



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 12, 2021
	REFERENCE: MyRFP2021-032

Dear Sir / Madam:

We kindly request you to submit your Proposal for Provision to develop a “Sustainable COVID-Recovery Finance Guide” for Malaysia.

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

Proposals may be submitted on or before Friday, December 10, 2021 and via email, courier mail or fax to the address below:

United Nations Development Programme

Procurement Team

procurement.my@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

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. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident Representative (O)
11/12/2021

Description of Requirements

Context of the Requirement	Developing a “Sustainable COVID-Recovery Finance Guide” for Malaysia.
Implementing Partner of UNDP	UNEP
Brief Description of the Required Services ¹	Please refer to the attached Terms of Reference at pg 8 onwards.
List and Description of Expected Outputs to be Delivered	<p>Three key outputs:</p> <ol style="list-style-type: none"> 1. Develop a practical “Guide to Sustainable COVID-Recovery Finance” - The Guide will be developed in consultation with the Malaysian banks, SMEs, and other stakeholders through interviews and surveys. 2. Develop two deep-dive case studies documenting the experiences of existing Malaysian or foreign banks in providing loans that could be labelled as ‘sustainable COVID recovery finance’ – To be included into the Guide above. 3. Organise one launch event targeted at Malaysian banks to raise awareness and uptake of the Guide – This is assumed to be a virtual event.
Person to Supervise the Work/Performance of the Service Provider	<i>Asia Pacific Region Coordination Manager, UNEP Finance Initiative, UN Environment Programme based in Bangkok Thailand</i>
Frequency of Reporting	<i>Weekly</i>
Progress Reporting Requirements	No
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	2.5 months (January 2022 to mid-March 2022)
Target start date	6 January 2022
Latest completion date	18 March 2022

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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 ³	Outputs	Percentage	Timing	Condition for Payment Release
	Develop a practical "Guide to Sustainable COVID-Recovery Finance"	50%	No later than 28 Feb 2022	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Develop two deep-dive case studies documenting the experience of existing Malaysian or foreign banks in providing loans that could be labelled as 'sustainable COVID recovery finance'	30%	No later than 28 Feb 2022	
	Organise one launch event targeted at Malaysian bank to raise	20%	No later than 18	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

	awareness and uptake of the Guide		March 2022	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Finance & Budget Officer, UNON			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional 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 25 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20 marks <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			
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR			

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Team</i> <i>Procurement.my@undp.org</i> 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.
Other Information [pls. specify]	Please refer to the attached Terms of Reference

⁶ 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.

TERMS OF REFERENCE

Title of Procurement:

Provision to develop a “Sustainable COVID-Recovery Finance Guide” for Malaysia

A. BACKGROUND

As in all countries around the world, the Malaysian economy has been hit hard by the COVID-19 crisis. According to the United Nations’ COVID-19 commitment to Malaysia: UN Socioeconomic Response Plan (SERP), Malaysia’s GDP is estimated to have contracted between 3.5 to 6% in 2020 and, in particular, the SMEs have suffered disproportionately. Reductions in demand has posed the biggest impact on businesses and reduced cashflow which left many firms struggling to stay in business.

As economies gradually make effort to recover from the COVID-19 crisis, the United Nations is promoting countries and private sector to take action in ensuring the recovery takes into account the longer-term need for a more resilient, inclusive, low carbon and sustainable development. As part of a larger recovery plan, a sustainable recovery could spur investments and innovations through resource savings, environmental technologies and environmental protection. It can strengthen the resilience and reduce risks that contribute to and exasperate the COVID-19 crisis (e.g., air pollution) as well as reduce the likelihood of other risks from materializing and/or reduces the severity of its impact when materialized (eg. economic impact of drought)

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

The project led by UNEP and with UNDP aims to support government efforts in an inclusive and sustainable recovery by providing technical assistance to build capacity of Malaysian banks to contribute towards it through its lending activities, especially to the SMEs.

B. OBJECTIVES

In implementing the project, UNEP with UNDP is seeking assistance from a contractor, a team of local experts such as a consultancy firm, to work with banks and stakeholders to develop a “Sustainable COVID-Recovery Finance Guide” for Malaysia. The Guide builds on the Malaysian principled-based green taxonomy and the Value Based Intermediation as well as the UN Principles for Responsible Banking and other international sustainable finance standards and frameworks. The purpose of the guide is to support banks to proactively channel funds towards a sustainable COVID recovery in Malaysia by developing a common and structured framework for banks to label certain financing as ‘sustainable COVID recovery financing’.

