**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 or income statement and 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. *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.*
6. **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; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown by Cost Component *[This is only an Example]*:**

| **Description of Activity** | **Total Period of Engagement** | **No. of Personnel** | **Remuneration per Unit of Time** | **Total Rate** |
| --- | --- | --- | --- | --- |
| **I. Personnel Services** |  |  |  |  |
| 1. Team Leader |  | 1 |  |  |
| 2. Quantitative Researcher |  | 4 |  |  |
| 3. Mixed method Researcher |  | 1 |  |  |
| 4 Enumerator |  | 20 |  |  |
| 5. Graphic designer |  | 1 |  |  |
| 6. Administrative assistant |  | 2 |  |  |
|  |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others, please specify: |  |  |  |  |

*\*in separate table*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **III. Other Related Costs** | **Period** | **UoM** | **Qty/No. Personnel** | **UoM** | **Unit Price** | **Total Rate** |
| 1. **FGD on Method (*Offline*)**   Focus Group Discussion(s) (FGD) on method as required in the scope of work no 2 in the TOR (please provide detailed breakdown cost), which should cover:   1. 4 star hotel full-day meeting package for approximately 50 participants 2. 25 from 50 Participants serve as resource persons. 3. The minimum of support personnel is 5 persons:  * Moderator: 1 * Facilitator: 2 * Notetaker: 2  1. Local transport/local travel expenses for approximately 40 participants. 2. Technical support for live streaming /zoom includes a set of camera digital mirrorless 4K, a set of equipment (Tripod, Cables, MIC, Etc), digital converter port for camera & laptop, and camera person/operator. 3. Pump Hand sanitizer (5 bottle x 500 ML) 4. Two units infrared thermometer, 5. 2 box of 3 ply ear loop surgical face mask ( 1 box is consisted of 50 mask).   *\*specifying which activity in relation including the detail*  *\*\*incl. venue, meeting package, participant transport if applicable*  *\*\*\** *Hotel venue, local transport, technical support for zoom, hand sanitizer, mask and infrared thermometer are subject to change/cancellation in case the discussion is delivered online due to imposition of restrictions such as PPKM or any relevant situation/event.* | 1  1  1  1  1  1  1  1  1  1 | Event  Event  Event  Event  Event  Event  Event  Event  Event  Event | 50  25  1  2  2  40  1  5  2  2 | Pax  Persons  Persons  Persons  Persons  Persons  Package  Pax  Pax  Pax |  |  |
| **Sub Total** |  |  |  |  |  |  |
| 1. **FGD on Result (*Offline*)**   Focus Group Discussion(s) (FGD) on method as required in the scope of work no 5 in the TOR (please provide detailed breakdown cost), which should cover:   1. 4 star hotel full-day meeting package for approximately 50 participants 2. 25 from 50 Participants serve as resource persons. 3. The minimum of support personnel is 5 persons:  * Moderator: 1 * Facilitator: 2 * Notetaker: 2  1. Local transport/local travel expenses for approximately 40 participants. 2. Technical support for live streaming/zoom includes a set of camera digital mirrorless 4K, a set of equipment (Tripod, Cables, Mic, Etc), digital converter port for camera & laptop, and camera person/operator. 3. Pump Hand sanitizer (5 bottle x 500 ML) 4. Two units infrared thermometer 5. 2 box of 3 ply ear loop surgical face mask ( 1 box is consisted of 50 mask).   *\*specifying which activity in relation including the detail*  *\*\*incl. venue, meeting package, participant transport if applicable*  *\*\*\*Hotel venue, local transport, technical support for zoom, hand sanitizer and infrared thermometer are subject to change/cancellation in case the discussion is delivered online due to imposition of restrictions such as PPKM or any relevant situation/event* | 1  1  1  1  1  1  1  1  1  1 | Event  Event  Event  Event  Event  Event  Event  Event  Event  Event | 50  25  1  2  2  40  1  5  2  2 | Persons  Persons  Persons  Persons  Persons  Persons  Package  Pax  Pax  Pax |  |  |
| **Sub-total** |  |  |  |  |  |  |
