



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

NAME & ADDRESS OF FIRM	DATE: August 18, 2020
	REFERENCE: MyRFP_2020_019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy to Conduct Projections of Greenhouse Gas Emissions for the Transport Sector (National Firm)**.

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

Proposals may be submitted on or before Friday, September 04, 2020 and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.  
**procurement.my@undp.org**

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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Patrick Pee*  
*Assistant Resident Representative*  
8/18/2020

## Description of Requirements

Context of the Requirement	Consultant to Conduct Projections of Greenhouse Gas Emissions for the Transport Sector
Implementing Partner of UNDP	Ministry of Environment and Water Malaysia
Brief Description of the Required Services <sup>1</sup>	The development of a projections model for the transport sector to support the modelling and projections of greenhouse gas emissions and removals in Malaysia. The projections are indicative of the impact of mitigation policies and measures on future trends in greenhouse gas emissions and removals.
List and Description of Expected Outputs to be Delivered	<p>The expected outputs of the work are:</p> <ul style="list-style-type: none"> <li>(a) A report containing information on stocktaking of existing models and a recommendation of the best suited model for use;</li> <li>(b) A report containing information on the below contents: <ul style="list-style-type: none"> <li>• Model(s) and/or approaches used and key underlying assumptions and parameters used for projections;</li> <li>• Full documentation of the methodologies and parameters/data used;</li> <li>• Assumptions on policies and measures included in the reference case (without measures) vs ‘with measures’ projections and ‘with additional measures’ projections and; and</li> <li>• GHG projections from 2010 to 2040 for all three scenarios; Capacity building on the model with user guide provided as teaching materials (and hands-on sessions);</li> <li>• A report study on decarbonisation pathways for Malaysia and recommendation for its NDC.</li> </ul> </li> <li>(c) A training manual of the model and a database (documentation) on the information used to run and test the model;</li> <li>(d) Two (2) training sessions on usage of the model;</li> <li>(e) Discussion notes, presentation materials and reports for meetings, workshops, and consultations with stakeholders.</li> </ul>
Person to Supervise the Work/ Performance of the Service Provider	UNDP Programme Manager and Undersecretary, Climate Change Division, Ministry of Environment and Water, Malaysia
Frequency of Reporting	Monthly
Progress Reporting Requirements	Monthly check ins with the Climate Change Division with a presentation on consultancy progress and status of deliverables.
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location (Malaysia)

<sup>1</sup> 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.

Expected duration of work	7 calendar months
Target start date	01 September 2020
Latest completion date	31 March 2021
Travels Expected	Local travels for meetings in Klang Valley.
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency_ Malaysia Ringgit
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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

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

Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	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%	30 September 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 satisfactory submission and acceptance of a draft report containing information on: <ul style="list-style-type: none"> <li>Model(s) version 1 and/or approaches used and key underlying assumptions and parameters used for projections;</li> <li>Assumptions on policies and measures included in the 'with measures' projections; and</li> <li>GHG emissions projections from 2010 to 2040.</li> </ul>	30%	20 October 2020	
	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 & successful completion of 2 training sessions	20%	31 January 2021	
	Upon satisfactory submission and acceptance of discussion notes, presentation materials and reports for meetings, workshops, and consultations with stakeholders	10%	28 February 2021	
	Upon satisfactory submission and acceptance of a final report containing information on: <ul style="list-style-type: none"> <li>Final version of the model(s) and approaches used and key underlying assumptions and parameters used for projections;</li> <li>Sensitivity analysis for any of the projections, together with a</li> </ul>	20%	15 March 2021	

<sup>3</sup> 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.

	<p>brief explanation of the methodologies and parameters used;</p> <ul style="list-style-type: none"> <li>Assumptions on policies and measures included in the 'with measures' projections and 'with additional measures' projections; and</li> <li>GHG emissions projections from 2010 to 2040 for the three scenarios.</li> </ul>			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Manager and the Undersecretary, Climate Change Division, Ministry of Environment and Water, Malaysia			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods & Services			
Criteria for Contract Award	<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.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm (35%) <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 (25%)			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)			

<sup>4</sup> 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.

	Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Page 8-12)  <b>Note: Please separate the Financial Proposal (Section D &amp; E) and ensure that is password protected.</b>
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	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 [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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

### BACKGROUND

On 27 November 2015, Malaysia submitted its Intended Nationally Determined Contribution to the UNFCCC, committing to reduce greenhouse gas emissions intensity of GDP by 45% by 2030 relative to the emissions intensity of GDP in 2005. This consists of 35% on an unconditional basis and a further 10% condition upon receipt of climate finance, technology transfer and capacity building from developed countries.

