**Annex III**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[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 :

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. Duly filled in Form as provided in Annex III 2. Latest Business Registration Certificate and/or License 3. Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex IV, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured 4. Income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. 5. Track Record – list of clients for similar services for the last 3 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references 6. Signed and dated resumes and declaration of availability of involved specialists during contract implementation period 7. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. 8. 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 9. Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions |

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**

|  |
| --- |
| *If required by the RFP, 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 if required by the RFP; and* 3. *Written confirmation from each personnel that they are available for the entire duration of the contract.* |

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverables**  ***[list them as referred to in the RFP]*** | **Q-ty** | **Price in USD**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1: Site # 1 – Pohnpei State Fire Station / EOC Building and Associated Works  Kolonia, Pohnpei State, FSM (Pohnpei State Land) | 1 |  |
| 2 | Deliverable 2: Site # 2 – DECEM/NEOC Building Extension and Existing Building Refurbishment  Palikir, Pohnpei State, FSM (National Government land, National Campus) | 1 |  |
| 3 | Overhead Costs (please specify) |  |  |
|  | Total |  |  |

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

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

*Note: in case if deviation of total prices in Table D and Table E, Table D will be corrected based on Table E*

**Site # 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM #** | **ITEM DESCRIPTION** | **Q-TY** | **UNIT OF MEASURE** | **PRICE IN USD**  **(EXCLUSIVE OF VAT)** | |
| **Unit Price** | **Total Price** |
| 1 | Inception Report | 1.00 | Job |  |  |
| 2 | Topographic Survey (all-inclusive including submission of documents) | 65,000.00 | Sqft |  |  |
| 3 | Environmental and Social Impact Assessment Report | 1.00 | Job |  |  |
| 4 | Geotechnical Investigation & Study Report | 1.00 | Job |  |  |
| 5 | Site Specific Hazard Report | 1.00 | Job |  |  |
| 6 | USGBC LEED Report | 1.00 | Job |  |  |
| 7 | Preliminary Concept Design Stakeholder Workshop - Information Collection | 1.00 | Job |  |  |
| 8 | Further Developed Design Brief Concept Design version 1 | 1.00 | Job |  |  |
| 9 | Confirmation of Concept Design Stakeholder Workshop | 1.00 | Job |  |  |
| 10 | Updated Design Brief Concept Design version 2 | 1.00 | Job |  |  |
| 11 | 90% Detailed Design Documentation – (All Disciplines) | 1.00 | lot |  |  |
| 12 | 95% Detailed Design Documentation – Tender Drawings - All Disciplines) | 1.00 | lot |  |  |
| 13 | 100% Detailed Design Documentation – (Construction Drawings – All Discipline) | 1.00 | lot |  |  |
| 14 | Estimate and Tender/Bidding Documents (Detailed Bill of Quantities, Rate Analysis, Cost Estimate, Bidding Documents with Technical Specification) | 1.00 | lot |  |  |
| 15 | Final Closeout Report (Detailed Project Report) | 1.00 | lot |  |  |
| 16 | Pre-Construction Bidding Support Services | 1.00 | lot |  |  |
| 17 | Overheads |  |  |  |  |
|  | **Total Cost of Site # 1** | | | |  |

**Site # 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Item Description** | **Q-ty** | **Unit of Measure** | **Price in USD**  **(exclusive of VAT)** | |
| **Unit Price** | **Total Price** |
| 1 | Inception Report | 1.00 | Job |  |  |
| 2 | Topographic Survey (all-inclusive including submission of documents) | 3,000.00 | Sqft |  |  |
| 3 | Environmental and Social Impact Assessment Report | 1.00 | Job |  |  |
| 4 | Geotechnical Investigation & Study Report | 1.00 | Job |  |  |
| 5 | Site Specific Hazard Report | 1.00 | Job |  |  |
| 6 | Existing Building Code Compliance Assessment Report | 1.00 | Job |  |  |
| 7 | Preliminary Concept Design Stakeholder Workshop - Information Collection | 1.00 | Job |  |  |
| 8 | Further Developed Design Brief Concept Design version 1 | 1.00 | Job |  |  |
| 9 | Confirmation of Concept Design Stakeholder Workshop | 1.00 | Job |  |  |
| 10 | Updated Design Brief Concept Design version 2 | 1.00 | Job |  |  |
| 11 | 90% Detailed Design Documentation – (All Disciplines) | 1.00 | lot |  |  |
| 12 | 95% Detailed Design Documentation – Tender Drawings - All Disciplines) | 1.00 | lot |  |  |
| 13 | 100% Detailed Design Documentation – (Construction Drawings – All Discipline) | 1.00 | lot |  |  |
| 14 | Estimate and Tender/Bidding Documents (Detailed Bill of Quantities, Rate Analysis, Cost Estimate, Bidding Documents with Technical Specification) | 1.00 | lot |  |  |
| 15 | Final Closeout Report (Detailed Project Report) | 1.00 | lot |  |  |
| 16 | Pre-Construction Bidding Support Services | 1.00 | lot |  |  |
| 17 | Overheads |  |  |  |  |
|  | **Total Cost of Site # 2** | | | |  |

1. **Reference list of completed similar services**

|  |  |  |  |
| --- | --- | --- | --- |
| Description of works | Period of activity according to the contract (year, month) | Contract Value | Customer  (Name, contact person, telephone) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
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1. **Applicant information form**

|  |  |  |
| --- | --- | --- |
| 1 | Legal entity’s (Proposer’s) Name |  |
| 2 | Legal Address: |  |
| 3 | Telephone number: |  |
| 4 | E-mail address: |  |
| 5 | Fax: |  |
| 6 | Country, place of Registration: |  |
| 7 | Year of Registration: |  |
| 8 | Name of Registration Certificate issuing organization: |  |
| 9 | Taxpayer identification number: |  |
| 10 | Banking information: |  |
| 11 | Name of the head/director of the company: |  |
| 12 | Contact person for RFP: |  |
| 13 | Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern |  |

*[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-2)
2. Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes [↑](#footnote-ref-3)