| 1. **Data Collection**   Data collection and analysis (please provide detail breakdown cost), as required in scope of work no 4 in the TOR. The data collection is in line with the proposed framework/method from the bidder. The minimum requirement should cover:   1. Airplane cost to project locations for researchers and/or enumerators. This cost includes two persons from a government representative (please refer to travels expected in Annex 1 as for estimated days and locations):  * Round Trip Airfare Jakarta-Yogyakarta (5 Researcher/Non-Local Enumerators and 2 government representative) * Round Trip Airfare Jakarta-Bali (Researcher/Non-Local Enumerator sand government representative) * Round Trip Airfare Jakarta-Padang (Researcher/Non-Local Enumerators)  1. Accommodation in 6 project locations during data collection (please refer to travels expected in Annex 1 as estimated days). This cost includes two persons from a government representative.  * Accommodation in Yogyakarta * Accommodation in Bali * Accommodation in West Sumatra * Accommodation in Tangerang Regency  1. Local transportation for researchers and/or enumerators in 6 project locations (please refer to travels expected in Annex 1 as for estimated days). This cost also includes two persons from a government representative:  * Local transport in Yogyakarta including Sleman (5 Researcher/Non-Local Enumerators and 2 government representative) * Local transport in Bali including Badung Regency (5 Researcher/ Non local Enumerator and 2 government representative) * Local transport in West Sumatra (5 Researcher/ Non local Enumerator and 2 government representative) * Local transport in Tangerang Regency (5 Researcher/ Non local Enumerator and 2 government representative)  1. Allowance (Uang Harian) for researchers and/or enumerators to 6 project locations (please refer to travels expected in Annex 1 as for estimated days). This cost also includes two persons from a government representative:  * Allowance in Yogyakarta including Sleman (5 Researcher/Non-Local Enumerators and 2 government representative) * Allowance in Bali including Badung Regency (5 Researcher/Non-Local Enumerators and government representative) * Allowance in West Sumatra (5 Researcher/Non-Local Enumerators and 2 government representative) * Allowance in Tangerang (5 Researcher/Non-Local Enumerators and 2 government representative)  1. Taxi expense including toll (terminal expense) for researchers and/or enumerators to 6 project locations (please refer to travels expected in Annex 1 as for estimated days). This cost also includes two persons from a government representative:  * Expense in Yogyakarta including Sleman (5 Researcher/Non-Local Enumerators and 2 government representative) * Expense in Bali including Badung Regency (5 Researcher/Non-Local Enumerators and 2 government representative) * Expense in West Sumatra (5 Researcher/Non-Local Enumerators and 2 government representative) * Expense in Tangerang (5 Researcher/Non-Local Enumerators and 2 government representative)  1. Minimum Swab antigen test for travel 2. Telephone/online cost to conduct telephone survey/ online interview for respondents from 34 provinces. 3. Cost related statistic software such as SPSS 4. Souvenir (175 pieces) to respondents such as simple notes (Cover: Art Carton 310 Grm, Content: Hvs 140Page; Finishing: laminating doffs, Roll Binding).   *\*specifying which activity in relation including the detail* | 1  1  1  3  3  2  2  4  4  3  3  4  4  3  3  2  2  2  2  8  1  1  1 | Event  Event  Event  Night  Night  Night  Night  Days  Days  Days  Days  Days  Days  Days  Days  Times  Times  Times  Times  Times  Event  Event  Event | 7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  7  34  1  175 | Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Provinces  Pax  Pax |  |  |
| **Sub-total** |  |  |  |  |  |  |
| 1. **Public Dissemination**   Public dissemination (please provide detailed breakdown cost) as required in the scope of work no 7 in the TOR, which should cover:   1. Accommodation 2 nights for 12 participants from project locations. 2. Allowance for 12 persons from project locations 3. Terminal allowance for 12 participants from project location 4. Local transport/local travel expenses for approximately 70 participants 5. 5-star hotel full-day meeting package for approximately 90 participants include the venue as required in the TOR. 6. 25 from 50 Participants serve as resource persons. 7. Talk show speakers for 3 persons 8. 1st or 2nd echelon Representative of Government fee for opening and closing (2 persons) 9. Notetaker fee 10. Moderator fee for group discussion 11. MC fee (public figure) 12. Moderator fee for talk show (public figure) 13. Facilitator fee 14. Documentation (editing included) including two camera and video persons. 