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

**RFP Consultancy Service for Technical Assistance to Support the Establishment of the ASEAN School of Regulation - Phase I (Regional)**

**eSourcing reference: RFP/2024/55310**

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 | 10% of lump sum component of the contract | [Offeror to insert price] |
| **2** | Deliverable 2: A Report on the Needs Assessment on Capacity Building for Energy Regulators in ASEAN | 30% of lump sum component of the contract | [Offeror to insert price] |
| **3** | Deliverable 3: Pilot Summer School for Energy Regulators in ASEAN | 30% of lump sum component of the contract | [Offeror to insert price] |
| **4** | Deliverable 4: A Report on the Proposed Concept of the ASEAN School of Regulation | 30% of lump sum component of the contract | [Offeror to insert price] |
| **5** | 1 Consultation Workshop and 1 Summer School \* | Non-Personnel Reimbursable Costs (Ceiling price) | [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]** |

***The non-personnel cost for the deliverable with an asterisk (\*) contain logistic organization of events which will be paid on a reimbursable basis.***

**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. Team Lead - Energy Regulation Focused |  |  |  |  |
| 2. Energy and Power Sector Specialist |  |  |  |  |
| 3. Power Market Development Specialist |  |  |  |  |
| 4. Curriculum Development Specialist |  |  |  |  |

| **Cost component** | **Qty**  **(no. of event)** | **Unit Rate** | **Quantity**  **(no. of pax)** | **Total Cost** |
| --- | --- | --- | --- | --- |
| **Non-personnel costs (Reimbursable cost)** | | | | |
| 1. **Pilot Summer School per deliverable 3, paragraph 20**   **Please provide a breakdown of all non-personnel costs for the above task under Deliverable 3, including costs for travel arrangement, organizing the meeting, venue hire, etc for the member state as required by the TOR** | | | | |
| 5 Full-days training program in Bangkok, Thailand (Combination of lectures, group works, and field visits) | 1 |  | 20 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Pilot Summer School** | | | |  |
|  |  |  |  |  |
| 1. **Stakeholder consultation workshop per deliverable 4, paragraph 24b**   **Please provide breakdown of all non-personnel costs for the above task under Deliverable 4, including costs for travel arrangement, organizing the meeting, venue hire, etc for the member state as required by the TOR** | | | | |
| 2 Full-days meeting package in a meeting venue in Kuala Lumpur, inclusive of one coffee break and lunch | 1 |  | 30 |  |
| Travel sponsorship for 20 ASEAN Member State representatives (2 from each country) | 1 |  | 20 |  |
| Economy class round-trip airfare | 1 |  | 20 |  |
| DSA | 3 |  | 20 |  |
|  | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Stakeholder consultation workshop** | | | |  |
| **Total Non-personnel costs (Reimbursement)** | | | |  |
| Other expenses |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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**
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. **Exchange rate of reimbursement invoices/ receipt other than US dollars should be converted using** [**UN exchange rate**](https://treasury.un.org/operationalrates/OperationalRates.php) **at the time of contractor billing accompanied by a summary table for the incurred costs.**
6. **For all flights proposed, please use the economy class type**

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