



REQUEST FOR PROPOSAL (RFP)

National firms/Organizations/Institutions	DATE: June 13, 2022
	REFERENCE: B-220606

Dear Sirs/Madame:

We kindly request you to submit your proposal **to promote political rights of persons with disabilities (PWDs) in 2022.**

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

Proposals may be submitted on or before **June 26, 2022** and **via email** to the address below:

bid.submission.vn@undp.org

With subject line:

B-220606 – National firm to promote political rights of PWD in 2022

(Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large. Please send a separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals).

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. 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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong,
Head of Procurement Unit,
6/13/2022*

Description of Requirements

Brief Description of the Required Services ¹	National firm to promote political rights of persons with disabilities (PWDs) in 2022
List and Description of Expected Outputs to be Delivered	Please see Section 5 in the attached TOR (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	Please see Section 8 in the attached TOR (Annex 1)
Location of work	<input checked="" type="checkbox"/> Exact Address: Hanoi, Da Nang, Can Tho and online <input type="checkbox"/> At Contractor's Location
Expected duration of work	July 2022 – December 2023
Target start date	July 2022
Latest completion date	December 2023
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Vietnamese dong

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

Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and all applicable taxes <input checked="" type="checkbox"/> must be exclusive of all applicable taxes and can issue official invoice (Hóa đơn Tài chính) <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	As defined in the attached TORs
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	As defined in the attached TORs
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel and other requirements (please refer to Evaluation Criteria in the TOR for preparation and submission) Financial Proposal (30%)

	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 <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ²	<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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Others:
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Quach Thuy Ha</i> <i>Procurement Associate</i> <i>quach.thuy.ha@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]	N/A

² 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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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.



TERM OF REFERENCE
National firm/Institution/Organization

Service	National firm to promote political rights of persons with disabilities (PWDs) in 2022
Duty station:	Home based, Ha Noi, Da Nang and Can Tho
Expected Duration and Timing	The assignment is expected to be implemented from 01 July 2022 to 31 December 2022
Supervision:	The successful bidder will work closely with UNDP Viet Nam Disability Inclusion Officer, Governance and Participation Unit. The successful bidder will report directly to UNDP Viet Nam.

1. GENERAL BACKGROUND

United Nations Development Programme (UNDP)'s approach to supporting Viet Nam is to collect and analyze evidence and data to inform disability-inclusive policy making and to increase representation of PWDs in elected bodies. This is in line with Viet Nam's commitment to Sustainable Development Goal 16 on Peace, Justice and Strong Institutions, especially to institutional reforms for more just and inclusive societies and modern national governance for all. It is also reflected in the 2022-2026 UNDP's Country Programme Document's Outcome 3 on Governance and Justice for the next four years (2022- 2026).

Like everywhere else, PWDs in Viet Nam can bring their unique experiences and perspectives into the decision-making process, especially in response to crises. No one else but PwDs can understand and raise disability issues. Currently, no one in Viet Nam's National Assembly identifies themselves as a PWD and /or a representative of PWDs.

The participation of representatives from the PWD community, therefore, should be a priority in the National Assembly and People's Councils at all levels. To support these efforts, in March - April 2021, UNDP conducted a 'Rapid Assessment on the Willingness of Persons with Disabilities to Stand for Election to the National Assembly of Viet Nam or People's Councils at All Levels'⁵ to understand the capacity needs and opportunities for representatives of PWDs community to be elected in Vietnamese legislatures in the near future. The Rapid Assessment discovered that 98.2% of our respondents hope to have representatives with disabilities in the National Assembly and People's Councils. More than half of respondents are willing to become self-nominated candidates of the National Assembly or People's Councils at all levels in the next 5 years.

The rapid assessment results also showed the top 3 challenges PWDs believe they will face during the course of such election: they are afraid that they will (1) **not feel confident in their own**

⁵ UNDP (May 2020). Report on the key findings of the rapid assessment of the willingness of persons with disabilities to stand for election to the National Assembly of Viet Nam or People's Councils at all levels. A working paper by UNDP Viet Nam. *[Mimeo]*

abilities; that they will (2) not know how to self-nominate or gain voter support; and they are (3) skeptical that communities will vote for PwDs.

