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

**RFP Enhancing Hydro Energy Storage Viability: De-risking pump storage hydro project development**

**eSourcing reference:**  **RFP/2023/49768**

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/2023/49768**

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** | **Percentage of Total Price (Weight for payment)** | **Total Price USD**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | D. 1 - **Inception Report including communications plan** | 10% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| 2 | **D. 2 - Determine Preliminary Potential PSH Sites and Capacity Buliding** | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 2 - Provide Half Day Consultation Workshops for 30 Government Participants \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the workshop* | [Please insert price] |
| 3 | **D. 3** - **Prioritisation Tool for PSH Development and Capacity Building** | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 3 - Provide Half Day Consultation Workshops for 30 Government Participants \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the workshop* | [Please insert price] |
| 4 | **D. 4 - Market Assessment Study Report and Capacity Building** | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 4 - Provide Half Day Consultation Workshops for 30 Government Participants \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the workshop* | [Please insert price] |
| 5 | **D. 5 - PSH Project Development Framework and Capacity Building** | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 5 - Provide Half Day Consultation Workshops for 30 Government Participants \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the workshop* | [Please insert price] |
| 6 | **D.6 Final Completion Report and Information Dissemination Activity** | 10% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D.6 Organization of The Information Dissemination Activity: Hybrid Raising Awareness for minimum of 50 in person participants in Metro Manila \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the workshop* | [Please insert price] |
| 7 | **D.7 Organizing Minimum of 6 Project Technical Working Group - minimum 35 in person participants per TWG in DOE office or nearby area in Taguig City \***  *Non personnel cost related to the deliverable will be paid on a reimbursable basis against the actual expenses. The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the dissemination* | N/A | [Please insert price] |
| 8 | **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 (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]** |

*\*Propose at the ceiling amount. Payment is reimbursable on the actual expense but not to exceed the ceiling amount. The Consultant should include in the all non-personnel costs associated to organize the workshop including, venue, organization, and other travel and logistics expected.*

**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 (USD)** |
| --- | --- | --- | --- | --- |
| **Personnel costs (lump sum payment)** | | | | |
| 1. Team Lead |  |  |  |  |
| 2. Industry Expert / Hydropower Engineer |  |  |  |  |
| 3. GIS Specialist |  |  |  |  |
| 4. Environmental Management Expert |  |  |  |  |
| 5. Social Development Specialist |  |  |  |  |
| 6. Policy Expert |  |  |  |  |
| 7. Power Grid Expert |  |  |  |  |
| 8. Energy Market Expert |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty**  **(number of days)** | **Unit Rate** | **Quantity** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursable cost maximum ceiling price - payment to be made based on actual expenses)** | | | | |
| **Organization of consultation workshops under Deliverable 2**  Please provide breakdown of all non-personnel costs for *Deliverable 2: consultation workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of consultation workshops under Deliverable 3**  Please provide breakdown of all non-personnel costs for *Deliverable 3: consultation workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of consultation workshops under Deliverable 4**  Please provide breakdown of all non-personnel costs for *Deliverable 4: consultation workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of consultation workshops under Deliverable 5**  Please provide breakdown of all non-personnel costs for *Deliverable 5: consultation workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of information dissemination activity: hybrid awareness event under Deliverable 6**  Please provide breakdown of all non-personnel costs for *Deliverable 6: Information Dissemination Activity*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of minimum of 6 project technical working group under Deliverable 7**  Please provide breakdown of all non-personnel costs for *Deliverable 7: Minimum of 6 TWG workshops*, including costs for travel, organizing the workshop, venue hire, etc as required by the TOR. | | | | |
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| **Other non-personnel costs, if applicable (provide details)** | | | | |
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| **Total non-personnel costs (USD)** | | | |  |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | |  |

**NOTE:**

1. **Total amount in table 1 and total amount in 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_