***Annex 2***

# 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 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. *Latest Audited Financial Statement – income statement or balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, etc.*
6. *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.*
7. **Proposed Approach 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 (if applicable) and quality assurance mechanisms that will be put in place.* |

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 experts, etc.;*
2. *CVs demonstrating qualifications must be submitted; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Financial Proposal**

**LOT-1** Interpretation services between the six official languages of the UN (English, French, Spanish, Russian, Arabic, Chinese) and Armenian

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | UN Language  (specify) | Hourly rate  in USD | Half-day rate (4 hours)  in USD | Daily rate (8 hours)  in USD |
|  | Armenian - UN Language |  |  |  |  |
| UN Language - Armenian |  |  |  |  |

**LOT-2** Translation services between the six official languages of the UN (English, French, Spanish, Russian, Arabic, Chinese) and Armenian

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | UN Language  (specify) | Rate for one page\* in USD | Rate for one page\*  (Rush fee - less than 48 hours) in USD  [not more than 15 pages for 48 hours] | Rate for one page\*  (Rush fee -less than 12 hours) in USD  [not more than 5 pages for 12 hours] |
|  | Armenian - UN Language |  |  |  |  |
| UN Language - Armenian |  |  |  |  |

\*one page = 1,800 characters (spaces included)

Name of Company / Translator/Interpreter represented as PE:

Signature:

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)