**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 or legal basis of organization establishment .*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation;*
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 by providing list of names, phone number and email address;*
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**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Design Report on:   * Conceptual Design for Software (offering proposal consist of details and goals of the project). * Technical Design Online Document (e.g., Functional Specification, ER Diagram, Test Plan). * Prototype (Design Mock-up) of System in IOT, mobile, web application, and core modules. | 20 % |  |
| 2 | Passing User Acceptance Test (UAT), System Integration Test (SIT), Digital Scale & QR Printer Installation and Online Guidelines (Technical Guide & User Guide)  Implemented & working software with:   * Piloting and testing app phase 1 (for all waste tracking and monitoring features). * Go live implementation (for the rest of the features) in MoH server. | 40 % |  |
| 3 | Training for Focal Points and User at targeted provinces for the pilot projects  Final Report (BAST Document)  Implemented & handover working software with:   * Credentials for Email and Cloud Console access for Setup Server as Super Admin level * Source Code, Database & Related Contents | 30 % |  |
| 4 | Software Maintenance for 8 months which includes:   * Expert level guidance and troubleshooting in connection with questions and issues arising from the installation and use of the software * Online support for troubleshooting or guidance * On-site support for troubleshooting or guidance if required (max. 4 days per month in Jakarta Area) * Bug fixes and issue resolution with ticketing system | 10% |  |
|  | Total | 100% |  |

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel / Other Elements** | **Qty** | **UOM** | **Qty** | **UOM** | **Unit Price** | **Total Price** |
| **Personnel** |  |  |  |  |  |  |
| Project Manager | 1 | Person | 3 | Month |  |  |
| Business Analyst/System Analyst | 1 | Person | 3 | Month |  |  |
| Full Stack Developer | 2 | Person | 3 | Month |  |  |
| Mobile Application Developer | 2 | Person | 3 | Month |  |  |
| UI/UX Designer | 1 | Person | 3 | Month |  |  |
| SQA | 1 | Person | 3 | Month |  |  |
| Developer Operations | 1 | Person | 3 | Month |  |  |
| Technical Writer | 1 | Person | 3 | Month |  |  |
| **Goods & Services** |  |  |  |  |  |  |
| 4” QR Code Thermal Printer, Industrial Grade, Wi-Fi capabilities & Sticker (10.000 4” Labels)  Warranty on Parts and Labor for minimum period of 1 year  (DKI Jakarta & Yogyakarta @ 1 device) | 1 | Device | 2 | Location |  |  |
| Digital Scale (Min 150 Kgs), Industrial Grade, Wi-Fi capabilities & connect to Printer  Warranty on Parts and Labor for minimum period of 1 year  (DKI Jakarta & Yogyakarta @ 1 device) | 1 | Device | 2 | Location |  |  |
| **Other expenses** |  |  |  |  |  |  |
| Maintenance & Support   * Incl. technical support for preventive and corrective maintenance | 1 | Lump | 8 | Months |  |  |
| Other (if any, please provide in detail) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

1. **Optional Development Phase 2 (30 Site in 5 Provinces) (Will not include in the Contract)**

Optional for Development Phase 2 with Scope of Work refer to the TOR. The implementation of phase 2 subject to budget availability and vendor performance.

1. **Optional Development Phase 3 (80 Site in 9 Provinces) Component (Will not include in the Contract)**

Optional for Development Phase 3 with Scope of Work refer to the TOR. The implementation of phase 3 subject to budget availability and vendor performance.

1. **Optional Cost Breakdown for Additional Month Cost Component (Will not include in the Contract but will be use if there any additional requirement)**

***[This is only an Example]*:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel / other elements** | **Qty** | **UOM** | **Qty** | **UOM** | **Unit Price** | **Total Price** |
| **Personnel** |  |  |  |  |  |  |
| Project Manager | 1 | Person | 1 | Month |  |  |
| Business Analyst/System Analyst | 1 | Person | 1 | Month |  |  |
| Full Stack Developer | 1 | Person | 1 | Month |  |  |
| Mobile Application Developer | 1 | Person | 1 | Month |  |  |
| UI/UX Designer | 1 | Person | 1 | Month |  |  |
| SQA | 1 | Person | 1 | Month |  |  |
| IoT Developer | 1 | Person | 1 | Month |  |  |
| Developer Operations | 1 | Person | 1 | Month |  |  |
| Technical Writer | 1 | Person | 1 | Month |  |  |
| Onsite Technical Support for each Fanyankes | 1 | Person | 1 | Month |  |  |
| **Goods & Services** |  |  |  |  |  |  |
| 4” QR Code Thermal Printer, Industrial Grade, Wi-Fi capabilities & Sticker (10.000 4” Labels)  Warranty on Parts and Labor for minimum period of 1 year | 1 | Device | 1 | Location |  |  |
| Digital Scale (Min 150 Kgs), Industrial Grade, Wi-Fi capabilities & connect to Printer  Warranty on Parts and Labor for minimum period of 1 year | 1 | Device | 1 | Location |  |  |
| GPS Track, with specs:   * An integrated electronic GPS track that are combined with GSM communication to locate the vehicle with real-time alert * The device is automatically added to the system as part of back-end service * Rechargeable battery / at least 1 years useful life / min. 10 hours power back up * The battery status indicator on the display provides information on the remaining battery charge. * Provides technical support on SDK, API or any form, in order to get data into the software. * Provides Maps with Real-time Tracking and Geofencing features * Including GSM data (GPRS) subscription for 12 months * Warranty on Parts and Labor for minimum period of 1 year * Provision of replacement Service Unit when pulled out for maintenance/ repair | 1 | Device | 1 | Location |  |  |
| **Other expenses** |  |  |  |  |  |  |
| Maintenance & Support 2nd Year   * Incl. technical support for preventive and corrective maintenance | 1 | Lump | 1 | Year |  |  |
| Maintenance & Support 3rd Year   * Incl. technical support for preventive and corrective maintenance | 1 | Lump | 1 | Year |  |  |
| Other (if any, please provide in detail) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

NOTE: Interested bidders are also required to submit CVs for the remaining personnel that are not stated in phase 1 but required in table H.

*[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)