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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

|  |  |
| --- | --- |
| NAME & ADDRESS OF FIRM | DATE: June 19, 2020 |
| REFERENCE: ETH1574 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Firm Consultancy for Assessing The Current Performance Management System at National Level .**

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

Proposals may be submitted on or before **Monday, July 13, 2020**and through the online eTendering system [**https://etendering.partneragencies.org**](https://etendering.partneragencies.org) search for **Event ID ETH1574** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to [**info.procurementet@undp.org**](mailto:info.procurementet@undp.org) **Attn: FT**. UNDP will provide responses by uploading them in the system.

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

**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 : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Endrias Getachew*

*DRR – Operations, a. i.*

6/19/2020

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Conduct Performance Management System: Short term Consultancy for the Civil Service Commission |
| Implementing Partner of UNDP | Civil Service Commission of Ethiopia |
| Brief Description of the Required Services[[1]](#footnote-1) | Assessing the Current Performance Management System at national level |
| List and Description of Expected Outputs to be Delivered | Please refer the ToR |
| Person to Supervise the Work/ Performance of the Service Provider | *Please refer the ToR* |
| Frequency of Reporting | *Please refer the ToR* |
| Progress Reporting Requirements | Please refer the ToR |
| Location of work | Please refer the ToR |
| Expected duration of work | 45 working days |
| Target start date | Immediately after concluding the contract agreement |
| Latest completion date | Please refer the ToR |
| Travels Expected | Please refer the ToR |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Please refer the ToR |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Please refer the ToR |
| Names and curriculum vitae of individuals who will be involved in completing the services | Please refer the ToR |
| Currency of Proposal | United States Dollar  ETB |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 150 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 | Not permitted |
| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | **Payments** | **Deliverables & Time frame** | **Approval** | **% of Payment** | | 1st Instalment | Upon submission and approval of Inception Report with detailed methodology and work plan | UNDP | 20% | | 2nd Instalment | Upon submission and endorsement of draft assessment document on performance management system | UNDP | 40% | | 3rd Instalment | Upon submission of final report/performance management document (as specified under ‘deliverables’). | UNDP | 40% | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Please refer the ToR |
| Criteria for Contract Award | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  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. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Expertise of the Firm 30%  Proposed Methodology, Approach and Implementation Plan 40%  Management Structure and Qualification of Key Personnel 30%  **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: | One and only one Service Provider |
| Type of Contract to be Signed | Contract Face Sheet |
| Contract General Terms and Conditions[[4]](#footnote-4) | General Terms and Conditions for contracts (goods and/or services)  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[[5]](#footnote-5) | Form for Submission of Proposal (Annex 2)  Detailed TOR |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-6) | *FT*  *Procurement Unit*  *Info.procurementet@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 *[pls. specify]* | It should be submitted through [**https://etendering.partneragencies.org**](https://etendering.partneragencies.org) search for **Event ID ETH1574** |

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[7]](#footnote-7)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[8]](#footnote-8))***

Cover Page

**Firm Level Consultancy Service for Assessing the Current Performance Management System at National Level**

**Procurement Reference No.: ETH1574**

**Technical Proposal**

|  |  |
| --- | --- |
| **Legal Name of Proposing Organization / Firm:** | [insert here] |
| **Country of Registration:** | [insert here] |
| **Year of Registration:** | [insert here] |
| **Name of Signatory for this Proposal:** | [insert here] |
| **Designation of the Signatory:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Business Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |
| **Skype Account:** | [insert here] |

Table of Contents

**Page**

**TECHNICAL PROPOSAL COVER PAGES**

Proposal Submission Form (use the template hereto) i.e., Statement of Declaration

Statement of Full Disclosure (use the template hereto)

**SECTION I. QUALIFICATION OF SERVICE PROVIDER**

* 1. Brief Description of Proposer as an Entity
  2. Financial Capacity and/or Standing
  3. Track Record and Experiences

**SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES**

* 1. Approach to the Service/Work
  2. Performance Characteristics
  3. Technical Quality Assurance Review Mechanism
  4. Implementation Timelines (i.e., Work plan)
  5. Risks and Mitigation Measures
  6. Others

**SECTION III. QUALIFICATIONS OF KEY PERSONNEL**

* 1. Management Structure
  2. Staff Time Allocation
  3. Qualifications of Key Personnel with Written Confirmation of Availability
  4. Summary of Key Personnel Qualifications

CV of Task Manager / Team Leader

CV of Lead Consultant / Senior Consultant

CV of Associate Consultant / Junior Consultant

CV of Support Staff – if any

**ANNEXES**

Renewed Company Registration Certificate and/or Business License including Articles of Incorporation or equivalent document if Bidder is not a corporation (Annex 1)

Tax Registration or TIN/VAT Certificate (Annex 2)

Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority (Annex 3)

Past Two Years Audited Financial Statements (Annex 4)

Statement of Satisfactory Performance from Top Three Firms in the Past Five Years (Annex 5)

Bank Reference (Annex 6)

Other Certificates and Accreditations – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. (Annex 7 . . .)

**Documentation Checklist** (please refer to the checklist attached hereto)

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))*

Location: [insert location]

Date: [insert date]

**Proposal Submission Cover Letter**

To: United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam;

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

1. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the RFP Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

**Name of Signatory:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**        **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[10]](#footnote-10)****)*

Date: [insert the date]

**Statement of Full Disclosure**

To: United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam;

We hereby declare that we have no conflicts to disclose in accordance with the definition of conflict in this RFP. Specifically, we have not/do not:

* 1. Been associated in the present or past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference (ToR) and other documents to be used for the procurement of the goods and services to be purchased in this selection process;
  2. Been involved in the preparation and/or design of the programme/project related to the services requested under this RFP;
  3. Have owners, officers, directors, controlling shareholders, or key personnel who are related by blood or affinity up to third civil degree to UNDP staff involved in procurement functions and/or the Government of the country receiving services under this RFP;
  4. Submitted more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract.
  5. Combined functions of consulting and supply of goods, and the advisory services may lead to the procurement of such goods;
  6. In addition, we are not in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

We remain,

Yours sincerely,

**Name of Signatory:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**        **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

TECHNICAL PROPOSAL SUBMISSION FORM[[11]](#footnote-11)

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[12]](#footnote-12))*

Location: [insert: Location]

Date: [insert: Date]

To:

United Nations Development Programme

Addis Ababa, Ethiopia

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:

**SECTION I. QUALIFICATION OF SERVICE PROVIDER**

**1.1 Brief Description of Proposer as an Entity:**

Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

**1.2 Financial Capacity:**

* Provide a brief description of the organization / firm financial stand which clearly indicate its strength to Technical Panel who will appraise the proposal.
* Provide as an attachment the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.
* Provide tabular summary of the respective Audited Financial and/or its equivalent Statements in the last two (2) years.
* Please convert the currency into **US$** if the audit statement is in different currency. You may use the UN Offcial Exchange Rate (UNOER) of the respective audit report date. It can be accessed at http://treasury.un.org/operationalrates/Default.aspx

***You are advised to use the format below****:*

| **Item** | **Descriptions** | **Year: \_\_\_\_\_\_**  **In US$** | **Year: \_\_\_\_\_\_**  **In US$** |
| --- | --- | --- | --- |
| a. | Current Assets |  |  |
| b. | Fixed Assets (Property, Plant & Equipment - PPE) |  |  |
| **c.** | **Total Assets [a + b]** |  |  |
| d. | Current Liabilities |  |  |
| e. | Long-term Liabilities |  |  |
| **f.** | **Total Liabilities/debt [d + e]** |  |  |
| **g.** | **Equity [c - f]** |  |  |
| **h.** | **Capital Employed and Liabilities [f + g]** |  |  |
| i. | Net Sales (Revenue) |  |  |
| j. | Total Expenses (Selling and Administration) |  |  |
| **k.** | **Profit before Tax** **[i - j]** |  |  |
| l. | Profit tax |  |  |
| **m.** | **Profit after Tax (Net Profit) [k - l]** |  |  |

**1.3 Track Record and Experiences:**

Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract. ***You are advised to use the format below****:*

| **No.** | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**\* *Be sure the correct email address is/are indicated***

**SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES**

**2.1 Approach to the Service/Work Required:**

Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**2.2 Performance Characteristics:**

Providing a detailed description of the essential performance characteristics

**2.3 Technical Quality Assurance Review Mechanisms:**

The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms.

