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

**Request for Proposal (RFP) - Consultancy Service For Facilitating Private Sector’s Access to and Engagement in Vietnam’s Energy Sector**

**eSourcing reference: RFP/2024/52832**

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/2024/52832**

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**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | **D.1. Inception Report including a communications plan** | 10% of lump sum of the contract | [Please insert price] |
| 2 | **D.2. Inception workshop and workshop report** | 5% of lump sum of the contract | [Please insert price] |
| 3 | **D.3. Report: International experience in mobilising private capital to support energy transition and finance structures for the energy sector** | 15% lump sum of the contract | [Please insert price] |
| 4 | **D.4. Report: Current state of Vietnam’s finance structure, financial instruments, and private capital mobilisation for energy transition** | 20% lump sum of the contract | [Please insert price] |
| 5 | **D.5. Workshops: 2 workshops on blended finance and innovative instruments for enhancing private sector engagement in the energy sector** | 10% lump sum of the contract | [Please insert price] |
| 6 | **D.6. Report: Recommendations for the Implementation of PPP in Vietnam** | 15% lump sum of the contract | [Please insert price] |
| 7 | **D.7. Report: Study and recommendations for finance structures, innovative financing instruments, platforms, and systems to mobilise finance from private sectors to clean energy projects** | 15% lump sum of the contract | [Please insert price] |
| 8 | **D.8. Workshop and post-workshop report** | 5% of lump sum of the contract | [Please insert price] |
| 9 | **D.9. Final report and implementation roadmap** | 5% lump sum of the contract | [Please insert price] |
| 10 | **Monthly Progress Report** | Inclusive with deliverable | |
| **Total financial proposal (USD)** | | | **[Insert total lump sum price]** |

*\* The Consultant should include in all non-personnel costs associated with implementing the scope of works including other 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 Lead |  |  |  |  |
| 1. Economic/ Fiscal Expert |  |  |  |  |
| 1. Financial Analyst |  |  |  |  |
| 4. Energy expert (technical and policy) |  |  |  |  |
| 5. Policy and Regulatory Expert |  |  |  |  |
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| Additional positions (if applicable) |  |  |  |  |
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| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Lump sum payment)** | | | | |
| **Organization of An Inception Workshop under Deliverable 2**  Please provide a breakdown of all non-personnel costs for the *Deliverable 2 Inception workshop*, including costs related to organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| Hotel/ meeting venue in Hanoi, inclusive of coffee break and lunch for a minimum of 75 participants (at a minimum 40 in person participants) | 1 half-days |  |  |  |
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| **Subtotal non-personnel costs for An Inception Workshop (USD)** | | | |  |
| **Organization of Interactive Workshops under Deliverable 5**  Please provide a breakdown of all non-personnel costs for the *Deliverable 5 Workshops*, including costs related to organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| Hotel/ meeting venue in **Long An**, inclusive of coffee break and lunch for a minimum of 75 participants (at a minimum 45 in person participants) | 1 half-day |  |  |  |
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| **Subtotal non-personnel costs for Interactive Workshop in Long An (USD)** | | | |  |
| Hotel/ meeting venue in **Quang Ninh**, inclusive of coffee break and lunch for a minimum of 75 participants (at a minimum 45 in person participants) | 1 half-day |  |  |  |
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| **Subtotal non-personnel costs for Interactive Workshop in Quang Ninh (USD)** | | | |  |
| **Organization of Final Stakeholder Workshop under Deliverable 8**  Please provide a breakdown of all non-personnel costs for the *Deliverable 8 Workshop*, including costs related to organizing the workshops, venue hire, etc as required by the TOR. | | | | |
| Hotel/ meeting venue in **Hanoi**, inclusive of coffee break and lunch for a minimum of 100 participants (at a minimum 50 in person participants) | 1 half-day |  |  |  |
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| **Subtotal non-personnel costs for Final Workshop in (USD)** | | | |  |
| **Other non-personnel costs, if applicable (provide details)** | | | | |
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|  |  |  |  |  |
| **Subtotal other non-personnel costs (USD)** | | | |  |
|  |  |  |  |  |
| **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 when applicable 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_