**Appendix B – Financial Proposal Form**

**(MUST BE SUBMITTED IN A SEPARATE EMAIL)**

**Provision of services for the Web Design and Development**

1. The Bidder is required to prepare the Financial Proposal following the below format and to be submitted via email in a SEPARATE EMAIL from the rest of the RFP as indicated in the Annex C to the RFP.

2. In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in this RFP document. The Financial Proposal shall be prepared in a format indicated hereunder. It shall list all costs associated with the assignment, “all inclusive” of overhead, profit and all direct or indirect costs (including salary, health, pension, insurance, cost of international/local communication, passport, visas, travel permits, vaccinations, administrative, etc.) required for the purpose of the service.

3. The Financial Proposal shall consist of a Summary of Costs, Price Component and a Contractual Component. **The UNSSC will not be responsible for errors** in reproducing the table. Commercial evaluation will include checking for arithmetical, multiplication and summation errors.

4. All costs associated with this assignment must be exclusive of all taxes. Bidder should state the currency of the financial proposal.

5. **Section A below provides the key pricing items and bidders are requested to breakdown the price further as deemed required**.

|  |  |
| --- | --- |
| Description of Requirements | The Bidder’s Response |
| Confirmation that you have read and accept the terms and conditions of the United Nations’s Model Contract for the Provision of Services (See Annex D) and that any exception, qualifiers, disclaimers, etc., are clearly reflected in the proposals submitted. Such reservation(s) will be taken into account in the evaluation of your proposal. | Agreed / Disagreed |
| Confirmation that you have read and accept the terms and conditions of the United Nations General Conditions of Contract for the Provisions of Services (See Annex D) and that any exception, qualifiers, disclaimers, etc., are clearly reflected in the proposals submitted. Such reservation(s) will be taken into account in the evaluation of your proposal. | Agreed / Disagreed |
| Prices proposed under this Appendix B – Financial Proposal Form shall be fixed and will not fluctuate during the entire contract term. | Agreed / Disagreed |
| The UNSSC shall have no obligation to purchase any minimum quantities of services from the Contractor, and the UNSSC shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity described in the Contract, from any other source at any time. | Agreed / Disagreed |

|  |  |
| --- | --- |
| Description of Requirements | The Bidder’s Response |
| Validity of Offer (minimum 90 days): | Agreed / Disagreed |
| Currency Stated in: |  |
| Bidder’s Comments (if any): |  |

**Table 1: Cost breakdown per deliverable/output for The State of Change Management (SOCM) website**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Deliverables** | **Proposed Percentage of Total Price (Weight for payment)** | **Price****(Lump Sum, All Inclusive)**  |
| 1 | Website Design, Navigation & Content Architecture | 30% | [Bidder to insert price] |
| 2 | Interactive Data Visualizations & CMS Integration | 30% | [Bidder to insert price] |
| 3 | Accessibility, Search & Knowledge Hub | 20% | [Bidder to insert price] |
| 4 | Training, Documentation & Ongoing Support | 20% | [Bidder to insert price] |
| **Total financial proposal USD** | **100%** | **[insert total lump sum price]** |

**Table 2: Cost breakdown per component for The State of Change Management (SOCM) website (ADJUSTABLE)**

Bidders are requested to provide the cost breakdown for the above given prices based on the following format. UNSSC shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties agree to a contract amendment on the future. The total cost in Table 2 should match the total cost in Table 1.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost component** | **Number of days** | **Remuneration per day** | **Total for the Period** |
| **Project Team[[1]](#footnote-2)** |
| Team Leader/Manager |  |  |  |
| Designer |  |  |  |
| Developer 1 |  |  |  |
| Developer 2 |  |  |  |
| Developer 3 |  |  |  |
| Developer … |  |  |  |
| **Delivery, testing and training** |
| Testing |  |  |  |
| Training |  |  |  |
| **Total in USD** |  |

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

(A) \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_

(B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of connected legal entities**

Bidder must identify the names of all connected legal entities and their relation with the Bidder, if applicable.

(A) [Full legal name and address of connected legal entity, as well as relation to the Bidder]

(B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this Proposal and bind [***insert full name of Bidder***] should UNSSC accept this Proposal:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Project Team shall be composed by a Bidder based on experience/qualifications of offered experts in order to successfully develop, commission and support the website (in accordance with TOR requirements). [↑](#footnote-ref-2)