



REQUEST FOR PROPOSAL (RFP) #USAID BORESHA JAMII AWARD NO:

72061521CA00004

Issuance Date:	Wednesday 4th of Aug 2021
Closing Date/Time:	Monday 23rd 2021 of Aug, 11.59 pm

For implementing partners to support “Increased use of quality county-led health services to Access and Demand for Quality HIV Prevention Services Kisumu and Kakamega counties in Kenya”.

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY (hereinafter referred to as “JOOUST”) under the USAID BORESHA JAMII Cooperative Agreement No: 72061521CA00004, is issuing a Request for Proposals (RFP) to support increased access and demand to quality HIV prevention services in Kakamega and Kisumu counties in Kenya. JOOUST is pleased to invite interested and qualified KP-led and KP-competent organizations currently operating in the targeted counties and in close proximity to HIV Health Facilities to apply for funding under the conditions stipulated in this RFP.

Applications must be submitted electronically by email and in hard copy by courier/hand delivery to JOOUST, USAID Boresha Jamii offices in Kisumu. Hard copy applications must be submitted in a clearly marked envelope each containing three copies of (a) Technical Application and (b) Cost Application. The body of the Technical Application should not be longer than 5 pages, excluding the cover page and appendices. Applications must be type written in a 12-font size, Times New Roman for all text that is not a heading or sub-heading, single spacing, with double space between sections or paragraphs for the text of the Technical Application and use size A4 paper with one inch margins. For the Cost Application, please refer to the Cost Application Instructions provided in this RFP for budgeting guidance. Applications must be submitted with the name and address of the applicant and Award No: 72061521CA00004. Applicants should retain a copy of their applications and accompanying enclosures for their records.

Courier Service/Hand Delivery:

JOOUST/USAID Boresha Jamii, Kisumu campus.
Milimani, Kisumu.

Electronic submission: grants@jooust.ac.ke; Cc bestambale@jooust.ac.ke

QUESTIONS: Prospective applicants who have questions concerning the contents of this RFP should submit them in writing via email to grants@jooust.ac.ke by 5pm, 8th Aug 2021. If necessary, JOOUST/USAID Boresha Jamii will provide answers to all relevant questions received in an amendment that will be posted on 10th Aug 2021. All the questions and documents required for this RFP will be posted in the JOOUST website: www.jooust.ac.ke. USAID Boresha Jamii may choose to email the responses to applicants directly. Only written answers from USAID Boresha Jamii will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of JOOUST/USAID Boresha Jamii, or any other party, will not be considered official responses regarding this RFP.

PROPOSAL DUE DATE: Applications must be received by closing date and time identified in this solicitation. **NO** late applications will be accepted under any circumstance. Electronic copies are requested in Microsoft Office compatible formats (Word and Excel). Excel formulas should not be password protected. Incomplete applications and applications that do not meet the required specifications will **NOT** be considered.

DISCLAIMER: This RFP does not obligate JOOUST/USAID Boresha Jamii to execute a sub-award nor does it commit JOOUST/USAID Boresha Jamii to pay any costs incurred in the preparation and submission of the proposals. This includes the completion of all required documents for the purposes of this application. Furthermore, JOOUST/USAID Boresha Jamii reserves the right to reject any and all proposals, if such action is considered to be in the best interest of JOOUST/USAID Boresha Jamii and USAID. By submitting a response to this request for proposals, applicants understand that USAID is NOT a party to this solicitation.

Key Proposal Events

Issuance of RFP 4th Aug 2021

Deadline for submission of questions 9th Aug 2021, 5 pm

Response to questions 12th Aug 2021

Proposal due date 23rd Aug 2021, 11.59 pm

Sub-award date (estimated) 1st Oct 2021

Abbreviations and Acronyms

AGYW	Adolescent Girls and Young Women
AIDS	Acquired Immuno-deficiency Syndrome
COP	Country Operation Plan
DUNS	Data Universal Numbering System
FSW	Female Sex Workers
HIV	Human Immunodeficiency Virus
JOOUST	Jaramogi Oginga Odinga University of Science and Technology
KP	Key Populations
LIP	Local Implementing Partner
LOE	Level of Effort
MSM	Men who have sex with Men
NASCOP	National AIDS and STI Control Program
NGO	Non-Governmental Organization
PEPFAR	President’s Emergency Plan for AIDS Relief
PIN	Personal Identification Number
PRC	Proposal Review Committee
PrEP	Pre-Exposure Prophylaxis
RAA	Required As Applicable
RFP	Request for Proposal
TG	Transgender people
USAID	United States Agency for International Development
USG	United States Government
UBJ	USAID Boresha Jamii