Malaysia intends to submit its updated NDC to the United Nations Framework Convention on Climate Change by end of 2020, in accordance with UNFCCC Decisions 1/CP.20, 1/CP.21, 4/CMA.1 and 9/CMA.1. The government's overarching objective for NDC enhancement is to provide clarity and understanding of the NDC pledge with transparent, accurate, complete and consistent information; and to ensure inclusive and achievable mitigation and adaptation ambition with clear implementation plans.. NDC update is expected to cover all sectors under the IPCC 2006 Guidelines.

Work on updating Malaysia's NDC has begun, coordinated by the lead Ministry, the Ministry of Environment and Water (KASA), in close collaboration with other Ministries and their agencies. An NDC Task Force was established in February 2020 consisting of government ministries and agencies and NGOs. The NDC Task Force provides strategic advice to NDC revision process. Two working groups (Mitigation Core Team and Adaptation Core Team) have been set up under the NDC Task Force to update the mitigation and adaptation components of the NDC. The Climate Change Division of the Ministry of Environment and Water is the Secretariat for the NDC Task Force, the Mitigation Core Team and the Adaptation Core Team.

UNDP's Climate Promise project is part of UNDP's global commitment to support more than 100 countries in enhancing and updating their NDCs. The Climate Promise project is supporting Malaysia to improve the clarity, transparency and understanding of its NDC, allowing Malaysia to increase its transparency on assumptions and methodological approaches used to track NDC implementation. Climate Promise support will also be directed towards strengthening the inclusiveness of the updated NDC, by supporting stakeholder consultations among a diverse group of stakeholders towards finalization of the updated NDC and ensuring that stakeholders understand their role in and contribute towards NDC implementation.

Support from the Climate Promise is intended to yield the following results:

- Clear, transparent and inclusive NDC with high buy-in and accountability;
- Government and non-government stakeholder groups including the private sector, youth, NGOs and civil society, academia are consulted on their priorities for climate change, and understand their contribution and responsibilities towards the NDC;
- A mechanism to track NDC results and implementation is successfully established; and
- Private sector financing is mobilized for the conservation of protected areas, resulting in raising ambition within the forestry sector in the NDC.

One of the components under the Climate Promise project is to support the modelling and projections of greenhouse gas emissions and removals in Malaysia. The projections are indicative of the impact of mitigation policies and measures on future trends in greenhouse gas emissions and removals. In this context, a consultant is being recruited to assist with the projections of greenhouse gas emissions for the transport sector.

## DESCRIPTION OF RESPONSIBILITIES

Under the overall guidance of UNDP Malaysia and the Ministry of Environment and Water (KASA), the consultant will conduct the following scope of work:

- Stock take on existing projections models for the transport sector and their suitability for use in the Malaysian context;
- To develop a projections model for the transport sector (to cover land, water and air transport that may include public transport, mass transport, commercial transport (for freight and logistics) and private vehicles but these are by no means exhaustive). The projection model shall provide baseline emissions, and a 'with mitigation measures', and a 'with additional measures' projections. A 'with mitigation measures' scenario encompasses currently implemented and adopted policies, and mitigation action plans in the transport sector. The 'With additional measures' scenario refers to a more ambitious target than the former scenario;
- Projections shall begin from the year 2010 to 2040;
- Documentation of the assumptions on policies and measures included in the 'with measures' projections and 'with additional measures' projections;
- Information provided by each Party in describing the methodology used to develop the projections should include models and/or approaches used and key underlying assumptions and parameters used for projections using bottom-up approach (either accounting or optimisation);
- To develop a training manual of the model and a database on the information used to run and test the model; and
- To conduct 2 training sessions for government officials to use the model.

## METHODOLOGY

The consultant will report to UNDP Programme Manager and the Undersecretary of the Climate Change Division at the Ministry of Environment and Water. The consultant will work in close consultation with the GHG Inventory and Reporting Unit under the Climate Change Division, Ministry of Environment and Water. The methodology of finalizing the outputs includes desk research, discussions, interviews and meetings with relevant stakeholders including other ministries (if needed). The approach for the projection should also be based on bottom-up (accounting or optimisation) model.

