

# Section IV. Financial Proposal Forms

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## Form FIN-1: Financial Proposal Submission Form

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Date : *[insert date of Proposal submission]*  
 LOI No. : *[insert Letter of Invitation number]*  
 Project : *[insert name of Project]*  
 Assignment : *[insert name of Assignment]*

To: *[insert full Name and mailing address of Client]*

Dear Sir/ Madam:

We, the undersigned, offer to provide the consulting services for *[insert name of assignment]* in accordance with your Request for Proposals dated *[insert Date of LOI]* and our Proposal.

We are hereby submitting our Financial Proposal for the sum of *[insert amount(s) in words and figures<sup>1</sup>]*.

We hereby declare that:

- (a) 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 Proposal, i.e. before the date indicated in Section II, Data Sheet 7.1.
- (b) We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature : *[insert signature of the person duly authorised to sign the Proposal, in full and initials]*  
 Name and Title of Signatory : *[insert full name and title of the person above]*  
 Name of Consultant : *[inset name of firm or JV, as appropriate]*  
 In the capacity of : *[insert position of the person signing above]*

Contact information : *[insert mailing address]*  
*[insert tel. no. with country and city codes]*  
*[insert fax no. with country and city codes]*  
*[insert email address]*

### Notes for the Consultants

1. Amounts must coincide with the ones indicated under Total in Form FIN-2. This amount is inclusive of the local indirect taxes.

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## Form FIN-2: Summary of Costs

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(In INDIAN RUPEE INR)

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### Cost of Financial Proposal including

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(i) *Remuneration*

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(ii) *Reimbursables*

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### Total Cost of Financial Proposal:

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(Should match the amount in FIN-1)

*Total estimate for GST:* \_\_\_\_\_

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**Form FIN-3: Remuneration**

Table A. Summary – Remuneration

Name of Expert Position	Employment		Home Office Rate		Field Rate		Sub-
	International/Local	Status <sup>1</sup>	Currency	(per month) Months	(per month) Months	Months	Total
XXX <i>Hospital Management (International)</i>							
YYY <i>Community Development Specialist (International)</i>							
ZZZ <i>Irrigation Specialist (International)</i>							

Notes for the Consultants

1. Full-time (FT) – employee of the lead firm or a joint venture member or a Subconsultant firm; Other Source (OS) – an Expert provided by another source that is not a JV member or a Subconsultant firm; Independent Expert (IP) – independent, self-employed Expert.

## Form FIN-4: Reimbursable Expenses

<i>Expenses – Foreign<sup>1</sup></i>	<b>Unit<sup>2</sup></b>	<b>Currency<sup>3</sup></b>	<b>Unit Cost<sup>4</sup></b>	<b>Qty<sup>5</sup></b>	<b>Cost<sup>6</sup></b>	<b>Type<sup>7</sup></b>
<i>Per Diem</i>						
<i>International Air Travel</i>						
<i>Communications</i>						
<i>Report Preparation</i>						
<i>Production</i>						
<i>Etc.<sup>8</sup></i>						
<i>Expenses – Local<sup>1</sup></i>	<b>Unit<sup>2</sup></b>	<b>Currency<sup>3</sup></b>	<b>Unit Cost<sup>4</sup></b>	<b>Qty<sup>5</sup></b>	<b>Cost<sup>6</sup></b>	<b>Type<sup>7</sup></b>
<i>Per Diem</i>						
<i>National Air Travel</i>						
<i>Office Operations</i>						
<i>Office Supplies</i>						
<i>Supporting Staff</i>						
<i>Etc.<sup>8</sup></i>						

### Notes for the Consultants

1. The Consultant shall complete this form with the details of items of reimbursable expenses, in accordance with DS11.1(a)(ii).
2. The Consultant shall indicate the unit of expense (month, day, times, lump sum, etc.) under this column.
3. The Consultant shall indicate the currency of expense (USD, JPY, etc.) under this column.
4. The Consultant shall input the cost per unit of expense (cost per month, cost per day, cost for one time etc.) under this column.
5. The Consultant shall indicate the quantity (number of months, number of days, number of times, etc.) under this column.
6. The Consultant shall indicate the total cost of expense (i.e.: Cost per Unit x Quantity) under this column.
7. The Consultant shall indicate the Type of expense [this shall be either “URR” (Unit Rate Reimbursement), ACR (Actual Cost Reimbursement). Refer to Item 6 of the Appendix to the Financial Proposals for Instructions for Preparing Financial Proposal Forms.
8. The Consultant shall not include here any items of expenses indicated in the RFP as Specified Provisional Sums.

