**Annex 2**

**(To be complete and submit with proposal)**

**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. *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.*
7. **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.*
4. **Cost Breakdown per Deliverable\* (To be separated with password protected)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(USD)*** |
| 1 | Upon satisfactory submission and acceptance of a report containing information on stocktaking of existing models and a recommendation of the best suited model for use | 20% |  |
| 2 | Upon satisfactory submission and acceptance of a draft report containing information on:* + Model(s) version 1 and/or approaches used and key underlying assumptions and parameters used for projections;
	+ Assumptions on policies and measures included in the ‘with measures’ projections; and
	+ GHG emissions projections from 2010 to 2040.
 | 30% |  |
| 3 | Upon satisfactory submission and acceptance of a training manual of the model and a database on the information used to run and test the model & successfull completion of 2 training sessions | 20% |  |
| 4 | Upon satisfactory submission and acceptance of discussion notes, presentation materials and reports for meetings, workshops, and consultations with stakeholders | 10% |  |
| 5 | Upon satisfactory submission and acceptance of a final report containing information on:* Final version of the model(s) and approaches used and key underlying assumptions and parameters used for projections;
* Sensitivity analysis for any of the projections, together with a brief explanation of the methodologies and parameters used;
* Assumptions on policies and measures included in the ‘with measures’ projections and ‘with additional measures’ projections; and
* GHG emissions projections from 2010 to 2040 for the three scenarios.
 | 20% |  |
|  | Total  | 100% |  |

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

1. **Cost Breakdown by Cost Component *[This is only an Example]*: (To be separated with password protected)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Team leader |  |  |  |  |
|  2. Team member |  |  |  |  |
|  3. Team member |  |  |  |  |
| **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]*

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)