**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

[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. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
6. 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.
7. Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.
8. **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.

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

*[Designation]*

*[Date]*

**Annex 3**

**(Financial Proposal Must be Password Protected)**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL**

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

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Percentage for payment** | **Review and Approvals Required** | **Amount in PKR** |
| Concept Paper on assignment parameters with functional and non-functional requirements including stakeholders consultations and recommendations | 1 month | 25% | Assistant Resident Representative Development Policy Unit |  |
| Presentation on agreed outlay of proposed architecture of pilot including process-flow diagrams (outputs/targets/activities) |  |
| Set up a Water treatment plant for waste water reuse (approx supplying 4000 gl/day Development of pilot) (As per approved prototype design) | 3 Months | 30 % |  |
| Establishing Urban forest in a selected public park (including procurement and plantation of plants forexample neem, conocarpus, deodara, chinar, bharch patr, Sheesham, Cheer, hibiscus, dahlia, aster or any other relevant local variety) - 1 acre approx 10,000 trees | 3 Months | 30 % |  |
| Knowledge sharing, outreach advocacy and capacity building including   1. 1 day training of relevant staff at the project site for sustainable management of the pilot (50 people) 2. Conduct 4 stakeholder capacity building activities (1 day each) for communities and civil society (30 - 40 people) 3. Prodcue video documentaries (HD to be shared by We-transfer -atleast 1) for greater advocacy and outreach of the pilot initaitve. | 7 Months | 15% |  |

*This shall be the basis of the payment tranches*

**Cost breakdown by Cost Component:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Days** | **QTY** | **Unit Price PKR** | **Total Price in PKR** |
| **I. Personnel Services** |  |  |  | **-** |
| Project Manager | 56 | 1 |  |  |
| Communicton and Advocacy expert | 15 | 1 |  |  |
| **Total of personell services** |  |  |  |  |
| **II. Cost and Breakup of Equipment and Capital Costs** |  |  |  |  |
| Urban forest plantation (including procurement of plants for example neem, conocarpus, deodara, chinar, bharch patr, Sheesham, Cheer, hibiscus, dahlia, aster or any other relevant local variety) 1 acre approx 10k trees | 1 | 10,000 |  |  |
| Water treatment ( including procurement of treatment plant, all civil work, technical supervision and maintenance) approx supplying 4000 gl/day | 1 | 1 |  |  |
| 2 \* Motor DC 1 HP, 3 Drums Polyethlene (1000 gl) - , 2 underground brick tanks (approx 2500 gl each) - , piping labour electric wiring/controls etc Engineer (plus servailance/maintenance) |
| **III. Knowledge sharing, outreach advocacy and capacity building** |  |  |  |  |
| 1 day training of relevant staff at the project site for sustainable management of the pilot (50 people) | 1 | 50 |  |  |
|
| 4 stakeholder policy capacity building activities (1 day each) for communities and civil society (30 - 40 people) | 4 | 40 |  |  |
| Prodcue 1 video documentary (HD to be shared by We-transfer (3 - 4 minutes) for greater advocacy and outreach of the pilot initaitve | 1 | 1 |  |  |
| **II. Other experidtures and Out of Pocket Expenses** |  |  |  |  |
| Miscellaneous Cost (transportation, internet, telephone, office space, | lumpsum |  |  |  |
| **Total-PKR** |  |  |  |  |
| **Applicable Tax%** |  |  |  |  |
| **Total amount inclusive of TAX- PKR** |  |  |  |  |

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

*[Designation]*

*[Date]*

**Note:**

1. ***Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.***
2. **Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.**