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

**Request for Proposal (RFP) - Consultancy Service for Formulation of the Bangsamoro Sustainable Energy Master Plan in the Philippines**

**eSourcing reference:**  **RFP/2024/50394**

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/2024/50394**

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 | **Deliverable 1 - Inception Report** | 15% of lump sum component of the contract | [Please insert price] |
| 2 | **Deliverable 2 - Capacity Building Plan** | 15%  Lump Sum | [Please insert price] |
| 3 | **Deliverable 3 - Capacity Building Workshop\* on Power Planning and Post-Workshop Report (Indicative Month 5)** | 10%  Lump Sum | [Please insert price] |
| **Deliverable 4 - Capacity Building Workshop\* on**  **Renewable Energy Project Development Cycle and**  **Post-Workshop Report (Indicative month 9)** |
| 4 | **Deliverable 5 - First writeshop\* for the Draft BARMM Sustainable Energy Master Plan (Month 5)** | 15%  Lump Sum | [Please insert price] |
| **Deliverable 6 - Site visit\* to one Renewable Energy**  **Project (Indicative month 9)** |
| **Deliverable 7 - Second writeshop\* for the Finalization of the BARMM Sustainable Energy Master Plan (Month 11)** |
| 5 | **Deliverable 8 - BARMM Sustainable Energy Master Plan with a Policy Brief** | 25%  Lump Sum | [Please insert price] |
| 6 | **Deliverable 9 - BARMM Energy Summit and Post-Summit Report** | 10%  Lump Sum | [Please insert price] |
| 7 | **Deliverable 10 - Coordination and Technical Working**  **Group Meetings** | 10%  Lump Sum | [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]** |

*\*Some of the above deliverables (\*) contain logistic organizations of workshops/discussion groups and meetings. The consultant is required to propose in their financial proposal a ceiling cost to organize and execute all aspects of the workshops, including venue, organization, and logistics. Please see the detailed minimum requirements on the logistic organizations in Schedule of requirement - section IV. Project Activities and Expected Deliverables.*

**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. Technical Advisor |  |  |  |  |
| 3. Modeling Expert/ Power Analyst |  |  |  |  |
| 4. Clean Energy Specialist |  |  |  |  |
| 5. Energy Policy Expert |  |  |  |  |
| 6. Finance Expert |  |  |  |  |
| 7. Economist |  |  |  |  |
| 8. Stakeholder Engagement Specialist |  |  |  |  |
| 9. Gender Equality and Social Inclusion 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 (lump sum payment)** | | | | |
| **Organization of Capacity building workshops under Deliverable 3 and 4**  Please provide a breakdown of all non-personnel costs for *Deliverable 3 and 4: Capacity building workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
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| **Organization of First writeshop under Deliverable 5**  Please provide a breakdown of all non-personnel costs for *Deliverable 5: First Wrteshop*, including costs for travel, organizing the writeshop, venue hire, etc as required by the TOR. | | | | |
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| **Organization of a site visit under Deliverable 6**  Please provide a breakdown of all non-personnel costs for *Deliverable 6: A site visit*, including costs for travel, organizing the site visit, venue hire, etc as required by the TOR. | | | | |
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| **Organization of Second writeshop under Deliverable 7**  Please provide a breakdown of all non-personnel costs for *Deliverable 7: Second writeshop*, including costs for travel, organizing the writeshop, venue hire, etc as required by the TOR. | | | | |
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| **Organization of BARMM Energy Summit and Post-Summit Report under Deliverable 9**  Please provide a breakdown of all non-personnel costs for *Deliverable 9: BARMM Energy Summit and Post-Summit Report* including costs for travel, organizing the Energy Summit, venue hire, etc as required by the TOR. | | | | |
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| **Organization of Coordination and Six Technical Working Groups (TWG) under Deliverable 10**  Please provide a breakdown of all non-personnel costs for *Deliverable 10: Coordination and Six Technical Working Groups (TWG)* including costs for travel, organizing the meetings, 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_