C. SCOPE OF WORK

Between now (when the contract is signed) until 15 March 2022, the scope of the work covers:

- Under the overall project management led by UNEP, undertake the day-to-day project management including workplan development in consultation with project stakeholders.
- Undertake primary and secondary research to:
 - develop the definition of “sustainable COVID recovery finance” and
 - develop two deep-dive case studies on “sustainable COVID recovery finance”
- Lead author of the Guide as well as editing and proof reading. UNEP will be responsible for the graphic design of the Guide.
- Event management of an online launch event including logistics and marketing. Agenda to be developed with UNEP FI and in consultation with project stakeholders.
- Support UNEP’s communication and outreach activities pertaining to the project

D. EXPECTED OUTPUT AND DELIVERABLES

The three key outputs are:

1. Develop a practical “Guide to Sustainable COVID-Recovery Finance” - The Guide will be developed in consultation with the Malaysian banks, SMEs, and other stakeholders through interviews and surveys.
2. Develop two deep-dive case studies documenting the experiences of existing Malaysian or foreign banks in providing loans that could be labelled as ‘sustainable COVID recovery finance’ – To be included into the Guide above.
3. Organise one launch event targeted at Malaysian banks to raise awareness and uptake of the Guide – This is assumed to be a virtual event but could be in-person depending on the COVID-19 situation and other circumstances.

Implementation Workplan

For each output, detailed deliverables and activities with timelines and who is responsible for what are to be mapped to the development of an implementation workplan which will be the first deliverable. The workplan will be developed as a collaborative effort between UNEP and the consultant. The first draft workplan is to be submitted by the consultant to UNEP within 10 working days after the signing of the contract and the finalized within the 5 working days after. The following deliverables follow the detailed workplan.

The headline deliverables include the following.

- 1 Develop a Guide to Sustainable COVID-Recovery Finance for Malaysia which includes:

- 1.1 Definition of sustainable COVID recovery finance – built on Malaysian green taxonomy, VBI and UN Principles for Responsible Banking and other international standards.
 - 1.2 Market assessment – survey of banks and SMEs in Malaysia on awareness and interests in sustainable finance and in particular sustainable COVID recovery finance.
 - 1.3 Examples of financial instruments suited for sustainable COVID recovery finance
 - 1.4 Guidance on how to measure baselines and set KPIs (i.e., measuring of impacts)
 - 1.5 Framework on developing and managing Sustainable COVID-Recovery loans, including monitoring and reporting
 - 1.6 Deep dive case studies - Develop maximum two deep-dive case studies documenting the experiences of two Malaysian or foreign banks in providing loans that could be labelled as ‘sustainable COVID recovery finance’ – To be included into the Guide above (see below).
- 2 Develop two deep dive case studies
 - 2.1 To be developed through interviews with the lender and borrower
 - 2.2 Document the overall characteristics of the loan
 - 2.3 Identify which features qualifies as ‘sustainable COVID recovery finance’
 - 2.4 Use the Guide to undertake impact assessment, baseline measurement and KPIs. Compare with what is currently done by the lender.
- 3 Organise a launch event of the guide (Target date: early March 2022)
 - 3.1 Launch event targeted at Malaysian banks to raise awareness and uptake of the Guide at the end of the project. This is assumed to be a virtual event but could be in-person depending on the COVID-19 situation and other circumstances. The contractor leads in the event management such as sending out of invitations and managing of registrations of participants. Agenda to be developed with UNEP and in consultation with other stakeholders.
 - 3.2 Support UNEP’s communication and outreach activities pertaining to the event and the Guide.

E. GOVERNANCE AND ACCOUNTABILITY

The contractor will report to Eric Usher, Head of UNEP FI in Geneva, Switzerland as the Overall Supervisor and Yuki Yasui, Asia Pacific Region Coordination Manager at UNEP Finance Initiative in Bangkok, Thailand as the Direct Supervisor.

Contractor representative(s) will meet online with the Direct Supervisor at least once a week to discuss on progress and any challenges. UNEP and contractor may jointly decide to invite other stakeholders to join some of these planning meetings when necessary.

F. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

In order to ensure delivery of high-quality public services, successful contractor is expected to have strong and proven experience in delivering research and advisory services in the country and/or around the region, familiarity with key development issues in sustainable banking, as well as the understanding and ability to relate to any / all of the stakeholders, beneficiaries across the region.

Skills and proven track record in delivering high quality and impactful knowledge and advisory service in sustainable finance to banks are of primary importance.

