**RFQ 23-6000**

# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

##### **INSTRUCTIONS TO BIDDERS**

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of tax in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

##### **BIDDER’S FINANCIAL PROPOSAL – SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| *SPC Website Maintenance and Development* | | | |
| Services description | Lump sum Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| Project initiation, planning, documentation, design mock-ups (if necessary), wireframes, and preliminary design concepts are all included in the planning and design phase. | *[unit price]* | *[quantity]* | *[total amount]* |
| Front-end and back-end development, CMS integration (if necessary), e-commerce setup (if necessary), testing, and quality assurance are all included in the development and testing phase. | *[unit price]* | *[quantity]* | *[total amount]* |
| Includes user acceptance testing, SEO and performance optimization, content migration (if necessary), and the launch of the website. | *[unit price]* | *[quantity]* | *[total amount]* |
| Consists of training, continual updates, reporting, and analytics, as well as post-launch assistance. | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Package 1** | | | *[Total 1]* |

|  |  |
| --- | --- |
| Total amount | *[total amount for the services (1+2+3)]* |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |