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

**Request for Proposal (RFP) - Technical Advisory Services for the Early Retirement of a Coal-Fired Power Plant in the Philippines**

**eSourcing reference:**  **RFP/2024/52251**

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/2024/52251**

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 | Deliverable 1: Inception Report | 10% | [Please insert price] |
| 2 | Deliverable 2a: Technical Assessment Report of the CFPP  Deliverable 2b: Public-facing document on Technical Assessment Case Study | 50% | [Please insert price] |
| 3 | Deliverable 3a: Report on Transition Options for the CFPP  Deliverable 3b: Public-facing document on Transition Options | 40% | [Please insert price] |
| 4 | Deliverable 4: Ad-hoc Advisory Support  A summary report of the advisory services provided after the 6-month period. | Reimbursable | [Please insert price] |
| Contract Monitoring Requirement | **Monthly Progress Report**  In addition to the listed deliverables above, the consultant will need to provide monthly progress reports in a provided template. Failure to submit this report will result in the payments being withheld. | | |
| **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]** |

*\** ***Importance****: The consultant shall handle all tasks related to the workshop\* including organising the logistics, inviting participants and speakers, booking the venue, and executing the actual workshop. Bidders shall provide a breakdown of all non-personnel costs per workshop in the financial proposal. The payment for logistical arrangements for the workshop will be released as a lump sum together with corresponding deliverable. A prorated payment will be made if the actual number of participants or the days do not fulfill the minimum requirements stipulated in the TOR.*

**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. Project Lead/Lead Engineer |  |  |  |  |
| 1. Power Facility Expert |  |  |  |  |
| 1. Renewable Energy Expert |  |  |  |  |
| 1. Financial Analyst/Economist |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs** | | | | |
| **Organise (3) trips to the Visayas region under deliverable 2a**  Please provide a breakdown of all non-personnel costs as per the requirements stated in the TOR. | | | | |
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|  |  |  |  |  |
|  |  |  |  |  |
| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_