**Section IV: Returnable Bidding Forms**

**eSourcing reference**: RFP/2024/55002

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/2024/55002

**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 (American Dollars)**

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.

**Lot 1 : Hosting of CAFI’s PES tool**

**Table 1: Cost breakdown per deliverable/output**

| **N°** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | **Milestone 1: Account Setup and Initial Configuration :**  - Azure account setup and configuration - Virtual networks, VMs, and storage provisioned - Security setup completed | 20% | [Offeror to insert price] |
| 2 | **Milestone 2: Testing and Validation in Staging :**  - CAFI PES tool deployed in staging - All testing completed - Validation reports delivered | 40% | [Offeror to insert price] |
| 3 | **Milestone 3: Production Deployment and First Month of Support :**  - Production deployment completed - First month of operational support - Monthly report delivered | 30% | [Offeror to insert price] |
| 4 | **Milestone 4: 12-Month Performance Review :**  - 12-month performance review - Monthly support and monitoring reports | 10% | [Offeror to insert price] |
| **Total financial proposal [USD]** | | **100%** | **[Insert total lump sum price]** |

**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.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| --- | --- | --- | --- | --- |
| **Cloud Infrastructure Engineer** |  | 1 | [Insert] | [Insert] |
| Security Specialist |  | 1 | [Insert] | [Insert] |
| Support Engineer |  | 1 | [Insert] | [Insert] |
| Other (If applicable) |  | [Insert] | [Insert] | [Insert] |
| **Sub-total personnel costs** | | | | [Insert] |
| Travel costs |  |  | [Insert] | [Insert] |
| Daily allowance |  |  | [Insert] | [Insert] |
| Communications |  |  | [Insert] | [Insert] |
| Printing |  |  | [Insert] | [Insert] |
| Other costs (provide details) |  |  | [Insert] | [Insert] |
| **Sub-total other expenses** | | | | [Insert] |
| **Total financial proposal [USD]** | | | | [Insert] |

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];

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

**Form C: Financial Proposal Form**

**RFP reference no:** RFP/2024/55002

**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 (American Dollars)**

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.

**Lot 2 : Maintenance of CAFI’s PES tool**

**Table 1: Cost breakdown per deliverable/output**

| **N°** | **Deliverables** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum, All Inclusive)** |
| --- | --- | --- | --- |
| 1 | **Inception report** | 5% | [Offeror to insert price] |
| 2 | **Full technical support** | 60% | [Offeror to insert price] |
| 3 | **Full system monitoring** | 10% | [Offeror to insert price] |
| 4 | **Update and maintain GitHub** | 5% | [Offeror to insert price] |
| 5 | **Enhancement Delivery 1** | 5% | [Offeror to insert price] |
| 6 | **Enhancement Delivery 2** | 5% | [Offeror to insert price] |
| 7 | **Enhancement Delivery 3** | 5% | [Offeror to insert price] |
| 8 | **Enhancement Delivery 4** | 5% | [Offeror to insert price] |
| **Total financial proposal [USD]** | | **100%** | **[Insert total lump sum price]** |

**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.** | **No. of Personnel** | **Remuneration per Unit** | **Total Rate for the Period** |
| --- | --- | --- | --- | --- |
| **Project Manager** |  | 1 | [Insert] | [Insert] |
| Backend Developer |  | 1 | [Insert] | [Insert] |
| Frontend Developer |  | 1 | [Insert] | [Insert] |
| System Administrator - DevOps Engineer |  | 1 | [Insert] | [Insert] |
| Other (If applicable) |  | [Insert] | [Insert] | [Insert] |
| **Sub-total personnel costs** | | | | [Insert] |
| Travel costs |  |  | [Insert] | [Insert] |
| Daily allowance |  |  | [Insert] | [Insert] |
| Communications |  |  | [Insert] | [Insert] |
| Printing |  |  | [Insert] | [Insert] |
| Other costs (provide details) |  |  | [Insert] | [Insert] |
| **Sub-total other expenses** | | | | [Insert] |
| **Total financial proposal [USD]** | | | | [Insert] |

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];

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