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

**RFP for Accelerating Clean Energy Scenario in the Philippines**

**eSourcing reference:RFP/2023/49634**

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: [insert RFP reference No.]

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**

| **Item No** | **Deliverables** | **Payment Percentage** | **Total Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | Deliverable 1: Inception Report including communication plan | 15% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **2** | Deliverable 2: ACES Technical Working Group\* | 15% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **3** | Deliverable 3: Design of capacity building program on power and transmission planning |
| **4** | Deliverable 4: Report on BAU and Clean energy scenarios | 30% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **5** | Deliverable 5: Clean Energy Investment Plan**\*** | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **6** | Deliverable 6: Guidelines on strategic planning for power generation and transmission expansion | [Offeror to insert price] |
| **7** | Deliverable 7: Report on the International Review of Fossil Fuel Phaseout | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **8** | Deliverable 8: Compendium of technical options for a decommissioned fossil fuel plant | [Offeror to insert price] |
| **9** | Deliverable 9: Report on Results Dissemination’ Forum\* | [Offeror to insert price] |
| **10** | Deliverable 10: Concise report on the advice provided to the core group members | [Offeror to insert price] |
| **11** | **Some of the above deliverables (\*) contain logistic organizations of workshops/discussion groups and meetings.**  The consultant is required to propose in their financial proposal a ceiling reimbursable cost to organize and execute all aspects of the workshops, including organization and logistics[[1]](#footnote-0). | Budget to be proposed based on the requirements on the logistic organisations that are listed in the TOR’s section IV. Project Activities and Expected Deliverables. | [Offeror to insert price] |
| **12** | **Monthly Progress Report:** In addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template. Failure to submit this report will result in the payments being withheld. | N/A | N/A |
| Total financial proposal for lump sum personnel costs | | | **[Insert total lump sum price]** |
| Total financial proposal for reimbursable non-personnel costs | | | **[Insert total reimbursable ceiling cost]** |
| **Total financial proposal (USD)** | | | **[Insert total lump sum price + reimbursable cost]** |

**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/ Energy Transitions Expert |  |  |  |  |
| 2. Power System Simulation Expert |  |  |  |  |
| 3. Transmission Modeling Expert |  |  |  |  |
| 4. Coal Phase Out Expert |  |  |  |  |
| 5. Philippines Power Section Expert |  |  |  |  |
| 6. Additional positions (if applicable) |  |  |  |  |

| **Cost component** | **Qty**  **(number of event)** | **Unit Rate** | **Quantity** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursement)** | | | | |
| I ACES Technical Working Group meetings under deliverable 2 Consultation Workshop  Please provide breakdown of all non-personnel costs for Deliverable 2 consultation workshop, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| An organization of a consultation meeting under deliverable 5 Final stakeholder workshop  Please provide breakdown of all non-personnel costs for the above task under Deliverable 5, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
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| An organization of a stakeholder forum under deliverable 9  Please provide breakdown of all non-personnel costs for the above task under Deliverable 9, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
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| Communication Plan Activities as per table 1. of TOR  Please provide breakdown of all non-personnel costs for the above deliverable as required by the TOR | | | | |
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|  |  |  |  |  |
| Other non-personnel costs, if applicable (provide details) | | | | |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal (USD)** | | | |  |

**NOTES:**

1. **Total amount in table 1 and table 2 should be the same**
2. **In case applicable tax is included, please provide a separate line for the tax**

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. See detailed minimum requirements on the logistic organizations in the section IV. Project Activities and Expected Deliverables. [↑](#footnote-ref-0)