## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFQ reference: | RfQ22/02502: Energy Security/Company to assess and identify potential energy efficiency (EE) and/or renewable energy (RES) measures for vulnerable Households | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* Registration certificate;
* Company Profile, including a brief description of company’s qualification, capacity and expertise that is relevant to the Schedule of Requirements;
* List and value of similar contracts performed for the last 5 years plus client’s contact details who may be contacted for further information on those contracts;
* Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
* Completed and signed CVs for the proposed key Personnel, including certificates and qualification documents;
* Financial Statements (Income Statement and Balance Sheet) for the past 3 years (2021, 2020, 2019).
* Brief methodology, approach to work and a tentative Implementation Plan.

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference and your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: USD**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables****LOT nr. (please specify)** | **Price**  |
| 1. | Work plan with the date of field visits planned for each beneficiary and the deadline for the presentation of the Reports. |  |
| 2. | The reports completed for each beneficiary with the information from the field, according to the model in Annex B. |  |
| 3. | The centralizing report on the EE and/or RES measures, indicating the total areas/volumes of works, including their cost, according to the model in Annex C. |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| Proposed Team Leader | day |  |  |  |
| Proposed Expert 1 |  |  |  |  |
| Proposed Expert 2 |  |  |  |  |
| Other Experts, if necessary: (please specify) |  |  |  |  |
| Other expenses |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time (30 calendaristic days days)  |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation (90 days) |[ ] [ ]  Click or tap here to enter text. |
| Payment terms (installments)  |[ ] [ ]  Click or tap here to enter text. |
| Acceptance of UNDP GTCs |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |