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

**RFP for Technical Support for Energy Transition Partnership - ETP’s Programme on Vietnam’s Carbon Market**

**eSourcing reference:RFP/2023/48622**

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/2023/48622**

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 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 (Estimates total number of working day is 100 days)**

| **Item No** | **Deliverables** | **Percentage of working days** | **Payment Percentage** | **Total Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- | --- |
| 1 | Provide in-depth technical review of projects’ deliverables in writing (e.g., comments embedded directly in the shared deliverables). The consultant may be requested to attend product review meetings for further discussions on the reviews if deemed necessary; | 75% | To be paid month/ quarterly\* | [Offeror to insert price] |
| **2** | Participate in technical and other problem resolution activities and meetings online as requested by ETP Secretariat to ensure that the projects are executed to the quality expected under international standard regarding each component of the projects, help/guide ETP Secretariat staff with   * problem resolution in case issues arise both in writing and verbally * outlining strategies and tactics to correct the course of the projects, Identify and assess opportunities to enhance the quality and the comprehensiveness of the projects and its delivery by the engaged consulting firm. | 15% | To be paid month/ quarterly\* | [Offeror to insert price] |
| **3** | Draft and/or provide a technical review on concept notes and TORs related to the subject matter and provide suggestions as requested | 5% | To be paid month/ quarterly\* | [Offeror to insert price] |
| **4** | Provide general ad-hoc consultancy services on carbon market development, where possible and within the consultants area of knowledge, on Southeast Asia, including Philippines and Indonesia. | 5% | To be paid month/ quarterly\* | [Offeror to insert price] |
| **Total financial proposal (USD)** | |  |  | **[Insert total lump sum price]** |

\*Payment to be paid on a monthly/ quarterly basis according to the actual work done.

**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 in the future.

| **Cost component** | **Qty**  **(number of days)** | **No. of Personnel** | **Remuneration per Unit**  **(daily rate)** | **Total Rate for the Period** |
| --- | --- | --- | --- | --- |
| **Personnel costs** |  |  |  |  |
| 1. Team Leader | 50 days | 1 |  |  |
| 2. Legal/ Policy Experts/similar roles | 25 days | 1 |  |  |
| 3. Economist /similar roles | 25 days | 1 |  |  |
|  |  |  |  |  |
| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_