**RFP** **23-5283**

# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

**All costs indicated on the Financial Proposal should be inclusive of all applicable taxes.**

1. The format shown below should be used in preparing the price schedule.
2. You must submit this Financial Proposal in a separate email (as Email 2) to the technical proposal. All prices in the proposal must be presented in EURO. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.
3. SPC will organise travel in economy class and accommodation during the travel. SPC will not be responsible for any visa fees and Meals & Incidentals during travel hence must be met by the consultant.

|  |  |
| --- | --- |
| **Name of the Bidder** | |
| **Description** | **Daily Fee [EURO]** |
| Professional Fees\* | EURO$\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other related costs (if applicable please specify). | EURO$\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL** | **EURO$\_\_\_\_\_\_\_\_\_\_\_\_** |

Professional fees: Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team. i.e. 50% full time, full-time, etc.).

SPC will not cover separate lines for overheads/running costs or contingencies. If these apply, the costs are to be considered in the fees charged for the delivery of the specific services.

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, considering 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.

|  |
| --- |
| **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]* |