**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 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.*

**TABLE D & TABLE E, TO BE USED FOR SUBMITTING FINANCIAL PROOPOSAL – MUST BE ENCRYPTED WITH PASSWORD & MUST BE SUBMITTED SEPARATELY FROM TECHNICAL PROPOSAL IN E-TENDERING SYSTEM**

1. **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 | **Deliverable 1:**  Baseline report comprising analysis on the existing regulatory and institutional framework as well as approaches to the development disaster risk financing scheme, including the needs and opportunities, enabling environment, risk/barriers to the uptake, as well as best practise | 50% |  |
| 2 | **Deliverable 2:**  A report on the feasibility study of natural disaster and other type risk insurance, which include the disaster risk insurance financing options and recommendations. | 50% |  |
|  | Total | 100% |  |

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Description** | **No. of Personnel** | | **Unit** | | **Total Period of Engagement** | | **Unit** | **Price/Unit IDR** | **Sub Total IDR** | **REMARKS** | |
| **I. Personnel Service Fee** | | |  | |  | |  |  |  |  | |  | |
|  | **Analysis on the regulatory and institutional framework & Feasibility Study Report and Recommendation** | | | | | | | | | |  | |
|  | Expert/Advisor level | 1 | | person | | 36 | | day |  |  |  | |
|  | Research Assistant (Support Consultant level) | 1 | | person | | 30 | | day |  |  |  | |
|  | Admin Staff (Junior Consultant level) | 1 | | person | | 30 | | day |  |  |  | |
|  | **Total Personnel Service Fee** |  | |  | |  | |  |  | **IDR -** |  | |
| **II. Out of Pocket Expenses** | | | | | | | | | | | | |
|  | **A. FGD Session and Data Collection** | | | | | | | | | | | |
|  | Moderator | 1 | | person | | 1 | | day |  |  |  | |
|  | Notetaker | 1 | | person | | 1 | | day |  |  |  | |
|  | **B. Communication** | | | | | | | | | | | |
|  | Internet package/Prepaid mobile credit | 2 | | person | | 1 | | package |  |  |  | |
|  | Business package zoom application | 1 | | person | | 1 | | package |  |  |  | |
|  | **Total Out of Pocket Expenses** |  | |  | |  | |  |  | **IDR -** |  | |
| **GRAND TOTAL** | | | | | | | | |  | **IDR -** | |  | |

*[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)