



REQUEST FOR PROPOSAL (RFP)

Ref: RFP/FJI10-011-2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Enhanced Visibility and Communications around UNDP's work on Climate Early Warning and Disaster Recovery in the Pacific Region**.

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

Proposals must be submitted on or before Friday September 25th, 2020, by 11.59pm (Fiji Time) etenderbox.pacific@undp.org:

**United Nations Development Programme
Pacific Office in Fiji
Attention: Vimal Pillay**

Your Proposal must be expressed in the English, 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,

Vimal Pillay
Procurement Associate
10 Sep 2020

Description of Requirements

Context of the Requirement	<p>The Disaster Resilience in the Pacific (RESPAC) project is now in its final year and therefore urgently needs communications expertise to document and showcase the work that the project has been supporting in the Pacific Region. Of the 3 technical components of the project, the insurance initiative which is being carried out in partnership with the Pacific Financial Inclusion Programme (PFIP), is the only project initiative that has developed some form of communications strategy. The other 2 components namely Component 1 – Support for Climate Early Warning Systems and Component 2 – Disaster Risk Reduction and Recovery are yet to develop a comprehensive communications and advocacy plan to showcase the work that has been carried out. In this regard, the major objective of this assignment will be to capture the ongoing work under components 1 and 2, as well as part of component 3 which relates to the Pacific Early Recovery Fund (PERF) particularly the media campaign specific for the crowdfunding aspect of PERF.</p> <p>In addition to the RESPAC Project, UNDP is also implementing the Climate Early Warning in the Pacific (ICLEWS) which is funded by the Indian Government. Although ICLEWS and RESPAC have very similar objectives, the later focuses on hydrology issues in seven (7) select countries (FSM, Cook Islands, Kiribati, Nauru, Republic of Marshall Islands (RMI), Tonga, Solomon Islands). Therefore, there are some overlap in activities funded by the ICLEWS and the RESPAC Projects.</p> <p>This exercise is also required to publicize and produce communications materials which will serve as future reference for the work which the RESPAC and ICLEWS project have pioneered.</p> <p>Objective</p> <p>The key objectives of the RFP are to design an effective communications and advocacy plan that captures current and past contributions made by the RESPAC and ICLEWS projects as well as set up a cloud based video archive of the work which both projects have carried out in the Pacific Region for the last 3 years. Specifically, the major outputs of this assignment will be to:</p> <ol style="list-style-type: none"> a. Promote greater understanding of the work that the RESPAC/ICLEWS project have supported under their respective mandates; b. Collate visual materials from the inception of both projects and propose a systematic online and cloud-based archiving structure to store these materials for future reference; c. Explain through short videos and other advocacy materials on the approach taken by RESPAC and ICLEWS to achieve its intended outcomes and where relevant showcase the outcomes or the results of successful initiatives supported by these two projects;
----------------------------	---

	<p>d. Support the design of advocacy materials that could be used in crowd sourcing and other new funding platforms for PERF by looking at the impact of the work that the project has supported in Vanuatu, Tonga, Kiribati, Tuvalu and Fiji.</p> <p>e. Showcasing and sharing of best practices on South-South Co-operation across the region;</p> <p>f. Acknowledge the contribution of the principal donors, i.e. the Government of the Russian Federation and the Government of India.</p>
<p>Implementing Partner of UNDP</p>	<p>UNDP RESPAC Team</p>
<p>Brief Description of the Required Services¹</p>	<p>The design firm will assist in developing content/collateral in mainly audio-visual format however will also include online story catalogue containing will depict RESPAC and ICLEWS interventions through pictures and written narrative. These outputs will be targeting how project funds has been used, impact/results achieved with beneficiary countries and ultimately showcasing the work that the two projects have supported in the Pacific Region over the last 3 years and what benefits have accrued to the Pacific Island Countries (PICs).</p> <p>The topics to be covered will be sourced from the following indicative activities which have been undertaken by RESPAC in the countries identified below:</p> <ul style="list-style-type: none"> • Supporting Climate Early Warning in the Pacific – Under this component, RESPAC has supported the following initiatives: <ul style="list-style-type: none"> - Installation and maintenance of Automated Weather Systems. Countries supported include Cook Islands, Fiji, Kiribati, Nauru, PNG, Solomon Islands, Tokelau, Tuvalu and Vanuatu. - Digitizing of Climate Observations from manual (paper based) to electronic (digitized) storage to improve data retention and analysis. (Fiji, Vanuatu, Solomons, Kiribati, Tuvalu) - Increasing capacity for qualified Forecasters through training in Australian Bureau of Meteorological Training Center in Melbourne (Fiji, Tonga, Kiribati) - Joint training and workshops with WMO and JICA. - Feasibility Study on the setup of the Regional Training Center in collaboration USP, SPREP and Fiji Met Services. - Supporting National Climate Outlook Forums in Fiji, Vanuatu and Tuvalu. • Supporting enhanced capacity hydrologist in the Pacific region. <ul style="list-style-type: none"> - Training of seventeen (17) Hydrologists from seven (7) Pacific Island Countries in the National Institute of Hydrology in Roorkie, India - Follow up support in terms of equipment and other training for the seven (7) participating countries. • Support the establishment of the Pacific Environment Journalist Network

