**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S 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* *Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development focal point]*

Dear Sir/Madam:

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

1. **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 Ministry by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc;*
4. *Track Record – list of clients for similar services as those required by Ministry, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. if any.*
6. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe* ***how it will address/deliver the demands of the RFP****;* ***detailed description of the technologies*** *that will be used,* ***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.*** |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Project Manager/Team Leader, Expert for Developing and Implementing NDC Tracking Training Program*
2. *CVs demonstrating requred qualifications must be submitted; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | ***Payment schedule*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1: Progress report including submission of the following documents:   * Analysis of the status of implementation of policies and measures included in the current Nationally Determined Contribution under Paris Agreement (NDC 2) to reduce GHG emissions by sector, including their gender-impact dimension; * Mitigation Chapter for the NDC tracking section. | 50% | Upon competition of Deliverable and approval of results. |  |
| 2 | Deliverable 2: Progress report including submission of the following documents:   * Guidance for periodic tracking of the progress, evaluation and update of the NDC (NDC tracking system) which will include relevant methodologies for tracking of the GHG emission reduction and climate change adaptation activities. | 30% | Upon providing all services and approval of the result. |  |
| 3 | Deliverable 3: Final report including submission of the following documents:   * Training materials and reports from capacity-building activities conducted on NDC tracking in each of the NDC relevant sectors. | 20% | Upon providing all services and approval of the result. |  |
|  | Total | 100% |  |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a . Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| **II. Other expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Communications |  |  |  |  |
| 3. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date]*

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)