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**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[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 458-2021-UNDP-UKR-RFP-RPP, 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:*

*• Business Licenses – Copy of the Statute/Charter, Registration Papers, Tax Payment Certification, etc.*

*• A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.*

*• A list of developed and adopted documents on educational development, supported by copies/samples or/and links to websites containing approved project materials, copies of positive findings of project expertise, etc. (at least 5 implemented projects).*

*• A list of the developed guidelines, manuals, etc. with the respective link(s) to the published documents and/or copies/samples to be provided (at least 2 items).*

*• At least 2 (two) reference/recommendation letters from previous clients/customers/partners reflecting the nature of the implemented projects, their results, and the role of the applicant.*

*• 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.*

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| **BRIEF COMPANY PROFILE**  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: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company/Organization’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Track Record performed | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 2 previous partners for reference | Please attach the signed reference letters*.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |
| Other relevant information |  |

1. **Proposed Methodology for the Completion of Services**

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| *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 including:*   * *A work plan with the proposed work schedule indicating the persons responsible for each area of activity.* * *Brief description of the assignment`s implementation methodology for conducting the assignment`s tasks with indication of an approach to the performance of each Stage.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

*• CVs of all the project team members (Team Lead/Project Manager and all other engaged Experts), including information mentioned in the EXPERIENCE AND QUALIFICATION REQUIREMENTS section (references and relevant information should be provided).*

1. **Financial Proposal**

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to lease/rent outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Cost Breakdown per Deliverable\***

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

Taking into account that purchase of services will be carried out within the project of international technical assistance Your price offers / invoices for payment must be presented without VAT.

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| **No.** | **Activities / Costs** | **Percentage of Price**  **(Weight for**  **payment)** | **Price, excluding VAT,** *please indicate the currency* |
| 1 | Deliverable 1: |  |  |
| 2 | Deliverable 2: |  |  |
| 3 | Deliverable 3: |  |  |
| 4 | Deliverable 4 |  |  |
| 5 | Deliverable 5 |  |  |
|  | **Total, excluding VAT,** *please indicate the currency* | **100%** |  |

*\*This breakdown per deliverables shall be the basis of the payment tranches*

**Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

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| ***№*** | ***Activity/Costs*** | ***Unit*** | ***Number*** | ***Cost per unit, currency*** | ***The amount, currency excl. VAT*** |
| **1** | **Personnel** |  |  |  |  |
| 1.1 | Team Leader | months | 5.5 |  |  |
| 1.2 | Key Expert 1 | months | 5.5 |  |  |
| 1.3 | Key Expert 2 | months | 5.5 |  |  |
| … | … |  |  |  |  |
| **2** | **Costs of Implementation** |  |  |  |  |
| 2.1 | Elaboration of the assessment report | Item | 1 |  |  |
| 2.2 | Piloting of the updated academic courses | Item | 1 |  |  |
| 2.3 | The programme, scope and format of presentations | Item | 1 |  |  |
| 2.4 | Presentations of the elaborated visual guide | item |  |  |  |
| 2.5 | Other (if any - define activities/costs) |  |  |  |  |
| **3** | **Administration Costs (if necessary)** |  |  |  |  |
| 3.1 | Organization of research process |  |  |  |  |
| 3.2 | Organization of presentations | event |  |  |  |
| 3.3 | Other (if any - to define activities/costs) |  |  |  |  |
| **…** |  |  |  |  |  |
| **4** | **Travel and Lodging** |  |  |  |  |
| 4.1 | Travel costs (tickets) | Travel for 1 person |  |  |  |
| 4.2 | Accommodation | Day |  |  |  |
| 4.3 | Daily Allowance | Day |  |  |  |
| 4.4 | **…** |  |  |  |  |
| **5** | **Other costs (if any - to define activities/costs)** |  |  |  |  |
| 5.1 |  | Item |  |  |  |
| 5.2 | … |  |  |  |  |
|  | **Total** (please indicate currency) |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Representative]*

*[Designation]*

*[Date]*

\*\* Dear partners!

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient” (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary” (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)