# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

**Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures]. Total of Tables 1 & 2.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal: United States Dollars (USD)**

**Forms of Tables 1, 2, 3, 4 and 5 available on the following pages**

**Table 1: Cost breakdown per deliverables for Candidate Pools\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **UOM** | **Estimated quantity** | **Unit Price (Virtual)** | **Total (Virtual)** | **Unit Price (in-Person)** | **Total (in-Person)** | **Notes to bidders** |
| **1.1** | Design of Assessment Centers for **Candidate Pools** **(New)** | per assessment center |  |  | $ - |  | $ - | Up to 120 candidates per year across multiple (maximum four) cohorts. |
| **1.2** | Design of **updated** Assessment Centers for **Candidate Pools** **(Update)** | per assessment center | 1 |  | $ - |  | $ - | Updates to Assessment Center content, structures and documents to keep Assessment Centers current and manage confidentiality |
| **1.3** | Online exercises, interviews and psychometric tests for **Candidate Pool** Assessment Centers | per candidate | 150 |  | $ - |  |  | Up to 150 candidates per year for Candidate Pools assessments. **License cost per candidate for each exercise, interview, test including generic result reports and feedback sessions.** |
| **1.4** | Delivery of Assessment Centers of candidates | per candidate | 120 |  | $ - |  | $ - | Up to 120 candidates per year across multiple cohorts. **Please indicate the number of assessors, actors, role players.** |
| **1.5** | Final Assessment Center Report on each candidate | per candidate | 120 |  | $ - |  | $ - | Up to 120 candidates per year across multiple cohorts. **Adjustment to final report at no additional cost.** |
| **Total lumpsum – Table 1** | | | |  | |  | |  |

***\* Please refer to Section 5: Terms of Reference for details on the above deliverables***

**Table 2: Cost breakdown per deliverables for Senior Management Positions\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **UOM** | **Estimated quantity** | **Unit Price (Virtual)** | **Total (Virtual)** | **Unit Price (in-Person)** | **Total**  **(in-Person)** | **Notes to bidders** |
| **2.1** | A framework of virtual interactive assessment exercises to assess and select candidates for **senior management positions** | lumpsum | 1 |  | $ - |  |  | One framework during the term of the LTA |
| **2.2** | Design **virtual** interactive assessment services for **Senior Positions (New)** | per position | 15 |  | $ - |  |  | Up to 90 candidates per year (approx. 15 positions with approx. 6 candidates). Please indicate the number of assessors, actors, role players for each service. |
| **2.3** | Design of **updated** virtual interactive assessment services for Senior Positions **(Update)** | per position | 15 |  | $ - |  | $ - | Updates to assessment exercise content, structures and documents to keep exercises current and manage confidentiality |
| **2.4** | Online exercises, interviews and psychometric tests **for Senior Management** Recruitments | per candidate | 300 |  | $ - |  |  | Up to 300 candidates per year for senior recruitments (approx. 15 positions with approx. 20 candidates). **License cost per candidate for each exercise, interview, test including generic result reports and feedback sessions.** |
| **2.5** | Delivery of Assessments of candidates at virtual interactive assessment exercises | per candidate | 90 |  | $ - |  | $ - | Up to 90 candidates per year (approx. 15 positions with approx. 6 candidates). **Please indicate the number of assessors, actors, role players.** |
| **2.6** | Final virtual interactive assessment exercises Report on each candidate | per candidate | 90 |  | $ - |  | $ - | Up to 90 candidates per year. **Adjustment to final report at no additional cost.** |
| **Total lumpsum – Table 2** | | | |  | |  | |  |

***\* Please refer to Section 5: Terms of Reference for details on the above deliverables***

**Table 3: Cost breakdown by key personnel\*\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Title of expert\*** | **UOM** | **Daily rate (in-Person)** | **Daily rate (Virtual)** |
| **3.1** | Senior Advisor | Day |  |  |
| **3.2** | Center Manager | Day |  |  |
| **3.3** | Assessor | Day |  |  |
| **3.4** | Actor/role player | Day |  |  |
| **3.5** | Support staff | Day |  |  |
| **3.6** | Others\* | Day |  |  |

***\*\* Bidders are requested to quote the rate of each expert/role outlined in their methodology, including any 'other' job functions if applicable.***

**Table 4: Cost breakdown for online exercises, interviews and psychometric tests\*\*\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description of activity** | **UOM** | **Unit Price (USD)** | **Comments\*** |
| **4.1** | Proposers are requested to list each suggested online exercise, interview and psychometric test as suggested but not limited to in 5.3. of the Scope of Services and Deliverable Outputs; estimated volume is for 450 candidates per year. | per candidate |  |  |
| **4.2** |  | per candidate |  |  |
| **4.3** |  | per candidate |  |  |

***\*\*\* Please comment on options for bundling activities and discounts offered for respective bundle***

**Table 5: Volume discount\*\*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **500 - 1,000 candidates**  **per year** | **1,000+ candidates**  **per year** |
| **5.1** | Proposers are also requested to indicate the percentage of **volume discount** their company will be able to provide UNDP if the following would be reached during the contract period: |  |  |

***\*\*\*\* The average of this volume discount will carry up to a maximum of 5 points (5% weight) on the Financial Evaluation which covers 30% of the total score.***