**Annex 3**

**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 UNDP in conformity with the requirements defined in the 214-2021-UNDP-UKR-RFP-RPP dated 2/26/2021 , 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. *A letter of interest / letter of offer, which outlines previous experience in implementing similar programs and competitive advantages of the applicant company;*
2. *Proven experience in information, advisory, and training activities aimed at promoting the development of local governance, including the development and implementation of environmental initiatives, the environmental capacity of communities and their human resources (at least 5 years);*
3. *Proven experience in organizing and conducting training campaigns (at least two pilot initiatives implemented)*
4. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
5. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
6. *Certificates and Accreditation (if any) – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
7. *At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant*
8. *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.*

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  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: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company/Organization’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Track Record performed | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 2 previous partners for reference | Please attach the signed reference letters *if any.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |
| Other relevant information |  |

1. **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 including:*   * *A work plan with the proposed work schedule indicating the persons responsible for each area of activity;* * *Brief description of the assignment implementation with an indication approach to the performance of each stage.* |

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. *At least 5 years of experience for team leader in environmental security and environmental development of local governance and executive authorities;*
5. *At least 5 years of training and teaching experience*

*Team Expert*:

1. *At least 5 years of experience in organizing and conducting large-scale information and awareness-raising activities for public representatives and public organizations*
2. *At least 3 years of experience in environmental consulting*

*Trainers*

1. *Proven experience in developing training programmes, publications, handouts, and manuals related to these Terms of Reference and listed training subjects (at least 3 documents)*

*Speakers and Moderators*

1. *In-depth knowledge and proven experience in conducting discussion panels, round table meetings, and other public activities related to these Terms of Reference (at least 3 events conducted)*
2. *At least 1 reference letter for each trainer from the previous customers and former employers.*
3. **Cost Breakdown per Deliverable\***

**The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.**

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The Contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Delivery of outputs 1, 2, 3 |  |  |
| 2 | Delivery of output 4 |  |  |
| 3 | Delivery of outputs 5, 6 |  |  |
|  | **Total** (please indicate currency) | 100% |  |

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

1. **Cost Breakdown by Cost Component:**

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *No.* | *Activity/Costs* | *Unit* | *Number* | *Cost per unit, currency* | *The amount, currency excl. VAT* |
| 1 | Staff |  |  |  |  |
| 1.1 | Team Leader | months |  |  |  |
| 1.2 | Team Expert | months |  |  |  |
| 1.3. | Other staff (if necessary – to specify the issues he/she is competent in) | hours |  |  |  |
|  | …. |  |  |  |  |
| 2 | Costs of implementation | | | | |
| 2.1 | Conducting a series of trainings for target communities in Donetsk and Luhansk oblasts (19 two-day trainings for 20 participants) | | | | |
| 2.1.1 | Trainers’ fee (item calculation) | hours |  |  |  |
| 2.1.2 | Travel of participants from the place of residence and back (20 persons) | tickets/transfer services |  |  |  |
| 2.1.3 | Meals for participants (20 persons x 2 training days) and coffee-breaks | day |  |  |  |
| 2.1.4 | Rental of premises | hours |  |  |  |
| 2.1.5 | Handouts | pcs |  |  |  |
| 2.1.6 | Accommodation of participants (2 nights x 1 participant x cost of one-night stay) | room-night |  |  |  |
| 2.1.7 | Other (if any – to define activities/costs) |  |  |  |  |
| 2.2. | **Conducting 4 round table discussions (2 in Luhansk oblast, 2 in Donetsk oblast)** | | | | |
| 2.2.1. | Moderators’ fees (item calculation) |  |  |  |  |
| 2.2.2. | Travel of participants from the place of residence and back (20 persons) |  |  |  |  |
| 2.2.3. | Organizing 1 coffee break |  |  |  |  |
| 2.2.4. | Rental of premises |  |  |  |  |
| 2.2.5. | Handouts |  |  |  |  |
| 2.2.6. | Other (if any – to define activities/costs) |  |  |  |  |
| 3 | Administrative costs (if necessary) |  |  |  |  |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 3.3 |  |  |  |  |  |
| … |  |  |  |  |  |
| 4 | Staff travel and accommodation (if necessary) |  |  |  |  |
| 4.1 | Travel costs (tickets) | one person trip |  |  |  |
| 4.2 | Accommodation | room-night |  |  |  |
| 4.3 | Daily allowance | day |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 4.4 | … |  |  |  |  |
| 5 | Other (if any – to define activities/costs) |  |  |  |  |
| 5.1 |  | unit |  |  |  |
| 5.2 | … |  |  |  |  |
|  | Total (please, indicate currency) |  |  |  |  |

*[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)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)