# **Annex 2 – Proposal Form**

**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 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. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
4. *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.*
5. **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; – see Annex 6*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| --- | --- | --- | --- |
| 1 | **Initiation, planning, and coordination:*** Updated approach and methodology as The assessment result on the current status of CfW system
* Updated On-site system implementation assistance plan (Cash-for-Work software related, and training related)
* The limits of the existing digital infrastructure in the potential pilot village, and recommendation on action that UNDP can encourage or facilitate were mapped and documented.
 | 10% |  |
| 2 | **Socialization and Training:***Activity Reports for 1 (one) selected villages:** Existing Cash-for-Work training manuals are reviewed and updated.
* On-site socialization and training conducted.
* Pre-and Post-training Evaluation of the participants analyzed and documented
* Registered village worker’s data were prepared and registered to the CfW system - (EST. 100 PKTD workers/site)
 | 20% |  |
| 3 | **Cash-for-work System Implementation:***Field Activity Reports for 1 (one) selected village:** Commenced assistance for the implementation of Cash-for-Works application in the selected sites, focusing on the specific agreed PKTD Activities.
* Cash-for-Work system functionality gap with the existing PKTD process in the field identified.
* Earned Lessons Learn from the pilot implementation.
* Identified application defects and resolution from daily support activity.
* Well-structured skills transfer approaches commenced for the Super Admin Users (Village officials) as well as local IT support staff.
 | 35% |  |
| 4 | **Meeting Facilitation:***Field facilitation Reports for 1 (one) selected village:** Final Report including commenced facilitation meetings:
	+ On-site Socialization and Facilitator Training.(1 day - 15 pax – Village sites)
	+ Pilot Kick-off meeting Selected Sub-National entities.(1 day - 25 pax – District sites)
	+ Post Activity Evaluation and Exit Meeting.(1 day - 15 pax – Village sites)
	+ Evaluation and Exit Meeting with District Government. (1 day - 25 pax – Districts sites)
	+ Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level. (30 pax -1 Day – In Town/Jakarta)
	+ CFW application Scale Up: Platform, multiplicity, and drive for scale. (2 days -25 pax – In Town/Jakarta)
* The report should include:
	+ Meeting minutes.
	+ Meeting/Training Materials such as ppt, etc.
	+ Attendance Record include phone contact and email address and ID card photo of the participants - with time stamp application.
	+ Meeting Photo / Video Documentation - with time stamp application.
	+ Photo of ID cards for each participant who receive reimbursement of travel expense
	+ Ensure each signature are the same between each document (attendance record, receipt note and ID cards)
	+ PKTD with digital CFW activity documentation for project visibility purpose.
 | 35% |  |
|  | Total  | 100% |  |