## DELIVERABLES

The outputs of the work are:

1. A report containing information on stocktaking of existing models and a recommendation of the best suited model for use;
2. A report containing information on the below contents:
  - Model(s) and/or approaches used and key underlying assumptions and parameters used for projections;
  - Full documentation of the methodologies and parameters/data used;

- Assumptions on policies and measures included in the reference case (without measures) vs 'with measures' projections and 'with additional measures' projections and; and
  - GHG projections from 2010 to 2040 for all three scenarios;
3. A training manual of the model and a database (documentation) on the information used to run and test the model;
  4. Two (2) training sessions on usage of the model;
  5. Discussion notes, presentation materials and reports for meetings, workshops, and consultations with stakeholders.

All of the reports should be submitted in English.

## TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by Ministry of Environment and Water and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in Malaysian Ringgit inclusive of all expenses (professional fee, travel, vehicles and other relevant costs such as allowances, taxes) to deliver the outputs.

<b>Deliverable milestone</b>	<b>Deadline</b>	<b>Percentage</b>
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	30 September 2020	20%
Upon satisfactory submission and acceptance of a draft report containing information on: <ul style="list-style-type: none"> <li>• Model(s) version 1 and/or approaches used and key underlying assumptions and parameters used for projections;</li> <li>• Assumptions on policies and measures included in the 'with measures' projections; and</li> <li>• GHG emissions projections from 2010 to 2040.</li> </ul>	20 October 2020	30%
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 & successful completion of 2 training sessions	31 January 2021	20%
Upon satisfactory submission and acceptance of discussion notes, presentation materials and reports for meetings, workshops, and consultations with stakeholders	28 February 2021	10%
Upon satisfactory submission and acceptance of a final report containing information on: <ul style="list-style-type: none"> <li>• Final version of the model(s) and approaches used and key underlying assumptions and parameters used for projections;</li> </ul>	15 March 2021	20%

<ul style="list-style-type: none"> <li>• Sensitivity analysis for any of the projections, together with a brief explanation of the methodologies and parameters used;</li> <li>• Assumptions on policies and measures included in the 'with measures' projections and 'with additional measures' projections; and</li> <li>• GHG emissions projections from 2010 to 2040 for the three scenarios.</li> </ul>		
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## COMPETENCY

### Functional Competencies:

- Knowledgeable in greenhouse gas modelling and projections; and
- Knowledgeable in designing greenhouse gas models.

### Development and Operational Effectiveness:

- Relevant experience in climate change mitigation; and
- Demonstrate strong analytical skills.

### Management and Leadership:

- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude; and
- Demonstrates strong oral and and written communication skills.

## EXPERTISE REQUIRED

### Composition Of Team

The contractor team shall have a **maximum number of 3 key personnel**. Additional members beyond the team composition and scope of work indicated in the terms of reference will not be considered and evaluated in the technical and financial evaluation. CVs of key personnel should be included in the technical proposal. Eligibility criteria for the personnel are as follows:

#### 1. Team Leader

##### Education Requirement:

- A PhD in environment, science, engineering, climate change or other similar/related fields; and
- Master's degree in similar fields as above, with an additional 5 years of working experience is accepted in lieu of a PhD degree.

##### Experience:

- At least five (5) years of working experience in greenhouse gas emissions accounting and projections;
- Knowledge in IPCC 2006 greenhouse gas inventory would be an advantage; and
- Analytical skills in any bottom-up (accounting or optimisation models) and proved expertise in conducting GHG emissions for the transport sector is an added advantage.

## **2. Team Members (2)**

### **Education Requirement:**

- A Bachelor's degree in environment, science, engineering, climate change or other similar/related fields.

### **Experience**

- At least two (2) years of working experience in greenhouse gas emissions accounting and projections;
- Knowledge in IPCC 2006 greenhouse gas inventory would be an advantage; and
- Analytical skills in any bottom-up (accounting or optimisation models) and proved expertise in conducting GHG emissions for the transport sector is an added advantage.

### **Language Requirement:**

Fluency in both written and spoken English.

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)**

[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, contract 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*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*appropriate to the local conditions and context of the work.*

**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\* (To be separated with password protected)**

	<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (USD)</b>
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: <ul style="list-style-type: none"> <li>Model(s) version 1 and/or approaches used and key underlying assumptions and parameters used for projections;</li> <li>Assumptions on policies and measures included in the 'with measures' projections; and</li> <li>GHG emissions projections from 2010 to 2040.</li> </ul>	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 & successful 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: <ul style="list-style-type: none"> <li>Final version of the model(s) and approaches used and key underlying</li> </ul>	20%	

	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.		
	Total	100%	

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

**E. 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
<b>I. Personnel Services</b>				
1. Team leader				
2. Team member				
3. Team member				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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