**Section III: Returnable Bidding Forms - Financial Envelope**

**RFP: Request for Proposal (RFP) for the provision of Advisory Services for a Coal Phase Out Initiative**

**eSourcing reference: RFP/2023/48371**

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors as part of their Proposal. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form C: Financial Proposal Form

**Form C: Financial Proposal Form**

RFP reference no: **RFP/2023/48371**

Name of Offeror: [insert name of offeror]

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFP as indicated in the Instruction to Offerors. Please ensure that this form is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

The financial proposal must be submitted in **USD**

The Financial Proposal must be filled in both Tables 1 and 2 below (for which the total amount should match), including provision of a detailed cost breakdown. Provide separate figures for each functional grouping or category. The format includes specific expenditures under Table 2, which may or may not be required or applicable but are indicated to serve as examples. Offerors may adjust the name of expenditures under Table 2 if necessary.

**Table 1: Cost breakdown per deliverable/output**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Deliverables** | **Total Price**  **(Lump Sum, All Inclusive)** |
| 1 | **Inception Report**:   * Executive summary * Introduction and project background * Scope of Services for both Activities 1 and 2 under the assignment section above * Methodology and Work plan, including approach, * methodology and project Gantt chart * A detailed approach as to how each deliverable will be met and what each submission will contain * Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF) | [Offeror to insert price] |
| 2 | **First Interim Report**  - A progress report that includes a summary of completed activities and next steps, including   * Updated Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF) * Short slide deck that summarize the progress of the project * Presentation of the progress to ETP   **Transition Advisory Revolving Facility Demand Assessment Report** - A draft report on Activity 1 that includes, at minimum, the outputs for tasks described in paragraph 13a (Transition Program Scanning), and paragraph 13 b (Demand Assessment) | [Offeror to insert price] |
| 3 | **Second Interim Report** - A progress report that includes a summary of completed activities and next steps, including   * Updated Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF) * Short slide deck that summarize the progress of the project * Presentation of the progress to ETP   **Transition Advisory Revolving Facility Demand Assessment Report** **- A complete Activity 1 report** that includes the outputs for tasks described in para 13a, para 13b (delivered with the First Interim Report), with additional outputs from tasks detailed in paragraph 13c (Identify CFPP candidates), and paragraph 13d (Recommendation)  **Policy and Regulatory Review on Early Retirement of CFPPs in the Philippines - A draft report on Activity 2,** including, at minimum, outputs of tasks described in para 15 a-c. | [Offeror to insert price] |
| 4 | **Final Report** - A final project report that summarizes all project activities, outputs, and lessons learned, with a narrative on the advice provided in Activity 3. The final report must be accompanied by:     * Final Monitoring and Evaluation Framework, presented in the form of the ETP Results Based Monitoring Framework (RBMF) * Short slide decks that summarize the project’s findings/final results for Activity 1 and 2 * Presentation of the project final results to ETP   **Policy and Regulatory Review on Early Retirement of CFPPs in the Philippines - A compete report on Activity 2**, including, outputs of tasks described in para 15 a-c (submitted with the second progress report), and the remaining outputs of tasks described in para 15d-f | [Offeror to insert price] |
| 5 | **Advisory Support to ETP on Related Sustainable Energy (financing) topics (Reimbursable)** Provide additional ad hoc (beyond the scope of the above 2 Activities) consultancy, advise, and guidance in relation to the TRANSEND Coal project, advising on opportunities, risks, and supporting in collaboration with relevant projects (e.g. CATA, ETM, etc.).  Estimated number of support days are 30 and is expected at the level of the team leader. | [Offeror to insert price] **(Reimbursable)**  Within the contract validity |
| **Total financial proposal (USD)** | | **[Insert total lump sum price]** |

**Table 2: Cost breakdown per component**

Offerors are requested to provide the cost breakdown for the above given prices based on the following format. UNOPS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment on the future.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost component** | **Qty**  **(number of days)** | **No. of Personnel** | **Remuneration per Unit**  **(daily rate)** | **Total Rate for the Period** |
| **Personnel costs** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Non personnel costs** |  |  |  |  |
|  |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal (USD)** | | | |  |

The discounts offered, if applicable, and the methodology for their application are:

* **Discounts**: If our proposal is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];

**List of subcontractors or suppliers**

Offeror must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_