This demonstrates that although PwDs would hope to be represented better in elected bodies of Government, and a strong majority is interested to become such a representative themselves, most of them have little faith in the support they would get regarding the logistics and formal requirements as well as the support they would get for their election from voters and communities. It gives rise to concerns on how far PwDs remain left behind on the political platforms if we remain inactive.

Viet Nam Provincial Governance and Public Administration Performance Index (PAPI) is a flagship governance program initiated by UNDP in Viet Nam since 2009. PAPI measures and benchmarks citizens' experiences and perception on the performance and quality of policy implementation and services delivery of all 63 provincial governments in Viet Nam to advocate for effective and responsive governance. Since the voice of PwDs remains absent from PAPI survey, to support the efforts of collecting evidence for more disability-inclusive decision-making processes and promoting the representation of PwDs in elected bodies, in the period 2022 – 2025, PAPI will select potential candidates with disabilities for the National Assembly and People's Council's at all levels and train them to get ready to self-nominate in the next general election in 2026. This long-term course will equip 80 potential candidates with disabilities with essential skills of a representative of their people, including leadership, communication, listening and advocacy, and legal knowledge. Expectedly, after the course, 3 participants will be included in the list of self-nominees to the National Assembly, and 25 participants in the list of self-nominees to the People's Councils at all levels.

UNDP Viet Nam is looking for a national firm to conduct a survey to select 100 potential candidates with disabilities for the National Assembly and People's Councils at all levels to participate in an orientation and develop a capacity building package for a long-term course for these potential candidates in 2023 – 2025 to get ready to self-nominate in the General Election in 2026.

2. OBJECTIVES OF THE ASSIGNMENT

To promote Vietnamese PwDs' political participation by building up their capacities to become representatives of their community in elected bodies. In particular, select and train around 100 potential candidates with disabilities to get ready to self-nominate or be nominated to the National Assembly or People's Councils at all levels in the General Election in 2026.

3. SCOPE OF WORK

The national firm will perform the following tasks:

- **Set up and manage an expert team** who are specialized in law, politics, board voting, capacity building for potential candidates of the National Assembly or People's Councils at all levels...
- **Design and conduct a questionnaire to select 100 potential candidates with disabilities** to participate in an orientation on promoting PwDs political rights. To attain this target number, at least 200 applications from PwDs representing different types of disabilities and regions should be received.

- **Invite 180 participants from the Ministries, leaders of OPDs, CSOs, Research institutes, potential and 100 potential candidates with disabilities and their personal assistants; prepare logistics** (invitation, venue, workshop equipment, tea break, meals, accommodations, per diem, transportation fee according to UN-EU cost norm); organize 3 one- day orientation workshops on promoting PWDs’ political rights: **one in Hanoi** for 60 participants from provinces in the North, **one in Danang for 60 participants from** provinces in the Central, and **one in Can Tho city for 60 participants from the South of Vietnam;**

Design and conduct three 1-day interview events to select 70 – 80 out of 100 PWDs in Hanoi, Danang, Can Tho (combined with the consultation workshops) for the long-term course in 2023 – 2025. The bidder also needs to prepare 3 small meeting rooms for three 2 -day interview events and other logistics for 150 potential candidates and their personal assistants (drink waters, meals for the interviewees and interviewers, accommodations, per diem, transportation fee as per UN-EU cost norms).

Develop the basic training package for 80 candidates with disabilities in 2023 – 2025. The training contents will focus on improving potential candidates’ leadership, communication and listening skills, public speaking, skills of building up a strong profile and meeting with voters.

Detailed Logistics requirements is described in the Annex 1: Detailed Logistics requirements

***Note:** 100 potential candidates come from different provinces in Vietnam and will be recruited from June to July 2022. The total of budget on the contract will not be changes but detailed line budget for participants (accommodation, transportation fees and per diem may be changed based on the confirmed list of participants in July 2022). The amendment TOR and the revised contract will be signed based on agreement between UNDP and the bidder.*

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to be implemented from 01 July 2022 to 31 December 2023.

Duty Station is Ha Noi, Da Nang, Can Tho and online.

