

National Business Initiative for Growth Development and Democracy NPC

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FINANCIAL PROPOSAL STANDARD FORMS

Request for Proposals to Appoint a Consultant to Perform Audit Services for the Skills and Employment Challenge Program

Published: April 2025

Proposals Due: 14:00 hrs CAT on 25 May 2025

(FINANCIAL STANDARD FORMS)

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(FINANCIAL STANDARD FORMS)

I. FINANCIAL PROPOSAL - STANDARD FORMS

[Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section II.]

FIN-1 Financial Proposal - Submission Form

FIN-2 Financial Proposal - Cost Breakdown

(FINANCIAL STANDARD FORMS)

II. FORM FIN-1: FINANCIAL PROPOSAL - SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of [Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures], [Insert “excluding” as standard or “including”] of all indirect local taxes in accordance with Clause 25.1 in the **Data Sheet**. The estimated amount of local indirect taxes is [Insert currency] [Insert amount in words and figures] which shall be confirmed or adjusted, if needed, during negotiations. [Please note that all amounts shall be the same as in Form FIN-2].

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 Clause 12.1 of the **Data Sheet**.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission of Gratuity
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(FINANCIAL STANDARD FORMS)

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."]

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: ____

Name and Title of Signatory: _____

In the capacity of: ____

Address: ____

E-mail: _____

[For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached]

(FINANCIAL STANDARD FORMS)**III. FORM FIN-2 FINANCIAL PROPOSAL – COST BREAKDOWN****Basic Services** (as per TOR)

	Sum (in @currency) excl. VAT
Financial year	
Financial year+ 1	
Financial year +2	
...	
Total – Basic Services excl. VAT	
VAT	
Total – Basic Services incl. VAT	

Optional Services (as per TOR)

	Sum (in @currency) excl. VAT
Financial year +x	
...	
...	
...	
Total – Optional Services excl. VAT	
VAT	
Total – Optional Services incl. VAT	