**Annex 2**

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

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[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 UNCDF 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. **Financial proposal**

**Total Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **All-inclusive Daily Rate for the Contract Duration (USD)** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Others (pls. specify) |  |  |  |
| …….. |  |  |  |
| 1. **Travel** |  |  |  |
| Land Transportation (per trip) |  |  |  |
| Living Allowance |  |  |  |
| Others (pls. specify) |  |  |  |
| …….. |  |  |  |

For professional fees please note that the all-inclusive Daily Rate must include all expenses to be incurred by the respective team member in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.

**Personnel costs:**

|  |  |  |
| --- | --- | --- |
| **Description of Costs** | **No. of Personnel** | **All-inclusive Daily Rate for the Contract Duration (USD)** |
| 1. Team Leader (A) | 1 |  |
| 2. Team Leader (B) | 1 |  |
|  |  |  |
| 3. Team member (A) | 1 |  |
| 4. Team member (B) | 1 |  |
|  |  |  |
|  |  |  |

**Total Breakdown by deliverables:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 | 20% |  |
| 2 | Deliverable 2 | 20% |  |
| 3 | …. | 20% |  |
| 4 | … | 20% |  |
| 5 | … | 20% |  |
|  | Total | 100% |  |

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)