# **RFP\_Section\_III\_Returnable Bidding**

# **Form H: 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 United States Dollar (USD).

Please fill in the details of your Financial Proposal in Table 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.

The total price shall cover all costs including by not limited to cost of resources, operational costs, logistics costs, management costs, profits etc as applicable, to deliver outputs as outlined in Section II: Schedule of Requirements. During the bid evaluation process, UNOPS may revert with questions and request a more detailed cost breakdown.

## **Table 1: Cost breakdown per deliverable/output**

Important Note: UNOPS intends to award this contract no later than the 19th of April 2024. The website development is expected to start as soon as possible after contract signature and the service provider must be able to have the website live/launched no later than 10 June 2024. Maintenance and hosting are expected to be provided until 31 December 2024

| **Item**  **No** | **Deliverables** | **Total Price in USD (Lump Sum, All**  **Inclusive)** |
| --- | --- | --- |
| 1 | Website Development | [Offeror to insert price] |
| 2 | Website Launch | [Offeror to insert price] |
| 3 | End of Website further development &  improvement phase (4 months after the website launch date) | [Offeror to insert price] |
| 4 | End of Website Maintenance, Training and Final Handover of Source Code | [Offeror to insert price] |
| **Total financial proposal all inclusive [USD]** | | [Offeror to insert price] |

**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. Table 2 includes specific expenditures 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.

| **Cost component** | **Quantity** | **Unit of measurement** | **No. of Personnel** | **Cost**  **per Unit**  **in USD** | **Total Rate for**  **the Period in USD** |
| --- | --- | --- | --- | --- | --- |
| 1. **PERSONNEL COSTS** | | | | | |
| Project Manager |  |  |  |  |  |
| Lead Developer |  |  |  |  |  |
| Junior Developer |  |  |  |  |  |
| Graphic Designer |  |  |  |  |  |
| … |  |  |  |  |  |
| 1. **Sub-total personnel costs** | | | | |  |
| 1. **NON-PERSONNEL COSTS** | | | | | |
| Web Hosting |  |  |  |  |  |
| Domain Costs |  |  |  |  |  |
| Other costs (please specify and provide details) |  |  |  |  |  |
| … |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **b) Subtotal non-personnel costs** | | | | |  |
| **Total financial proposal in USD (a+b)** | | | | |  |

NB: The proposed positions are the minimum requirement. Bidders are free to add any other essential personnel if deemed appropriate to fullfil the requirements listed in Section II: Schedule of Requirements

**Payment Terms:** Within 30 days after receipt of the services as per milestones set out in Section II: Schedule of Requirements and on submission of payment documentation

## **Payment Terms Accepted:** ㅁ Yes

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]

I, the undersigned, certify that I am duly authorised 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 :