**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, who are Programmers, Product owners, etc.;*
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:● Developed website | TBD% | Upon competition of Deliverable and approval of results.  |  |
| 2 | Deliverable 2:Progress report related to website development including:● Developed user manual and conducted training; | TBD% | Upon completion of the training, submission of the user manual and approval of results. |  |
| 3 | Deliverables 3, 4 and 5:Report of conducted services for proper maintenance of the website:* Domain for first year
* Hosting for first year
* Website maintenance for first year
 | TBD% | Upon providing all services and approval of the result.  |  |
| 4 | Deliverables 3, 4 and 5:Report of conducted services for proper maintenance of the website:* Domin for second year
* Hosting for second year
* Website maintenance for second year
 | TBD% | Upon providing all services and approval of the result.  |  |
| 5 | Deliverables 3, 4 and 5:Final report of conducted services for proper maintenance of the website:* Domin for third year
* Hosting for third year
* Website maintenance for third year
 | TBD% | 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)