**Annex 2**

**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 261-2021-UNDP-UKR-RFP-RPP dated 5/21/2021 , 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:*

*• Business Licenses – Registration Papers, Tax Payment Certification, etc.*

*• The Company's profile clearly and briefly reflects all the necessary experience and competencies for this assignment. Only the experience reflected in the profile document will be considered during the evaluation process. Links, attachments, etc., should prove all the experience and competencies reflected in the profile document. The profile should not exceed 1 page (Arial font, 12 font size, 1,5 line and paragraph spacing).*

*• At least 1 sample of other methodologies developed by the Company. The sample(s) should be provided as attachment(s), or as link(s) to online documents.*

*• At least two reference letterers from a former client in any project done by the Company. The reference should be brief and straightforward and should highlight only the relevant experience that the Contractor had in a particular project.*

*• 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.*

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  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: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company/Organization’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Track Record performed | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 2 previous partners for reference | Please attach the signed reference letters *if any.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |
| Other relevant information |  |

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 including:*   * *A proposal for how to organize a mentoring and coaching work. The proposal document should cover the process from the start of the program to the matching mentors with their protégés. The proposal document should also include a learning programme methodology (description in generic terms of the mentorship program's learning component, from the start of learning till the finish of the program). A brief and precise proposal should not exceed two pages (Arial font, 12 font size, 1,5 line and paragraph spacing).* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

*• A suggested composition of the assignment team. Schematically, show the assignment team composition, and support it with the justification for each team member’s role. The assignment team's composition should include team lead, team roles responsible for specific tasks (a core project team). The assignment team's composition may also include facilitators, advisors, etc.*

*• A CV of a proposed team lead. The CV should highlight the experience in similar projects and relevant education.*

*• The assignment team members profiles. The profiles should be submitted for each team member separately. The 'profiles' should clearly and briefly reflect all the relevant to the task experience and competencies. A profile for each person should not exceed half of the page.*

1. **Financial Proposal**

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to lease/rent outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Cost Breakdown per Deliverable\***

The key steps and a description of the results that must be obtained in the specified time frames are listed above. The Contractor is invited to assess the complexity of work on the implementation by each of these stages and offer the customer the preferred percentage of the agreement's total proposed value.

|  |  |  |
| --- | --- | --- |
| ***Deliverables***  ***[list them as referred to in the RFP]*** | ***Percentage of Total Price (Weight for payment)*** | ***Amount, currency, excl. VAT*** |
| Delivery of output 1 |  |  |
| Delivery of output 2 |  |  |
| Delivery of output 3 |  |  |
| Delivery of output 4 |  |  |
| **Total**  (please indicate currency) | 100% |  |

*\*This breakdown per deliverables shall be the basis of the payment tranches*

**Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for each deliverable based on the following format. The UN RPP shall use the cost breakdown for the price reasonability assessment purposes and the calculation of price if both parties have agreed to add new deliverables to Services' scope.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***№*** | ***Activity/Costs*** | ***Unit*** | ***Number*** | ***Cost per unit, currency*** | ***Amount, currency excl. VAT*** |
| **1** | **Personnel** |  |  |  |  |
| 1.1 | Team lead | 1 month of work |  |  |  |
| 1.2 | Team member 1 (role on the team 1) | 1 month of work |  |  |  |
| 1.3 | Team member 2 (role on the team 2) | 1 month of work |  |  |  |
| … | … |  |  |  |  |
| **2** | **Administration Costs (if necessary)** |  |  |  |  |
| 2.1 | Communication (Internet/Phone/etc.) |  |  |  |  |
| **…** |  |  |  |  |  |
| **3** | **Travel and Lodging** |  |  |  |  |
| 3.1 | Event logistics | Day |  |  |  |
| … | **…** |  |  |  |  |
| 4 | **Other costs (if any - to define clearly activities/costs)** |  |  |  |  |
| 4.1 | … |  |  |  |  |
| … | … |  |  |  |  |
|  | **Total** (please indicate currency) |  |  |  |  |

*[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)