The successful contractor is expected to establish with the following professional experience of key staff. This is to serve as a guide however experiences and number of persons are not limited to the following.:

Position	Required Competencies and Conditions
Team Leader / Lead account Manager	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent in economics, finance, environmental studies, business administration or related fields. • Minimum seven (7) years of relevant experience as a researcher, consultant or resource person in a relevant field of expertise. • Demonstrated publication record in the field of expertise, including policy documents, analytical reports, and peer-reviewed publications. • Having working experience in a policy analysis or policy development role or in the private sector in a senior capacity is an added advantage • Familiarity with the UN system is an added advantage

Consultant	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent in economics, finance, environmental studies, business administration or related fields. • Minimum five (5) years of relevant experience as a researcher, consultant or resource person in a relevant field of expertise. • Demonstrated publication record in the field of expertise, including policy documents, analytical reports, and peer-reviewed publications. • Having working experience in a policy analysis or policy development role or in the private sector in a junior or mid-level capacity is an added advantage
Research Associate	<ul style="list-style-type: none"> • Minimum Masters Degree or equivalent in economics, finance, environmental studies, business administration or related fields.. • Minimum three (3) years of relevant experience as a research associate in a relevant field of expertise. • Having working experience in a policy analysis or policy development role or in the private sector in a junior capacity is an added advantage

Competencies:

Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations
- Strong communication, team building, interpersonal, analysis, and planning skills

Professionalism

- Demonstrates professional competence and mastery of the subject matter
- Demonstrated ability to negotiate and apply good judgment
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines

- Establishes, builds and maintains effective working relationships with staff, partners and beneficiaries to achieve the planned results

G. PRICE AND SCHEDULE OF PAYMENT

Since the exact number of several outputs/services under this Terms of Reference will be determined based on needs and approved activity plans, the bidder is requested to provide cost estimate for a specific service / deliverable / activity calculated as sum of units or a lump sum.

- a) The contract price is an output-based price regardless of extension or decrease of the herein specific implementation duration. The number of performed tasks will determine the amount of the payment. UNDP reserves the right to reject the implementation of some assignment tasks.
- b) The computation of the contract price shall include professional fees, travel expenses, taxes, logistics costs and all applicable other costs related to the implementation of the required tasks. The project will cover no additional cost, not listed in the bidder's proposal, that falls under the implementation of the tasks listed in deliverables and schedules / expected outputs.

Payments will be made based on successful achievement delivery of specific services according to the Implementation Schedule indicating breakdown and timing of activities/sub-activities during the reporting period and submission with written acceptance by UNDP.

Remark: UNDP holds the right to reject development or implementation of some of assignment tasks or to reduce the scope of assignment tasks. In that case, the price of the rejected or reduced tasks would be subtracted from the total price.

H. EVALUATION CRITERIA

Evaluation Criteria

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%. Service providers must indicate the strategic priority areas they are applying for.

Criteria to be used for rating the qualifications and methodology

Technical evaluation criteria (total 70 points)

Expertise of the Firm: 25 marks

Proposed methodology: 25 marks

Management structure and qualification of key personnel: 20 marks

Only firms/candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p \cdot y / z$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal price of the lowest priced proposal
- z = price of the proposal being evaluated

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TECHNICAL PROPOSAL SUBMISSION FORM⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Date]

To: UNDP Malaysia

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Consultancy services to develop a "Sustainable COVID-Recovery Finance Guide" for Malaysia**.in accordance with your Request for Proposal No. **MyRFP2021-032** dated: **12 November 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact*.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

Contact Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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, contact 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. (refer to Annex 4)*

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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.*

(MUST BE PASSWORD PROTECTED)

FORM FOR SUBMITTING FINANCIAL PROPOSAL

Ref: MyRFP2021-032

[insert: Date]

We, the undersigned, offer to provide the services for We, the undersigned, offer to provide the services for **Consultancy services to develop a “Sustainable COVID-Recovery Finance Guide” for Malaysia**.in accordance with your Request for Proposal No. **MyRFP2021-032** dated: **12 November 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal]

Cost Breakdown per Deliverable***Table 1: Breakdown of Price per Deliverables/Activity**

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon submission and acceptance of developed a practical “Guide to Sustainable COVID-Recovery Finance”	50%	
2	Upon submission and acceptance of developed two deep-dive case studies documenting the experience of existing Malaysian or foreign banks in providing loans that could be labelled as ‘sustainable COVID recovery finance’	30%	
3	Upon submission and acceptance of organise one launch event targeted at Malaysian bank to raise awareness and uptake of the Guide	20%	
	Total	100%	

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

Table 2: Cost Breakdown by Cost Component

Name	Position	No. of Personnel	Fee Rate (MYR)	No of Days	Total Amount
			A	B	C=A+B
	Team Leader / Lead account Manager				
	Consultant				
	Research Associate				
	Subtotal Professional Fees:				

Table 3: Breakdown of Other Cost

Description	UOM	Quantity	Unit Price (MYR)	Total Amount (MYR)
Transportation	1	Lumpsum		
Other Costs (Communication, internet, Survey, study tools, equipment, and requirements, etc.) please specify				
Subtotal Other Costs				

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

[Designation]