

ANNEX 2

Requirements for Proposal

The proposal will be submitted in a separate file and will address all aspects of the Terms of Reference. The Proposal shall have all the necessary details in response to the Terms of Reference and the proposer shall fill in the Forms which follow in this Annex and which must be filled in accordingly.

- 1. Form 1: Proposal Submission Letter**
- 2. Form 2: Technical Proposal (Description of Approach, Methodology and Work Plan for Performing the Assignment)**
- 3. Form 3: Team Composition and Task Assignments Form**
- 4. Form 4: Financial Proposal¹**
- 5. Form 5: Declaration of Objectivity and Confidentiality**
- 6. Curriculum Vitae (CV)²**

¹ Please see the form in Excel format.

² Please use your own CV format.

Form 1: Proposal Submission Letter

[Location, Date]

To: Nuffic Neso Indonesia
Jl.H.R Rasuna Said Kav. S-3 Jakarta, 12950

To whom it may concern:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal (RFP 233101) and are hereby submitting our Proposal.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation or misrepresentation contained in it may lead to our disqualification.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should Nuffic accept this Bid.

Name : _____

Title : _____

Date : _____

Signature : _____

Form 2: Technical Proposal (Description of Approach, Methodology and Work Plan for Performing the Assignment)

Technical approach, methodology and work plan are key components of the Proposal. You are suggested to present your proposal (Not more than 10 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology
- b) Work Plan, and
- c) Organization and Staffing

a) Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports and tables to be delivered as final output, should be included here.

c) Organization and Staffing

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical or support staff.

Form 3: Team Composition and Task Assignments

| Professional Staff | | | | |
|--------------------|--------|-------------------|-------------------|---------------|
| Name of Staff | Vendor | Area of Expertise | Position Assigned | Task Assigned |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| N° | Activity* | Months | | | | | | | | | | | |
|----|-----------|--------|---|---|---|---|---|---|---|---|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| n | | | | | | | | | | | | | |

* Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports. For phased assignments indicate activities, delivery of reports, etc.)

Form 5: Declaration of Objectivity and Confidentiality

DECLARATION OF OBJECTIVITY AND CONFIDENTIALITY¹

PROJECT TITLE : _____

RFP NO. : _____

I, the undersigned, hereby declare that I agree to participate in the preparation of the above-mentioned Request for Proposal (RFP).

I confirm that I am familiar with the information available to date concerning this RFP.

I undertake to perform my duties honestly and fairly. My contribution to the documents in whose preparation I will be involved will be objective and will fully respect the principles of fair competition and impartiality, in particular by avoiding terms or conditions favouring any one product, manufacturer or service provider.

I undertake to hold in trust and confidence any information or documents ('confidential information') disclosed to me, discovered by me or drafted by me in the course of or as a result of preparing the RFP and undertake to use them only for the purposes of preparing this RFP and not to disclose them to any third party.

I also undertake not to retain copies of any written information or prototypes supplied and undertake neither to assist nor be associated with any prospective bidder in the above-mentioned RFP.

I am fully aware that any failure to comply with the present declaration would lead to my exclusion from the RFP and to the rejection of my proposal.

Lastly, I undertake not disclose any confidential information to any employee or expert unless that person has signed this declaration and agreed to abide by its provisions.

| | |
|-------------------|--|
| Name: | |
| Signature: | |
| Date: | |

¹To be completed by **all persons** involved in preparing terms of reference, technical specifications or other documents relating to the RFP.