iskandar Malaysia. It is expected to generate direct GHG emission reductions of 346,442 tonnes CO₂eq by end of project and 2,152,032 tonnes CO₂eq over the lifetime of project investment. The objective will be achieved by removing barriers to integrated low carbon urban planning and development through 3 components :

- 1) Policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans;
- 2) Awareness and institutional capacity development, which will expedite appraisal, approval and the implementation of strategic urban development, and ensure cities are aware of planning and implementing low carbon technology applications, and;
- 3) Low carbon technology investments in cities, where there is an increase in investment in low carbon technologies with more low carbon projects implemented.

The Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC) is the implementing partner of this project and Sustainable Energy Development Authority (SEDA) Malaysia, an agency under MESTECC is appointed as the lead consultant.

Mass Rapid Transit Sungai Buloh Kajang Line

The Mass Rapid Transit (MRT) Sungai Buloh Kajang Line (SBK Line) is the first line of the Klang Valley MRT project. The 51 km SBK Line begins from Sungai Buloh, located to the north-west of Kuala Lumpur, and runs through the city centre of Malaysia’s capital city before ending in Kajang. The line runs underground for a distance of 9.5 km beneath the centre of Kuala Lumpur while the rest of the alignment is elevated.

The line has 31 stations of which seven are underground. Phase One of the SBK Line from Sungai Buloh to Semantan began operations on 16 December 2016. Phase Two, from Semantan Station to Kajang Station started its operations on 17 July 2017, allowing trains to run the entire alignment. Each train set serving the line have four cars, allowing a total capacity of 1,200 passengers.

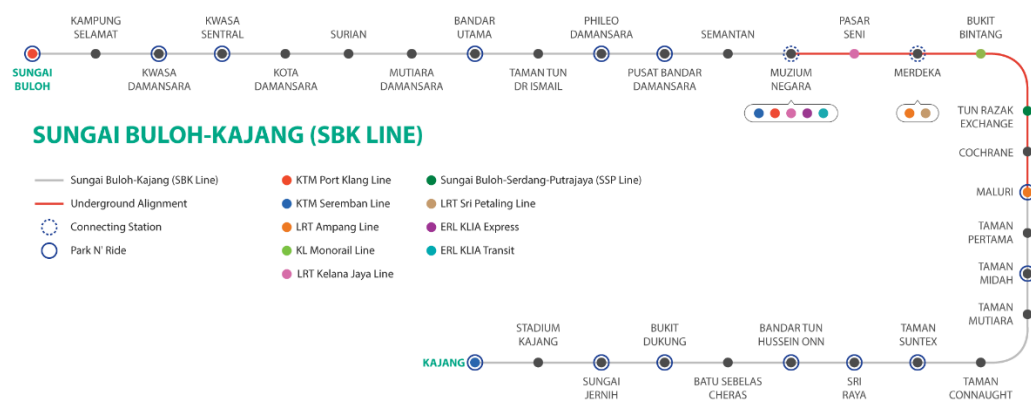


Figure 1 SBK Line Alignment Map

Figure 2 shows the quarterly average daily ridership from Q3 2017 to Q1 2019. Daily ridership saw an increase of 60% since Q3 2017. The daily ridership is expected to increase significantly in 2019 upon the introduction of the RM 100 monthly pass by the government. Ridership is expected to increase even higher upon the completion of the 2nd MRT Line, the Sungai Buloh-Serdang-Putrajaya (SSP) Line.

