



**REQUEST FOR PROPOSAL (RFP) FOR THE SELECTION OF THREE (03) FARMERS COOPERATIVE ORGANIZATIONS OR UNION OF FARMER'S COOPERATIVE TO SUPPORT FARMERS IN THE REHABILITATION OF THEIR FARMLANDS IN MEZAM, NGOKETUNJIA AND BUI DIVISIONS IN THE NORTH WEST REGION OF CAMEROON
(FOR LOW-VALUED SERVICES)**

NAME & ADDRESS OF FIRM	DATE: March 10, 2021
	REFERENCE: RFP/21/REC/PNUD/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for the selection of Farmers' Cooperative Organizations or Union of Farmer's cooperatives organizations to support farmers in the rehabilitation of their farmlands in the crisis affected North West Region. The selected Farmers' Cooperative Organizations or Union of Farmer's cooperatives organizations will provide technical expertise in the selection of beneficiaries, carryout need assessment, support the acquisition and distribution of requisite inputs, carryout capacity building trainings and technical field backstopping, field monitoring and evaluation of results in their Division of intervention (one per Division) in the Region for 06 months. Their activities will be closely monitored and evaluated by UNDP Livelihood Expert in the North West Region.

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

Proposals may be submitted on or before Friday, March 26, 2021 and via email, courier mail to the address below:

procurement.cameroon@undp.org

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,

Procurement Unit
3/10/2021

Description of Requirements

Context of the Requirement	<p>Cameroon has been experiencing armed conflict in the North-West and South-West Regions since 2017. This conflict has caused a huge death toll in both civilian and combatant populations, significant economic decline, growing underdevelopment, pain and suffering in affected communities, and a breakdown in social cohesion.</p> <p>The government of Cameroon and UNDP collaborated in the formulation of the Presidential Plan for Reconstruction and Development (PPRD) of the North West (NW) and South West (SW) Regions. The PPRD feeds into the government's efforts to resolve the current crisis. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The objective of this plan is to strengthen institutions and processes that facilitate peacebuilding and resilience through the following three pillars:</p> <ul style="list-style-type: none"> (i) Strengthening social cohesion (ii) Rehabilitation of damaged infrastructure (iii) Revitalization of the local economy <p>The PPRD plan will be implemented in phases, and the first phase which is expected to cover two to three years will focus mainly on Recovery. This will complement and reinforce current humanitarian efforts by supporting the transition towards civilian led recovery and social cohesion, economy, and livelihood revitalization, and ultimately the return to normalcy for the Anglophone regions. UNDP will focus in this first phase of the PPRD on the human, social, economy and livelihood aspects of recovery.</p> <p>The socio-political conflict in the Northwest and Southwest has caused large-scale damage, spurred a humanitarian crisis, and exacerbated existing social tensions. The vulnerable populations urgently need to receive assistance and to recover from both the conflict and neglect.</p> <p>In the economic sphere, the crisis has discouraged investments in this region. A fall in investments implies a rise in unemployment and a general fall in the standards of living. Also, most of the councils in this region find it difficult to settle their debts and pay their workers.</p> <p>Another consequence is the near collapse of the tourism sector. Most of the recreational areas and tourist sites are abandoned or destroyed. Most of those in the working age group have migrated to other urban centers or regions leaving behind the old and women in the villages. This high migration implies less farm labor and consequently a fall in agricultural productivity in these regions."</p>
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	<p>The recent damages to the agricultural sector, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. In the NW, abandoned plantations increased by more than 200% between 2017 and 2018, going from 30 000 abandoned hectares to 100 000 abandoned hectares.</p> <p>Overall agricultural production dropped by 51% between 2017 and 2019. The most important drop affected production of Arabic Coffee, with a 68% drop in production and food groups with 58% drop.</p> <p>Agricultural activities are strained, and access to both inputs and agricultural areas is restricted. Even where the inputs are available the cost of acquiring and transporting them is out of rang for most farmers. This has also led to a drop in productivity.</p> <p>The agriculture sector holds great potential before, during and after crises to save lives and contribute to livelihoods, support rural households, and provide decent employment.</p> <p>The impact of this protracted crises on agriculture which need to be addressed includes:</p> <ul style="list-style-type: none"> ▶ Restricted mobility for agricultural labourers, input suppliers, processors, traders, and consumers due to security concerns. ▶ Displacement, which has led to neglect of produce, loss of access to productive agricultural areas, loss of traditional agricultural knowledge and practice, and a decline in interest in agricultural livelihoods. ▶ Changes in the agricultural labour force, with higher numbers of women, the elderly and infirm left to tend the land, leading to more small-scale subsistence agriculture. ▶ High financial costs in terms of damages and losses. ▶ Disruption to agricultural markets and value chains, which lessens incentives to engage in agricultural production beyond the subsistence level. ▶ Higher production and marketing costs resulting in less income for farmers and lower quality inputs and processing. ▶ Farmers forced into debt and/or lacking the capital to reinvest in agricultural livelihoods. ▶ A move to employment in other sectors and workers who are unlikely to return to agriculture. ▶ A move to planting illegal crops such as marijuana by some farmers. ▶ Lack of affordable agricultural inputs. ▶ Unemployment and loss of income and capital to invest in agricultural livelihoods among farmers. <p>To revitalize agricultural production, the Recovery program being executed by UNDP, considered as one of the priorities, the enhancement of production and productivity through the support of farmers with appropriate inputs for selected Livelihood impact sensitive speculations in accessible zones. This will be implemented through the support of Farmers' Cooperative</p>
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	Organizations or Union of Farmer's cooperatives organizations that have demonstrated proven mastery of Agricultural Extension support programs in the North West Region.														
Implementing Partner of UNDP	<p>Recruitment of Farmers' Cooperative Organizations or Union of Farmer's cooperatives organizations to support farmers in the rehabilitation of their farmlands in the crisis affected North West Region.</p> <p>The selected three (03) Farmers' Cooperative Organizations or Union of Farmer's cooperatives organizations (One per Division – Mezam, Ngoketunja, and Bui Divisions) will provide technical expertise in the selection of beneficiaries, carryout need assessment, support the acquisition and distribution of requisite inputs, carryout capacity building trainings and technical field backstopping, field monitoring and evaluation of results in zones of intervention in the Region for 06 months. Their activities will be closely monitored and evaluated by UNDP Livelihood Expert in the North West Region.</p>														
Brief Description of the Required Services ¹	<table border="1"> <thead> <tr> <th>Output</th><th>Timeframe (Tentative)</th></tr> </thead> <tbody> <tr> <td>A validated list of selected farmers is available</td><td>2 Weeks</td></tr> <tr> <td>Need assessment report including list of inputs with quality and quantity specifications</td><td>2 Weeks</td></tr> <tr> <td>Report of distribution of inputs</td><td>2 Weeks</td></tr> <tr> <td>Training reports and field technical backstopping mission reports</td><td>2- 6 months</td></tr> <tr> <td>Produce and transmit to UNDP monthly progress Reports</td><td>Monthly</td></tr> <tr> <td>Evaluation Reports</td><td>End of 6 month</td></tr> </tbody> </table>	Output	Timeframe (Tentative)	A validated list of selected farmers is available	2 Weeks	Need assessment report including list of inputs with quality and quantity specifications	2 Weeks	Report of distribution of inputs	2 Weeks	Training reports and field technical backstopping mission reports	2- 6 months	Produce and transmit to UNDP monthly progress Reports	Monthly	Evaluation Reports	End of 6 month
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List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ➤ A list of 500 Beneficiaries is produced with respect to established vulnerability criteria and validated by UNDP after information triangulation. ➤ A catalogue of impact sensitive agricultural crop domains identified by the beneficiary farmers that can generate income and enhance livelihood is available. ➤ A comprehensive demand-driven needs with respect to beneficiaries, identified domains/crop speculation with quantitative and qualitative specifications is elaborated and validated for procurement. 														

