**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. *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 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\***

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverables** | **Timeline** | **Instalment** |
| 1 | 1st payment released upon  submission and acceptance of the **final Work Plan** for the assignment and initial brief from desk review for Green Economic Recovery through CE in the Food & Beverage Sectors.  This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas). | 15 July 2021 | 10 % |
| 2 | 2nd payment released upon submission and acceptance of   1. Draft report of the Resource Efficiency Potential Assessment 2. Draft Report of the quick in F& B industry sector   This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas). | 30 Aug 2021 | 20% |
| 3 | 3rd payment released upon submission and acceptance of   1. **Final report of the Resource Efficiency Potential Assessment.** 2. **Final report of the quick/rapid assessment in F8B Sector**   This deliverable shall be consulted with and agreed by UNDP Indonesia (Senior Advisor for SE) and the GoI (Bappenas). | 30 September 2021 | 40% |
| 4 | 4th Payment released upon submission and acceptance draft Waste & CO2 Potential Reduction Assessment in F&B Sectors  This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the GoI (Bappenas). | 31 October 2021 | 10% |
| 5 | 5Payment released upon submission and acceptance **final Waste & CO2 Potential Reduction Assessment in F&B Sectors.**  This deliverable shall be consulted with and agreed by UNDP Indonesia (CC Programme Manager & Senior Advisor for SE) and the GoI (Bappenas). | 31 December 2021 | 20% |

*\*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** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Team Leader |  |  | 1 |  |
| 1. Technical Expert |  |  | 2 |  |
| 1. Data Collector |  |  | 3 |  |
| 1. Data Analyst |  |  | 2 |  |
| 1. Administrative and Finance |  |  | 1 |  |
| **II. Resource Efficiency Assessment** |  |  |  |  |
| 1. Data Collection 2. FGD (Online & Offline) 3. Interview (Online & Offline) |  |  |  |  |
| 1. Public Discussion 2. FGD (Online & Offline) |  |  |  |  |
| 1. Report Development (Full Report & Policy Brief: Bahasa & English) |  |  |  |  |
| **III. Quick/Rapid Assessment** |  |  |  |  |
| 1. Data Collection 2. FGD (Online & Offline) 3. Interview (Online & Offline) |  |  |  |  |
| 1. Public Discussion 2. FGD (Online & Offline) |  |  |  |  |
| 1. Report Development (Full Report & Policy Brief: Bahasa & English) |  |  |  |  |
| **IV. Waste & CO2 Reduction Assessment** |  |  |  |  |
| 1. Data Collection 2. FGD (Online & Offline) 3. Interview (Online & Offline) |  |  |  |  |
| 1. Public Discussion 2. FGD (Online & Offline) |  |  |  |  |
| **V. Dissemination Result**  a. Webinar/Seminar (Online & Offline) |  |  |  |  |

*[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-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)