**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.*

**TABLE D & TABLE E, TO BE USED FOR SUBMITTING FINANCIAL PROOPOSAL – MUST BE ENCRYPTED WITH PASSWORD & MUST BE SUBMITTED SEPARATELY FROM TECHNICAL PROPOSAL IN E-TENDERING SYSTEM**

1. **Cost Breakdown per Deliverable\***

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables/Outputs**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive) -* IDR / USD** |
| 1 | Deliverable 1  Need assessment and FGD Report, draft training modules, detailed workplan and timeline, and database of participants (1200 MSMEs). | September 2021  (20%) |  |
| 2 | Deliverable 2  Final training modules and report of selection of incubators as trainers/facilitators. The modules should incorporate elements of inclusivity (youth, women and people with disabilities). | October 2021  (30%) |  |
| 3 | Deliverable 3  Report of completion of trainings to include:   * Attendance list * Materials and/or slides during training. * Documentations (photos, videos, voice records, etc) * Feedback * Training monitoring report, including pre and post test results. | November 2021  (30%) |  |
| 4 | Deliverable 4  Final report to include:   * Summary of training implementation * Business matching/partnership implementation, catalogue development, and support to linkages to government support/stimulus for 200 MSMEs, * Overall monitoring and evaluation of the program.   The report will be in English and Indonesian and contains at least the following:   1. Executive Summary 2. Background 3. Methodology 4. Implemenation of Trainings 5. Business Matching/Partnership Establishment 6. Monitoring and Evaluation 7. Lessons Learned and Recommendations | December 2021  (20%) |  |
|  |  | Total | 100% |

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

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item**  **No** | **Description** | **Qty** | **UoM** | **Freq** | **UoM** | **Unit Price**  **(IDR/ USD)** | **Total Price (IDR/USD)** | **Remarks** |
| **I.** | **Personnel** |  |  |  |  |  |  |  |
|  | 1. Team Leader | 1 | person | 5 | month |  |  |  |
|  | 1. Module and Training Coordinator | 1 | person | 5 | month |  |  |  |
|  | 1. Local Incubator Coordinator | 1 | person | 5 | month |  |  |  |
|  | 1. Business Development Coordinator | 1 | person | 5 | month |  |  |  |
|  | 1. Administrative support | 1 | person | 5 | month |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **II.** | **Out of Pocket Expenses (if any, please provide detailed breakdown cost)** |  |  |  |  |  |  |  |
|  | **Recruitment/selection of MSMEs, Module and Media Learning Development** |  |  |  |  |  |  |  |
|  | 1. Recruitment/selection of 1,200 MSME | 1 | package | 1 | time |  |  |  |
|  | 1. FGDs | 3 | group | 1 | time |  |  | Each group consists of 12 persons |
|  | 1. Indepth Interview of selected participants | 30 | person | 1 | time |  |  |  |
|  | 1. Module development | 5 | module | 4 | type |  |  |  |
|  | 1. Learning media (video in 15 mins length) | 5 | module | 3 | time |  |  |  |
|  | **Incubator Selection & ToF (online)** |  |  |  |  |  |  |  |
|  | 1. Recruitment and selection | 1 | package | 1 | time |  |  |  |
|  | 1. Master Trainers ToF | 2 | persons | 5 | Module package |  |  |  |
|  | 1. Trainers (ToF) | 3 | persons | 5 | module package |  |  |  |
|  | 1. Facilitator ToF | 5 | persons | 5 | module package |  |  |  |
|  | 1. Internet voucher for facilitators | 50 | persons | 5 | module package |  |  |  |
|  | **Training and Bootcamp for MSMEs** |  |  |  |  |  |  |  |
|  | * (Master) Trainers fee (Zoom & WhatsApp) | 2 | person | 5 | module package |  |  |  |
|  | * Trainers | 3 | person | 5 | module package |  |  |  |
|  | * Local Facilitator Coaching session fee | 50 | person | 5 | Module package |  |  |  |
|  | * Training and coaching session administrator | 1 | person | 5 | Module package |  |  |  |
|  | **Monitoring and Evaluation** |  |  |  |  |  |  |  |
|  | * Feedback form | 1 | set | 5 | time |  |  |  |
|  | * Pre-Post Test | 1 | Set | 5 | time |  |  |  |
|  | * Monitoring form – for incubator and participants | 2 | set | 1 | time |  |  |  |
|  | * Report and Homework assessment Format for local incubator | 1 | set | 1 | time |  |  |  |
|  | * Data Analytics and Evaluation Report (layout, book and PPT) | 2 | set | 1 | time |  |  |  |
|  | **Business Matching Presentation (Zoom session – 200 participants)** |  |  |  |  |  |  |  |
|  | * Catalogue 200 green MSMEs (digital book) – content and layout design | 1 | package | 1 | time |  |  |  |
|  | * business matching session | 20 | group | 3 | time |  |  |  |
| III | **Other Related Costs (if any, please provide detailed breakdown cost)** – |  |  |  |  |  |  |  |
|  | * Communications | 1 | package | 5 | month |  |  |  |
|  | * Reporting | 1 | package | 4 | time |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

[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)