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

**RFP for Enabling Investments for the Domestic Energy Transition Supply Chain in the Philippines**

**eSourcing reference:RFP/2024/54043**

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 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 | Deliverable 1: Inception Report | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **2** | Deliverable 2: Interim Report on Analysis of the Domestic Energy Transition Supply Chain and one TWG meeting | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **3** | Deliverable 3: Report on Cost-Benefit Analysis and pre-event for investment forum\* | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **4** | Deliverable 4: Report on Energy Transition Investment Opportunities, one TWG meeting, and Investment Planning Workshop | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **5** | Deliverable 5: Final Completion Report and Investment Forum | 20% of lump sum component of the contract excluding non-personnel costs | [Offeror to insert price] |
| **6** | The non-personnel cost for the deliverable with an asterisk (\*) contain logistic organization of events which will be paid on a reimbursable basis. | As per the deliverables’ deadlines and actual expenses | [Offeror to insert price] |
| Contract Monitoring Requirement:  - Monthly Progress report  - Quarterly RBMF data update | | Submission in the ETP’s provided template | |
| Total financial proposal for lump sum personnel costs | | | **[Insert total lump sum price]** |
| Total financial proposal for reimbursable non-personnel costs | | | **[Insert total reimbursable ceiling cost]** |
| **Total financial proposal (USD)** | | | **[Insert total lump sum price + reimbursable cost]** |

**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** |
| --- | --- | --- | --- | --- |
| **Personnel costs** |  |  |  |  |
| 1. Industry Expert |  |  |  |  |
| 2. Economist |  |  |  |  |
| 3. Sustainability Expert |  |  |  |  |
| 4. Additional positions (if applicable) |  |  |  |  |

| **Cost component** | **Qty**  **(no. of event)** | **Unit Rate** | **Quantity**  **(no. of pax)** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (lump sum)** | | | | |
| First TWG meeting under deliverable 2. Please provide breakdown of all non-personnel costs for above task under Deliverable 2, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
| Half-day meeting package in a meeting venue in Metro Manila, inclusive of one coffee break and lunch | 1 |  | 15 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| An investment planning workshop under deliverable 4. Please provide breakdown of all non-personnel costs for the above task under Deliverable 4, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR. | | | | |
| Two full-day workshop located in Metro Manila | 1 |  | 25 |  |
|  |  |  |  |  |
| Second TWG meeting under deliverable 4. Please provide breakdown of all non-personnel costs for the above task under Deliverable 4, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
| Half-day meeting package in a meeting venue in Metro Manila, inclusive of one coffee break and lunch | 1 |  | 15 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Investment Forum under deliverable 5. Please provide breakdown of all non-personnel costs for the above task under Deliverable 5, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR | | | | |
| Half-day meeting package a meeting venue in Metro Manila with one coffee break and lunch | 1 |  | 60 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | |
| **Non-personnel costs (Reimbursement)** | | | | |
| Pre-event for investment forum under deliverable 3. Please provide breakdown of all non-personnel costs for the above task under Deliverable 3, including costs for travel, organizing the meeting, venue hire, etc as required by the TOR (reimbursable) | | | | |
| Half-day meeting package in a meeting venue in Metro Manila, inclusive of one coffee break and lunch | 1 |  | 50 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total other expenses** | | | |  |
| **Total financial proposal (USD)** | | | |  |

**NOTES:**

1. **Total amount in table 1 and table 2 should be the same**
2. **In case applicable tax is included, please provide a separate line for the tax**

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