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.

	<ul style="list-style-type: none"> ➤ Farmers have access to inputs (Seeds organic /inorganic fertilizers, pesticides, etc) acquired by UNDP for the rehabilitation of 500ha of land ➤ Beneficiary farmers have the managerial and technical capacity to run their farms. ➤ A monitoring mechanism for field activities is established. ➤ Periodic reports (progress /evaluation reports) are produced. ➤ Progress/evaluation reports are produced and transmitted to UNDP including possible areas of adjustments and lessons learnt. 																
Person to Supervise the Work/Performance of the Service Provider	<i>Economy and Livelihood Expert of the Recovery program for the North West Region</i>																
Frequency of Reporting	<i>Monthly</i>																
Progress Reporting Requirements	Monthly progress Report required																
Location of work	<input checked="" type="checkbox"/> Exact Address/es North west region in Cameroon <input type="checkbox"/> At Contractor's Location																
Expected duration of work	Six (06) Months																
Target start date	15 th of April 2021																
Latest completion date	15 th of October 2021																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Santa and Tubah</td><td>02 days</td><td>Supervised / Verify the distribution of inputs to beneficiary farmers</td><td>22nd - 24th of April - 2021</td></tr> <tr> <td>Ndop and Kumbo</td><td>Two (02) days</td><td>Supervised / Verify the distribution of inputs to beneficiary farmers</td><td>28th – 30th of April - 2021</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Santa and Tubah	02 days	Supervised / Verify the distribution of inputs to beneficiary farmers	22 nd - 24 th of April - 2021	Ndop and Kumbo	Two (02) days	Supervised / Verify the distribution of inputs to beneficiary farmers	28 th – 30 th of April - 2021				
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training																

	<input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency XAF
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms³	30 thirty (30) days after service delivery

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

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,

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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Coordinator and Economy and Livelihood Expert for Recovery program for the North West Region																								
Type of Contract to be Signed	<div><input type="checkbox"/> Purchase Order</div> <div><input checked="" type="checkbox"/> Institutional Contract</div> <div><input type="checkbox"/> Contract for Professional Services</div>																								

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.

	<input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i> <i>One cooperative will be selected per Division (Mezam, Ngoketunjia, Bui Divisions). However, Union of cooperatives which covers more than one subdivision can be selected to provide the services to its members in the areas of intervention.</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <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

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

⁵ 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.

Annexes to this RFP ⁶	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input checked="" type="checkbox"/> Others ⁷ Submission for each Lot should be done separately and specify this on subject line
Contact Person for Inquiries (Written inquiries only) ⁸	<i>procurement.cm@undp.org</i> 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.
Other Information <i>[pls. specify]</i>	Specify the Division of intervention in subject line.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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 RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. 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 :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- 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

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, 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.

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	Deliverable 1		
2	Deliverable 2		
3		
	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				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]