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Request for Proposals

RFP # USAID Boresha Jamii - Award No: 72061521CA00004

For the provision of

Increased use of quality county-led HIV Prevention services in Kakamega and Kisumu counties
in Kenya

Contracting Entity:

Jaramogi Oginga Odinga University of Science And Technology

Funded by:

United States Agency for International Development (USAID)

Prime Co-operative Agreement Number **72061521CA00004**

1. Instructions to Applicants

1.1 Background, Scope of Work, Coverage

Background

USAID Boresha Jamii Project is a five-year cooperative agreement between USAID and Jaramogi Oginga Odinga University of Science and Technology (JOOUST). USAID Boresha Jamii comprises of two additional strategic partners: PATH Kenya and SCORE Kenya. The goal of the project is to build capacities of local institutions at both the national and sub national levels and in both the public and private sectors for improved health outcomes and impact through sustainable county led programs and partnerships.

USAID Boresha Jamii covers Kakamega, Kisumu, Nyamira and Vihiga Counties with different health interventions. The project covers the period May 2021 to April 2026 and employs a combination of tried and tested approaches in grant making. Project Support for KP implementation will be restricted to hotspots in Kakamega and Kisumu Counties for a start. Additionally, the Transpopulation will be targeted in Kisumu County.

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY (JOOUST), acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Boresha Jamii, under co-operative agreement Award No: 72061521CA00004, and in partnership with PATH Kenya and SCORE Kenya, is soliciting for applications from local implementing partners in cluster 5 Counties to carry out activities to support;

“Increased use of quality county-led health services to Access and Demand for Quality HIV Prevention Services Kisumu and Kakamega counties in Kenya”.

USAID Boresha Jamii is calling for proposals and seeks to sub-grant successful organizations in Kakamega and Kisumu Counties to implement tailored Key Population targeted interventions over a period of 12 months. Only KP-led and KP-competent organizations are requested to apply.

Specifications for the Key Population Typology and Interventions sub grant will be required to respond to Sub Purpose 1.0 with 1.1 being the expected outcome below:

Sub-purpose 1: Increased use of quality county-led health services to Access and Demand for Quality HIV Prevention Services

Activity 1.1: Increased Access to Targeted HIV Prevention Services among Key Population (FSW, MSM and Trans-people).

- a) MSM/WS Intervention in Kisumu County.
- b) Female Sex Workers (FSWs) and MSM/WS interventions in Kakamega and Kisumu.

1.1. Increased Access to Targeted HIV Prevention Services among Key Population (FSW, MSM and Trans-people)

a) MSM/WS Intervention (One Sub Award in Kisumu County)

Illustrative Interventions

- Enter into Sub-agreement (SAG)/Sub award with UBJ to implement MSM interventions in specific hotspots within specific Sub Counties in Kisumu County;
- Assign staff to facilitate co-implementation, co-monitoring and reporting;
- Conduct mapping and zoning of hotspots as per NASCOP guidelines;
- Update a directory/or inventory of hotspots;
- Conduct one-day sensitization targeting stakeholders and reconstitute Community Advisory Board (CAB);
- Conduct individual and small group peer education sessions to deliver NASCOP standard package of HIV information and services;
- Continue using Combination Prevention Intervention Approach including Behavioral, Biomedical/clinical and Structural Interventions;
- Promote individual risk assessment and risk reduction plans during P.E sessions;
- Conduct PEs update training;
- Conduct 5-day PE training;
- Peer Navigators refresher training;
- Mobilize through E-platform, Risk Network Referral (RNR) and Expanded Peer Outreach Approach (EPOA) for HTS, PrEP, PEP uptake, STI screening and treatment, SGBV mitigation etc;
- Conduct targeted outreaches;
- Conduct EPOA refresher training;
- Participate in semi-annual partners performance review meeting;
- Participate in co-M & E visits;
- Adopt activity performance benchmarks and PEPFAR COP targets in implementation and reporting;
- Conduct escorted referrals to the Drop-In Center (DICE) and link facilities for service uptake;
- Support and participate in KP Technical Working Group meetings and World AIDS Days;
- Conduct monthly Peer Educators' Quality Assurance / Quality Improvement meetings;
- Prepare and timely submit progress reports to Boresha Jamii Project as required based on set timelines.

