**Annex 3.2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[Insert: *Location]*.

[Insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Presentation of a draft website | 40 |  |
| 2 | Submission of a revised website after receiving feedback | 10 |  |
| 3 | Submission of a final website and approved by NCF and Governance and Communication Units | 50 |  |
|  | **Grand Total** | **100%** |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *(*This total must equal tables D above )**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time (per day)** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate for the Period** |
| **I. Personnel Services** |  |  |  |  |
| **a. Team Leader** |  | 15 days |  |  |
| **b. Assistants** |  | 15 days |  |  |
| **c. Communication (use applicable Internet & Voice Bundles for the specified duration)** |  | 30 days |  |  |
| **d. Stationery, reproduction** |  | 1 |  |  |
| **e. Local Transportation as applicable** |  | 1 |  |  |
| **Grand Total** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

C. Breakdown of Cost components by deliverables **(The Total Amount in this table must be equal to that in tables B and C)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Total Amount per category** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Presentation of a draft website  **Indicate how much will go for each category:**   1. Team Leader 2. Assistants (2) 3. Communication (Voice/internet bundles) 4. Local Transportation 5. Stationery |  | 40% |
| 2 | Submission of a revised website after receiving feedback  **Indicate how much will go for each category:**   1. Team Leader 2. Assistants (2) 3. Communication (Voice/internet bundles) 4. Local Transportation   Stationery |  | 10% |
| 3 | Submission of a final website and approved by NCF and Governance and Communication Units  **Indicate how much will go for each category:**   1. Team Leader 2. Assistants (2) 3. Communication (Voice/internet bundles) 4. Local Transportation Stationery |  | 50% |
|  | **Grand Total** |  |  |

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)