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

**Request for Proposal (RFP) - Smart Grid Transformation in the Power Distribution Sector, Philippines (Re-tender)**

**eSourcing reference:**  **RFP/2024/51294**

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/2024/51294**

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 | 15% of lump sum contract value | [Please insert price] |
| 2 | Smart Grid Capacity Building for NEA | 10% of lump sum contract value | [Please insert price] |
| 3 | Assessment Report on EC’s Readiness for Smart Grid Adoption | 15% of lump sum contract value | [Please insert price] |
| 4 | Report on Financing the Distribution Smart Grid Investments | 15% of lump sum contract value | [Please insert price] |
| 5 | Conduct of Investment Forums | 5% of lump sum contract value | [Please insert price] |
| 6 | Optimal RE System Design Report for 15 electric cooperatives and Capacity Building to the EC’s | 20% of lump sum contract value | [Please insert price] |
| 7 | GIS maps of the 15 electric cooperatives and Capacity Building to the ECs | 20% of lump sum contract value | [Please insert price] |
| **Total financial proposal for personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for non-personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs** | | | **[Insert total price]** |

*\* 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. Project Team Lead |  |  |  |  |
| 1. Smart Grid Expert |  |  |  |  |
| 1. Renewable Energy Expert |  |  |  |  |
| 1. Geospatial Specialist |  |  |  |  |
| 1. Energy Finance Expert |  |  |  |  |
| 1. Knowledge management specialist |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
| 1. Technical Coordinator |  |  |  |  |
| 1. Surveyor |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs** | | | | |
| **Organize at least 5 (five) half-day technical working group meetings under deliverable 1, 3, 4, 6 and 7**  Please provide a breakdown of all non-personnel costs for *Deliverable 1, 3, 4, 6 and 7 for 5 half days meeting held at NEA Conference Room located in Metro Manila*, as required by the TOR. | | | | |
| Lunch boxes for half-day meetings for minimum of 23 offline participants each | 5 TWGs |  | 23 pax/TWG |  |
| **Organize 2 three full-day workshops on GIS and RE in venue/hotel (up to 4-stars) located in Metro Manila under deliverable 2**  Please provide a breakdown of all non-personnel costs for *Deliverable 2 for 2 three full days workshop*, including costs for organizing the workshops, venue hire, accommodation as required by the TOR. | | | | |
| Meeting packages (two coffee breaks and one lunch each day) for 3 full-day workshop for 20 offline participants, | 3 days/ workshop |  | 20 pax |  |
| Hotel accommodation for 20 offline participants,  Note: participants will check in after the day 1 morning session and will check out after the day 3, morning session | 2 nights |  | 20 pax |  |
| Meeting packages (two coffee breaks and one lunch each day) for 3 full-day workshop for 15 offline participants, | 3 days/ workshop |  | 15 pax |  |
| Hotel accommodation for 15 offline participants,  Note: participants will check in after the day 1 morning session and will check out after the day 3, morning session | 2 nights |  | 15 |  |
| **Organize at least 2 (two) half-day meeting under deliverable 3 and 4**  Please provide a breakdown of all non-personnel costs for *Deliverable 3 and 4 for two half days meeting held at NEA Conference Room located in Metro Manila*, as required by the TOR. | | | | |
| Half-day meeting packages (one coffee break and one lunch)for at least 15 offline participants, | 2 (half days) |  | 15 |  |
| **Organize three full-day Investment Forums in a hotel venue (up to 4 stars) located in Luzon, Visayas and Mindanao under deliverable 5**  Please provide a breakdown of all non-personnel costs for *Deliverable 5 for 3 full days investment forums*, including costs for organizing the workshops, venue hire, accommodation as required by the TOR. | | | | |
| Meeting packages (two coffee breaks and one lunch) for 124 offline participants for a forum in Luzon | 1-dayforum |  | 124 pax/forum |  |
| Hotel accommodation for 7 NEA representatives in Luzon,  **Note:** participants will check in after the day 1 morning session and will check out after the day 3, morning session | 2 nights |  | 7 pax |  |
| Meeting packages (two coffee breaks and one lunch) for 68 offline participants for a forum in Visayas | 1-day forum |  | 68 pax/forum |  |
| Hotel accommodation for 7 NEA representatives in Visayas,  **Note:** participants will check in after the day 1 morning session and will check out after the day 3, morning session | 2 nights |  | 7 pax |  |
| Meeting packages (two coffee breaks and one lunch) for 68 offline participants for a forum in Mindanao | 1-day forum |  | 68 pax/forum |  |
| Hotel accommodation for 7 NEA representatives in Mindanao,  **Note:** participants will check in after the day 1 morning session and will check out after the day 3, morning session | 2 nights |  | 7 pax |  |
| Transportation for the consultant team | 1 trip each to Luzon, Visayas and Mindanao |  | Max. 3 pax (consultant team) |  |
| **Organize at least 15 two-day workshops on RE EGF for 15 ECs to be held at EC conference/ meeting room under deliverable 6**  Please provide a breakdown of all non-personnel costs for *Deliverable 6 for 15 two-day workshops at the EC conference/meeting room*, as required by the TOR. | | | | |
| Lunch and two coffee breaks each day for 15 two full-day workshops | 15 workshops |  | 5px/workshop |  |
| **Organize at least 15 three full-day workshops on GIS Map for 15 ECs to be held at EC conference/ meeting room under deliverable 7**  Please provide a breakdown of all non-personnel costs for *Deliverable 7 for 15 three-day workshops at the EC conference/meeting room* as required by the TOR. | | | | |
| Lunch and two coffee breaks each day | 15 workshops |  | 5pax/workshop |  |
| **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 costs for the non-personnel as per the requirements stipulated in the TOR.**
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/>

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