# Appendix 3.b: Commercial offer FORM

# (both the hard copy and soft copy to be submitted in a separate sealed envelope)

**ACCOMPANYING LETTER**

**To:** **United Nations Industrial Development Organization (UNIDO)**

**Procurement Services /COR (Attn. Romina Mattassini)**

**Wagramer Strasse 5, P.O Box 300, A-1400 Vienna, Austria**

**Request for Proposals No: RFP No. 1100237721**

**UNIDO Project: 240201**

**Closing Date: 28 March 2025, 16:00 hours CET**

1. In compliance with your Request for Proposal (RFP) No. 1100237721 - PROVISION OF SERVICES RELATED TO THE DEVELOPMENT OF INNOVATION AND INDUSTRIAL DECARBONISATION PLANNING DOCUMENTS FOR BRAZIL under Project No. 240201, the undersigned representative *<full name and title>* duly authorized to act in the name and for the account of the Bidder (Supplier) *<name and address of the bidder>* hereby submit the following Proposal through post, **containing a Commercial Bid containing price(s) and commercial terms**. The Commercial Proposal contain the following:
   1. Total Price and Unit Prices.
   2. Deviation Form for Commercial Terms
   3. All confirmations, statements, forms and information required as per the

Instructions for the Preparation and Submission of Proposals the Terms of Reference (Appendix 1 to RFP) , Mandatory Statements and Confirmation (Appendix 8 to RFP);

1. Total Price for the provision of the Services specified in the Proposal Schedule of Prices below is (*amount in figure and currency*), that is (*amount and currency in words*).
2. The Bidder (Supplier) named and attested below hereby declares and agrees:
3. That we(the Bidder) will take full responsibility for performance of the Contract in accordance with all provisions of the RFP documents.
4. That we(the Bidder) have examined in detail all the documents including amendments (if any) and all information furnished for reference as well as relevant attachments and that ***we are*** perfectly aware that ***we*** must renounce all right of invoking ambiguities or misunderstandings in this respect.
5. That we(the Bidder) agree to furnish any other data or information pertinent to our Proposal that might be requested by UNIDO and that we fullyunderstand that UNIDO is not bound to accept the lowest or any of the proposals it may receive.
6. That our Proposal is valid for a period of 180 calendar days from the proposal closing date.
7. That all official correspondence pertinent to this Proposal shall be addressed to *<address of bidder>*:

Address:

Fax:

Telephone:

E-mail:

Signature of and attestation byBidder:

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **DESCRIPTION OF THE SERVICES**

Please use the below table as a guidance to provide the breakdown of the costs, including the unit prices and the total price, per category, as applicable, taking into consideration the requirements in the Terms of Reference (Appendix 1).

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, their Proposal will be rejected. Any inaccurate information given may lead to a rejection of the Proposal.

**BREAKDOWN OF THE OFFERED PRICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1 PROFESSIONAL SERVICES (INCL. SECRETARIAL AND OTHER SUPPORT SERVICES)** | | | | **Total USD** |
| 1.1 Project Area (*work performed in the area of the project*) | | | |  |
| **Name** | **Units** | **Overnight** | **Cost per No. of Units/Nights** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1.2 Home Office | | | |  |
| **Name** | **Units** | **Overnight** | **Cost per No. of Units/Nights** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total 1** (1.1 and 1.2) | | | |  |
| **2. OFFICE AND OTHER FACILITIES** | | | |  |
| Office rental |  |  |  |  |
| Phone |  |  |  |  |
| Internet |  |  |  |  |
| Office supplies |  |  |  |  |
| Electricity and heating |  |  |  |  |
| Other (specify) |  |  |  |  |
| **Sub-total 2:** | | | |  |
| **3. EQUIPMENT** | | | |  |
| Notebook computer including software licenses |  |  |  |  |
| Projector |  |  |  |  |
| Digital camera |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Sub-total 3:** | | | |  |
| **4. TRAVEL & TRANSPORTATION** | | | |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total 4:** | | | |  |
| **5. Training Facilities** | | | |  |
|  | **Type** |  |  |  |
| Workshop /conference room rental (if applicable) |  |  |  |  |
| Refreshments | Lunch |  |  |  |
|  | Coffee/Tea |  |  |  |
|  | Snack |  |  |  |
|  | Water |  |  |  |
| **Sub-total 5:** | | | |  |
| **6. PRINTING AND PUBLICATION** | | | |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total 6:** | | | |  |
|  |  |  |  |  |
| **7. OTHER DIRECT COSTS** | | | |  |
| List items and specify unit cost per item |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total 7:** | | | |  |
|  |  |  |  |  |
| **8. SUBCONTRACTS IF ANY** | | | |  |
| Provide breakdown of price of each sub-contract in the Attachment |  |  |  |  |
| **Sub-total 8:** | | | |  |
| **GRAND TOTAL INCLUDING SUBCONTRACTS IF ANY:** | | | |  |
|  | | | |  |
| **DISCOUNT (IF GRANTED):** | | | |  |

SIGNATURE OF BIDDER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **DEVIATION FORM FOR COMMERCIAL TERMS**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Commercial Terms in Bidding Documents | Commercial Terms Offered by the Bidder | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

SIGNATURE OF BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **BIDDER STATEMENT AND INFORMATION**

**Note for the Bidder**

The Proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to supply the goods specified satisfactorily. Failure to furnish all information required by this RFP or submission of a bid not substantially responsible to the RFP in every respect will be at the Bidder's risk and may result in the rejection of their Proposal.

Review of the qualifications of the bidders shall constitute an integral part of the technical and commercial evaluation. The Bidders must fulfil UNIDO qualification requirements in order to be considered for a contract.

You must submit together with the completed Commercial Proposal all the statements, forms and information mentioned in paragraph 3 ‘Preparation and Contents of Proposal, Technical Proposal’ of the Instructions for the Preparation and Submission of Proposals, and reflected in the Mandatory Statements and Checklist (Appendix 8 to RFP). Please note that these statements, forms and requestedinformation are mandatory and your proposal will be rejected in the event these statements and requested information have not been provided with your Proposal.