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

**Request for Proposal (RFP) - Technical Support for the Design and Pilot of the Voluntary Carbon Labelling Scheme in Vietnam**

**eSourcing reference:**  **RFP/2024/53686**

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/2024/53686**

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** |
| --- | --- | --- | --- |
| 1.1 | Deliverable 1: Inception Report with a detailed work plan and organisation of inception workshop | 15% of total contract value (personnel costs) | [Please insert price] |
| 2.1 | Deliverable 2: A report analysing the legal framework in Vietnam and existing institutional arrangement as well as technical capabilities for an effective carbon labelling program; assessment of international experience on voluntary carbon labelling scheme; gaps analysis and capacity building needed for different stakeholders to implement a carbon labelling program. | 15% of total contract value (personnel costs) | [Please insert price] |
| 3.1 | Deliverable 3: A report proposing the design of a voluntary carbon labelling program and a detailed implementation plan for the pilot phase and consultation notes with relevant government agencies.  As part of this deliverable, the consultant is required to plan, in consultation with ETP, and organise a public consultation workshop to discuss D2-4. | 20% of total contract value (personnel costs) | [Please insert price] |
| 4.1 | Deliverable 4: A report on the detailed result of the pilot phase in the selected sector and summarises all training and awareness-raising activities.  Two capacity-building workshops will be organized for enterprises participating in the pilot labelling activities. | 20% of total contract value (personnel costs) | [Please insert price] |
| 5.1 | Deliverable 5: A policy recommendation with a roadmap and key design elements for a pilot labelling program including a list of consulted stakeholders and reporting of events. An implementation plan which details institutional arrangement, incentive mechanism, capacity-building needs, and the timeline for each step will be developed. | 20% of total contract value (personnel costs) | [Please insert price] |
| 6.1 | Deliverable 6: Final report and final workshop  The final report will provide a summary of the key output of the assignment, which should include key components of the carbon labelling design as per D2-5 and can serve as the high-level document, to support MONRE in policy development.  This deliverable requires a final workshop, planned and organised by the consultant. | 10% of total contract value (personnel costs) | [Please insert price] |
| **Total financial proposal for personnel costs (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for the reimbursement of non-personnel costs (USD)** | | | **[Insert total reimbursable price]** |
| **VAT (if any)** | | | **[Insert total lump sum price]** |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs + VAT** | | | **[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 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 Leader |  |  |  |  |
| 1. Carbon labelling expert |  |  |  |  |
| 1. Climate Policy expert |  |  |  |  |
| 1. Energy and Industry Expert |  |  |  |  |
| 1. Communication expert |  |  |  |  |
| 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 (Reimbursable payment)** | | | | |
| **Organization of Project Communications items**  Please provide a breakdown of all non-personnel costs for *Deliverable 1*, as required by the TOR. | | | | |
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| **Organization of hybrid mode workshop in a hotel (up to 4 stars) located in Hanoi under Deliverable 1**  Please provide a breakdown of all non-personnel costs for *Deliverable 1 Inception workshop*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR | | | | |
| Hotel/ meeting venue in Hanoi, inclusive of a coffee break for 30 offline participants | 1 half-day/ workshop |  | 30 pax |  |
| Live interpreter through Zoom or other software | 1 workshop |  | 1 pax |  |
| Other costs (if any) |  |  |  |  |
|  |  |  |  |  |
| **Organization of hybrid mode workshops in a hotel (up to 4 stars) located in Hanoi under Deliverable 3**  Please provide a breakdown of all non-personnel costs for *Deliverable 3 - a public consultation workshop*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR | | | | |
| Hotel/ meeting venue in Hanoi, inclusive of a coffee break for a maximum of 50 offline participants | 1 half-day/ workshop |  | 50 pax |  |
| Live interpreter through Zoom or other software | 1 workshop |  | 1 pax |  |
| Other costs (if any) |  |  |  |  |
|  |  |  |  |  |
| **Organization of hybrid mode workshops in a hotel (up to 4 stars) located in Hanoi and Ho Chi Minh City under Deliverable 4**  Please provide a breakdown of all non-personnel costs for *Deliverable 4 - Two capacity-building workshops*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR | | | | |
| Hotel/ meeting venue in Hanoi, inclusive of a coffee break for a maximum of 50 offline participants | 1 half-day/ workshop |  | 50 pax |  |
| Hotel/ meeting venue in Ho Chi Minh City, inclusive of a coffee break for a maximum of 50 offline participants | 1 half-day/ workshop |  | 50 pax |  |
| Live interpreter through Zoom or other software | 2 workshops |  | 1 pax each |  |
| Other costs (if any) |  |  |  |  |
|  |  |  |  |  |
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| **Organization of hybrid mode workshop in a hotel (up to 4 stars) located in Hanoi under Deliverable 6**  Please provide a breakdown of all non-personnel costs for *Deliverable 6 Final workshop*, including costs for travel, organizing the workshops, venue hire, etc as required by the TOR | | | | |
| Hotel/ meeting venue in Hanoi, inclusive of a coffee break for 50 offline participants | 1 half-day/ workshop |  | 50 pax |  |
| Live interpreter through Zoom or other software | 1 workshop |  | 1 pax each |  |
| Other costs (if any) |  |  |  |  |
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| **Other non-personnel costs, if applicable (provide details)** | | | | |
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|  |  |  |  |  |
| **Total non-personnel costs (USD)** | | | |  |
| **VAT (if any)** | | | |  |
| **Total financial proposal (USD) = Total personnel costs + Total non-personnel costs + VAT** | | | |  |

**NOTE:**

1. **Total amount in table 1 and total amount in table 2 should be the same**
2. **In case the 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. **For all travel costs, bidders are only allowed to use economy ticket**
6. **The deliverables need to be accomplished in accordance with the TOR. 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.**

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