5. FINAL PRODUCTS***

The contractor, according to the following terms of reference and under the coordination of the UNDP Viet Nam, shall complete the following final products:

Outputs	Description	Expected Results	Deadlines
Output 1	Design and conduct a questionnaire to select 100 potential candidates with disabilities to participate in an orientation on promoting PWDs political rights. To attain this target number, at least 200 applications from PWDs representing different	1.1. An expert team is set up and supervise to provide technical support for the project implementation...	15 July 2022
		1.2. A questionnaire (an application form) to select potential candidates with disabilities to participate in the capacity building on PWDs’ political rights	31 July 2022

	types of disabilities and regions should be received.	1.3. 100 potential candidates with disabilities are selected from 200 applications to participate in the orientations and the interviews.	15 August 2022
Output 2	Conduct an orientation for 180 participants; Conduct interviews to select 80 participants for the long-term course (2023 – 2025) on capacity building to improve PWDs’ political participation in elected bodies.	2.1 Orientation contents and interview questions are developed; 2.2 Three orientation sessions (1 day) for 180 participants (included their personal assistant if needed) are conducted in Ha Noi, Da Nang and Can Tho 2.3 80 official participants are selected from 100 candidates after 3 interview events (2 days for each event) in Hanoi, Danang, Can Tho to enroll in the long-term course 2023 – 2025.	31 August 2022 6 September to 15 October 2022 15 October 2022
Output 3	Compile a basic training package to promote PWDs’ political rights 2023 – 2025; Conduct a pilot training with around 20 participants in Ha Noi; Complete the training materials based on lessons learnt and feedback from the pilot training.	3.1 The first draft of the basic training materials accessible for all types of disabilities is developed 3.2 A pilot training is conducted with 20 participants; 3.3 The completed training package is published.	30 September 2022 31 October 2022 31 December 2022

6. DEGREE OF EXPERTISE AND QUALIFICATIONS

The contractor conducting activities under this Term of Reference (ToR) is expected to meet the following qualifications:

Is registered as an organization of PWDs

Able to assign at least four national staff (one team leader, one technical staff, one accountant and one admin staff);

At least 5 years of policy advocacy for the rights of persons with disabilities, gender equality and disability inclusion;

Proven experience in organizing and facilitating workshops on disability-related policies with accessible facilities for diverse groups of PWDs;
 Proven knowledge and experience in working with the Government and development partners;
 A broad network with line ministries, organizations of persons with disabilities and relevant NGOs;
 Good command of English.

The following table sets forth qualifications required for each team member:

Role	Number of Persons	Required qualifications	Number of workdays
Team leader	01	Bachelor degree in social science, disability studies, international development cooperation or humanitarian action, or other relevant degree, or equivalent relevant work experience in disability, development/humanitarian organizations; Proven experience in disability inclusion and good understanding of the CRPD and other related international commitments; Strong understanding of policy and programmatic issues related to the promotion of the rights of persons with disabilities in Viet Nam; A good understanding of development and/or humanitarian processes at country level, (including UN-led processes). Experience working with organizations of persons with disabilities and demonstrated experience working to ensure the participation of under-represented groups; Proven experience in managing development projects.	30
Technical staff	01	Bachelor's degree in law, social sciences, development, disability studies, human rights or related fields; Proven experience in training facilitation and support, compilation and technical review of training materials, survey design and implementation; Strong understanding of policy and programmatic issues related to the promotion of the rights of persons with disabilities in Viet Nam; Basic English reading and writing Skills Basic English reading and writing skills.	30
Accountant	01	University or college degree in finance, accounting, economy or related fields; Proven experience in budgeting, managing project expenses and financial reporting; Demonstrated knowledge and experience in managing finance and financial procedures of development projects.	15
Admin staff	01	University or college degree in social sciences, public administration, home affairs, or related fields; Proven experience in logistics and admin tasks in development projects;	30

		Demonstrated experience in organizing training workshops.	
Total	04		105

7. ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP Disability Right Officer will provide technical and management support for the contractor to complete their tasks.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

- UNDP shall be responsible for quality control of the outputs.
- The contractor will report directly to UNDP Disability Inclusion Officer.

UNDP Viet Nam Disability Inclusion Officer in the Governance and Participation Team shall be responsible for overall quality control of each and every output. Therefore, the successful bidder shall be held accountable to UNDP Viet Nam on the activity implementation as defined in the outputs, as well as request for advice and inputs were deemed appropriate.