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.

	<p>(PEJN)</p> <ul style="list-style-type: none"> - Funding support to PEJN to establish office in Nukualofa, Tonga. - Financial support to Journalist to develop capacity for in depth reporting on Climate related issues. • Building capacity for Disaster Risk Reduction, Post Disaster Needs Assessment and Early Recovery • Supporting communities and governments through mobilization of funding to support early recovery. Approved PERF activities include: <ul style="list-style-type: none"> - Support to the Vanuatu Government to relocate the population of Ambae Island, mostly to Santo as a result of the 2018 volcanic eruptions. - TC Harold support activities in Fiji, Tonga, Tuvalu, Kiribati and Vanuatu. <p>The materials to be produced under this contract should also contribute to increasing awareness on:</p> <ul style="list-style-type: none"> • promoting a greater understanding of the work that the RESPAC project has supported under component 1 and 2 as well as the PERF. • how meteorological services has contributed in pre and post disaster preparedness in the Pacific Region. • importance of Post Disaster Needs Assessment (PDNA) and Disaster Recovery Framework (DRF) Training in the region. • And acknowledge the contribution of the principal donor - the Govt. of the Russian Federation that has made it possible to carry out the RESPAC projects.
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Output</p> <ul style="list-style-type: none"> • The contractor will be responsible for producing video documentaries that captures the RESPAC projects for the last 3 years. Selection of countries and stories will be discussed prior to commencement of field work and compilation of the raw video footage. • The creative concept and scripts must be accompanied by a timeline of activities and a competitive and detailed financial quotation. Quotations must as a minimum cover: <ul style="list-style-type: none"> ○ Script preparation, story board, concepts; ○ Production, design, editing, finishing and filming/footage; ○ Copies of the all the collateral in an agreed file format ○ Any other expenses as to be reasonably incurred in the development of the campaign. These will include any equipment shipping, storage and insurance costs.

	<ul style="list-style-type: none"> • Deliver completed campaign materials, that complies with UNDP editorial, social media and video guidelines by the end of November 30, 2020. • Hand over all working file formats and extra footage <p>Deliverables</p> <ul style="list-style-type: none"> • Instructional/informational Videos – 20 in total (10 countries x 2 videos) – 30 sec (social media), 1 min, 3 min • Online Story Board – 20 in total (10 countries * 2) • Web Articles (mainly impact stories narrated from the point of view of the beneficiary)
Person to Supervise the Work/Performance of the Service Provider	Andrea Waqa-Montu/Navin Bhan/Noud Leenders
Frequency of Reporting	Weekly updates
Progress Reporting Requirements	Weekly updates with deliverables to be met
Location of work	<p>The work carried out will be at the Contractor’s premises/location.</p> <p>While the whole campaign should be generic so that it can be used across the Pacific, the instructional/informational videos, we would like the footage to come from the following countries:</p> <ul style="list-style-type: none"> • Papua New Guinea • Fiji • Vanuatu • Solomon Islands • Nauru • Vanuatu
Expected duration of work	2 months
Target start date	October 1, 2020
Latest completion date	30 November 2020
Travels Expected	With the current embargo on travel due to COVID-19, travel outside of Fiji will not be possible. For internal travel within Fiji, all travels shall be agreed upon with UNDP (RESPAC) and made part of the methodology/proposal.
Special Security Requirements	<input checked="" type="checkbox"/> NA

