



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: May 19, 2022
	REFERENCE: MyRFP2022-005

Dear Sir / Madam:

We kindly request you to submit your Proposal for Solar Dryer Prototype Technical Testing and Community Training for Japanese Innovation Network Innovation Challenge Implementation in Sabah.

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

Proposals may be submitted on or before Thursday, June 02, 2022 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident Representative (O)
5/19/2022

Description of Requirements

Context of the Requirement	Solar Dryer Prototype Technical Testing and Community Training for Japanese Innovation Network Innovation Challenge Implementation in Sabah
Implementing Partner of UNDP	AGC Green Tech
Brief Description of the Required Services ¹	UNDP would like to engage the technical expertise of an entity for prototype technical testing and community training for solar dryer to implement the Japanese Innovation Network Innovation Challenge with the community in Pagalungan and Moyog, Sabah as beneficiaries.
List and Description of Expected Outputs to be Delivered	<p>This assignment aims to i) implement the prototyping of a modular solar dryer with relevant technical knowledge on the technologies and techniques to improve the energy efficiency for food drying processes in the rural areas; ii) to co-create with the users and to build capacity of the community in utilizing and maintaining the solar dryer.</p> <p>The implementing partner's project team will work closely with partner's technical and project team of Japanese Company under JIN and the UNDP Accelerator Lab and the direct supervision of a designated UNDP staff. The implementing partner's project and technical team will work in collaboration with UN Agencies, development partners, technical advisors and experts, civil society, grassroot communities and the private sector to test out the prototype the solar dryer in rural communities situated in Moyog, Penampang and Pagalungan, Pensiangan.</p> <p>The scope of work and main deliverable for this assignment will be:</p> <ul style="list-style-type: none"> • Assist in assessment and determination of technical and environmental frame conditions for the prototype development with the users; • Assist in assessment and determination of the market frame conditions; • Develop conceptual design phase and schematics in consultation with community and the JIN Japanese company followed by detailed design phase and technical design drawings; • Provide technical expertise and evaluation for the testing and performance measurement of the prototype with the JIN Japanese company; • Test out the assembling of the propotype and operability of the solar dryer to ensure it meets the user needs, and engage potential users of the solar dryer to collect insights for enhancement • Capacity building with local communities to assemble and operate the solar dryer;

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.

	<ul style="list-style-type: none"> • Document the full processes of prototype development and testing outcome, learnings and insights and produce succinct final report on the project; • Assist in socialization of solar dryer with potential partners from public and private sector.
Person to Supervise the Work/Performance of the Service Provider	Head of Solutions Mapping, Accelerator Lab
Frequency of Reporting	Bi-weekly or on need basis
Progress Reporting Requirements	<p>Implementation plan and methodology, Testing and performance measurement reports, Final reports and Workshop feedbacks, Data collection and observation from user consultation.</p> <ul style="list-style-type: none"> • Based on business case provided, project team to develop tentative implementation workplan, timeline and resources to carry out the tasks; • Assist JIN Japanese company in providing technical, environment and market frame conditions assessment report upon consultation with users and data collection with local communities; • Co-develop conceptual and detailed design phase documents with JIN Japanese Company, using relevant experience and research on agricultural technology, environment and engineering; • Co-develop schematics and technical design drawings with JIN Japanese Company and build the users in understanding on the operability of the prototype; • Organize user-consultation and prototyping workshop with relevant users and innovators to assemble and test out the prototypes and gather continuous feedback to ensure fit-for-purpose; • Monitor performance of prototype and progress of implementation on a weekly basis, reporting to UNDP in bi-weekly virtual check-ins and documented in short status reports; • Final evaluation report to be provided on the 30th September 2022.
Location of work	<input checked="" type="checkbox"/> Exact Address/es To be advised based on EPU's requirement
Expected duration of work	Up to 6 months
Target start date	15 June 2022
Latest completion date	30 November 2022
Travels Expected	Local travels in Sabah, Penampang and Moyog area
Implementation Schedule	<input checked="" type="checkbox"/> Not Required

indicating breakdown and timing of activities/sub-activities															
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"/> Local Currency_ Malaysia Ringgit														
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	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>User consultation on the prototype design and develop workplan for community capacity building;</td> <td>20%</td> <td>15 July 2022</td> <td rowspan="3"> 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. </td> </tr> <tr> <td>Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company;</td> <td>40%</td> <td>15 August 2022</td> </tr> <tr> <td>Final report on project and completion of training with community.</td> <td>40%</td> <td>30 September 2022</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	User consultation on the prototype design and develop workplan for community capacity building;	20%	15 July 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.	Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company;	40%	15 August 2022	Final report on project and completion of training with community.	40%	30 September 2022
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Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company;	40%	15 August 2022													
Final report on project and completion of training with community.	40%	30 September 2022													
Person(s) to review/inspect/ approve outputs/complete	Head of Solutions Mapping, Accelerator Lab														

