# Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the financial proposals; they should not appear on the financial proposals to be submitted.}

Financial proposal standard forms shall be used for the preparation of the financial proposal according to the instructions provided in the Invitation.

FIN-1 Financial proposal submission forms

FIN-2 Summary of costs

#### FIN-3 Breakdown of costs

#### **Form FIN-1**

#### **Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your request for proposal dated [*Insert Date*] and our technical proposal.

Our attached financial proposal is for the amount of [*Indicate the corresponding to the amount(s) currency(ies)*] [*Insert amount(s) in words and figures*], *[Insert “including” or “excluding”]* of all indirect local taxes in accordance with the requirements of the Request for proposal. The estimated amount of local indirect taxes is [*Insert currency*] [*Insert amount in words and figures*] which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in form FIN-2}.

Our financial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the financial proposal.

Commissions, gratuities, or fees paid or to be paid by us to an agent or any other party relating to preparation or submission of this financial proposal and contract execution, paid if we are awarded the contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address of Agent(s) / Other Party | Amount and Currency | Purpose |
|  |  |  |
|  |  |  |

{If no payments are made or promised, add the following statement: “No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this financial proposal and, in the case of award, contract execution.”}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

**Form FIN-2 Summary of Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | **Cost** | | | |
| {Consultant must state the proposed costs; delete columns which are not used} | | | |
| {*Insert Foreign Currency # 1*} | {*Insert Foreign Currency # 2, if used*} | {*Insert Foreign Currency # 3, if used*} | {*Insert*  *Local Currency, if used and/or required (16.4 Data Sheet*} |
| **Cost of the financial proposal** |  |  |  |  |
| Including: |  |  |  |  |
| (1) **Remuneration** |  |  |  |  |
| (2) *[****Reimbursables]*** |  |  |  |  |
| **Total cost of the financial proposal:**  {Should match the amount in Form FIN-1} |  |  |  |  |
| **Indirect local tax estimates – to be discussed and finalized at the negotiations if the contract is awarded** | | | | |
| 1. {insert type of tax. e.g., VAT or sales tax} |  |  |  |  |
| 1. {e.g., income tax on non-resident experts} |  |  |  |  |
| 1. {insert type of tax} |  |  |  |  |
| Total estimate for indirect local tax: |  |  |  |  |

#### **Footnote: Payments will be made in the currency(ies) expressed in the procurement notice.**

**FIN-3: Staffing Schedule and Breakdown of Costs**

**(All amounts to be exclusive of indirect taxes, including VAT, which may be chargeable by the Consultant)**

**[*Assignment Title*]**

|  |  |  |
| --- | --- | --- |
|  | **[*contract currency*]** | |
| **1. Fees :** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Expert** | **Job Title** | **Working Period** | **In the**  **Field** | **In Home**  **Office** | **Total**  **Period** | **Expert**  **Rate** | **Total** |
| [*Expert name*] | [*Expert function*] | [*hours / days / months*] |  |  |  | [*expert's fee rate per unit*] | [*total fees of Expert* |
| [*Expert name*] | [*Expert function*] | [*hours / days / months*] |  |  |  | [*expert's fee rate per unit*] | [*total fees of Expert* |
| [*Expert name*] | [*Expert function*] | [*hours / days / months*] |  |  |  | [*expert's fee rate per unit*] | [*total fees of Expert* |
|  |  |  |  |  |  |  |  |
| Total fees |  |  |  |  |  |  | [*sum of al fees*] |

|  |  |
| --- | --- |
| **2. Per Diem Allowance:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place** | **Number** | **Rate Period** | **Per Diem** | **Total** |
| [*indicate location*] | [*indicate number of nights spent at location* | Days | [*Insert applicable Per diem rate*] | [*Insert total amount for location*] |
| Total per diem |  |  |  | Per diem\_total |

[*A per diem is allowed for each night away from the Home Office. Per diem rates are normally capped at the per diem rate adopted by the UN[[1]](#footnote-1)*]

**3. Reimbursable Expenses\***

|  |  |
| --- | --- |
| **Air Travel: (Full Economy Class or Equivalent)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Routing** | **Air Fare** | **No. of Flights** | **Total** |
| [*List flight route, including changeover stops*] | [*insert unit cost per flight route*] | [*insert number of flights per route*] | [*Insert total cost per rout*e] |
| Total air travel |  |  | air travel\_total |

**Local Travel**

**[***Travel from home to departure airport and return, and reasonable local travel when abroad.***]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Journey** | **Cost** | **No. of Journeys** | **Total** |
| [*List of journeys*] | [*cost per journey*] |  | [*total per journey*] |
| Total local travel |  |  | local travel total |

**Miscellaneous**:

[The list of miscellaneous expenses is for illustration purposes only; not all of the expenses listed below need apply to a given assignment

|  |  |  |
| --- | --- | --- |
| Visas | [*List details – number, if applicable, unit cost, if applicable*] | [*List total costs per item*] |
| Interpretation |  |  |
| Reports |  |  |
| Communications |  |  |
| Equipment purchase |  |  |
| Accommodation (not listed in Per Diem) |  |  |
| [*List other Miscellaneous Expenses*] |  |  |
| Miscellaneous total |  |  |

\*May include indirect taxes, such as VAT which are not otherwise recoverable by the Consultant.

|  |  |
| --- | --- |
| **4. Contingencies:** (utilisation only after prior approval in writing by the Client) |  |

|  |  |
| --- | --- |
| **TOTAL MAXIMUM CONTRACT AMOUNT** (Contract Ceiling Amount) | **[***List total cost of the assignment, exclusive of VAT; this amount should correspond to the financial proposal amount in FIN-1***]** |

1. Rates available from the website Official WHO/UN Per-diem and Stipend Rates: <http://apps.who.int/bfi/tsy/PerDiem.aspx>. [↑](#footnote-ref-1)