b) Female Sex Workers (FSWs) and MSM/WS interventions Kakamega and Kisumu (Sub Awards-2: Kakamega-1; Kisumu-1)

- Upon being successfully evaluated, enter into Sub-agreement (SAG)/Sub award with UBJ to implement Combined FSWs & MSM interventions at specific hotspots in Kakamega &

Kisumu Counties. Only Kisumu County will implement Trans-people targeted interventions;

- Assign staff to facilitate co-implementation, co-monitoring and reporting;
- Conduct one-day stakeholders sensitization meeting;
- Map and zone hot spots and truck stops;
- Establish and continue updating a database of active hotspots;
- Use Combination Prevention Approach-Behavioral, Biomedical/clinical and Structural Interventions;
- Conduct individual/small group PEs sessions to deliver NASCOP standard package of services;
- Collaborate with CASCO in the delivery of services at the DICE and link facilities;
- Effectively and efficiently manage the delivery of Drop In-Centre (DICE) services;
- Regularly line-list all offsite and Onsite clients to improve adherence and defaulter tracing;
- Promote individual risk assessment and risk reduction plans during P.E sessions;
- Based on need, conduct 5-day Peer education training;
- Promote safe sex practices including condom promotion, demonstration and distribution;
- Conduct escorted referrals to DICE and link facilities;
- Conduct co-monitoring and provide update briefs;
- Participate in County and NASCOP KP Technical Working Groups;
- Support Community Advisory Board (CAB);
- Convene monthly P.Es' Quality Assurance / Quality Improvement meetings;
- Participate in World AIDS Days;
- Prepare and timely submit progress reports to Boresha Jamii Project based on a set of performance indicators as stipulated in the sub award/contract.

Key Program Outcomes

- >95% of key population reached with minimum package of services including HIV services.
- 95% of all HIV positive Key Population identified, 95% linked to treatment and 95% virally suppressed.
- >95% of high risk individuals in target geographic region initiated on increased use of PrEP.
- Condom promotion.

Geographic Scope

USAID Boresha Jamii targets to support the number of sub-counties and wards as per the following table.

County #	County Name	# Sub-Counties	# Wards
042	Kisumu	7	35
037	Kakamega	12	60
	Total	19	95

Applicants must clearly indicate;

1. The sub-county(s) and ward(s) in which they propose to implement the project.
2. The number and category of sub-populations they have the capacity to reach with services.

1.2 Technical Application Guidelines

1. Cover page: Your 1 page cover should include the following information:

Title: Expression of Interest for USAID Boresha Jamii for the Key Population Interventions response activities

- i) Name of the applicant institution/organization
- ii) Physical address/location of Office
- iii) Postal Address including postal code and telephone/fax/email contacts
- iv) Primary contact person, designation and contact information (if different than above)
- v) The County, Sub County and ward where applicable hot spots for which you are applying to do these activities in (if you operate in more than one County, Sub County, and Ward, indicate all)
- vi) Bank details (Bank Name, Branch, Account Name, Account No. and Account Designated Signatories)
- vii) Active DUNS Number
- viii) Amount applied for in Kenya Shillings under the specific intervention

II. Organization Background, Experience & Transparency

1.0 Introduction and Background (not more than 1 page)

- Brief introduction of the organization, including mission/vision, goals/purpose, strategic objectives, target audiences, overall reach, main areas/topics of focus, date of inception.
- Organization's partners, networks and collaborators.
- Management structure/organogram both financial and administrative, including reference to staffing and general operation
- Previous and current funders of program activities funded and amounts. Any previous experience with USAID funding mechanisms is preferred;

