**Annex 2**

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

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 09/09/2020, and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses/registration*
3. *Confirmation of the financial position/health of the company;*
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. *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.*
6. **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.* |

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

*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\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| **1** | Submission of:   * 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   * 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*

1. **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/TMS may review and decide to facilitate the travel for the selected bidder should that option be cost efficient to UNDP/TMS.*

*[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-1)