Section II: Returnable Bidding Forms

eSourcing reference: RFP/ 2017/ 929 Country Programme Monitor Services for Senegal (GSF)

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 G: Financial Proposal Form (see also attached exce

Form G: Financial Proposal Form

RFP reference no: RFP/ 2017/ 929 Country Programme Monitor Services for Senegal (GSF)

Name of Offeror: [insert name of offeror]

**The Proposer is required to prepare the Financial Proposal following the below format and in excel for the detailed breakdown by using the excel template provided**. Both must 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.**

**Offerors are requested to provide the cost breakdown as per the below Table 1 format as well as in the format in the attached excel file**. 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.

**TABLE 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Semester 1** *(1 September 2017 – 28 February 2018)*  *First 6 months of Project* | **Semester 2** *(1 March 2018 – 30 August 2018)*  *Second 6 months of Project* | **Semester 3** *(1 September 2018 – 30 August 2019)*  *Third 6 months of Project* | **Semester 4** *(1 March 2019 – 30 August 2019)*  *Third 6 months of Project* | **Semester 5** *(1 October 2019 – 31 December 2019)*  *Last 4 months of Project* |
| **Personnel** | **TOTAL COST PER PHASE (Unit cost \* No. Units \* % worked)** | **TOTAL COST PER PHASE (Unit cost \* No. Units \* % worked)** | **TOTAL COST PER PHASE (Unit cost \* No. Units \* % worked)** | **TOTAL COST PER PHASE (Unit cost \* No. Units \* % worked)** | **TOTAL COST PER PHASE (Unit cost \* No. Units \* % worked)** |
| Finance and Resource Management Expert |  |  |  |  |  |
| Sanitation Programme Expert | [Maximum Effort Applied] | [Maximum Effort Applied] | [Maximum Effort Applied] | [Maximum Effort Applied] | [Maximum Effort Applied] |
| *Add individuals as necessary as per the Offeror’s response* |  |  |  |  |  |
| *Add individuals as necessary as per the Offeror’s response* |  |  |  |  |  |
| **Operations Cost** |  |  |  |  |  |
| **Travel Cost (reimbursable)** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

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