2.0 Experience & Capacity (not more than 1 page)in KP-by-Typology and interventions implementation

- Discuss past and current KP activities the organization is implementing. Describe what it involves, where program was implemented, audiences targeted, how long program ran or will run, how it is/was funded, whether or not it was effective and how was this measured. Describe current high impact strategies including Risk Network Referral (RNR), Social Network Referral (SNR), EPOA and Voluntary Partner Notification

(VPR) used in the 1st 90 and how it will impact on the 2nd 90 and 3rd 90-care and treatment cascade;

- Experience in managing a vibrant DICE and how to manage offsite clients;
- Describe any outputs or products that your organization has developed/created. Indicate how these mechanisms were used and the number of people reached with the tools.
- Describe any strategies/methods or mechanisms used in monitoring and evaluation. (Be specific and link to programs where applicable.)
- Provide details on general capacity of senior management of the organization
- Outline staff capacity/volunteers by highlighting training, past work experience, qualifications

3.0 Transparency & Financial Accountability (not more than 1/2 page)

Explain your financial systems and how to ensure transparency and accountability if funds are provided.

4.0 Anticipated results and benefits

- What are the anticipated results and outcomes of the project?
- How will you know that your project was successfully implemented?
- What criteria will you use to measure/monitor the achievements of your project?

5.0 Collaboration/partnership in co-creation, co-implementation and co-implementation with county leadership

- How will you engage the county in co-creation, co-implementation and co-monitoring to deliver outcomes
- How will other organizations in your immediate locality be involved in the implementation? Clearly illustrate collaboration, partnership, engagement and participation of beneficiaries & other institutions.
- How does the project link with other HIV interventions in your locality?

III. Understanding of Project & Capacity to Implement Work

1.0 Project Implementation & Monitoring (not more than 3/4 page)

- Summarize your implementation methodology in working with the target population
- Provide information about key personnel who would be responsible for implementing work and their level of expertise/background.
- Discuss who would be in charge of data collection and report compilation and outline qualifications/experience.

2.0 Conclusion (not more than 3/4 page)

- Discuss how this project will compliment your organization's existing activities.
- Discuss how you think your organization will benefit from these funds.
- Discuss how your organization can build upon these activities with other funding and/or sustain these activities in the long run, down the road.

IV. Attachments

The following attachments are mandatory and will help to solidify your expression of interest. If you do not attach the following documents to your expression of interest, your application **will not** be processed.

- 1) Organizational Chart (including BOD/ Management Committee Members, staff, volunteers with at minimum titles)
- 2) Summary and detailed budget
- 3) Copy of registration documents/certificate
- 4) Copy of legal registration certificate renewal
- 5) Copy of bank statement for the last one year (12 months from the time of submitting proposal)
- 6) Copy of your constitution
- 7) Recommendation letters from other donors or References where applicable
- 8) Statutory compliance certificates.
- 9) Latest Financial Report
- 10) List of key personnel

1.3 Cost Application Guidelines

The Cost Application is to be submitted under separate cover from the technical application. This shall constitute 20% of the total application score. Certain documents are required to be submitted by an applicant in order for USAID Boresha Jamii to make a determination of funding responsibility.

The following sections describe the documentation that applicants must submit to USAID USAID Boresha Jamii prior to award. While there is no page limit for this section, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

1. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be structured according to program service area and have a breakdown by sub-purpose, illustrative activity and sub-activity. The budget narrative must provide detailed budget notes and supporting justification of all proposed budget line items. It must clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc.

2. The cost application must be separate from the Applicant's technical application and submitted by using standard budget template provided in this RFP. USAID Boresha Jamii will evaluate the cost application separately for cost effectiveness, realism and the proportion of budget assigned for service delivery. Applicants should minimize their administrative and support costs for managing the project to optimize resource allocation for project activities including direct service delivery to beneficiaries.

3. The Applicant must provide an electronic copy of a budget (in Microsoft Excel), with

calculations shown in the spreadsheet, and an electronic version of the narrative that discusses the costs for each budget line item (preferably in Microsoft Word). Calculations and formula shall be accessible and not hidden or protected by password.

