

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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:

A. 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:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) 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.*

B. 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 This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) 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 PROPOSAL

D. Cost Breakdown per Deliverable*

| | Deliverables [list them as referred to in the RFP] | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|---|--|---|--|
| 1 | Deliverable 1: Inception report including the detailed work plan for the development of the technical guideline and its proposed outline, the planned methodology and approach, and a map of existing regulations, strategic documents, applicable standard and principles, as well as key stakeholders that underlies the technical guideline. | 20% | |
| 2 | Deliverable 2: Final draft of the technical guideline, with the inclusion of the detailed steps, processes, and requirements on thematic municipal bond issuance, as well as an outline of key stakeholders, partners, and/or service providers, and guidance for project selection. | 80% | |
| | Total | 100% | |

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

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

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|----------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Team Leader | | 60 working days | 1 | |
| 2. Sustainable Finance Expert | | 60 working days | 1 | |
| 3. Islamic/Sharia Finance Expert | | 60 working days | 1 | |
| 4. Policy Analyst | | 60 working days | 1 | |

| II. Out of Pocket Expenses (if any, please provide detail breakdown cost) | | UOM | Quantity | |
|--|--|-----|----------|--|
| 1. Printing Report | | 2 | 1 | |
| 2. | | | | |
| 3. | | | | |
| III. Other Related Costs (if any, please provide detail breakdown cost) | | | | |
| 1. Management Fee | | 1 | 1 | |
| 2. | | | | |
| 3. | | | | |

*[Name and Signature of the Service Provider's
 Authorized Person]
 [Designation]
 [Date]*