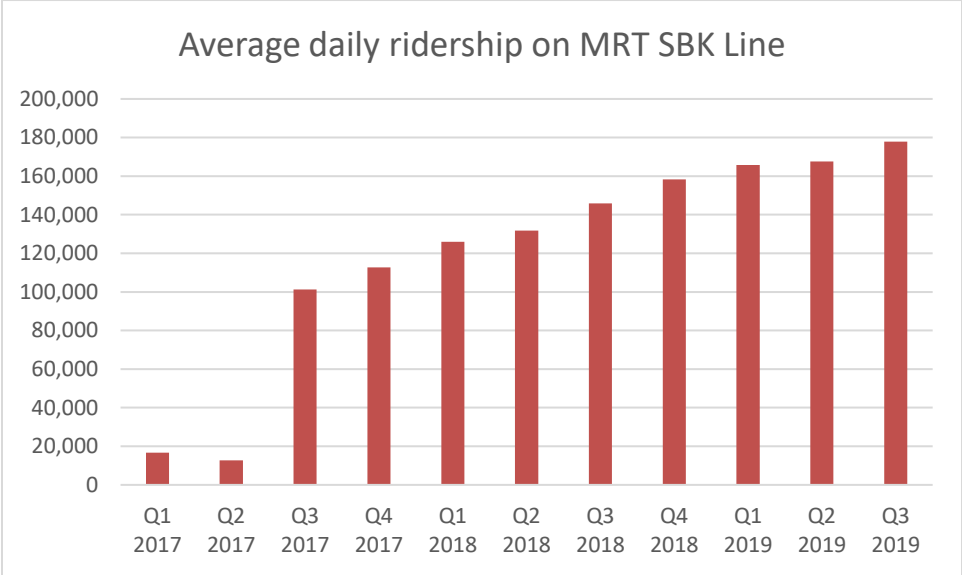


Figure 2. Average daily ridership on MRT SBK Line

The study of the greenhouse gas benefits of Mass Rapid Transit (MRT) Sungai Buloh-Kajang Line (SBK Line) intends to achieve the following objectives:

- i. To estimate the modal share and average distance travelled by passengers on the MRT SBK Line
- ii. To determine the GHG emission reduction based on the estimation of modal share and average distance travelled by passengers on the MRT SBK line.
- iii. To complement initiatives by MRT Corporation and Prasarana to boost ridership on the MRT SBK line.

2.0 SCOPE OF WORKS

The Consultant is expected to perform the following tasks:

Task 1:

- i. Preparation of an inception report which must include the methodology of the study and survey questionnaire.
- ii. Preparation of a workplan which must include organisation chart and Gantt chart.
- iii. Collection of passenger data and electricity consumption data from MRT Corp and Prasarana.
- iv. Present methodology and workplan to GTALCC project team.

Milestone 1: Submission of inception report and workplan

Task 2:

Mobilization of the survey team at the MRT Sungai Buloh Kajang Line which includes one test run.

Milestone 2: Completion of field work

Task 3:

- i. Analyze the data obtained from the survey
- ii. Perform calculations to estimate the baseline and project greenhouse gas emissions.
- iii. Present findings to GTALCC project team

Milestone 3: Submission of Draft Report

Task 4:

- i. Submit final report incorporating the feedback obtained during the presentation in Task 3.
- ii. Submission of all electronic files with raw data.

Milestone 4: Submission of the Final report

3.0 METHODOLOGY

3.1 Determining baseline and project emissions

The calculation methodology for estimating the greenhouse gas emission reduction from MRT SBK Line is based on United Nations Framework Convention on Climate Change (UNFCCC) Clean Development Mechanism document ACM 0016: Mass Rapid Transit Projects v4.0. The document can be downloaded from the following link:

<https://cdm.unfccc.int/methodologies/DB/FXQBDV16UML49N3U1QQTEY9J90E>

The calculation methodology is based on the bottom-up approach which rely on ASIF framework. The ASIF framework relates travel activity, the mode share, energy intensity of each mode, fuel and vehicle type and carbon content of each fuel to total emissions.

The equation to estimate GHG emissions reduction based on ASIF framework as follows:

$$\text{GHG} = \text{Activity} \times \text{Mode Share} \times \text{Energy Intensity} \times \text{Carbon Intensity of Fuel}$$

$$\text{GHG}_{\text{reduction}} = \text{GHG}_{\text{Baseline}} - \text{GHG}_{\text{project}}$$

	GHG_{Baseline}	GHG_{project}
Activity	pkm (Based on survey of average km per person)	pkm (Based on survey of average km per person)
Mode Share	Ratio (Based on survey of share of a passenger who would have used a car as an alternative)	Ratio (Based on survey of share of a passenger who would have used a car as an alternative)
Energy intensity	Fuel efficiency of vehicles (based on default values) (l/pkm)	Fuel efficiency of MRT (based on electricity consumption of MRT operations) (kWh/pkm)
Carbon Intensity of Fuel	Emission factor for petrol	Grid Emission Factor for Peninsular Malaysia (tCO ₂ /MWh)

pkm : passenger-kilometers
kWh : kilowatt-hours
tCO₂/MWh: tonnes carbon dioxide equivalent per 1 unit of MWh

The boundary of the study is limited to the MRT Sungai-Buloh Kajang line.

