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

**RFP Energy Transition Business and Change Management Centre of Excellence in Indonesia**

**eSourcing reference: RFP/2024/50314**

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 a communications plan | [10% from lumpsum component of the contract] | [Offeror to insert price] |
| **2** | **Deliverable 2:** Detailed curriculum and course content for Programs 1 and 2 including:   * Teaching materials for Programs 1 and Program 2 * Evaluation forms for Program 1 and Program 2 | [10% from lumpsum component of the contract] | [Offeror to insert price] |
| **3** | **Deliverable 3:** Evaluation and Training Enhancement Reports   * Program 1 Batch-1 and Program 2 Level 1 (Knowledgeable) evaluation report * The recorded teaching material (audio-visual) for Program 1 Batch-1 and Program 2 Level 1 (Knowledgeable) * Progress report I of Program 3 * Evaluation and progress reports should be translated to Bahasa Indonesia | [40% from lumpsum component of the contract] | [Offeror to insert price] |
| **4** | **Deliverable 4:** Comprehensive Evaluation and Knowledge Preservation   * Program 1 Batch-2 and Program 2 Level 2 (Practitioner) evaluation report * The recorded teaching material (audio-visual) for Program 1 Batch-2 and Program 2 Level 2 (Practitioner) * Progress report II of Program 3 * Evaluation and progress reports should be translated to Bahasa Indonesia | [30% from lumpsum component of the contract] | [Offeror to insert price] |
| **5** | **Deliverable 5:**   * Final report of Program 1, 2, and 3 * Final report should be translated to Bahasa Indonesia | [10% from lumpsum component of the contract] | [Offeror to insert price] |
| **6** | Reimbursable Cost for the Final Presentation and Evaluation Program 1 | Reimbursable. Budget to be proposed based on the requirements on the logistic organisations that are listed in the TOR to conduct Final Presentation and Evaluation at Program 1 | [Offeror to insert price] |
| **6** | **Monthly Report**  In addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template with updates on the consultation activities, if applicable. Submission of the report is a requirement for payments to be disbursed. | N/A | N/A |
| **Total financial proposal (USD)** | | | **[Insert total financial offer]** |

**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** |
| --- | --- | --- | --- | --- |
| **Personnel costs (lump sum payment)** | | | | |
| Project Lead |  | 1 |  |  |
| Energy Transition Expert |  | 3 |  |  |
| Change Management and Business Development Specialist |  | 2 |  |  |
| Policy and Regulation Analyst |  | 1 |  |  |
| Training and Development Specialist |  | 1 |  |  |
| Communication and Outreach Manager |  | 1 |  |  |
| GESI Specialist |  | 1 |  |  |
| Program Counselor |  | 1 |  |  |
| Additional positions, if applicable |  |  |  |  |
| **Total personnel cost (USD)** | | | |  |

| **Cost Component** | **Qty**  **(number of days)** | **Unit Rate** | **Quantity** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs** | | | | |
| **Organization of the Final Presentation and Evaluation Program 1**  Please provide a breakdown of all non-personnel costs, including costs for travel, organizing the event, venue hire, etc as required by the TOR. **(Reimbursable cost maximum ceiling price - payment to be made based on actual expenses)** | | | | |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other Non-personnel costs (If any) (lump sum payment / Reimbursable cost)** | | | | |
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|  |  |  |  |  |
| **Total non-personnel costs (USD)** | | | |  |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | |  |

**NOTE: Total amount in table 1 and total amount in table 2 should be the same**

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