**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 3-2022-UNDP-UKR-RFP-RPP, 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.*

*• Organization profile (date of creation, size, number of staff/consultants, description of key staff, information on previous experience in implementing similar projects and competitive advantages of the applicant company).*

*• A list of completed projects and a brief overview of previous experience (please include web links to research results of social services or provide the respective document examples/samples in WORD, PDF format – at least 2 examples to be provided);*

*• List of activities related to the field of educational activities among representatives of local governments and other stakeholders in the field of social work (to be provided as a separate document or included in the relevant section of Annex 2 (FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL) of the Request for Proposals);*

*• Example/Sample of the document confirming the experience of developing guidelines, manuals, etc. on the arrangement of social work (at least 1 document in WORD format, PDF or the relevant web link)*

*•* *At least 2 recommendation letters from previous customers/clients regarding the performance of similar work;*

*• 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.*

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| **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 to your proposal |
| 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**

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| *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:*   * *Proposed work plan, methodology and approach;* * *Preliminary calendar plan for the implementation of these Terms of Reference (will be agreed and, if necessary, adjusted after signing the contract in accordance with the conditions of this ToR).* |

1. **Qualifications of Key Personnel**

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

*• Resume/CVs of all the experts/specialists intended, clearly indicating their qualifications and experience, as well as confirmation of their availability if selected for this project*

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.

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| --- | --- | --- | --- |
| **No.** | **Deliverables** | **Percentage of the total amount (weight for payment)** | **Amount, currency incl. VAT** |
| 1 | Deliverable of Stage 1 |  |  |
| 2 | Deliverable of Stage 2 |  |  |
| 3 | Deliverable of Stage 3 |  |  |
| 4 | Deliverable of Stage 4 |  |  |
| 5 | Deliverable of Stage 5 |  |  |
| **Total ( indicate currency), including VAT** | | **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 the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

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| **No.** | **Activities/costs** | **Measuring units** | **Number** | **Cost per unit excl.VAT, *currency*** | **VAT,**  ***currency*** | **Cost per unit incl.VAT, *currency*** | **Amount, currency incl. VAT** |
| **1** | **Personnel/experts engaged** |  |  |  |  |  |  |
| 1.1 | Team Lead | month |  |  |  |  |  |
| 1.2 | Expert 1 | month |  |  |  |  |  |
| 1.3 | Expert 2 | month |  |  |  |  |  |
| 1.4 | Other staff (as required) |  |  |  |  |  |  |
| **2** | **Cost associated with the assignment implementation** |  |  |  |  |  |  |
| 2.1 | Survey (4 communities X 20 respondents) | Respondents | 80 |  |  |  |  |
| 2.2 | Focus groups | Unit | 4 |  |  |  |  |
| 2.3 | Individual interviews (5 respondents X 4 communities) | Unit | 20 |  |  |  |  |
| 2.4 | Holding supervisory meetings, meetings of expert groups,  Other (if any - clearly define activities/costs) | Event | 16 |  |  |  |  |
| 2.5 | Organizing and holding working group meetings | Event | 16 |  |  |  |  |
| 2.6 | Preparing guidelines for drafting a programme for the development of social services in the community | Unit | 1 |  |  |  |  |
| **3** | **Administrative costs (if necessary)** |  |  |  |  |  |  |
| 3.1 | Travel expenses (travel, accommodation and daily allowance) |  |  |  |  |  |  |
| 3.2 | Bank services expenses |  |  |  |  |  |  |
| 3.3 | Other (if any, please, define clearly activities/costs) |  |  |  |  |  |  |
| **4** | **Other (if any, please, define clearly activities/costs**) |  |  |  |  |  |  |
| **Total excl.VAT, *please indicate currency*** | | | | |  |  |  |
| **VAT, *please indicate the currency*** | | | | |  |  |  |
| **Total incl.VAT, *please indicate the currency*** | | | | |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Representative]*

*[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)