**Annex II**

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

***(This Form must be submitted only using the Service Provider’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 19 September 2022 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:*

***Item A-a: Profile –*** *Please describe the nature of business, field of expertise, licenses, certifications, accreditations and procedure of decision making;*

***Item A-b: Business Licenses*** *– Please submit the Registration Papers, etc. and complete Item A-b;*

***Item A-c: Latest Financial Statement*** *– Please attach the income statement and balance sheet to indicate your financial stability, liquidity, credit standing, and market reputation, etc. and list the attached documents in the following Item A-c;*

***Item A-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. Please use Item A-d as a guide to provide the requested information;*

***Item A-e: Written Self-Declaration*** *– Please note that by completing the following item A-e you declare that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**Item A-a**

|  |
| --- |
| **Profile of the Firm/Organization** |
| * Full name of organization (in Farsi): * Full name of organization (in English): * Central office address: * Tel No: * Fax No: * E-mail: * Website: * Name of General Manager: * Name of Chair of Board of Directors/Trustees: * Summary of Goals and Mission of Organization: * Structure of the organization, number of staff including all administrative bodies, core areas of expertise and experience: |

**Item A-b**

|  |
| --- |
| **Legal and Registration Information:**  *Please attach the registration certificates of firm/organization.* |
| * Organization’s year of establishment (سال شروع فعالیت) : * Organization’s official registration date (سال ثبت رسمی) : * Please specify under which of the following modalities/organizations the entity is registered:   O Ministry of Interior Office as a Non- governmental/non- profit organization (ثبت در وزارت کشور):  O Youth national organization (ثبت در سازمان ملی جوانان ) :  O Office of registration of companies and industrial ownership (اداره کل ثبت شرکتها و مالکیت صنعتی)  Others: …………………………………………..   * Registered under name of: ………………………………………………… * Number and date of registration on permission of activity (شماره و تاریخ ثبت مجور فعالیت) : * Please explain if your firm/organization has any history or experience of disagreement leading to taking any contractual case to law court. If yes, please describe the case. |

**Item A-c**

|  |
| --- |
| **Latest Financial Statement:** Please list the required documents you have attached to indicate your financial stability, standing and market reputation, etc.   * Please explain your organization’s experience in start up programs, hackathons or acceleration programmes. * Please explain your previous related experience in organizing and implementing national start up programs, hackathons or acceleration programmes (including full support to event design, branding, organization, implementation and follow-up mentoring). * Please provide previous related three success stories (prototypes built and developed into tech-based products) as the follow-up of hackathons and start-up programmes. * Please elaborate and provide evidence of having access to networks of mentors and advisors with an interest in the theme of “innovation in Waste Management, Agriculture Supply Chain Transparency and Water Efficiency Improvement” with proven document ( MOU/contacts ,…). * Please provide your organization’s previous experience in the development and implementation of start-up programmes on the specific topics related to development challenges. * Please mention if you had any previous working experience with UN or international organizations and provide the detail of your experience (subject of activity), name of the UN or international organization, … . |

**Item A-d**

|  |
| --- |
| **Track Record and Experiences:** Provide the following information regarding corporate experience within the last ten years which are related or relevant to those required for this contract**.** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Start Date** | **End Date** | **Contract’s scope** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

**Item A-e**

|  |
| --- |
| **Written Self-Declaration** |
| Hereby I declare that my company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.  (Please note that by completing and signing this proposal you declare and confirm that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.) |

1. **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.*  ***(please fill Item B)*** |

**Item B**

|  |
| --- |
| **Proposed Methodology for the Completion of Services** |
| Please explain your methodology and approach for carrying out the activities and obtaining the expected outputs.  Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them:  Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.  Example:   |  |  |  |  | | --- | --- | --- | --- | | Steps | Involved entities  (if applicable) | Timeframe | Responsible entity/individual  (if applicable) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

1. **Qualifications of Key Personnel**

*Please 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 of the key personnel that will perform the services which demonstrates qualifications; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual’s CV to be signed by the nominated member.*

*“I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement”*

**Item C-a**

|  |
| --- |
| **CV of individual(s) to be assigned as Team Leader for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.** |
| **1. Name of Firm/Organization**:  **2. Full Name of individual**:  **3. Date of Birth**: **4. Nationality**:  **5. Education**:    **6. Countries of Work Experience**:  **7. English Proficiency (for team leader)** [*Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  **8. Farsi Proficiency [***Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  **9. Employment Record and previous experiences** [*Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment (see* ***Attachment A****): dates of employment, name of employing organization, positions held.*] |

|  |
| --- |
| **CV of individual(s) to be assigned as Product Development Expert for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.** |
| **1. Name of Firm/Organization**:  **2. Full Name of individual**:  **3. Date of Birth**: **4. Nationality**:  **5. Education**:    **6. Countries of Work Experience**:  **7. English Proficiency (for team leader)** [*Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  **8. Farsi Proficiency [***Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:  **9. Employment Record and previous experiences** [*Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment (see* ***Attachment A****): dates of employment, name of employing organization, positions held.*] |

**Financial Proposal**

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Important Note:** *This is a template which the bidders must use to provide their financial proposal. The word format of this template is provided to enable the bidders to modify it based on the requirements and their proposal. In case any of the cost items below are not applicable or will not impose cost on the bidder can be deleted and likewise if any cost item that has not been foreseen in the below table can be added by the bidder by inserting lines in tables.*

**Table A: Summary of Overall Prices**

|  |  |
| --- | --- |
| **Cost Component** | **Amount(s)** |
| **Professional Fees**  (to be read from Table 1) |  |
| **Travel costs**  (to be read from Table 2) |  |
| **Reporting and communications**  (to be read from Table 3) |  |
| **Costs of events of Work package 1**  (to be read from Table 4- a, 4-b and 4-c) |  |
| **Costs of events of Work package 2**  (to be read from Table 5-a, 5-b and 5-c) |  |
| **Costs of events of Work package 3**  (to be read from Table 6) |  |
| **Costs of Mentors and Specialists**  (to be read from Table 7) |  |
| **Total all-inclusive amount of Financial Proposal** |  |

**Table 1: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate/day**  **IRR** | **No. of Days** | **Total Amount**  **IRR** |
| *A* | *B* | *C=AXB* |
| Technical Team  (Please indicate the position of other team members if you have considered any) | Team Leader |  |  |  |
| Product Development Expert |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 2: Breakdown of Travel costs required for all deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| **Transportation of personnel** | | | |
| Cost of tickets for personnel to Kashan  (Please indicate the mode of travel for each site)  Please note that up to 3 trips to each pilot city is expected |  |  |  |
| Cost of tickets for personnel to Urmia  (Please indicate the mode of travel for each site)  Please note that up to 3 trips to each pilot city is expected |  |  |  |
| Cost of tickets for personnel to Zahedan  (Please indicate the mode of travel for each site)  Please note that up to 3 trips to each pilot city is expected |  |  |  |
| Cost of in-town transportation  Please see ToR for the sites that are expected to be visited |  |  |  |
| **Accommodation of personnel** | | | |
| Accommodation of personnel in Kashan  *Please specify the number of personnel and number of nights of stay* |  |  |  |
| Accommodation of personnel in Urmia  *Please specify the number of personnel and number of nights of stay* |  |  |  |
| Accommodation of personnel in Zahedan  *Please specify the number of personnel and number of nights of stay* |  |  |  |

**Table 3: Cost of Reporting and communications required for all deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| **Reporting for all deliverables** | | | |
| *Please specify the cost items and add rows.*  *example: a file/Zoonkan of project documents* |  |  |  |
| **Other Expenses** | | | |
| Communication |  |  |  |
| Information Webpage |  |  |  |
| Email for registration and idea submission |  |  |  |
| Plan and organize one virtual ideation event (reverse pitch) |  |  |  |
| Provision of Photo of each event | 15 qty |  |  |
| 15 minutes video of the events | 2 qty |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Subtotal Other Costs:** | | |  |