15. Venue management and stage arrangement, including:  * LED screen minimum 4x6 meter * Stage or level for LED screen: 1.5 x1.5 m, height according to the main stage including tv monitor for speaker on stage * Switcher * Genset: 60 KVA for LED * 1 (one) ringing for stage approximately 6x8 meter * Mini garden approximately 12 M * Armchair sofa (5 units) * Coffee table (3 unit) * Podium and gavel (1 set) * Wireless microphone (5 units) * Clip-on microphone (5 units) * Clicker and pointer for presentation (2 Units) * Backdrop printing 6x8 meter including ringing or iron frame and lighting (spotlight)  1. Technical Persons for the event:  * Event Manager (1 person) * Stage operator/technician (2 persons) * Open broadcast software or related system operator (3 persons). * Runner (3 persons) * Liaison officer (2 persons) * Production crew (2 persons) * Registration Crew (2 persons) * Usher (2 persons)  1. Technical support for live streaming includes minimum two sets of camera digital mirrorless 4K, two sets of equipment (Tripod, Cables, Mic, Etc), digital converter port for camera & laptop, and camera person/operator. 2. Cooperating with media to cover the survey dissemination. The vendor can facilitate media handling fees for media news in public dissemination, with a minimum of National 15 mainstream online media. 3. Minimum reimbursement of PCR test for 12 participants from project locations (two times). 4. Hand sanitizer (5 bottle x 500 ML) 5. Two units infrared thermometer 6. Three box of 3 ply ear loop surgical face mask ( 1 box is consisted of 50 mask). as health protocol.   *\*specifying which activity in relation including the detail*  *\*\*incl. venue, meeting package, participant transport if applicable*  **\*\*\****Hotel venue, venue management and stage arrangement as mentioned above, accommodation, DSA (daily allowance), PCR test for outside Jakarta participant, local transport, terminal expense, hand sanitizer, infrared thermometer, mask, technical support for live streaming, technical persons (event manager, stage operator/technician, runner, LO, production crew, registration crew and usher) and documentation are all subject to change/cancellation in case the public dissemination is delivered fully online due to imposition of restrictions such as PPKM or any relevant situation/event.* | 2  3  2  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1  1 | Night  Day  times  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event  Event | 12  12  12  70  90  25  3  2  2  1  1  1  3  1  1  1  1  1  1  12  5  3  1  5  5  2  1  1  2  3  3  2  2  2  2  1  1  12  5  2  3 | Persons  Persons  Persons  Persons  Pax  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Package  Set  Set  Set  Set  Set  Meter  Unit  Unit  Unit  Set  Unit  Unit  Set  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Persons  Package  Package  Persons  Bottles  Unit  Pax |  |  |
| **Sub-total** |  |  |  |  |  |  |
| 1. **Online Focused Group Discussion**   Online discussions (Please provide detailed breakdown cost) which should include:   1. Online conference premium account (E.g. Large Enterprise-Ready of Zoom Account that able to organize 500 participants and webinar) 2. Internet cost (Minimum bandwidth is 2.0 Mbps) 3. Related resource persons/speakers fee (7 resource persons of each online discussion) 4. Related personnel support fee;   - Moderator: 2  - Notetaker: 2  *\* The activity (Minimum 3 times) will support the implementation of survey research including internal coordination among researchers and enumerators and external coordination with institutions/resources as stated in attachment 1*  *\*\*The cost is also alternative support in case the type of FGD/meeting/public consultation will be organized online* | 1  3  3  3  3 | Event  Event  Event  Event  Event | 1  40  7  2  2 | Package  Persons  Persons  Persons  Persons |  |  |
| ‘One-on-one’ meeting (please provide detailed breakdown cost)  *\*specifying which activity in relation including the detail*  *\*\*incl. venue, meeting package, participant transport if applicable* |  |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

NOTE: Any costs that relate to resource person fee, moderator, facilitator, note-taker, speaker, MC/host and reimbursement of local transport should refer to SBM (*Standar Biaya Masukan*)

*[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)