

REQUEST FOR PROPOSAL (RFP)



Empowered lives.
Resilient nations.

NAME & ADDRESS OF FIRM	DATE: July 15, 2021
	REFERENCE: RFP/21/30

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“National Firm for Design and Development of Interactive Website for Sudan Peace Commission”**.

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

Documents may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Documents must be submitted in the online e-tendering system in the following link:

<https://etendering.partneragencies.org> , using your username and password.
Event ID: SDN10- 0000009851

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

Proposals may be submitted on or before 14: 00 Hours, August 1, 2021 , GMT+2

If you have not registered in the system before, you can register now by logging in using:

[Username: event.guest](#)

[Password: why2change](#)

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.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ei Cho Nyunt
Ei Cho Nyunt
Head of Procurement
UNDP Sudan

Description of Requirements

Context of the Requirement	<p>Sudan is witnessing a political and democratic transformation after the signing of the political and constitutional declaration between the Forces of Freedom and Change (FFC) and The Military Transitional Council (MTC) in August 2019, which resulted in signing of Juba Peace Agreement (JPA) between the Government of Sudan and Sudan Revolutionary Front (SRF) alliance on 3rd October 2020.</p> <p>UNDP and UNHCR are implementing in partnership with the Sudan Peace Commission a project titled “Support the Sudanese Peace Process”. The main purpose of the project is to support the peace process in Sudan, especially the pre-implementation arrangements of the Juba Peace Agreement (JPA). One of the activities is to support Sudan Peace Commission to develop and establish a public interactive website utilizing innovative and engaging ways to reflect its mission, vision and better able to convey the latest news, stories and information on the Commission and implementation of the JPA and other agreements and peace processes.</p> <p>The website will be a central tool to realize the Peace Commission communication and reach out objective and will be the basis from where all new initiatives, campaigns, feature stories, news, events etc. will be communicated.</p>
Implementing Partner of UNDP	Peace Commission
Brief Description of the Required Services	<p>The overall objective is to design Sudan Peace Commission website which will serve as cornerstone for strengthening the level of engagement between Peace Commission and different peace actors/stakeholders and civil society groups, online content and other digital channels (such as social media).</p> <p>The Web Development firm will work with the Peace Commission and UNDP project team to ensure that the website correspond to the specified technical and design requirements.</p>
List and Description of Expected Outputs to be Delivered	Please find the details in the attached ToR
Person to Supervise the Work/Performance of the Service Provider	UNDP Peacebuilding advisor
Frequency of Reporting	<ul style="list-style-type: none"> • Bi weekly meeting
Progress Reporting Requirements	As and when required
Location of work	At Contractor’s Location
Expected duration of work	60 working days
Target start date	7 August 21

Latest completion date	October 21
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 2) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>
Currency of Proposal	United States Dollar and/or Local Currency (SDG)
Value Added Tax on Price Proposal	<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 checked="" type="checkbox"/> 60 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
Payment Terms ¹	As indicated in the Terms of Reference (TOR)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	As indicated in the TOR
Type of Contract to be Signed	Contract for Services
Criteria for Contract Award	<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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30%

¹ 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, 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 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 40% <u>Financial Proposal (30%)</u> 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 checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only,) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ³	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 2) <input checked="" type="checkbox"/> Technical Proposal Form(Annex 2) <input checked="" type="checkbox"/> Financial Proposal Form (Annex 4) <input type="checkbox"/> Others ⁴
Contact Person for Inquiries (Written inquiries only) ⁵	E-mail address: roweida.mohamed@undp.org with CC: Ei.cho.nyunt@undp.org 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.

² 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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁵ 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.

<p>Other Information : Proposal Submission Address</p>	<p>https://etendering.partneragencies.org</p> <p>Event Number: <u>Event ID: SDN10- 0000009851</u></p> <p><i>Visit this page for system user guides and videos in different languages:</i> http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password. Use “Forgotten password” link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached): https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> • Username: event.guest • Password: why2change <p>It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.</p> <p><i>Please note that your new password should meet the following criteria:</i></p> <ul style="list-style-type: none"> • <i>Minimum 8 characters</i> • <i>At least one UPPERCASE LETTER</i> • <i>At least one lowercase letter</i> • <i>At least one number</i> <p>You can view and download tender documents with the guest account as per the above username and password. However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made</p>
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<p>Electronic submission and e-Tendering requirements</p>	<ul style="list-style-type: none"> ▪ Format: PDF files (Preferred) ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ Financial Proposal must be password protected and ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP. ▪ All files must be free of viruses and not corrupted. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. <p>Important Notes:</p> <p>Your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Please ensure password is kept safe and you can recover (and remember) the passwords when UNDP requests you to submit the passwords. Do not provide the Financial proposal encryption password unless UNDP asks you to do by an email from this email address.</p> <p><u>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</u></p>
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Annex1

Terms of Reference

National Firm for Design and Development of Interactive Website for Sudan Peace Commission

1. Background

Sudan is witnessing a political and democratic transformation after the signing of the political and constitutional declaration between the Forces of Freedom and Change (FFC) and The Military Transitional Council (MTC) in August 2019, which resulted in signing of Juba Peace Agreement (JPA) between the Government of Sudan and Sudan Revolutionary Front (SRF) alliance on 3rd October 2020.