**Table 4: Breakdown of related costs to events of Work package 1:**

***Table 4-a – Kashan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| Venue should have the below qualities:   * the space must have minimum 100 people capacity * a space for participatory workshops * a presentation stage * wifi access * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] | 3 days |  |  |
| ***(Please provide the detail of refreshment and lunch in below lines)*** | | | |
| Lunch shall contain Persian food for all the participants at each day  [please provide the details of suggested lunch] | 3 days |  |  |
| Serving two refreshments per day  [please mention the refreshments and the related costs] | 3 days  Twice per day |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 4-b – Urmia City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| Venue should have the below qualities:   * the space must have minimum 100 people capacity * a space for participatory workshops * a presentation stage * wifi access * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] | 3 days |  |  |
| ***(Please provide the detail of refreshment and lunch in below lines)*** | | | |
| Lunch shall contain Persian food for all the participants at each day  [please provide the details of suggested lunch] | 3 days |  |  |
| Serving two refreshments per day  [please mention the refreshments and the related costs] | 3 days  Twice per day |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 4-c – Zahedan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| Venue should have the below qualities:   * the space must have minimum 100 people capacity * a space for participatory workshops * a presentation stage * wifi access * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] | 3 days |  |  |
| ***(Please provide the detail of refreshment and lunch in below lines)*** | | | |
| Lunch shall contain Persian food for all the participants at each day  [please provide the details of suggested lunch] | 3 days |  |  |
| Serving two refreshments per day  [please mention the refreshments and the related costs] | 3 days  Twice per day |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

**Table 5: Breakdown of related costs to events of Work package 2:**

***Table 5-a – Kashan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 5-b – Urmia City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 5-c – Zahedan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

**Table 6: Breakdown of related costs to events of Work package 3:**

***Table 6-a – Kashan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Related costs to investment pitch event : | | | |
| Venue should have the below qualities:   * 50 people capacity * a presentation stage * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 6-b – Urmia City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Related costs to investment pitch event : | | | |
| Venue should have the below qualities:   * 50 people capacity * a presentation stage * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

***Table 6-c – Zahedan City Event***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price (IRR)** | **Total Amount (IRR)** |
| workspace for the 3 selected startups in startup hubs  [please refer to Annex IV for more details on workshop facilities requirements] |  |  |  |
| Related costs to training sessions for the selected teams  [please provide the details of costs] |  |  |  |
| Related costs to investment pitch event : | | | |
| Venue should have the below qualities:   * 50 people capacity * a presentation stage * required video and audio equipment   [please refer to Annex IV for more details on event facilities requirements] |  |  |  |
| Any other costs (please specify)  **If you foresee any other costs you must change the description and exactly specify the cost item.** |  |  |  |
| **Total of cost components:** | | |  |

**Table 7: Costs of Mentors/Specialists required for all deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Fee Rate/day**  **IRR** | **No. of Days** | **Total Amount**  **IRR** |
| *A* | *B* | *C=AXB* |
| Mentors/Specialists for Kashan |  |  |  |
| Mentors/Specialists for Urmia |  |  |  |
| Mentors/Specialists for Zahedan |  |  |  |
| **Subtotal Mentors Fees:** | | |  |

**Table 7: Breakdown of Price per Deliverable/Activity**

|  |  |
| --- | --- |
| **Deliverable/Activity description** | **Total**  **IRR** |
| Inception Report of innovation challenge event of Work package 1 |  |
| Interim Report of innovation challenge event of Work package 1 |  |
| Interim Report of pre-acceleration programme – Work package 2 |  |
| Final report of acceleration programme – Work package 3 |  |
| Total |  |

*\*Please note that the total cost of this table (Table 7) should be the same as Table A.*

*[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-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.*  [↑](#footnote-ref-3)