

**Annex 2**

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

***(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. **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. **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.*
4. **Cost Breakdown per Deliverable\* (please refer to Appendix 1 of Annex 2)**

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

*[Designation]*

*[Date]*

**APPENDIX 1 TO ANNEX 2**

**SCHEDULE OF REQUIREMENTS OF SERVICES**

UNDP Armenia is intended to establish a Long-Term Agreement for photographic (LOT 1) and video and infographic video production services (LOT 2)

We, the undersigned, hereby accept in full UNDP General Terms and Conditions, and hereby offer services in conformity with requirements of UNDP as per RFP

Offers to Supply Services Compliant with Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| N | Description of Services | Regular Price per day in AMD | Rush hour Price, AMD less than 48 hours prior to event |
| 1 | LOT 1: Price for Photographic services |  |  |
| 2 | LOT 2: Video and infographic video production services |  |  |

**Name of Company:**

**Signature:**

**Date:**

**Annex 3**

**Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

Attached separately.

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)