**Annex 4**

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

**(Must be Password Protected)**

**LOT no.**

**(Please indicate the lot no. that you would like to submit. For the bidders who submit more than One LOT, please submit the separate Technical proposal including team composition and separate financial proposal)**

***(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. **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) in THB*** |
| 1 | The 1st payment shall be made upon the submission and completion of the Deliverable 1 | 10% |  |
| 2 | The 2nd payment shall be made upon the submission and completion of the Deliverable 2 | 30% |  |
| 3 | The 3rd payment shall be made upon the submission and completion of the Deliverable 3-4 | 30% |  |
| 3 | The 4th payment shall be made upon the submission and completion of the Deliverable 5-7 | 30% |  |
|  | Total | 100% | THB |

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

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

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Total Professional Fees** (from Table 2) |  |
| **Total Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| Home Based |  |  |  |  |
| 1. Expertise 1 |  |  |  |  |
| 1. Expertise 2 |  |  |  |  |
| 1. Expertise 3 |  |  |  |  |
| 1. Expertise 4 |  |  |  |  |
| 1. Expertise 5 |  |  |  |  |
| 1. Expertise 6 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Air Ticket / Travel cost |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Miscellaneous travel expenses |  |  |  |  |
| Local transportation costs |  |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Stakeholder engagement forum/consultation cost (please provide cost breakdown) |  |  |  |  |
|  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

*[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)