4. The cost application must be for the period of one year.

5. The cost application should describe the applicant's procedures for financial reporting and the management information procedure(s) to ensure accountability for the use of U.S. Government funds. Applicants must describe fully program budgeting, financial and related program reporting procedures.

6. Applicants must provide detailed budget and supporting notes and justifications or narrative for all costs, and explain how they derived costs, consistent with the following guidance on required information.

- a. The breakdown of all costs associated with the project;
- b. The breakdown of any financial and in-kind contributions;
- c. Potential contributions of private and commercial donors to the project;
- d. The costs proposed for "training" must be itemized within the budget narrative, so that they may be subsequently negotiated and included in the appropriate category in the standard budget template.

7. Applicants must provide the following cost element details:

a. Salary and Wages – Applicants must propose direct salaries and wages in accordance with their personnel policies whilst taking cognizance of the cost efficiency principle;

b. Fringe Benefits – The applicant should include a detailed breakdown comprised of all items of fringe benefits which must be consistent with their organization policies and procedures;

c. Travel and Representation – The applicant should indicate the number of trips estimated as necessary to carry out the proposed scope of work, and their estimated costs. Applicants must specify the origin and destination for each proposed trip, the duration of travel, and number of individuals who would be traveling. Applicants should also base per-diem calculations on their current policies and procedures. International travel is not provided for under this subaward.

d. Equipment and Supplies – Estimated equipment (i.e. number, cost per unit quantity) and office supplies and other related supply items. Applicants are advised to minimize expenditures for equipment unless very necessary for the delivery of the project.

e. Other Direct Costs – Applicants should detail any other direct costs, including the costs of communications, report preparation, insurance (other than insurance included in the applicant's fringe benefits), equipment, office rent, etc.;

f. Cost Sharing – USAID has established a mandatory minimum recipient cost share of 10% of projected award amount. Such funds may be provided directly by the recipient; other multilateral,

bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities in the proposed sites. This may include contribution of staff level of effort, office space, meeting hall, equipment or other facilities which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements see Required As Applicable provision **RAA15. COST SHARE (JUNE 2012)**. Applicants should provide detailed information of the proposed cost-share contribution.

g. Applicants with no previous experience with USAID programs will be requested to submit evidence of financial capability which shall consist of financial audits for the past three years; personnel, travel, purchasing, and property management policies; and past performance references (at least two).

Line-Item Budget

Summary budget must conform to the template provided below. Do not add lines to this template.

BUDGET CATEGORIES		Currency denomination: Kes.
1	Personnel Costs	
2	Fringe	
3	Travel	
4	Consultants	
5	Equipment and Office Supplies	
6 (A)	Other Direct costs(activities/interventions)	
6 (B)	Other Direct costs(Administration e.g rent, utilities etc.)	
6	Total Budget requested from UBJ (1+2+3+4+5+6)	
7	Applicant's Contribution (10% cost share)	
	Total Program Budget (6+7)	

Applicants should note that administration related expenses like staff salaries, office rent, office supplies, office equipment and utilities should not cumulatively be more than **35%** of the total submitted and approved budget.

Applicant's Contribution (if applicable)

Provide a brief explanation of the contribution. The grantee contribution may include volunteer work, in-kind donations, or cash contributions and must directly support project activities.

Withdrawal or Modification of Proposal Clauses

All potential sub-grantees agree that after submitting their proposals they will not withdraw or modify the contents of the same within 90 working days from their submission date.

Proposals validity period clause

All proposals shall remain valid within 90 working days from their submission dates.

Other Clauses

All proposal set documents must have only authorized signatures on them. All budget line items must be inclusive of all fees and charges that are related to that activity.

Checklist

Please check that you have included all of the following:

- All documents are provided in English
- All documents are typed in 12 point font, 1-inch margins with single spacing
- The budget is presented in the specified format
- The budget narrative explains cost categories
- The proposal should be bound

Scoring criteria.

This set of proposal documents shall be evaluated on the basis of the following criteria.

