***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 UNDP in conformity with the requirements defined in the **463-2021-UNDP-UKR-RFP-RPP** dated **May 31, 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:*

***a) Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).***

***b) Copies of other licenses or certificates (if any).***

***c) A letter of interest / letter of offer, which outlines previous experience in implementing similar programmes and the competitive advantages of the applicant company***

***d) List all work performed within Mine Action and/or a similar nature and volume over the last three years (Project name and place of implementation; Name of client, address and contact person; type and description of work performed and year of completion; value of contract/grant in USD). Recommended structure of document to be submitted is in section I, Annex 3 of the Terms of Reference.***

***e) At least 2 (two) recommendation letters from previous Customers / Partners relevant to the Terms of Reference implemented projects.***

***f) Brief Company Profile (table below).***

|  |
| --- |
| **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, Extract from the Register of VAT payers or single tax payers, etc. | EDRPOU, ID tax number.Copies of State registration and Extract from the Register of VAT payers or single tax payers should be attached. |
| Certificates and Accreditation  | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.  |
| References | Please attach at least 2 (two) recommendation letters from previous Customers / Partners relevant to the Terms of Reference implemented projects as well as the contact details of respective Customer / Partners. |
| 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**

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| *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, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work including:****a) Understanding of the requirements for services, including assumptions, namely: the aim of this contract, expected results, area of operations, contract period, capacity should be involved. Recommended structure of document to be submitted is in section II, Annex 3 of the Terms of Reference.******b) Proposed operational approach/methodology that includes: organigramme indicating the line management structure, capacity description and general responsibilities of key staff, tasks and standard requirements, timelines, quality management, risk management and reporting. Recommended structure of document to be submitted is in section III, Annex 3 of the Terms of Reference.******c) Logistic and administration that includes: staff information, gender balance, working hours and operational days, staff insurance, accommodation and office, security, transport, equipment and materials, movement, security, safety and occupational health. Recommended structure of document to be submitted is in section IV, Annex 3 of the Terms of Reference.******d) Medical support including COVID countermeasures & Communication. Recommended structure of document to be submitted is in section V & VI, Annex 3 of the Terms of Reference.*** |

1. **Qualifications of Key Personnel**

|  |
| --- |
| *If required by the RFP, the Service Provider must provide:****а) CVs for all operational staff (EORE Manager/Area Coordinator, EORE Operator, EORE Operator/Driver) which indicate their education, qualification, work experience, language skills and residency, driving experience. CV should not exceed two pages per a staff member.******b) Written confirmation from each team member that they are available for the entire duration of the contract.*** |

**Financial Proposal**

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 Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

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.

**A. Cost Breakdown per Deliverables\***

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

**LOT 1: EORE sessions delivery in Donetsk oblast**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Deliverables** | **TOTAL** **without VAT,****indicate currency** | **TOTAL** **VAT,****indicate currency** | **TOTAL****with VAT,****indicate currency** |
| 1. | **Deliverable 1, 2 & 3** |  |  |  |
| 2. | **Deliverable 4** |  |  |  |
| 3. | **Deliverable 5** |  |  |  |
| 4. | **Deliverable 6** |  |  |  |
| 5. | **Deliverable 7** |  |  |  |
| 6. | **Deliverable 8** |  |  |  |
| **Total without VAT, indicate currency** |  |
| **Total VAT, indicate currency** |  |
| **Total with VAT, indicate currency** |  |

**Lot 2: EORE sessions delivery in Luhansk oblast**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Deliverables** | **TOTAL** **without VAT,****indicate currency** | **TOTAL** **VAT,****indicate currency** | **TOTAL****with VAT,****indicate currency** |
| 1. | **Deliverable 1, 2 & 3** |  |  |  |
| 2. | **Deliverable 4** |  |  |  |
|  3. | **Deliverable 5** |  |  |  |
| 4. | **Deliverable 6** |  |  |  |
| 5. | **Deliverable 7** |  |  |  |
| 6. | **Deliverable 8** |  |  |  |
| **Total without VAT, indicate currency** |  |
| **Total VAT, indicate currency** |  |
| **Total with VAT, indicate currency** |  |

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

**B. Cost Breakdown by Cost Component:**

The Proposers 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.

**LOT 1: EORE sessions delivery in Donetsk oblast**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Activities / Costs** | **Unit of measurement** | **Q-ty** | **Price per unit, without VAT, indicate currency** | **VAT, indicate currency** | **Price per unit, with VAT, indicate currency** | **Sum,****with VAT, indicate currency** |
|  1. Human Resources |
| 1.1 | EORE Manager AO2 /Area Coordinator (North Sector) | month |  |  |  |  |  |
| 1.2 | Area Coordinator (South Sector) | month |  |  |  |  |  |
| 1.3 | EORE Operator (… persons) | month |  |  |  |  |  |
| 1.4 | EORE Operator/Driver (… persons) | month |  |  |  |  |  |
| 2. Administration costs (if necessary) |
| 2.1 | Communication (Internet/Phone etc.) |  |  |  |  |  |  |
| 2.2 | Office rent |  |  |  |  |  |  |
| 2.3 | Other (if any – to define clearly) |  |  |  |  |  |  |
| 3. Operational related costs |
| 3.1 | Travel costs |  |  |  |  |  |  |
| 3.2 | Accommodation |  |  |  |  |  |  |
| 3.3  | Per diems |  |  |  |  |  |  |
| 3.4 | Transportation |  |  |  |  |  |  |
| 3.5 | Other (if any – to define clearly) |  |  |  |  |  |  |
|  4. Other related costs (if any – to define clearly activities/costs) |
| 4.1 |  |  |  |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |
| **Total without VAT, indicate currency** |  |
| **Total VAT, indicate currency** |  |
| **Total with VAT, indicate currency** |  |

**Lot 2: EORE sessions delivery in Luhansk oblast**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Activities / Costs** | **Unit of measurement** | **Q-ty** | **Price per unit, without VAT, indicate currency** | **VAT, indicate currency** | **Price per unit, with VAT, indicate currency** | **Sum,****with VAT, indicate currency** |
|  1. Human Resources |
| 1.1 | EORE Manager AO2 / Area Coordinator | month |  |  |  |  |  |
| 1.3 | EORE Operator (… persons) | month |  |  |  |  |  |
| 1.4 | EORE Operator/Driver (… persons) | month |  |  |  |  |  |
| 2. Administration costs (if necessary) |
| 2.1 | Communication (Internet/Phone etc.) |  |  |  |  |  |  |
| 2.2 | Office rent |  |  |  |  |  |  |
| 2.3 | Other (if any – to define clearly) |  |  |  |  |  |  |
| 3. Operational related costs |
| 3.1 | Travel costs |  |  |  |  |  |  |
| 3.2 | Accommodation |  |  |  |  |  |  |
| 3.3  | Per diems |  |  |  |  |  |  |
| 3.4 | Transportation |  |  |  |  |  |  |
| 3.5 | Other (if any – to define clearly) |  |  |  |  |  |  |
|  4. Other related costs (if any – to define clearly activities/costs) |
| 4.1 |  |  |  |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |
| **Total without VAT, indicate currency** |  |
| **Total VAT, indicate currency** |  |
| **Total with VAT, 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)