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

**Specialised Workforce Development to Support Energy Transition in Indonesia (Retender)**

**eSourcing reference: RFP/2024/51824**

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/2024/51824**

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** | **Percentage of Total Price (Weight for payment)** | **Total Price USD**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | Inception Report, including a communication plan | 10% of contract value | [Please insert price] |
| 2**\*** | Report 1: A review of institutional roles and governance mechanisms to strengthen skills development for energy transition, including identifying championing organisations. | 15% of contract value | [Please insert price] |
| 3**\*** | A comprehensive national roadmap for the MEMR and MECRT to drive the development of specialised workforce to support energy transition | 20% of contract value | [Please insert price] |
| 4**\*** | Report covering minimum 10 new professional certification programs in energy transition for RE and EE jobs aligned with industry needs through establishment of 3 standards, SKTTK or SKKNI. | 20% of contract value | [Please insert price] |
| 5**\*** | Minimum 15 training modules (set 1) and educational curricula for RE and EE jobs aligned with industry needs. | 10% of contract value | [Please insert price] |
| 6**\*** | Minimum 15 training modules (set 2) and educational curricula for RE and EE jobs aligned with industry needs. | 10% of contract value | [Please insert price] |
| 7**\*** | Final completion report | 15% of contract value | [Please insert price] |
| 8 | Contract monitoring monthly progress report:  In addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template. Failure to submit this report will result in the payments being withheld. | N/A | N/A |
| **Total financial proposal - Lump sum payment (USD)**  (inclusive of both personnel and non-personnel costs) | | | **[Insert total lump sum price]** |

**\*Note:** *Deliverable 2, 3, 4, 5, 6 and 7 contains non-personal costs (i.e., the organisation of meetings/workshops). The bidder is required to include in their financial proposal the costs associated with the logistical arrangements and the execution of all aspects of the meetings/workshops, for example, venue hire, transportation fee, etc.*

**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.

| **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. Policy Analyst |  |  |  |  |
| 3. Curriculum Development Expert |  |  |  |  |
| 4. Stakeholder Engagement Specialist |  |  |  |  |
| 5. Social Inclusion Specialist |  |  |  |  |
| 6. Additional positions (if applicable) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty**  **(number of days)** | **Unit Rate** | **Quantity** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (lump sum payment - subject to justification/analysis of reasonableness of costs)** | | | | |
| **Organization of 6 stakeholder workshops under Deliverable 2, 3, 5, 6 and 7**  Please provide breakdown of all non-personnel costs for *the organization of 6 stakeholder workshops*, including venue hire, transportation fee, etc. as required by the TOR. | | | | |
| Meeting venue, inclusive of lunch and refreshments for a minimum 50 offline participants | 0.5 |  | 5 |  |
| Meeting venue, inclusive of lunch and refreshments for a minimum 100 offline participants | 0.5 |  | 1 |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Organization of 24 formulation and verification meetings under Deliverable 4**  Please provide breakdown of all non-personnel costs for *the organization of 24 formulation and verification meetings*, including venue hire, transportation fee, etc. as required by the TOR. | | | | |
| Meeting venue for a minimum 30 participants, inclusive of lunch and refreshments | 1 |  | 24 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Organization of 30 capacity building workshops under Deliverable 7**  Please provide breakdown of all non-personnel costs for *the organization of 30 capacity building workshops*, including venue hire, transportation fee, etc. as required by the TOR. | | | | |
| Meeting venue for a minimum 40 offline participants, inclusive of lunch and refreshments | 1.5 Hour |  | 30 to be delivered in 7 days |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_