<p>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</p>	<p>Prior to the start of the project, RESPAC will provide initial technical assistance (TA) to the contractor(s). This will include:</p> <ul style="list-style-type: none"> • Identification and mapping out of the concept around the structure of the campaign; • Assistance with the development of the specific content including the participation of meteorology and disaster recovery personnel; • For the videos, provide recommendations to execute an engaging modality to collect footage, images required, which will include face to camera provision of interviewees (from the target audiences), to be filmed in the field at the customer’s residence, work places or work environs, such as markets, shops, cafes and other places of manufacturing, processing or other retailing activity; • Provide Audio/Visual release forms that must be filled out by all interviewees; • Provide UNDP Editorial, Social Media and Video guidelines. • Share UNDP Communications Standard Operating Procedures (SOP) that need to be factored in contractors timeline; and • Accompany contractor when filming in the field.
<p>Implementation Schedule indicating breakdown and timing of activities/sub-activities</p>	<p><input checked="" type="checkbox"/> Required</p>
<p>Names and curriculum vitae of individuals who will be involved in completing the services</p>	<p><input checked="" type="checkbox"/> Required</p>
<p>Currency of Proposal</p>	<p><input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (local bidders)</p> <p>Conversion will be based the UN exchange rate applicable on the closing date</p>
<p>Value Added Tax on Price Proposal²</p>	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes</p>
<p>Validity Period of Proposals (Counting for the</p>	<p><input checked="" type="checkbox"/> 90 days</p>

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

<i>last day of submission of quotes)</i>	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																							
Payment Terms ³	<table border="1"> <thead> <tr> <th data-bbox="444 447 753 552">Outputs</th> <th data-bbox="753 447 915 552">Percentage</th> <th data-bbox="915 447 1078 552">Timing</th> <th data-bbox="1078 447 1430 552">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 552 753 1129"> Submission of: <ul style="list-style-type: none"> • Workplan & Timeline • Campaign Concept • Scripts for Video and online Story Boards • One on one interviews with Beneficiaries </td> <td data-bbox="753 552 915 1129">20%</td> <td data-bbox="915 552 1078 1129">Upon completion</td> <td data-bbox="1078 552 1430 1129"> Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none"> 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. </td> </tr> <tr> <td data-bbox="444 1129 753 1241">Acquiring raw footage through video shooting in the field</td> <td data-bbox="753 1129 915 1241">30%</td> <td data-bbox="915 1129 1078 1241">Upon completion</td> <td data-bbox="1078 1129 1430 1241"></td> </tr> <tr> <td data-bbox="444 1241 753 1381">Draft of videos and story boards and web articles/impact stories submitted.</td> <td data-bbox="753 1241 915 1381">30%</td> <td data-bbox="915 1241 1078 1381">Upon completion</td> <td data-bbox="1078 1241 1430 1381"></td> </tr> <tr> <td data-bbox="444 1381 753 1564">Completed campaign material and handover of all working files and raw footage</td> <td data-bbox="753 1381 915 1564">20%</td> <td data-bbox="915 1381 1078 1564">Upon completion</td> <td data-bbox="1078 1381 1430 1564"></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Submission of: <ul style="list-style-type: none"> • Workplan & Timeline • Campaign Concept • Scripts for Video and online Story Boards • One on one interviews with Beneficiaries 	20%	Upon completion	Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none"> 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. 	Acquiring raw footage through video shooting in the field	30%	Upon completion		Draft of videos and story boards and web articles/impact stories submitted.	30%	Upon completion		Completed campaign material and handover of all working files and raw footage	20%	Upon completion	
Outputs	Percentage	Timing	Condition for Payment Release																					
Submission of: <ul style="list-style-type: none"> • Workplan & Timeline • Campaign Concept • Scripts for Video and online Story Boards • One on one interviews with Beneficiaries 	20%	Upon completion	Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none"> 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. 																					
Acquiring raw footage through video shooting in the field	30%	Upon completion																						
Draft of videos and story boards and web articles/impact stories submitted.	30%	Upon completion																						
Completed campaign material and handover of all working files and raw footage	20%	Upon completion																						
Person(s) to review/inspect/ approve outputs/completed services and	Noud Leenders, Project Manager Andrea Waqa-Montu, Communications Associate																							

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.