UNDP and UNHCR are implementing in partnership with the Sudan Peace Commission a project titled “Support the Sudanese Peace Process”. The main purpose of the project is to support the peace process in Sudan, especially the pre-implementation arrangements of the Juba Peace Agreement (JPA). One of the activities is to support Sudan Peace Commission to develop and establish a public interactive website utilizing innovative and engaging ways to reflect its mission, vision and better able to convey the latest news, stories and information on the Commission and implementation of the JPA and other agreements and peace processes.

The website will be a central tool to realize the Peace Commission communication and reach out objective and will be the basis from where all new initiatives, campaigns, feature stories, news, events etc. will be communicated.

2. Scope of Work

The overall objective is to design Sudan Peace Commission website which will serve as cornerstone for strengthening the level of engagement between Peace Commission and different peace actors/stakeholders and civil society groups, online content and other digital channels (such as social media).

Specific deliverables include the following:

- Provision of Peace Commission information:
 - ❖ Interactive maps and story maps, thematic graphs, bubble or rank charts, tree maps or tables, time-series analysis
 - ❖ Short texts, catchy images, links to other sources, uploaded documents, etc
- Develop data visualization components and templates, enabling various visualizations based on the data source
- Creation of a Content Management System (admin panel) customized to the needs of the Peace Commission (e.g. customized reports based on available data)
- Supporting the process of content development and updates if/when necessary
- End to end deployment and integration of the web application in a secure environment
- Ensuring implementation of secure coding practices
- Advanced search with keywords, stages, tools, services, etc
- Provide photos or artwork and logos to be used in the Web presentation
- Carry out photo editing and graphic elements
- User feedback window
- Implementation of multi-language functionality (English and Arabic)
- Ensuring security of the website

3. Approach and Methodology

UNDP is open to different approaches and methodologies in order to leave room for the bidders to propose a more detailed methodology that align with the prescribed scope and objectives. However, the production company should anticipate the following in order to complete this assignment:

- ❖ Developing a design plan (see scope of work above)

- ❖ Developing webpages based on agreed upon design plan (see scope of work above)
- ❖ Validation of website to ensure everything works as agreed (see scope of work above)
- ❖ Completing maintenance in 2021

4. Expected Outputs and Deliverables

The main activities of the company include the following:

- a) Design the platform features and proof of concept for the youth gamified engagement platform, the design will be offline to hypothesis how the platform will work and if can be developed in a minimum viable product.
- b) Develop software for the platform as a mobile application based on approved proof of concept. The outline of the software.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment % upon completion of each Deliverables	Required Submission of Document per Deliverable	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Developing a design plan for a website which corresponds to the needs of Peace Commission and UNDP	10 days	17 August 2021	10%	Progress reports	Peace Commissioner and UNDP
2. Development of website and app layout, design	10 days	1 Sep 2021	20%	Progress reports	Peace Commissioner and UNDP
3. Development of website's and application's backend	10 days	15 Sep 2021	20%	Progress reports	Peace Commissioner and UNDP
4. Website and application frontend, integration of database	10 days	29 Sep 2021	10%	Progress reports	Peace Commissioner and UNDP
5. Development of administration panel	5days	5 Oct 2021	10%	Progress reports	Peace Commissioner and UNDP
6. Comprehensive quality assurance and testing	5 days	12 Oct 2021	10%	Progress reports	Peace Commissioner and UNDP
7. Website and application security	5 days	19 Oct 2021	10%	Progress reports	Peace Commissioner and UNDP
8. End to end integration and deployment	5 days	26 Oct 2021	10%	Progress reports	Peace Commissioner and UNDP
9. Maintenance – for the duration of 1 year post finalization	1 year post finalization		0%	Progress reports	Peace Commissioner and UNDP
TOTAL			100%		

5. Duration of the Contract:

The task shall be conducted for total (60) working days, between July to September 2021.

Required Qualifications/Selection Criteria of the Successful contractor and its key personnel

- Legally registered firm in Sudan (documentation of registration shall be provided), for international firms must have work permit / licence to work in Sudan.
- Minimum of 5 years of experience in ICT with a focus on the website and web-portal development
- Experience in web software design, installation, and technical support in web system management
- Proven success in the establishment of web portal and interactive management systems in recent three years and strong track record in web site design; security and administration.
- Experience in working with modern hardware server solutions and software platforms
- Experience working with UN or similar organizations in the process operation is an advantage.

