**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 roles and responsibilities*
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 activities related to Building Institutional Capacity for MRV through:  1. Training on national Monitoring, Reporting, Verification -MRV system  2. Training for enhancing capacity of the Environment Protection Agency to compile and improve national GHG Inventory and to support training process for projection developed within FNC/BTR  3. Training for key elements of EU Emission Trading System (EU ETS), in line with EU ETS directive and its implementing acts  4. Capacity Building for Statistical Office of Montenegro  5. Development of Training Modules on Data Management and Reporting | 40% | Upon competition of Deliverable and approval of results. |  |
| 2 | Deliverable 2: Progress report including activities related to Adaptation Reporting Capacity Enhancement:  1. Training on Adaptation Metrics and Indicators  2. Conducting Comprehensive Vulnerability Assessments  3. Setting Adaptation Goals  4. Training on development of climate change adaptation communications and reporting  5. Capacity Building for Local and Regional Authorities  6. Capacity building for Loss and Damage | 30% | Upon providing all services and approval of the result. |  |
| 3 | Deliverable 3: Final report including activities related to Climate Finance by building capacity of relevant institutions to track and evaluate climate finance investments and resources effectively.  1. Financial climate relevant reporting | 30% | 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)