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.

d services and authorize the disbursement of payment	
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 (50%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20%) <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 or more Service Providers, depending on the following factors: (Main contractor to be awarded to the proposer obtaining the highest combined scores, and a backup contractor to be awarded to the proposer obtaining the second highest score.)
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 & 3) <input checked="" type="checkbox"/> Detailed TOR (page 9-15)
Contact Person for Inquiries (Written inquiries only) ⁶	procurement.my@undp.org 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]	N/A

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.

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.

Annex 1: TERMS OF REFERENCE

Graphic Design and Layout for Malaysia Innovates Publication

I. Context

During the height of COVID-19 pandemic, the livelihood of rural communities in Sabah, the poorest state in Malaysia was badly affected due to Movement Control Order. 30% of Sabah's small and medium enterprises have closed their business due to COVID. Many are unable to financially recover, with the poverty rate in Sabah increasing to 25.3% in 2020.

Accelerator Lab Malaysia then worked with the community in Moyog and Pagalungan to set up an e-market mechanism to connect rural produces to consumers in the urban areas to ensure the continuity of business and food supply chain. The project started with marketing of dried food due to limited facilities and infrastructure such as refrigeration to store and preserve fresh produces. Long traveling time and poor road conditions to rural farms also poses as a challenge in maintaining quality of delivered goods. However, the cost of drying food produces using conventional oven is quite high and reduces the producer's profit margin. The energy used in the process is also not efficient and greener options are needed.

Hence, we are currently working with the Japanese company through the Japan Innovation Network (JIN) to come up with a solution to assemble community solar dryer locally using materials that are available to them with a unit cost lower than the current commercial cost of USD 10,875 per unit of solar dryer. The solar dryer will benefit the community by negating the need to transport in heavy equipment's and machineries and build a solar dryer at USD 1500 using local materials, workshop equipment, and manpower. Several prototypes will be developed to test out the functionality of the solar dryers for local communities.

In that context, we will need a local NGO or social enterprise to carry out the prototype testing and community liaison for the above project. The local entity will work closely with the farmers and entrepreneurs on the ground to identify user needs and customize the technical requirements of the solar dryer, utilizing local resources that is most accessible to the community at affordable cost. The local NGO and social enterprise will also work closely with the technical team from the Japanese company to experiment with different materials, drying temperature and duration for different products.

II. Scope of Work

The implementing partner's project team will work closely with partner's technical and project team of Japanese Company under JIN and the UNDP Accelerator Lab and the direct supervision of a designated UNDP staff. The implementing partner's project and technical team will work in collaboration with UN Agencies, development partners, technical advisors and experts, civil society, grassroot communities and the private sector to test out the prototype the solar dryer in rural communities situated in Moyog, Penampang and Pagalungan, Pensiangan.

The scope of work and main deliverable for this assignment will be:

- Assist in assessment and determination of technical and environmental frame conditions for the prototype development with the users;
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- Develop conceptual design phase and schematics in consultation with community and the JIN Japanese company followed by detailed design phase and technical design drawings;
- Provide technical expertise and evaluation for the testing and performance measurement of the prototype with the JIN Japanese company;
- Capacity building with local communities and potential users of the solar dryer and collect insights for enhancement;
- Document the full processes of prototype development and testing outcome, learnings and insights and produce succinct final report on the project;
- Assist in socialization of solar dryer with potential partners from public and private sector.

III. Deliverables

The contract and payments will be performance-based and assessed by UNDP Malaysia. For payment in instalments, certification of satisfactory performance at each phase of key deliverable is required. Timing of specific activities will be discussed and agreed between UNDP and the consultants.

