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

**Request for Proposal (RFP) - Regional Platform for Innovation and Investments - - Southeast Asia Regional Programme on Combating Marine Plastic (SEA-MAP) Regional Project**

**eSourcing reference: RFP/2024/52378**

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/2024/52378**

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 | Signing of the Contract | 5% of the contract amount | [Please insert price] |
| 2 | Submission of the inception report. | 10% of the contract amount | [Please insert price] |
| 3 | * Light touch validation study (incl. Plastic innovation market study). * Design document for the financial marketplace. * Marketplace prototype and user guide and content management training material. * Selection of the first group of innovators. * Financing marketplace launched. * Operations manual with detailed design and plan for the technical assistance/accelerator program. * Feasibility study for the AI assistance bot. * Presentation of the technical assistance/accelerator program (2024 expo) * Brand identity document. * Generic event program and specialized annual technology/innovation expo program and logistics plan. * Develop a scouting communications strategy. * Developing a general outreach strategy for the platform and financing marketplace. * Feasibility analysis/design document for communities of practice. * Organize the 2024 expo and provide a complete event report. * Start of the institutional sustainability strategy. * Quarterly Report. | 10% of the contract amount | [Please insert price] |
| 4 | * Roll out of the activities (marketplace). * Development of MVP AI assistance bot and test. * Launch of the technical assistance/accelerator program * A report detailing at least five partnerships of innovators and investors brought into the technical assistance/accelerator program. * Customized technical assistance plans for the technical assistance/accelerator program participants. * Roll out of the activities (technical assistance/accelerator program) and follow-up applications (until the end of the project). * Community charters and resource pools for communities of practice. * First launched community of practice * Institutional sustainability strategy (roll-out) * Quarterly Report. | 10% of the contract amount | [Please insert price] |
| 5 | * Roll out of the activities (marketplace). Until the end of the project. * Produce training materials for the AI assistance bot. * AI bot integrated into the web platform. * Roll out of the activities (technical assistance/accelerator program). Until the end of the project. * Additional communities of practice launched. * Institutional sustainability strategy (roll-out) * Quarterly Report | 10% of the contract amount | [Please insert price] |
| 6 | * Roll out of the activities (marketplace). * Roll out of the activities (technical assistance/accelerator program). * Events’ organization and reports (as agreed in the Inception Report). * Institutional sustainability strategy (roll-out) * Quarterly Report | 10% of the contract amount |  |
| 7 | * Roll out of the activities (marketplace). * Roll out of the activities (technical assistance/accelerator program). * Events’ organization and reports (as agreed in the Inception Report). * 2025 expo organized and report approved. * Institutional sustainability strategy (roll-out) * Quarterly Report | 10% of the contract amount |  |
| 8 | * Roll out of the activities (marketplace). * Roll out of the activities (technical assistance/accelerator program). * Events’ organization and reports (as agreed in the Inception Report). * Institutional sustainability strategy (roll-out) * Quarterly Report. | 10% of the contract amount |  |
| 9 | * Roll out of the activities (marketplace). * Marketplace handover (start of the process). * Roll out of the activities (technical assistance/accelerator program). * Technical assistance/accelerator program handover (start of the process). * Events’ organization and reports (as agreed in the Inception Report). * Institutional sustainability strategy document (completed) * Quarterly Report | 10% of the contract amount |  |
| 10 | * Roll out of the activities (marketplace). * Marketplace handover (completion) & documents. * Roll out of the activities (technical assistance/accelerator program). * Technical assistance/accelerator program handover (completion) & documents. * Events’ organization and reports (as agreed in the Inception Report). * 2026 Expo organized and report approved. * Final project documentation. * Completion Report. | 15% of the contract amount |  |
| **Total financial proposal (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]** |

*\* The Consultant should include in all non-personnel costs associated with implementing the scopes of works including 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)** | | | | |
| 1. Project Manager (Platform Coordination/Innovation Expert) |  |  |  |  |
| 1. Contract Manager |  |  |  |  |
| Team dedicated to the development of the financing marketplace and IT-related features, including AI bot: | | | | |
| 1. Financing marketplace and IT lead |  |  |  |  |
| 1. Mid-level staff |  |  |  |  |
| 1. Junior staff |  |  |  |  |
| Team dedicated to the technical assistance/accelerator program: | | | | |
| 1. Capacity Development lead |  |  |  |  |
| 1. Mid-level staff |  |  |  |  |
| 1. Junior staff |  |  |  |  |
| Team dedicated to the communications area, including organizing annual expos and events: | | | | |
| 1. Communications Lead |  |  |  |  |
| 1. Mid-level staff |  |  |  |  |
| 1. Junior staff |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursable)** | | | | |
| Airfare (Indication of destination and Economy class airfare with the most direct route as stated in the ToRs) |  |  |  |  |
| Daily Subsistence Allowance for international staff if applicable |  |  |  |  |
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|  |  |  |  |  |
| **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/>
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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_