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

**RFP for Regional Guidebook on Financial Mechanisms for Investments in Plastic Waste Management for Southeast Asia Regional Programme on Combating Marine Plastics (SEA-MAP) Regional Project**

**eSourcing reference: RFP/2023/53971**

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: [insert RFP reference No.]

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** | **Payment Percentage** | **Total Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | Upon contract signing | 10% of lump sum component of the contract amount | [Offeror to insert price] |
| 2 | Approval of the inception report | 10% of lump sum component of the contract amount | [Offeror to insert price] |
| 3 | Approval of the first draft of the landscape analysis (Approved tasks from 1.1 to 1.5). | 20% of lump sum component of the contract amount | [Offeror to insert price] |
| 4 | Approval of draft Guidebook including Roadmap (Approved tasks from 2.1 to 2.4) | 20% of lump sum component of the contract amount | [Offeror to insert price] |
| 5 | Second technical-level consultation on draft Guidebook and report (Task 3.3 ) | 20% of lump sum component of the contract amount | [Offeror to insert price] |
| 6 | Upon submission of the final Guidebook and related communications products (Approved tasks 2.6 and 4.3) | 20% of lump sum component of the contract amount | [Offeror to insert price] |
| 7 | Consultations, communications, and dissemination:  Completion of at least two technical-level consultations and one government-level consultation, along with communication and dissemination materials. | Non-personnel (Ceiling) Reimbursable Cost | [Offeror to insert price] |
| **Total financial proposal for personnel costs (item no 1-6 above) (USD)** | | | **[Insert total lump sum price]** |
| **Total financial proposal for non-personnel (ceiling\*) costs (item no 7) (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. Team Leader |  |  |  |  |
| 1. Senior Plastic Expert |  |  |  |  |
| 1. Senior Finance Expert |  |  |  |  |
| 1. Communication and Outreach Expert |  |  |  |  |
| Additional positions (if applicable) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total personnel costs (USD)** | | | |  |

| **Cost Component** | **Qty** | **Unit Rate** | **Quantity (Pax)** | **Total Cost (USD)** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursable)** | | | | |
| Eg: Airfare (Indication of destination and Economy class airfare with the most direct route as stated in the ToRs) |  |  |  |  |
| Eg: Daily Subsistence Allowance for international staff if applicable |  |  |  |  |
| Etc please specify |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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. **The bidder is required to propose the costs for the non-personnel as per the requirements stipulated in the TOR.**
3. **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/>
4. **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_