3.2 Survey design

The consultant is required to develop a survey questionnaire based on the sample survey questionnaire in item 3.3. The survey methodology and determination of sample size should be considered in line with the discussion and agreement with the GTALCC project team.

For the calculation of the sample size, a global level of precision (relative standard error or coefficient variation – CV) between 5 percent and 10 percent for the parameters of interest has to be met. This implies at the same time having precision levels of 90/10 i.e a minimum confidence level of 90 percent and a maximum precision level of 10 percent.

The survey should be carried out at all stations and all times of the day (peak hours and non-peak hours). The survey should be carried out on workdays only preferably on Tuesday and Thursday.

The team undertaking the survey should be equipped with smartphones or tablets equipped with an online based survey form such as Google Sheets or any equivalent survey applications.

The team of surveyors should conduct a test run at selected stations before conducting the actual survey.

3.3 Sample survey questionnaire

SECTION A: Data concerning surveyor

Survey ID (correlative number):
Interviewer:
Date:.....
Time:
Place (station) where interview was performed:.....
Survey response/completeness:
 Survey was fully completed
 Survey was fully or partially not responded

Comments/Observations of surveyor:.....

SECTION B: General Data of Interviewed Person

This section can also be filled out at the end of the interview!

Age of surveyed person:
 12-17 years 18-25 years 26-35 years 36-45 years 46-55 years 56-65 years over 65 years

Gender of the surveyed person

female male

Socio-economic level of the surveyed person

< RM 1,000 RM 1,001- RM 2,000 RM 2,001 – RM 5,000 RM 5,001- RM 10,000 > RM 10,000

SECTION C: Trip Data of Interviewed Person

Question 1

“Describe the trip you are currently realizing”

Your trip origin (starting trip point, e.g. my home):.....

1.1. Your entry (boarding) MRT station (name or code of MRT station):.....

1.2. Your exit (deboarding) station MRT lane (name or code of MRT station):.....

1.3. Your final trip destination (final trip point, e.g. office):.....

Question 2

“What mode of transport did you use from your trip start to the MRT station? Please refer to the mode on which you performed the longest stretch if you used various modes”

Bus LRT/KTM/Monorel Ride-sharing (Grab)/Taxi Passenger car Motorcycle Cycling or walking per foot Other

Question 3

“What mode of transport will you use from the point where you leave the MRT station until your final destination ? Please refer to the mode on which you performed the longest stretch if you used various modes”

Bus LRT/KTM/Monorel Ride-sharing (Grab)/Taxi Passenger car Motorcycle Cycling or walking per foot Other

Question 4

“Assuming that the MRT you are currently using would not exist: Would you have made the trip you are currently doing anyway or would you have stayed at home/office/origin?”

I would have made the trip” → *Continue with question 5*

I would have stayed at home/office/origin → *The questionnaire is terminated*

Question 5

“Have you moved your home or workplace since the start of operations of the MRT?”

No → *continue with question 6*

Yes: “Has the availability of the new MRT been an important factor when choosing the location of your new home or new workplace?”

No → *continue with question 6*

Yes → “What was your original/former trip origin and trip destination?” (at the time before you moved your home or workplace)

Origin point:.....

Destination point:

Continue with question 6 (based on the origin and destination as identified)

Question 6

“Assuming that the MRT you are currently using would not exist: How would you have made the same trip you are doing now?”

From Home/Office/Others⁹ (..... ..) to point..... by *

From point.....to pointby *

From point.....to pointby *

From point.....to home/office/others¹⁰ (.....) by *

*can be

- Bus
- LRT/KTM/Monorel
- Ride-sharing (Grab)/Taxi
- Passenger car
- Motorcycle
- Cycling or walking per foot
- Other

Question 6A

“Have you used a taxi or ride-sharing eg. Grab in the last 6 months?”

