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

**RFP for Stakeholder Analysis and Financial Modelling Service in Southeast Asia and Sub-Saharan Africa.**

**eSourcing reference:RFP/2024/50298**

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/2024/50298**

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 | Submission and validation of the inception report | 20 % | [Offeror to insert price] |
| **2** | Submission and validation of the report on initial findings - Stakeholder engagement’s summary, outcomes and findings. | 30 % | [Offeror to insert price] |
| **3** | Submission and validation of the draft report - Renewable energy frontier market assessment, Prototypes of potential blended finance mechanism and Evidence-based recommendations for the roll-out of an effective blended finance mechanism | 25 % | [Offeror to insert price] |
| **4** | Submission and validation of the final report - Soft copy of the final report, including annexes, in Word and PDF formats. | 25% | [Offeror to insert price] |
| Total financial proposal for lump sum personnel costs | | | **[Insert total lump sum price]** |
| Total financial proposal for non-personnel costs | | | **[Insert total reimbursable ceiling cost]** |
| **Total financial proposal (USD)** | | | **[Insert total lump sum price + reimbursable cost]** |

\*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. Project Manager |  | 1 |  |  |
| 2. Fund Analyst |  | 1 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal (USD)** | | | |  |

| **Cost component** | **Qty** | **Unit Rate** | **Quantity** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursement)** | | | | |
| Other related costs other than personnel |  |  |  |  |
| Per-diem for field works |  |  |  |  |
| Flights |  |  |  |  |
| Travels costs |  |  |  |  |

**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**
3. **In case of field activities/reimbursement, the third parties invoice other than USD currency will be converted under UN exchange rate at the time of invoice submission date(UNOR;** [**https://treasury.un.org/operationalrates/**](https://treasury.un.org/operationalrates/) **OperationalRates.php)**

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 goods/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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_