- Technical Proposal..... 5%
- Management structure and Key Personnel that will be involved in the project..... 5%
- Project rationale, design, implementation strategies/approach..... 30%
- Project outcomes..... 15%
- Ongoing experience in KP response/implementation interventions/target achievement..... 15%
- Collaboration and partnership with CASCO/County government..... 10%
- Cost effectiveness of proposed budget..... 20%

Award Start Date

The proposed start time period for the sub-awards is 1st Oct 2021 so as to run for 12 months and renewable annually subject to satisfactory performance and availability of funds. The cumulative sub-award will not exceed 5 years.

Allowable Costs

Please note the following are **unallowable costs** under this grant:

- International travel
- Any motor vehicles
- Pharmaceuticals
- Agricultural commodities

- Abortion equipment and services
- Fertilizer
- Construction costs
- Luxury goods and gambling equipment
- Used equipment or government owned property
- Application preparation cost
- Any expenses related to purchases or activities which are illegal under Kenya law or US law.

Eligibility

To be eligible for funding under this application, the organization must at a minimum meet the following criteria:

1. Legally registered organization in country – need to submit a copy of Registration
2. Must be a non-governmental organization (NGO). NGOs are one of the following:
 - foundations
 - private organizations affiliated with public academic institutions
 - community based organizations
 - professional associations
 - or consortiums of the above

2. Application Review Process

Applications submitted before the deadline will be reviewed for compliance with all stated requirements in this RFP and for completeness of the submission. Applicants that do not pass this stage will be notified. Applications that pass the **Administrative Compliance Review** will be forwarded to a **Proposal Review Committee (PRC)** for technical assessment. After the technical review, successful applicants will be notified. Please note that issuance of this Request for Proposals does not constitute an award commitment on the part of the USAID Boresha Jamii or JOOUST, nor does it commit to pay for costs incurred in the submission of an application. Furthermore, JOOUST reserves the right to reject any and all applications, or to make an award without further discussion or negotiations if it is considered to be in the best interests of the USAID Boresha Jamii, JOOUST and the donor.

Assessment of the Financial and Management Capacity of the Organization

The Grants Manager will visit each selected organization for the financial and management capacity assessment. This assessment will determine if the organization is “responsible” before awarding a grant.

A favorable evaluation of the application, as described in Tier I of the review process, is not an indication that funding eventually will be awarded. Only complete applications that have been assessed for their governance, financial and management capacity will be considered for funding.

All recipients of USG funding are suppose not to have been debarred or suspended and therefore, as part of the evaluation process, applicants will be required to furnish USAID Boresha Jamii with their DUNS number. Additionally, applicants must have a positive listing in Sam Search.

3. Negotiations

Applicants are requested to formulate and present proposals with best value for money. It is anticipated that a sub award will be awarded solely on the basis of the original proposals received. However, JOOUST reserves the right to conduct discussions, negotiations and/or request clarifications prior to issuing a sub award. Furthermore, JOOUST reserves the right to conduct a competitive range and to limit the number of applicants in the competitive range to permit an efficient evaluation environment. Highest-rated applicant, as determined by the Technical Review Committee, may be asked to submit their best costs or technical responses during a competitive range. At the sole discretion of JOOUST, applicants may be requested to conduct oral presentations.

Proposal Funding Matrix by Program area and Geographical location (Kes.)

Program Area	Kakamega	Kisumu
MSM/WS		14,608,125
Combined FSWs & MSM	23,439,780	20,796,090

Distribution of LIPs by Program area and Geographical location

Program Area	Kakamega	Kisumu
MSM/WS		1
Combined FSWs & MSM	1	1

4. Annexes

Annex 1 Cover Letter

[Insert date]

Prof. Benson Estambale,
Interim Chief of Party

USAID Boresha Jamii project
P.O. Box 210– 40601 Bondo

Reference: Request for Proposals [Insert RFP name and number]
Subject: [Applicant: Insert name of your organization]’s technical and cost proposals

Dear Prof. B. Estambale:

[Applicant: Insert name of your organization] is pleased to submit its proposal in regard to the above referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative _____
Name of Organization _____
Type of Organization _____
KRA PIN Number _____
DUNS Number _____
Address _____
Telephone _____
Email _____
Website (If Any) _____

Sincerely yours,

Signature

[Insert name of your organization's representative]
[Insert name of your organization]

Annex 2: Budget Proposal Template

See separate attachment

Annex 3: Budget Justification Template

See separate attachment