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract
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><u>Eligibility</u></p> <ol style="list-style-type: none"> 1. Completeness of Proposal 2. Registered company 3. Acceptance of UNDP General Conditions of Contract (GTC) <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 15%</p> <ul style="list-style-type: none"> - Registered design and marketing firm with a full suite of services which must include graphic design and video production – (5%) - Minimum 5 years of operation in relevant field (5%) - Minimum 3 similar projects undertaken in the past 5 years preferably in the Pacific region (5%) <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35%</p> <ul style="list-style-type: none"> - Completeness of proposed methodology and appropriateness which includes scripts, concepts, timelines etc (20%) - Submission and quality of portfolio of past work (15%) <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <ul style="list-style-type: none"> - Team composition - Require a team of minimum of 3 staff to undertake this assignment (5%) - The lead designer or team leader should have minimum certificate level qualification in graphic design/marketing and 3 years' experience in the fields of studies: marketing, photography, videography, editing, graphics, journalism. (15%) <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

	<ul style="list-style-type: none"> • Subcontracting may be applicable however must follow UNDP subcontracting rules
Contract General Terms and Conditions ⁴	<input checked="" 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	Mr. Navin Bhan Associate Project Manager -RESAPC Ph: 3227561 Email: navin.bhan@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.

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.

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

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.

Other Information	<p>Note:</p> <ul style="list-style-type: none"> • All videos, images or recordings of any form obtained for this project, regardless of whether it was used within the video or not, will become the property of the UNDP (RESPAC) and may not be reproduced in any way or form. • Ensure that all interviewees have filled out a Audio/visual release form and that the originals are submitted to UNDP RESPAC. If any individual below the age of 16 is captured on videos or photography, then permission must also be sought from the guardian or parent of the child. These forms must be submitted to UNDP RESPAC along with the completed collateral at the end of the contract. • Drafts sent to UNDP RESPAC in advance of 2 weeks to ensure timely response from project team and UNDP corporate communications officers. • The service provider can choose to outsource components of the TOR but must consult and seek approval from UNDP RESPAC on their choice of subcontractor • Pre-Bid Conference – 4.00pm, Wednesday September 16 2020 interested parties to register via online Zoom, All bidding firms are invited and pre-register to participate in an information session where UNDP RESPAC Staff will be briefing companies on the scope of work and what is expected of the bids. Please email Navin Bhan at navin.bhan@undp.org to confirm your attendance.
-------------------	--

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

To: Ronald Kumar, Head of Procurement and Travel Services
UNDP Pacific Office in Fiji

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 11 September 2020, and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider (Provide these documents or written evidence)

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*
- c) *Confirmation of the financial position/health of the company;*
- 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 (Provide these documents or written evidence)

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.

C. Qualifications of Key Personnel (Provide these documents or written evidence)

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.*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Submission of: <ul style="list-style-type: none"> • Workplan & Timeline, • Campaign Concept, • Scripts for Video and online Story Boards, • One on one interviews with Beneficiaries 	20%	
2	Acquiring raw footage through video shooting in the field	30%	
3	Submission of <ul style="list-style-type: none"> • Draft of informational videos 10 countries x2 videos) • Script for Online Story board. (10 countries x2) • Web articles/impact stories (beneficiaries) submitted. 	30%	
	Completed campaign material and handover of all working files and raw footage	20%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team leader				
Lead Graphic designer				
Videographer				
Others (please specify)				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

6. Security cost if applicable				
7. Others				
III. Other Related Costs				

Note: Bidders are expected to state their travel cost as per the scope of requirement. However, UNDP/PFIP may review and decide to facilitate the travel for the selected bidder should that option be cost efficient to UNDP/PFIP.

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