No.	Description	Timeline	Percentages (%)
1.	User consultation on the prototype design and develop workplan for community capacity building	15 July 2022	20%
2.	Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company	15 August 2022	40%
3.	Final report on project and completion of training with community	30 September 2022	40%

IV. Education, Experience and Competencies

Requirements

- Knowledge of the local demographics and culture in Sabah, especially in peri-urban, rural and remote areas;
- Knowledge on social and economic development and experience in rural development research;
- Ability to engage with communities and work with multiple external actors;

- Knowledge and technical expertise on agricultural technology and engineering suitable to tropical conditions similar to Sabah, especially in rural and remote areas;
- Knowledge and technical expertise on renewable energy and specifically solar drying technology for agricultural and food processing purposes;
- Ability to anticipate and understand client reactions, formulate clear action and propose allocation of resources according to priorities;
- Ability to establish effective working relations in a multicultural team environment;
- Good observation, analytical and written communication skills.
- Strong motivation and ability to work and deliver under short deadlines;

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
- Shows pride in work and in achievements
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results

Planning & organizing

- Able to generate creative output under tight deadlines, while working remotely
- 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

Qualifications for lead Researcher and Research Team

Project manager:

- Professional certificates, diploma or higher in agriculture technology, engineering, renewable energy, business, food technology and/or environment science or at least 5 years of working experience in agriculture, food processing, management and renewable energy or a related area;
- Ability to write quality evaluation and summary reports in English or Malay;

Technical Lead:

- Professional certificates, diploma or higher in physics, chemistry, agriculture technology, engineering, renewable energy, food technology and/or environment science or at least 2 years of working experience in agriculture technology, engineering, food processing, and renewable energy or a related area;

Technical Team:

- Ability to write quality progress reports and collect user-feedback and data and present in English languages with translation support;

Community Coordinators Team:

- Fluency in written and spoken English and Malay and indigenous languages are essential;
- Ability to document engagement insights and observations;
- Ability to write quality progress reports and collect user-feedback and data in multiple languages;
- Have good networking and cross-cultural understanding and basic research and development skills;
- Ability to assist and facilitate group discussion and workshops.
- Professional certificates, diploma or higher in social work, development, business, finance and commerce or at least 2 years of working experience in MSME, social development work or a related area;
- Have good network and knowledge on local experts for honey, rice wine, processed food and handicraft trade and licensing;
- At least 2 year of professional experience working in social development fields;

V. Documents To Be Included When Submitting the Proposals

Interested individuals must submit the following documents/information to demonstrate their qualifications:

A. Technical Proposal

- Explain in a cover page (maximum 1 page) how candidate's qualification and experience make them suitable for the work and can lead towards the successful deliverable of the objectives of this consultancy within the required timeframe.
- Please provide one sample of work most relevant for the consultancy.

B. Financial Proposal / Quotation

Specify a lump sum fee that is all inclusive and takes into account various expenses the candidate expects to incur during the contract, including:

- The daily professional fee;
- Communications, utilities and consumables; and
- Life, health and any other insurance.

Please quote financial proposal according to the following deliverable specifications below. Quotes should be provided for all options specified.

Output	Option / description	Specification / scope of work	Cost (MYR)
Output 1: User consultation on	Community liaison, data and	<ul style="list-style-type: none"> • Focus group discussion with relevant communities and users 	

Output	Option / description	Specification / scope of work	Cost (MYR)
the prototype design and develop workplan for community capacity building	engagement team, venue, workshop expenses, travels, communiton and material costs	<ul style="list-style-type: none"> Travel and visits for data gathering 	
Output 2: Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company	Administrators, prototype testing, materials to assemble, tools and equipments, raw material for testing, travel cost	<ul style="list-style-type: none"> Machine assemble and raw material purchase Monitoring and testing visits Capacity building with communities on assembly and maintenance of solar dryer-include technology transfer to focal individuals in villages 	
Output 3: Final report on project and completion of training with community	Administrator, venue, event management to launch protrotpe, final outcome solicalized	<ul style="list-style-type: none"> Document learnings from user feedback and testing Present document and key findings in report, pictures, videos and/or deck presentation Socialization event and launch with community and partners 	

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 **Solar Dryer Prototype Technical Testing and Community Training for Japanese Innovation Network Innovation Challenge Implementation in Sabah** in accordance with your Request for Proposal No. **MyRFP2022-005** dated: **19 May 2022** 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 5/19/2022, 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 topline 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: MyRFP2022-005

[insert: *Date*]

We, the undersigned, offer to provide the services for We, the undersigned, offer to provide **Solar Dryer Prototype Technical Testing and Community Training for Japanese Innovation Network Innovation Challenge Implementation in Sabah** in accordance with your Request for Proposal No. **MyRFP2022-005** dated: **19 May 2022** 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

No.	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price- (Lump Sum, All Inclusive) MYR
1	Upon submission and approved of User consultation on the prototype design and develop workplan for community capacity building;	20%	
2	Upon submission of Implementation workplan plan to test out prototypes and schematic designs as co-created with Japanese company;	40%	
3	Upon submission and approved of Final report on project and completion of training with community	40%	
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 x B
	Project Manager				
	Technical Lead				
	Technical Team				
	Community Coordinators Team				
	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]

[Date]