

I. Annex 2a

FORM FOR SUBMITTING SERVICE PRROVIDER'S PROPOSAL
(This Form must be submitted only using the Service Provider's Official Letterhead/ Stationery¹)

[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:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile - describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses - Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement - income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record - list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation - including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/ 1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 90 days.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Financial proposal breaking down

A. Cost Breakdown per Deliverable*

	Deliverables [as referred to in the TOR]	Price (Lump Sum, All Inclusive)
1	A database (Live Google sheet) to maintain participants' information as follows: participants' full name, their Directorates, Phone numbers, Email addresses and Genders.	
2	A course book (Booklet) which includes comprehensive training materials regarding the training course, course objectives, and expected learning outcomes based on the training set in Annex A.	
3	A comprehensive final report for each Training Course is required, which includes: <ul style="list-style-type: none"> • Course summary, • List of participants, major discussions during the courses, observations, recommendations. Trainee's Feedback.	
4	UNDP will review and approve the final report for each Training Course. <ul style="list-style-type: none"> • Reporting Lines and Language • The training company or individuals submits all reports to UNDP/ TTEs in English. The Training Courses including lectures and materials shall be delivered in Arabic or/ and English.	
	Total	

B. Cost Breakdown by Cost Component [*This is only an Example*]:

	Remuneration per Unit of Time (week)	Remuneration per Unit of Time (Day)	Total Period of engagement (days)	No. of personnel	Total Rate	Comment
Personnel services						
Project Manager			25	1		
Project Coordinator			25	1		
Trainers			25	1		
Trainer Assistants			25	1		

Monitoring & reporting officer			25	1		
Finance officer			25	1		
Communication, visibility & printing			25	1		
Total						

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*