# Annex III

# FINANCIAL PROPOSAL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tender Title

Financial Proposal Submission Form *(to be completed and signed)*

Breakdown of Daily Fees

Breakdown of OPERATIONAL Costs

**Financial Proposal Submission Form**

[*Location, Date*]

To: Association for research and analysis ZMAI

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Technical Proposal. We are hereby submitting our Financial Proposal, in a separate file.

Annexes B - E include the substance of our Financial Proposal, and are **exclusive of VAT and any other applicable taxes the firm is obligated to pay.**

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

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Authorized signature(s)*]

Name and Title of Signatory

Name of Firm

Address

Attachments: - Breakdown of Daily Fees

- Breakdown of Operational Costs

- Proposed Payment Schedule

**Summary of Costs**

Provide a **Summary of Costs** per the following format:

|  |  |
| --- | --- |
| **TOTAL PROJECT COST** | |
| **COST COMPONENT** | **COST** |
| Expert Fees | 32,140 |
| Operational Expenses | 2,515 |
| TOTAL\* | 34,655 |

\* THE TOTAL COSTS ARE INCLUSIVE OF TAXES, DUTIES, FEES AND OTHER IMPOSITIONS PAID BY THE FIRM ON GOODS AND SERVICES BOUGHT BY THE FIRM FOR ITS OWN USE IN THE COURSE OF DELIVERING THE SERVICES UNDER THE PROPOSED CONTRACT.

THE PURCHASER IS IMMUNE FROM THE PAYMENT OF IMPORT DUTIES, SALES, USE AND EXCISE TAXES. THE TOTAL PROJECT COST SHALL **NOT** INCLUDE ANY TAXES, DUTIES, FEES OR OTHER IMPOSITIONS ON THE PURCHASER ON THE DELIVERY OF THE SERVICES.

**Note: The Total Project Cost in the table above is the proposal price to be considered when evaluating the firm’s proposal.**

**ASSUMPTIONS**:

*(Please indicate any relevant assumptions to be taken into consideration in evaluating the Financial Proposal)*

**Breakdown of Daily Fees**

Provide a **Breakdown of Daily Fees** per the following format:

**REMUNERATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names** | **Position** | **Number of days** | **Daily Fees** | **Total** |
| * *List of Key Personnel represented in the Technical Proposal* * *Other functional Labor category relevant to the assignment* |  |  |  |  |
| TOTAL |  |  |  |  |

DAILY FEES SHOULD BE INCLUSIVE OF ALL FRINGE BENEFITS, APPLICABLE TAXES AND OTHER COSTS.

**Breakdown of Operational Costs**

Provide a **Breakdown of Operational Costs** per the following format:

**OPERATIONAL EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Quantity** | **Unit Price** | **Total Amount** |
|  | International travel:   * Airfare * Hotel * Meals and Incidentals   Local Travel:   * Ground transportation * Other local travel cost   Communication Expenses  Other Direct Expenses   * (Provide detail as applicable) |  |  |  |
|  | TOTAL |  |  |  |

OPERATIONAL EXPENSES SHALL BE LIMITED TO REASONABLE, ALLOWABLE AND NECESSARY COSTS TO UNDERTAKE THE SERVICES DEFINED IN THE TERMS OF REFERENCE AND SHOULD BE COMMENSURATE WITH THE TECHNICAL PROPOSAL.

**PROPOSED SCHEDULE OF Payment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Deliverable** | **Proposed Delivery Date** | **Contract Currency (e.g. EUR)** | **Comments** |
| *Deliverable # 1* | *Date/Timing* | *Amount in contract currency* |  |
| *Deliverable # 2* | *Date/Timing* | *Amount in contract currency* |  |
| *Deliverable # 3* | *Date/Timing* | *Amount in contract currency* |  |
| *Deliverable # 4* | *Date/Timing* | *Amount in contract currency* |  |
| **Total** |  | ***Amount in contract currency*** |  |

**Notes:**

1. Please customize the Schedule as necessary based on the contract type (refer to Instructions).

2. The total in the Proposed Schedule of Payment must be the same as the Total Project Cost.

3. Deliverables shall be specified based on the services described in the TOR.

4. Indicate contract currency in the table above.

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