• **Key personnel qualification requirements:**

The team should demonstrate understanding of end users needs to match with adequate technical solutions and demonstrated ability to multitask under pressure and to meet strict deadlines, with excellent organizational skills and ability to work effectively in teams. The firm should use the services of the following experts:

Type of Expert/Key Personnel	Years of Relevant Experience	Education Qualification	Expertise Required
Project Manager (Development Team Leader) - 1 person	5 years	MSC in Computer Science, Math or related field.	Demonstrated experience in project management and team leading skills.
Software Engineers 2 Persons	3 years	Bachelors in IT or computer sciences	software design and development , experience in the design of electronic management systems with the focus on web programming.
Database specialist – 1 Person	3 years	Bachelors in IT or computer sciences	Experience in database management
Please submit CVs of all categories of staff proposed. Also obtain their signature on CV to confirm their availability for the assignment.			

6. Institutional arrangements:

- a) The Web Development firm will work under the guidance and supervision of the Peace Commission and UNDP project team to ensure that the website corresponds to the specified technical and design requirements.
- b) Consistent reporting and relaying updates over the course of this assignment is deemed essential.
- c) The website shall be fully compliant with the latest version of the browsers, including Chrome,

Microsoft Edge, Mozilla Firefox, and Opera.

- d) The website shall open on Multiple devices (Laptop, Tablet and Mobile) responsive or adaptive web design.
- e) Open-source solution proposed solution which does not require the payment of additional license
- f) CMS specifically developed for the website, based on some of the open-source platform (Word Press, Drupal, Magento, Zan Cart, etc.) provided with increased level of security
- g) Prepare at least 2 comprehensive presentations on the complete layout of the website and mobile application, with other presentations to be prepared upon request.
- h) After final acceptance of the software, the ownership of the Source codes should be transferred and become UNDP and/or Peace Commission of RA property and can be changed if necessary. The Source code as well as the database data should not be transferred to the third party and must be deleted from the Supplier's systems and computers.
- i) UNDP will not be responsible for providing any support personnel, support service, or logistics for the provision of these services.

7. Duty Station

Khartoum, no travel involved.

8. Quality Assurance:

The Selected Company should provide an update of progress to Peace Commissioner and UNDP team on regular basis (bi-weekly meetings) as requested by UNDP.

9. Intellectual Property:

The final product of this consultancy (the website and design) will belong to UNDP.

10. Proposal Requirements:

Proposals must include:

- Full details of technical and financial proposals (proposals shall be in separate PDF files shall be submitted via the e-tendering system);
- Summary of qualifications and expertise of proposed key project team personnel.
- Previous experience relevant to the TOR.
- The curriculum vitae's (CV) of key project team personnel; and
- All the documents legally required in the submissions of proposals (e.g. entity Registration Certificate, references from past clients.... etc.);

Annex 2
Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	40%	400
Total		100%	1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - age/size of the firm - strength of project management support - project management controls - Reputation of the organization and staff (competence/ reliability) 	80
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	10
1.4	Track Record of Working information management solutions	40
1.5	Relevance of: <ul style="list-style-type: none"> • Specialized Knowledge in Information technology and Mobile apps • Online platforms development • Previous experience in AI systems 	120
Sub Total		300

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task? [Ability to understand the context of various states in Sudan]	100
2.2	Have the important aspects of the task been addressed in sufficient detail? [Proposal's alignment with specific purpose of the TOR for the company to be able to delivery required milestones]	75
2.3	Is the conceptual framework adopted appropriate for the task?	50
2.4	Is the scope of task well defined and does it correspond to the TOR? [How the Implementation Plan properly reflecting the key scope of work and deliverable]	50
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	25
Sub Total		300

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Project Manager (Development Team Leader) – 1 person		150
		Sub-Score	
	Education Qualification	25	
	Suitability for the Project:		
	-Years of Professional experience as well as experience in similar consultancy [5 years] -	75	
	-Language Qualifications and reporting	25	
	Proven experience in project management and team leading skills.	25	
		150	
3.2	Software Engineers 2 Persons		150
		Sub-Score	
	Education Qualification	25	
	Suitability for the Project:		
	-Years of Professional in Experience software design and development [3 years]	50	
	-Language Qualifications and reporting	25	
	Proven experience in the design of electronic management systems with the focus on web programming	50	
		150	
3.3	Database Specialist – 1 Person		100
		Sub-Score	
	Education Qualification	25	
	-Suitability for the Project:		
	-Years of Professional experience in database management [3years]	25	
	-Language Qualifications	25	
	Proven experience in Experience in database management	25	
		100	
	Total Part 3		400

Annex-3
FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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, contract 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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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.*

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

Annex 4

Financial Proposal Form

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Submission of Proposal in the e-Tendering System: DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Currency of the proposal: [Insert Currency]

A. 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*

B. 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]*