9. REVIEW TIME REQUIRED AND PAYMENT TERM

UNDP shall pay the successful bidder against the milestones for the research project upon UNDP's satisfaction with the deliverables as specified in Section 5 hereinabove and its acceptance of invoices submitted by the successful bidder. Milestones for deliverables and payments for the three stages are as follows:

Sequences	Percentage of installment	Indicative date for Installments
1 st payment	20% upon receipt and acceptance of Output 1.1 listed in the Section 5	15 August 2022
2 nd payment	50% upon receipt and acceptance of Output 1.2, 2.1, 2.2 and 2.3 listed in the Section 5	31 October 2022
Final Payment	30% for final installment upon UNDP satisfaction of Output 3.1, 3.2 and 3.3 listed in the Section 5	15 January 2023

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

None

Annex 1: Mandatory criteria:

The national firm must be a registered organization of /for persons with disabilities.

Bidders meeting the above mandatory criteria will be qualified to assess technical proposals against the criteria below:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	National firm's qualification, capacity and experience (with submission of the organization's scanned legal registration, 2 sample contracts and 2 activity reports)	Total: 200
1.1.	At least 5 years of policy advocacy for the rights of persons with disabilities, gender equality and disability inclusion;	60
1.2.	Proven experience in organizing and facilitating workshops on disability-related policies with accessible facilities for diverse groups of PWDs (provision of track records of similar contracts in the last 3 years);	50
1.3.	Proven knowledge and experience in working with the Government and development partners;	30
1.4.	Proven broad networking with line ministries, organizations of persons with disabilities and relevant NGOs;	20
1.5	Good command of English ((provision of two English activity reports in the last 3 years)). (20 for each report provided)	40
2.	Adequacy of the proposed approach, methodology and work plan responding to the TOR	Total: 300
2.1	The suggested activity schedule sufficiently addresses the key tasks/responsibilities expressed in the TOR	70
2.2	The proposed activities sufficiently addresses the needs/demands of the TOR	100
2.3	The proposal commits commissioning a strong team to deliver the expected outputs	50
2.4	The presentation of the proposal is clear, logical, and well addresses the requirements of this ToR	80
3.	Qualifications and experience of personnel	Total: 500
3.1.	National Team leader (with submission of English CV)	200
3.1.1	Bachelor degree in social science, disability studies, international development cooperation or humanitarian action, or other relevant degree, or equivalent relevant work experience in disability, development/humanitarian organizations;	40
3.1.2	Proven experience in disability inclusion and good understanding of the CRPD and other related international commitments;	30
3.1.3.	Strong understanding of policy and programmatic issues related to the promotion of the rights of persons with disabilities in Viet Nam;	30
3.1.4.	A good understanding of development and/or humanitarian processes at country level, (including UN-led processes);	30

3.1.5	Experience working with organizations of persons with disabilities and demonstrated experience working to ensure the participation of under-represented groups;	30
3.1.6	Proven experience in managing development projects.	40
3.2	3 national team members (a technical staff, an accountant and an admin staff) (with submission of English CVs))	300
3.2.1.	Technical staff	100
3.2.1.1.	Bachelor's degree in law, social sciences, development, disability studies, human rights or related fields	30
3.2.1.2.	Proven experience in training facilitation and support, compilation and technical review of training materials, survey design and implementation;	30
3.2.1.3	Strong understanding of policy and programmatic issues related to the promotion of the rights of persons with disabilities in Viet Nam;	20
3.2.1.4	Basic English reading and writing skills.	20
3.2.2	Accountant	100
3.2.2.1	University or college degree in finance, accounting, economy or related fields;	30
3.2.2.2	Proven experience in budgeting, managing project expenses and financial reporting;	40
3.2.2.3	Demonstrated knowledge and experience in managing finance and financial procedures of development projects.	30
3.2.3	Admin staff	100
3.2.3.1	University or college degree in social sciences, public administration, home affairs, or related fields;	30
3.2.3.2	Proven experience in logistics and admin tasks in development projects;	40
3.2.3.3	Demonstrated experience in organizing training workshops.	30
	Total	1000

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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.*

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

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

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.

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.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]