**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER (CONTRACTOR)’S PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Contractor’s Official Letterhead/Stationery[[2]](#footnote-3))***

[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 Contractor**

*The Contractor 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.*
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, 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/list of referees (name, email address and phone number);*
5. *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. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Contractor 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 Contractor 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\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | **Deliverable 1: Accelerator Inception Inputs and Outreach Campaign**   * Submission and acceptance of agreed acceleration programme curriculum of training modules, timeline/schedule and design, in line with scope of work. The deliverable will also include a list of mapped potential mentors related to the blue economy for training/mentorship sessions during the Accelerator programme, in line with scope of work. * Agreed marketing and promotional campaign (plan) for the Accelerator programme outreach, including marketing workplan for Launch event, social media (i.e., LinkedIn, Instagram, Twitter) and international mass media partner engagements. Deliverable will also include ongoing statistics of marketing outreach. * Submission of pre-programme interim report which includes: progress of solicitation, call of application and screening of participants, list of total applicants and final screened participants (minimum 12 participants, 6 Startups, 6 SMEs), report on programme Launch Event | 20% |  |
| 2 | **Deliverable 2: Implementation of Accelerator Programme**   * Agreed Accelerator curriculum plan including list and schedule of modules, individual focus course, timetables as agreed under scope of work. The deliverable includes securing participation of agreed mentors/trainers experienced in related fields, documentation/brief report on curriculum implementation. | 30% |  |
| 3 | **Deliverable 3: Accelerator Reports and Post-Accelerator Activities**   * Agreed marketing and outreach campaign (plan) for Demo Day activity, including engagements with social media channels (i.e, LinkedIn, Instagram, Twitter) and international mass media partners. Deliverable will also include ongoing statistics of marketing outreach. * Agreed list of 5 local medias and and 5 international medias and minimum 30 investors (venture capital, HNWI, family offices, development banks, private sector banks) for Demo Day activity | 30% |  |
| 4 | **Deliverable 4: Final Accelerator Report and Media Highlight**   * Submission of an agreed written final program, a written report of the Accelerator, Demo Day, Matchmaking Event activities which should include, but is not limited to:   + Background Summary of Accelerator and partners involved. Success stories and learnings from each Accelerator training session and program activity.   + Marketing report and all media/documentation of sessions (screenshots or photos).   + Complete and aggregated (based on gender and SDG focus) list of participants, their brief profiles, and solutions.   + Attendance list of participants, speakers, facilitators, and organizers in each session.   + Summary of each training session   + Complete list of investors, government and potential partners invited/attending each event [Demo Day and Matchmaking].   + Feedback from participants and other stakeholders.   + Recommendations for future programmes. * Submission of post-program promotional content and visibility [quality human interest stories, video reel highlighting participating companies’ impact and contribution to SDGs] | 20% |  |
|  | Total | 100% |  |

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

1. **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/Qty** | **Total Rate (IDR)** |
| **I. Personnel Services** |  |  |  |  |
| 1. Accelerator Project Manager |  | 40 wds | 1 |  |
| 1. Lead Trainer for Startup |  | 80 wds | 1 |  |
| 1. Lead Trainer for SMEs |  | 80 wds | 1 |  |
| 1. Trainer/Mentors - Business and Innovation |  | 10 wds | 4 |  |
| 1. Trainer – Blue Sector Trainer |  | 10 wds | 1 |  |
| 1. Communications Officer |  | 30 wds | 1 |  |
| 1. … |  |  |  |  |
| **II. Out of Pocket Expenses** |  | UOM | Quantity |  |
| Printing final report |  | Times | 1 |  |
| Design social media resources, event poster, ads |  | Times | 1 |  |
| Design virtual background |  | Time | 1 |  |
| Highlight reel video |  | Time | 2 |  |
| Hybrid launch event Resource persons (minimum: MC (, moderator) |  | Persons | 2 |  |
| Hybrid launch event production logistics/equipment (minimum: audio, visual logistics, internet connection, camera sets, lighting) |  | Time | 1 |  |
| Hybrid launch event logistics resourcepersons (minimum: admin, tech and projection support team) |  | Persons | 3 |  |
| Hybrid launch event documentation (photos, videos) |  | Time | 1 |  |
| Online Media/press release (five international) (5 medias with 2 exposures) |  | Times (No. of media x No. of exposure) | 10 |  |
| Online Media/Press release (five local medias with 2 exposures) |  | Times (No. of media x No. of exposure) | 10 |  |
| III. Other related cost: (if any, please provide in detail) |  |  |  |  |
|  |  |  |  |  |

*[Name and Signature of the Contractor Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)