**Form FIN-5: Table of Adjustment Data**

(i)	(ii)		(iii)	(iv)	(v)
Payment Component	Index description		Source of index	Base value <sup>3</sup>	Coefficient <sup>4</sup>
<b>Remuneration</b>	Nonadjustable		N/A	N/A	a: 0.1
	Remuneration - Local		AICPI-IW	[insert Base Value]	b: 0.9
	<b>Total</b>				<b>1.00</b>
<b>Reimbursable Expense</b>	[Reimbursable Expenses - Local] <sup>1</sup>	[Unit]	[insert Source of index] <sup>2</sup>	[insert Base Value]	a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1

Notes for the Consultants

1. The Consultant shall, in column (ii), under Reimbursable Expenses, insert the Unit Rate Reimbursement (URR) expenses as indicated in FIN-4 together with the Unit of such expenses. Refer to Item 6 of the Appendix to the Financial Proposals for Instructions for Preparing Financial Proposal Forms.
2. The Consultant shall indicate the Source of Index for Reimbursable Expenses in column (iii).
3. The Base values (values as of the Base Date defined in GCC Clause 1) for Remuneration in column (iv) will be provided by the Client prior to contract signing, and the Base values for Reimbursable Expenses may be left blank by the Consultant if they are not available prior to submission of the Proposal, due to absence of the relevant publication. However, the Consultant shall provide such Base Values prior to Contract signing.
4. The value of the fixed coefficient of the non-adjustable portion of each Reimbursable Expense, represented by ‘a’ in table shall be equal to zero (0), whereas the value of the fixed coefficient of the adjustable portion of each Reimbursable Expense, represented by ‘b’ in table shall be equal to one (1), as already indicated in the table.

**Table B. Foreign Currency<sup>1</sup>**  
**(Not Applicable)**

Currency<sup>2</sup>: \_\_\_\_\_

(i)	(ii)		(iii)	(iv)	(v)
Payment Component	Index description <sup>3</sup>		Source of index <sup>4</sup>	Base value <sup>5</sup>	Coefficient <sup>6</sup>
<b>Remuneration</b>	Nonadjustable		N/A	N/A	a: 0.1
	Remuneration – Foreign		[insert Source of index]	[insert Base Value]	b: 0.9
	<b>Total</b>				<b>1.00</b>
<b>Reimbursable Expense</b>	[Reimbursable Expenses - Foreign]	[Unit]	[insert Source of index]	[insert Base Value]	a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1
					a: 0 b: 1

Notes for the Consultants

1. If so provided in DS 11.3, the Consultant may quote in more than one foreign currency and, then this table shall be repeated for each of those foreign currencies.
2. The Consultant shall indicate at the top of the table, the foreign payment currency.
3. The Consultant shall, in column (ii), under Reimbursable Expenses, insert the Unit Cost Reimbursable Expenses (URR) applicable to the assignment together with the Unit of such expenses.
4. The Consultant shall indicate the source of each index in column (iii).
5. The Consultant shall provide the Base Values (values as of the Base Date defined in GCC Clause 1) in column (iv). If they are not available prior to submission of the Proposal, due to absence of the relevant publication, they may be left blank in the proposal but shall be provided prior to Contract signing.
6. The value of the fixed coefficient of the non-adjustable portion of each Reimbursable Expense, represented by 'a' in table shall be equal to zero (0), whereas the value of the fixed coefficient of the adjustable portion of each Reimbursable Expense, represented by 'b' in table shall be equal to one (1), as already indicated in the table.

## **Appendix: Instructions for Preparing Financial Proposal Forms**

1. Forms FIN-1 to FIN-5 must be completed and submitted to the Client in hard and soft copies, if required, strictly in accordance with the instructions.
2. It is the Consultant's responsibility to ensure the correct Financial Proposal format is used for the selection method indicated in Section I, Instructions to Consultants.
3. **Form FIN-1** Financial Proposal Submission Form shall be filled in according to the instructions provided in the Form.
4. **Form FIN-2** Form FIN-2: Summary of Costs provides a summary of the elements of estimated costs for implementation of the proposed Consultant services.
5. **Form FIN-3**

### **Table A: Summary of Remuneration**

- (a) The purpose of **Table A of Form FIN-3** is to identify the monthly billing rates for each Expert to be fielded by the Consultant as part of its proposed team of Experts. It shall be noted that, for purposes of computation of remuneration payable to Experts, the following shall apply:
  - (i) payments for periods of less than one month shall be calculated on:
    - a. an hourly basis for actual time spent in the Consultant's home office and directly attributable to the Services (one hour being equivalent to  $1/X^{\text{th}}$  of a month, where  $X = \text{number of working hours per day} \times \text{number of working days per month}$ , usually 176 (i.e.  $8 \times 22$ )); and
    - b. on a calendar-day basis for time spent away from home office (one day being equivalent to  $1/30^{\text{th}}$  of a month).
  - (ii) in case of an International Expert working away from the Consultant's home office, times spent for international travel between the Client's country and his/her country of residence shall be calculated as working days and it shall be added to his working period.
- (b) The following details shall be shown for each Expert:
  - (i) Expert's name
  - (ii) Type of Expert (whether Key Expert or Non-Key Expert) (**NA**)
  - (iii) Category (whether International Expert or Local Expert)
  - (iv) Employment status [refer to Form FIN-3, footnote 1 of Section IV].
    - a. Full-Time (FT) : Employee of the lead firm or a JV member firm or a Subconsultant firm.
    - b. Other source (OS) : Expert provided by another source which is not the Consultant or lead firm or a member firm of a JV, or a Subconsultant firm.
    - c. Independent Expert (IP) : Independent/ Self-employed Expert.
  - (v) Nominated position: same as that shown on Expert Schedule (Form TECH-7 of Section III).



