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

**RFP Consultancy Service for Innovating New Incentives Mechanisms for Energy Transition Projects - Indonesia**

**eSourcing reference:**  **RFP/2024/50328**

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/2024/50328**

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** | 15% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| 2 | **D. 2 - Comprehensive analysis of existing energy-related incentive and disincentive regulations for energy transition projects in Indonesia** | 30% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 3 - A Report On Incentives And Disincentive Mechanisms From International Experience** | [Please insert price] |
| 3 | **D. 4** - **Proposed suite of policy measures and recommendations for designing and implementing the most effective types of incentive and disincentive mechanisms** | 30% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| **D. 5 - Impact analysis of the proposed incentive and disincentive mechanisms** | [Please insert price] |
| 4 | **D. 6 - Final report + Policy Brief (Support in drafting the actual policies)** | 25% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Please insert price] |
| 5 | **Event -related Deliverbles: Consultation workshops, meeting, post-workshop report associated with Deliverables 2, 4, 5, and 6**  *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 | **Overseas policy dialogue trip \***  *Non personnel cost related to this 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* |  | [Please insert price] |
| **Total financial proposal for 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. Fiscal Expert |  |  |  |  |
| 3. Financial Analyst |  |  |  |  |
| 4. Energy Expert |  |  |  |  |
| 5. Legal Expert |  |  |  |  |
| 6. Gender Equality and Social Inclusion Specialist |  |  |  |  |
| 7. Communication Specialist |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
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| **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 oversea dialogue trip associated with Deliverable 3**  Please provide breakdown of all non-personnel costs for *Deliverable 3: Oversea dialogue trip / 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 consultation workshop under Deliverable 6**  Please provide breakdown of all non-personnel costs for *Deliverable 6: Consultation workshop* including costs for travel, organizing the workshops, 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_