## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ/UNDP/SPOI/153201/028/2021 – Event Organizer for Sustainable Palm Oil Initiative’s Series of Webinar | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. | **1st Deliverable (10% out of total contract):**  Implementation Report on **Conservation Webinar #1: High Conservation Values in ISPO Certification** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 2. | **2nd Deliverable (10% out of total contract):**  Implementation Report on **Launching Event: Gender Mainstreaming Policy** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform)   Short article on webinar event |  |
| 3 | **3rd Deliverable (10% out of total contract):**  Implementation Report on **Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Italy and Indonesia)** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 4 | **4th Deliverable (10% out of total contract):**  Implementation Report on **Conservation Webinar #2: Conservation Efforts Outside of Protected Forest Area** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 5 | **5th Deliverable (10% out of total contract):**  Implementation Report on **Sustainable Palm Oil (SPO) Contribution Towards SDGs Achievement (Case of Poland and Indonesia)** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 6 | **6th Deliverable (10% out of total contract):**  Implementation Report on **Conservation Webinar #3: Success Story of Conservation Efforts** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 7 | **7th Deliverable (10% out of total contract)**  Implementation Report on **Webinar Series: #ApaKataPekebun Seri 3 – Smallholders and ISPO**, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 8 | **8th Deliverable (10% out of total contract)**  Implementation Report on **Conservation Webinar #4: Smallholders and Conservation Efforts** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 9 | **9th Deliverable (10% out of total contract)**  Implementation Report on **Launching Event: NAP SPO x SDGs Alignment Report** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| 10 | **10th Deliverable (10% out of total contract)**  Implementation Report on **Launching Event: Gender-disaggregated Data and Indicator Report** webinar, covering the following information:   1. Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) 2. Minutes of meeting 3. Design package that was used in the event (e.g., Zoom background, still image, certificate, etc.) 4. Transcript of the event (uploaded as subtitle in YouTube platform) 5. Short article on webinar event |  |
| **Total Price** | |  |

**Breakdown of Fees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel / other elements** | **Number of Personnel** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel | a |  | b | c | a x b x c |
| Event Producer | 1 | Man-days | 90 |  |  |
| Assistant Producer | 1 | Man-days | 90 |  |  |
| Communication Specialist | 1 | Man-days | 30 |  |  |
| Operator/technician | 2 | Man-days | 30 |  |  |
| IT | 1 | Man-days | 30 |  |  |
| Guest Booker | 1 | Man-days | 30 |  |  |
| Graphic Designer | 1 | Man-days | 60 |  |  |
| Note Taker | 1 | Man-days | 10 |  |  |
| Moderator | 1 | Man-days | 10 |  |  |
| Admin | 2 | Man-days | 60 |  |  |
| Other expenses: |  |  |  |  |  |
| Zoom webinar |  | Subscription | 6 |  |  |
| Communication |  |  |  |  |  |
| Other Costs: (please specify if any) |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| The requirement stated in Annex 1 |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |