**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

[insert: *Location]*.

[insert: *Date]*

To: Samantha Gunasekera, UNDP Operations Manager

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 *(please indicate contact person UNDP may contact for clarifications during proposal evaluation)***

*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. *Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, Trade Name Registration*
3. *Certificate of Latest Tax Payment*
4. *Latest Audited Financial Statement (last 3 years) – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ; evidencing Minimum average annual turnover of USD 98,230 (Php5M) for the last 3 years.*
5. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
6. *Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country*
7. *Power of Attorney*
8. *Members of Governing Board*
9. *List of Shareholders*
10. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)*
11. *Certificate of Satisfactory Performance – at least 3 previous clients including from the RE industry*
12. *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.*
13. *Acceptance of UNDP General Terms and Conditions*
14. *Confirmation of Bid Validity of 120 days*

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.*  *Bidder must submit a detailed technical proposal accompanied by a presentation (PowerPoint or digital animation) that comprehensively captures the key points in the given TOR.*  *Bidder must submit an Implementation table – GANTT Chart detailing activities inclusive of review timeline and payments to be made.* |

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 using the CV Form template (Annex 4)*
3. *Level of Effort per key personnel- indicating # of days and short description of their responsibilities.*
4. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
5. **Financial Proposal (Please separate the financial proposal from the technical. The financial sheet should be password protected. UNDP will request for the password upon email request)**

(Price quotation should be exclusive of VAT and direct taxes)

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 4) |  |
| **Total Amount of Financial Proposal (EXCLUSIVE OF VAT)** |  |

**Table 2: Cost Breakdown per Deliverable** (*This shall be the basis of the payment tranches as seen in the ToR)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **# of pax** | **# of days** | **Professional Fee**  **Per day** | **Total Price** |
| Key Personnel 1 |  |  |  |  |
| Key Personnel 2 |  |  |  |  |
| Key Personnel 3 |  |  |  |  |
| Other Personnel A |  |  |  |  |
| Other Personnel B |  |  |  |  |
| TOTAL |  |  |  |  |

**Table 3: Online and Onsite Costs** (Price quotation should be exclusive of VAT and direct taxes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverables/Activities** | **Unit of Measure** | **Quantity** | **Number of sites** | **Unit Price** | **Total Price** |
| **On-site** (specify the sites) | | | | | |
| **In-person** | | | e.g. 2 |  |  |
| International/Domestic flights | Trip |  |  |  |  |
| Subsistence allowance | Day |  |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |  |
| Software licenses/subscription, if any |  |  |  |  |  |
| Communication costs |  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |  |
| **SUBTOTAL ON-SITE** | | | | |  |
| **Online** (specify the sites) | | | | | |
| **Online** | | | e.g.4 |  |  |
| Software licenses/subscription, if any |  |  |  |  |  |
| Communication costs |  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |  |
| **SUBTOTAL ONLINE** | | | | |  |
| **TOTAL** | | | | |  |

**Table 4: Cost Breakdown per Deliverable** (*This shall be the basis of the payment tranches as seen in the ToR)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Percentage of Total Price *(Weight for payment)*** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total Price**  ***(Lump Sum, All Inclusive*** |
| Deliverable 1 |  |  |  |  |  |
| Deliverable 2 |  |  |  |  |  |
| Deliverable 3 |  |  |  |  |  |
| ….. | 100% |  |  |  |  |

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

*[Designation]*

*[Date]*

**Format for CV of Proposed Key Personnel Annex 4**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

***Annex 5***

## Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RFP-013-PHL-2022 | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Annex 6

## Form D:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | RFP-013-PHL-2022 | | |

**If JV/Consortium/Association, to be completed by each partner.**

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (indicate currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

  **Attached are the Statements of Satisfactory Performance from the 3 (three) Clients or more (including from the Renewable Energy industry)**

 **Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:**

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.