- (vi) **Currency:** currency or currencies in which payments are to be made to the Experts.
  - (vii) **Home office rate:** remuneration rate which applies when an international expert works in his/her country of residence or a local expert works in his/her usual place of work.
  - (viii) **Field rate:** remuneration rate which applies when an international expert works in a country other than his/her country of residence or a local expert works in a place other than his/her usual place of work.
  - (ix) **Months:** number of months input to match that shown on the Expert Schedule (Form TECH-7 of Section III).
- (c) **When QCBS** is used, support documents relating to remuneration are generally not required.

#### 6. **Form FIN-4** Reimbursable Expenses

The purpose of Form FIN-4 is to identify all reimbursable expenses considered by the Consultant necessary to carry out the assignment.

- (a) Reimbursable expenses may be used in both Time-Based and Lump-sum contracts.
- (b) If any Provisional Sum is allowed for any reimbursable expense(s) in any part of the Financial Proposal, such expense shall not be included as or under any item in this form.
- (c) Each reimbursable expense shall be included either in the “Foreign” portion or in the “Local” portion based on in which currency type (i.e. foreign or local) such expense is intended to be incurred by the Consultant.
- (d) In accordance with Clause 6.2 of General Conditions of Contract, there are two categories of reimbursable expenses, which can be used by the Consultants on the basis of their intended method of reimbursement. In case of lump-sum contract, the reimbursable expenses are not adjustable unless otherwise agreed to be paid based on the actual costs or unit rates of reimbursable expenses in SCC 6.2 (b) of Section IX. (Option B: Lump-Sum Contract). They are:
  - (i) **Unit Rate Reimbursement (“URR”)** which means the expenses which are reimbursed by the Client based on the Contract unit rates as adjusted in accordance with the Contract, upon incurring of such expense by the Consultant or elapse of the relevant period or interval as indicated in the Contract (such as months). For such reimbursements, submission of evidence of expenses incurred (such as receipt, delivery records, tickets) is not required and the rates and/or prices are subject to adjustment during the performance of the Contract.
  - (ii) **Actual Cost Reimbursement (“ACR”)** which means the expenses which are reimbursed by the Client based on the actual cost incurred by the Consultant upon incurring of such expense. For such reimbursements, submission of evidence of expenses incurred (such as receipts, delivery records, tickets) is required, and the rates and/or prices are not subject to adjustment during the performance of the Contract.

- (e) Per Diems: the daily rate (i.e., one rate for all locations) which shall be calculated as the weighted average (cost per day), on the basis of 30 days per calendar month, considering the cost of accommodation, meals and all other similar expenses, reasonably incurred by:
- (i) an International Expert, when he/she works in a country other than his/ her country of residence .
  - (ii) a Local Expert, when he/she works at an any place other than his/ her normal place of work.
- (f) International Travel: International travel costs will show the airfares needed by International Experts to travel from their home office, or regular place of work, to the field, by the most appropriate and the most direct practicable route. Air travel cost shall be estimated by business class for senior experts (normally more than 18 years of working experiences) except for short-distance (less than 8 hours) flights and economy class for other experts.

For International Experts spending twenty-four (24) consecutive months or more in the Client's country, one extra round trip will be reimbursed for every twenty-four (24) months of assignment in the Client's country. International Experts will be entitled to such extra round trip only if upon their return to the Client's country. International Experts are scheduled to serve for the purposes of the Project for a further period of not less than six (6) consecutive months.

Air transport for dependents: the cost of transportation to and from the Client's country of eligible dependents who shall be the spouse and not more than two (2) unmarried dependent children under eighteen (18) years of age of those of the International Experts assigned to resident duty in the Client's country for the purpose of the Services for periods of six (6) consecutive months or longer, provided that the stay of such dependents in the Client's country shall have been for not less than three (3) consecutive months duration. If the assignment period for resident staff of the International Experts will be thirty (30) months or more, one extra economy class air trip for their eligible dependents for every twenty-four (24)-month assignment will be reimbursed.

The number of round trips, the cost for each trip and destinations shall be shown under "air travel".

- (g) Miscellaneous Travel Expenses: a separate item "Miscellaneous Travel Expenses" shall be shown to cover a lump sum allowance per round trip for processing necessary travel documents (passport, visas, travel permits), airport taxes, transport to and from airports, inoculations, the cost of excess baggage up to twenty (20) kilograms per person, or the equivalent in cost of unaccompanied baggage or air freight for each International Expert and each eligible dependent, etc.

## 7. **Form FIN-5** Table of Adjustment Data

When price adjustments are allowed in the Contract as described in ITC 11.1(b), the Consultant shall fill in all necessary information following the relevant guidance and instructions given in the form itself. For Reimbursable Expense, the information of the expenses specified as URR in Form FIN-4 shall be filled.

**8. Provisional Sum**

N/A