- Yes
- No

Question 6B

“Do you or your family own a car or do you have access to a car (e.g. car-sharing) or have you used a passenger car in the last 6 months?”

- Yes
- No

Question 6C

“Do you or your family own a motorcycle or do you have access to a motorcycle or have you used a motorcycle in the last 6 months?”

- Yes
- No

If interviewed persons respond in the questions 6A to 6C with NO they are not included in the final calculation i.e. this specific survey is not included as the response is deemed as non-consistent with the one given in question 6.

4.0 DELIVERABLES AND TIMELINE

The Consultant shall perform the Services and timeline as described in Terms of Reference.

All outputs will be technically cleared by the GTALCC project team, verified and accepted by the National Project Director and the UNDP Assistant Resident Representative (Programme) before payment for each deliverable will be effected. Each deliverables shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services. Commencement of detailed design shall be carried out upon acceptance of recommended option by Local Authority.

5.0 TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by SEDA/MESTECC and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in Malaysian Ringgit Per day rate inclusive of all expenses (insurance, local travels and communications) related to the

⁹ Origin of trip.

¹⁰ Final destination.

assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

6.0 DURATION

The project is expected to be completed in the course of **four (4) months** after signing of work contract by successful consultant. The deliverables and timeline are as per the Financial Proposal form. The consultancy will take place from 28 February 2020.

7.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL

The team shall have a **minimum number of 2 key personnels** and **minimum 5 number of surveyors** covering the below roles and shall have demonstrated a successful completion of similar study including design and deployment of survey and calculation of greenhouse gas reduction from transportation projects:

1. Project Team Leader

- A Master's degree in urban planning, transport planning, engineering, science, environmental policy, climate change or any other similar field.
- Bachelor's Degree with similar field as above, with more than 10 years of working experience is accepted in lieu of the Master's degree.
- Minimum of 5 years of professional experience in GHG emissions accounting and analysis.
- Excellent analytical skills and proven expertise in conducting GHG emissions or inventory related calculations using Clean Development Mechanism (CDM) and IPCC methodologies specifically in the transportation sector.
- Experience in designing, implementing, managing and coordinating survey/research/assessment etc.
- Experience in qualitative and quantitative data collection, validation, entry and analysis using statistical software such as SPSS.

2. Project Team Member

- A Bachelor's degree in urban planning, transport planning, engineering, science, environmental policy, climate change or any other similar field.
- Excellent analytical skills and proven expertise in conducting GHG emissions or inventory related calculations using Clean Development Mechanism (CDM) and IPCC methodologies specifically in the transportation sector.
- Experience in designing, implementing, managing and coordinating survey/research/assessment etc.
- Experience in qualitative and quantitative data collection, validation, entry and analysis using statistical software such as SPSS.

3. Surveyors

- Undergraduate/Postgraduate students majoring in urban planning, transport planning, engineering, science, environmental policy, climate change or any other similar field.

- Demonstrate strong interpersonal skills
- Demonstrate strong oral and written communication skills
- Fluent in English and Bahasa Melayu. Knowledge in other languages i.e Mandarin, Tamil is an added advantage

8.0 PRICE AND SCHEDULE OF PAYMENTS

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by GTALCC team and UNDP according to the following schedule.

Outputs	Percentage	Timing
Upon Submission of inception report and workplan	10%	By 6 March 2020
Upon completion of survey	30%	By 15 April 2020
Upon submission of the Draft Report: <ul style="list-style-type: none"> • Complete analysis of the data obtained from the survey • Baseline and project GHG emission • Recommendation on improvements 	40%	By 15 May 2020
Upon submission of final report	20%	By 15 June 2020
Total	100%	

Prices are in MYR and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[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 :

A. 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 :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

B. 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.

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Upon Submission of inception report and workplan	10%	
2.	Upon completion of survey	30%	
3.	Upon submission of the Draft Report: <ul style="list-style-type: none"> • Complete analysis of the data obtained from the survey • Baseline and project GHG emission • Recommendation on improvements 	40%	
4.	Upon submission of final report	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Project team leader				
b. Project team member				
c. Surveyors				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*