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

**Request for Proposal (RFP) - Strengthening Implementation of Government Regulation on Energy Conservation (Indonesia)**

**eSourcing reference:**  **RFP/2024/51109**

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/2024/51109**

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** |
| --- | --- | --- | --- |
| 1 | **Inception report** including a detailed work plan and communications strategy/plan | 10% of lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 2 | **Comprehensive gap analysis report**  Contains a result from a thorough review of studies and projects undertaken by MEMR and JETP working groups and relevant agencies, identifying areas for enhancement to optimize results for government energy conservation regulations. In addition, it should identify regulatory gaps to facilitate targeted/specific adjustments and to propose strategy and study, thereby improving implementation effectiveness and preparation of relevant energy conservation derivative regulations. | 20% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 3 | **Consolidated Energy Efficiency and Electrification Pathway of JETP**  Develop a consolidated Energy Efficiency and Electrification pathway for the updated Comprehensive Investment and Policy Plan (CIPP) 2024, aligning with existing targets and the Indonesia National Electricity Plan (Rencana Umum Ketenagalistrikan Nasional/ RUKN) and Net Zero Roadmap, and facilitate relevant meetings in coordination with JETP Secretariat. | 10% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 4 | **Strategic implementation framework report**  Provides a harmonized implementation strategy among development partners working in MEMR and JETP working groups, and relevant ministries. It should be supported by an effective implementation framework, including specific guidelines and mechanisms established for streamlining the process for all stakeholders. At the same time, a high-level implementation of the proposed strategy and study will improve EE derivative regulations preparation. | 25% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 5 | **Action plan roadmap report**  Elaborates the detailed contribution of the previous deliveries to strengthen the draft of EE derivative regulations and providing actionable recommendations for the government aimed at optimizing the regulation's effectiveness and alignment with national energy conservation goals leading to financing and investment. | 15% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 6 | **Draft of ministry regulations**  Prepares at least 2 (two) drafts of ministry regulations as the derivate from the GR No.33/2023. | 10% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 7 | **Final Report** | 10% lump sum component of the contract  (Excluding the non-personnel cost) | [Please insert price] |
| 8 | **Event-related Deliverables:Workshop, meeting under Deliverables 3 , 4 (partial) and travel expense if any - reimbursement, please see Table 2 for details** | Non-personnel costs 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] |
| 9 | **Event-related Deliverables:Workshop, meeting under Deliverables 4(partial), 6 and communication materials - Lump sum, please see Table 2 details** | The financial proposal must include non-personnel ceiling costs expected to be incurred to execute the works |  |
| **Total financial proposal for personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for non-personnel (ceiling\*) costs (USD)** | | | **[Insert total ceiling cost]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | **[Insert total price]** |

*\*Propose at the ceiling amount. Non-Personnel Payment is to be paid not exceeding the ceiling amount as per below:*

1. *Non-personnel costs under lump-sum will be paid in full after completion of activities.*
2. *Non-personnel costs under reimbursable should be paid based on actual expenses incurred by the selected consultant*

*The Consultant should include in all non-personnel costs associated with organizing the workshop including, venue, organization, communication materials 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 |  |  |  |  |
| 1. Energy Efficiency Expert (Building and Appliances) |  |  |  |  |
| 1. Energy Efficiency Expert (Industry) |  |  |  |  |
| 1. Energy Efficiency Expert (Transport) |  |  |  |  |
| 1. Legal Expert |  |  |  |  |
| 1. Financial/Investment/Business Development Expert |  |  |  |  |
| 1. Communication and Government Relations Expert |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty**  **(number of days)** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursable costs3)** | | | | |
| **Organize at least 5 (five) half-day hybrid consultation workshops under deliverable 3**  Please provide a breakdown of all non-personnel costs for *Deliverable 3 for 05 half days workshop*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| half-day hybrid consultation workshops for 30 in-person participants in Jabodetabek area | 05 |  | 05 |  |
| **Organize lunch boxes for 20 pax for 5 meetings under deliverable 4.**  Please provide a breakdown of all non-personnel costs for *Deliverable 4 for 05 meetings*, as required by the TOR. | | | | |
| lunch boxes for a maximumof 20 pax for 5 meetings | 05 |  | 20 |  |
| **Other non-personnel costs - Travel Expenses for International Staff, if applicable (Reimbursable costs3)** | | | | |
| Airfare | (no. of trips) |  |  |  |
| Daily Subsistence Allowance for international staff if any | (no. of days) |  |  |  |
| **Non-personnel costs (Lump sum)** | | | | |
| **Organize at least 5 (five) half-day hybrid coordination workshops under deliverable 4.**  Please provide a breakdown of all non-personnel costs for *Deliverable 4 for 05 half days workshop*, including costs for organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| half-day hybrid coordination workshops for 30 in-person participants in Jabodetabek area | 05 |  | 05 |  |
| **Organize at least 5 (five) full-day hybrid coordination workshops under deliverable 6.**  Please provide a breakdown of all non-personnel costs for *Deliverable 6 for 05 half days workshop*, including costs for organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| full-day hybrid coordination workshops for 30 in-person participants in Jabodetabek area | 05 |  | 05 |  |
| **Other non-personnel costs supporting communication activities and materials (Lump sum)** | | | | |
| **Cost Component** | **Unit** | **Unit Rate** | **Quantity** | **Total Cost (USD)** |
| Physical publications: newspaper articles 1 per public workshop/ event in 5 (minimum) publications | No. of publication |  | 05 |  |
| Min. 1 high-quality short video(raw footage), 2-3 mins per workshop/event (with chronicle key speeches, agenda items and/or highlights reel) | No. of footage |  | 05 |  |
| **Other non-personnel costs, if applicable (provide details)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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**
3. **The bidder is required to propose the ceiling costs for the non-personnel reimbursable costs as per the requirements stipulated in the TOR. The ceiling cost may be negotiated before the contract signing stage.**
4. **The bidder is required to propose a per diem rate with a consideration that the UN DSA rate is the ceiling allowance. Please refer to the official UN DSA on** <https://icsc.un.org/>
5. **Exchange rate of reimbursement invoices/ receipt other than US dollars should be converted using UN exchange rate at the time of contractor billing accompanied by a summary table for the incurred costs.**

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