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

1. **Cost Breakdown by Cost Component [*This is only an Example]*:**

| **Description of Activity**   | **Qty(a)** | **UoM** | **Frequency(b)** | **UoM** | **Unit Cost(c)** | **Amount(d) = (a\*c)** | **Total Rate (e) = (b)\*(d)** | **USD Rate**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Personnel Services** |
| a.    Field Coordinator for West Nusa Tenggara - Support Specialist | 1 | person | 60 | Working Days |  |  |  |  |
| b.    Project Admin - Support Consultant | 2 | person | 30 | Working Days |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| **II. Meetings** |
| ***a. Desa Bilelando, Central Lombok District, West Nusa Tenggara.*** |
| a.1. Meeting 1 - On-site Socialization and Facilitator Training. (Venue: BPD Office - Offline - 1 day - 15 pax) |
| *Meeting Logistic* |  |  |  |  |   |   |   |   |
| - Meeting package (1x Snack) | 15 | person | 1 | times |  |  |  |  |
| - Dedicated Bandwidth Internet 20Mbps  | 1 | package | 1 | day |  |  |  |  |
| -   Mask & Hand Sanitizer | 15 | person | 1 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 3 | person | 1 | return |  |  |  |  |
| - Transportation representative from MoV PDTT JKT |  |  |  |  |  |  |  |  |
| - Airplane Ticket Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - Terminal per diem Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - PCR for Travel | 2 | person | 2 | package |  |  |  |  |
| - Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast) | 2 | person | 2 | nights |  |  |  |  |
| - DSA Cost (Provided: 1x Night Accommodation) | 2 | person | 2 | times |  |  |  |  |
| - Resource Person | 3 | person | 1 | times |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| a.2. Meeting 2 - Pilot Kick-off meeting Selected Sub-National entities. (Venue: District Office- Offline - 1 day - 25 pax ) |
| *Meeting Logistic* |  |  |  |  |   |   |   |   |
| - Meeting package (1x Snack) | 25 | person | 1 | times |  |  |  |  |
| - Dedicated Bandwidth Internet 20Mbps  | 1 | package | 1 | day |  |  |  |  |
| -   Mask & Hand Sanitizer | 25 | person | 1 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 3 | person | 1 | return |  |  |  |  |
| - Transportation representative from MoV PDTT JKT |  |  |  |  |  |  |  |  |
| - Airplane Ticket Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - Terminal per diem Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - PCR for Travel | 2 | person | 2 | package |  |  |  |  |
| - Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast) | 2 | person | 2 | nights |  |  |  |  |
| - DSA Cost (Provided: 1x Night Accommodation) | 2 | person | 2 | times |  |  |  |  |
| - Resource Person | 3 | person | 1 | times |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| a.3. Meeting 3 - Post Activity Evaluation and Exit Meeting. (Venue: BPD Office - Offline - 1 day - 15 pax) |
| *Meeting Logistic* |  |  |  |  |   |   |   |   |
| - Meeting package (1x Snack) | 15 | person | 1 | times |  |  |  |  |
| - Dedicated Bandwidth Internet 20Mbps  | 1 | package | 1 | day |  |  |  |  |
| -   Mask & Hand Sanitizer | 15 | person | 1 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 3 | person | 1 | return |  |  |  |  |
| - Transportation representative from MoV PDTT JKT |  |  |  |  |  |  |  |  |
| - Airplane Ticket Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - Terminal per diem Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - PCR for Travel | 2 | person | 2 | package |  |  |  |  |
| - Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast) | 2 | person | 2 | nights |  |  |  |  |
| - DSA Cost(Provided: 1x Night Accommodation) | 2 | person | 2 | times |  |  |  |  |
| - Resource Person | 3 | person | 1 | times |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| a.4. Meeting 4 - Evaluation and Exit Meeting with District Government. (Venue: District Office- Offline - 1 day - 25 pax ) |
| *Meeting Logistic* |  |  |  |  |   |   |   |   |
| - Meeting package (1x Snack) | 25 | person | 1 | times |  |  |  |  |
| - Dedicated Bandwidth Internet 20Mbps  | 1 | package | 1 | day |  |  |  |  |
| -   Mask & Hand Sanitizer | 25 | person | 1 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 3 | person | 1 | return |  |  |  |  |
| - Transportation representative from MoV PDTT JKT |  |  |  |  |  |  |  |  |
| - Airplane Ticket Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - Terminal per diem Jakarta-Lombok-Jakarta | 2 | person | 1 | return |  |  |  |  |
| - PCR for Travel | 2 | person | 2 | package |  |  |  |  |
| - Accommodation representative (Origin Lombok Hotel – Deluxe Garden w/ breakfast) | 2 | person | 2 | nights |  |  |  |  |
| - DSA Cost (Provided: 1x Night Accommodation) | 2 | person | 2 | times |  |  |  |  |
| - Resource Person | 3 | person | 1 | times |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| ***b. In-town - Jakarta.;*** |
| b.1. Meeting 1 - Advocating Policy and Regulation to encourage the use of CfW digital system in district/village level(Venue: Ritz Carlton or Equivalent - 30 pax -1 Day - Jakarta) |
| *Meeting Logistic* |  |  |  |  |   |   |   |   |
| - Meeting package  (\*Include Hand Sanitizer & Mask) | 30 | package | 1 | day |  |  |  |  |
| - Dedicated Bandwidth Internet 20Mbps  | 1 | package | 1 | day |  |  |  |  |
| - Swab Antigen | 30 | person | 1 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 20 | person | 1 | return |  |  |  |  |
| - DSA Cost (Provided: 1xLunch 1xNight Accommodation) | 4 | person | 2 | times |  |  |  |  |
| - Transportation representative from: |  |  |  |  |  |  |  |  |
| *NTB* |  |  |  |  |  |  |  |  |
| Airplane Ticket Lombok-Jakarta-Lombok | 2 | person | 1 | return |  |  |  |  |
| Terminal per diem Lombok-Jakarta-Lombok | 2 | person | 1 | return |  |  |  |  |
| *Central Sulawesi* |  |  |  |  |  |  |  |  |
| Airplane Ticket Palu-Jakarta-Palu | 2 | person | 1 | return |  |  |  |  |
| Terminal per diem Palu-Jakarta-Palu | 2 | person | 1 | return |  |  |  |  |
| - PCR for Travel | 4 | person | 2 | package |  |  |  |  |
| - Accommodation representative | 2 | person | 2 | nights |  |  |  |  |
| - Resource Person | 3 | person | 1 | times |  |  |  |  |
|   |  |  |  |  |   |   |   |   |
| b.2. Meeting 2 - CFW application Scale Up: Platform, multiplicity, and drive for scale. (Venue: Ritz Carlton or Equivalent - 30 pax -2 Days - Jakarta) |
| *Meeting Logistic* |  |  |  |  |   |   |  |  |
| - Meeting package  (\*Include Hand Sanitizer & Mask) | 30 | package | 2 | day |  |  |  |  |
| - Swab Antigen | 30 | person | 2 | day |  |  |  |  |
| *Participant DSA* |  |  |  |  |  |  |  |  |
| - Local Transportation cost | 20 | person | 2 | return |  |  |  |  |
| - Resource Person | 3 | person | 2 | times |  |  |  |  |
|   |  |  |  |  |   |   |  |  |
| **GRAND TOTAL** |  |  |

*[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)