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

**RETENDER - RFP for Regional Guidebook on Standards for Responsible Plastic Waste Trade, Sorted Plastics and Recycled Plastics for Southeast Asia Regional Programme on Combating Marine Plastics (SEA-MAP) Regional Project**

**eSourcing reference: RFP/2024/50483**

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/2024/50483**

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** | **Payment Percentage** | **Total Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | Upon submission and approval of the inception report | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Offeror to insert price] |
| 2 | Upon submission and approval of the guidebook outline and the first technical-level consultation report\* | 15% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Offeror to insert price] |
| 3 | Upon submission and approval of the near complete draft guidebook and draft communication/dissemination products, and the completion of the second technical level consultation\* | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Offeror to insert price] |
| 4 | Organization of a governmental consultation for mutual recognition of standards on plastics waste trade and recycling/sorting of plastics, review of communication products\* | 25% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Offeror to insert price] |
| 5 | Upon submission of the final guidebook and communications products | 20% of lump sum component of the contract  (Excluding the non personnel reimbursement cost) | [Offeror to insert price] |

| **Item No** | **Deliverables** | **Payment Percentage** | **Total Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 6 | **Non-personnel reimbursable costs:**  **Some of the above deliverables (\*)**  **contain logistic organizations of consultations meeting and events.**  The consultant is required to propose in their financial proposal a ceiling cost to organize and execute all aspects of the meetings and events, including organization and logistics. | N/A | [Please insert price] |
| **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 Leader and Senior Trade or Plastics Waste and/or Circular Economy Expert |  |  |  |  |
| 2. Senior Waste Trade and Regulatory Expert |  |  |  |  |
| 3. Associate Plastics and Circular Economy Expert |  |  |  |  |
| 4. Associate Trade and Standards Expert |  |  |  |  |
| 5. Associate Communication and Outreach Expert |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
| **Total personnel costs (USD)** | | | | **[Insert total lump sum price]** |

| **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)** | | | | |
| **Other non-personnel costs, if applicable (provide details)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other costs (provide details) |  |  |  |  |
| **Total non-personnel costs (USD)** | | | | **[Insert total lump sum price]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | | **[Insert total lump sum price]** |

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