**RFQ 23-5478**

# ANNEX II -

# 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.

**BIDDER’S FINANCIAL PROPOSAL – SERVICES**

**Total price of the services (in words and in euros):** *[total amount]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Services description | Unit Price | Unit  (Professional Fees: Hourly/Daily/Monthly RATE –SPECIFY, Lump Sum) | Total quantity | Total Amount Euro (including taxes) |
| Tested Questionnaire - Country contact details | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* |
| Workshop report of up 5 pages | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* |
| Draft document of 20+ pages structured in a manner agreed with SDD | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* |
| Final document of publishable quality that can be used by countries and development partners when exploring replacement of their registration systems. | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* |
| Any other related costs specify (operating, management and any administrative cost) – This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require approval from Project manager before it is incurred | *[unit price]* | *[unit]* | *[quantity]* | *[total amount]* |
| Total | | | | *[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.

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