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

**Public Awareness Campaign on Energy Transition on Multimedia Channels (Vietnam)**

**eSourcing reference: RFP/2023/49755**

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 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** | **Percentage of Total Price (Weight for payment)** | **Total Price USD**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | D. 1 - **Inception Report with a Detailed Work Plan** | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 2 | D. 2 - **Two Consultation Workshops\* and Two Workshop Reports to be submitted after each workshop**  \*Payment may be split into 2 upon the satisfactory  delivery of each workshop and its associated- workshop  report. | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 3 | D. 3 - **Comprehensive Report on Audience Mapping and Analysis** | 10% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 4 | D. 4 - **Detailed plan for energy transition public awareness campaigns** | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 5 | Partial delivery of the following deliverables is linked to  the payment 5:  D. 5 - **50 article products**   * Upon the satisfactory delivery of the first 25 articles   D. 6 - **30 short posts**   * Upon the satisfactory delivery of the first 15 short posts   D. 7 - **31 broadcasts on TV channels**   * Upon the satisfactory delivery of the first 16 broadcasts | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 6 | Complete deliveries of the following deliverables are  linked to the payment 6:  D. 5 - **50 article products**   * Upon the satisfactory delivery of the second 25 articles   D. 6 - **30 short posts**   * Upon the satisfactory delivery of the second 15 short posts   D. 7 - **31 broadcasts on TV channels**   * Upon the satisfactory delivery of the second 15 broadcasts | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 7 | D. 8 - **Grand final report and final workshop\*** | 15% of lump sum component of the contract excluding non-personnel costs | [Please insert price] |
| 8 | **Some of the above deliverables (\*) contain logistic**  **organizations of workshops/discussion groups and**  **meetings etc**  The consultant is required to propose in their financial  proposal a ceiling 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 Deliverables. | [Please insert price] |
| 9 | **Monthly Progress Report (Internal-facing reports)**  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 (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for non-personnel (reimbursable ceiling) costs (USD)** | | | **[Insert total reimbursable ceiling cost]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | **[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 in the future.

| **Cost Component** | **Qty**  **(number of days)** | **No. of Personnel** | **Remuneration per Unit**  **(daily rate)** | **Total Rate for the Period (USD)** |
| --- | --- | --- | --- | --- |
| **Personnel costs (lump sum payment)** | | | | |
| 1. Project Lead |  |  |  |  |
| 2. Director |  |  |  |  |
| 3. Production Manager |  |  |  |  |
| 4. Content Creator |  |  |  |  |
| 5. Energy Expert |  |  |  |  |
| 6. Additional positions (if applicable) |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty**  **(number of days)** | **Unit Rate** | **Quantity** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (reimbursable ceiling - payment to be made based on actual expenses)** | | | | |
| **An organization of two consultation workshops under Deliverable 2**  Please provide breakdown of all non-personnel costs for *Deliverable 2: Two consultation workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **An organization of one final workshop under Deliverable 8**  Please provide breakdown of all non-personnel costs for *Deliverable 8: final workshop*, including costs for travel, organizing the workshop, venue hire, etc as required by the TOR. | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other non-personnel costs, if applicable (provide details)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total non-personnel costs (USD)** | | | |  |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | |  |

**NOTE:**

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 Deliverables. [↑](#footnote-ref-0)