**2.4 Implementation Timelines / Work Plan:**

The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.5 Risks and Mitigation Measures:**

Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. ***You are advised to use the format below****:*

| **Phase** | **Potential Risk** | **Impact** | **Significance Level**  **(H, M, L)\*** | **Probability of Occurrence**  **(H, M, L)\*** | **Risk Mitigation Measures to be Taken** |
| --- | --- | --- | --- | --- | --- |
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*Note: \* H: High; M: Medium; L: Low*

**2.6 Other:**

Any other pertinent information related to successful implementation

**SECTION 3: PERSONNEL**

**3.1 Management Structure:**

Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:**

Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*

**3.3 Qualifications of Key Personnel:**

Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. ***You are kindly advised to use the format below****:*

|  |  |  |
| --- | --- | --- |
| **Name:** | [insert here] | |
| **Position for this Contract:** | [insert here] | |
| **Nationality:** | [insert here] | |
| **Contact information:** | [insert here] | |
| **Area of Specialization:** | [insert here] | |
| **Years of Relevant Experience:** | [insert here] | |
| **Countries of Work Experience:** | [insert here] | |
| **Language Skills:** | [insert here] | |
| **Educational and other Qualifications:** | [insert here] | |
| **Summary of Experience:** Highlight experience in the region and on similar projects. | | |
| **Relevant Experience (From most recent):** | | |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:** |
| e.g. June 2004-January 2005 |  |  |
| Etc. |  |  |
| Etc. |  |  |
| **References no.1 (*minimum of 3*):** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.2** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.3** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |

**Declaration:**

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\* It should be signed by the proposed consultant whose CV to be attached in the Technical Proposal***

***Note: All colored text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.***

**3.4 Summary of Key Personnel Qualifications:**

The Proposing Firm shall provide the summary of the key personnel who will be engaged in terms of their respective role, specialization, nationality and years of experience as per the following template

| **No.** | **Name of the Consultant** | **Position in the Consultancy Team** | **Specialization** | **Nationality** | **Professional Experience**  **(in years)** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
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Documentation Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Documentation Requirement** | **Yes** | **No** | **If “No” Reason** |
| **1** | Renewed Business License and/orCompany Registration Certificate with Articles of Incorporation or equivalent document if Bidder is not a corporation |  |  |  |
| **2** | Tax Registration or TIN/VAT Certificate |  |  |  |
| **3** | Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority |  |  |  |
| **4** | The Service Provider has the minimum required years of work experience in similar projects indicated in the ToR |  |  |  |
| **5** | Past Two Years Audited Financial Statements |  |  |  |
| **6** | Statement of Satisfactory Performance from Top Three Firms in the last Five Years |  |  |  |
| **7** | Duly Signed CV of Task Manager / Team Leader |  |  |  |
| **8** | Duly Signed CV of Lead Consultant / Senior Consultant(s) |  |  |  |
| **9** | Duly Signed CV of Project Staff / Associate Consultants |  |  |  |
| **10** | Other Certificates and Accreditation – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. |  |  |  |
| **11** | Acceptance of Request for Proposal (RFP) General Terms and Conditions |  |  |  |

**Note:** *Double click on the respective Check Box and click checked in the dialogue box of your choice.*

*All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the RFP.*

**Name of Signatory:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**        **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal]

**ANNEX III**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[13]](#footnote-13))***

Cover Page

**Firm Level Consultancy Service for Assessing the Current Performance Management System at National Level**

**Procurement Reference No.: ETH1574**

**Financial Proposal**

|  |  |
| --- | --- |
| **Name of Proposing Organization / Firm:** | [insert here] |
| **Country of Registration:** | [insert here] |
| **Name of Signatory for this Proposal:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[14]](#footnote-14))*

Cover Letter

To:

United Nations Development Programme

Addis Ababa, Ethiopia

Dear Sir/Madam;

We, having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged to provide Firm Level Consulting services [insert the description of the profession/activity for project/programme/office] for the lump-sum amount of [**insert the lump sum amount in figures and words including the currency**] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if the Proposal is accepted, to commence and complete delivery of all services specified in the contract within the timeframe stipulated in the Terms of Reference (ToR).

We agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in this RFP Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that UNDP is not bound to accept any Proposal you may receive.

**Full Name:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINANCIAL PROPOSAL FORM[[15]](#footnote-15)

**Directions:**

* The financial proposal shall specify a **total lump-sum amount** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Service Provider upon Contract Award and successful completion of the consultancy assignment.**
* **Do not** **include** any conditional statement(s) about your financial lump sum amount and partial financial quotation is also not allowed.
* The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.
* The format shown below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
* For **VAT registered Ethiopian Firm**, its financial proposal must be VAT inclusive. If it is not separately indicated, UNDP Ethiopia will consider its lump sum financial quote **includes VAT**.
* In case of physical submission, the Proposer is required to prepare the Financial Proposal in an **envelope separate** from the rest of the Technical Proposal. In case of **electronic submission**, the Technical and Financial proposals shall be submitted in **two** **separate file but in one email if the file size 9MB allows**.
* **You must send your duly signed Financial proposal separately** from Technical Proposal through UNDP secured email [procurement.et@undp.org](mailto:procurement.et@undp.org) in a **PDF FORMAT**

**I. BREAKDOWN OF COST BY COMPONENTS:**

| **Cost Components** | **Fee per day**  **(Roundtrip/person)**  **(Per-diem/day)** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate in**  **ETB** |
| --- | --- | --- | --- | --- |
| **Personnel costs** |  |  |  |  |
| Professional Fees for: |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 1. Services from Field Offices [if any] |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 1. Services from Overseas [if any] |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| Others [pls. specify] |  |  |  |  |
|  |  |  |  |  |
| **Out of Pocket Expenses** |  |  |  |  |
| 1. Reproduction |  |  |  |  |
| 1. Equipment Lease [if you find it applicable] |  |  |  |  |
| 1. Others [pls. specify] |  |  |  |  |
|  |  |  |  |  |
| **Travel Expenses to Join duty station** |  |  |  |  |
| Round Trip Airfares to and from duty station [if you find it applicable] |  |  |  |  |
| Living Allowance [if you find it applicable] |  |  |  |  |
| Travel Insurance [if you find it applicable] |  |  |  |  |
| Terminal Expenses [if you find it applicable] |  |  |  |  |
| Others [pls. specify] |  |  |  |  |
|  |  |  |  |  |
| **Duty Travel** |  |  |  |  |
| Round Trip Airfares [if you find it applicable] |  |  |  |  |
| Living Allowance [if you find it applicable] |  |  |  |  |
| Travel Insurance [if you find it applicable] |  |  |  |  |
| Terminal Expenses [if you find it applicable] |  |  |  |  |
| Others [pls. specify] |  |  |  |  |
|  |  |  |  |  |
| **All-inclusive Lump-sum Contract Amount** |  |  |  |  |

**Amount in Words: [**Insert the total amount in words**]**

**II. BREAKDOWN OF COST BY DELIVERABLES\***

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Deliverables**  ***Payment Milestones*** | **Percentage of Total Price**  **(*Weight for payment*)** | **Price in**  **ETB** |
| 1 |  | 20 % |  |
| 2 |  | 40 % |  |
| 3 |  | 40 % |  |
| **Lump-sum Contract Amount** | | **100%** |  |

\**Basis for payment tranches*

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.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
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.* [↑](#footnote-ref-3)
4. *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.*  [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *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.* [↑](#footnote-ref-6)
7. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-7)
8. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)
10. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-10)
11. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-11)
12. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-12)
13. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-13)
14. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-14)
15. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-15)