**RFP** **23-5477**

**Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM**

|  |  |
| --- | --- |
| ***Name of the consultancy*** | |
| Services description | Lump Sum price  *Currency* |
| Professional fees for Services | *[unit price]* |

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

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

The consultant is expected to travel to FSM as part of this consultancy, with a trip at least 4-5 days to each of the four States (Kosrae, Pohnpei, Chuuk and Yap). SPC will oversee and organize travel to and from the home country (applicable for international Consultant) and traveling within the 4 states (Applicable for international and Local Consultants). SPC will pay semi flexible economy airfare. SPC will also provide DSA during travel within FSM. The DSA will be paid in accordance with the SPC’s established rates when out of home location. However, any expenses exceeding the specified rates shall be the sole responsibility of the consultant. Any other expenses shall be covered in the professional fees.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

The Consultant’s will be home based. SPC will not cover any communication and/or IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary. Any work-related expenses (software’s, tools, office supplies etc…) shall be covered by the consultant.

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]* |