

Financial Proposal

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Section 01: SUBMISSION FORMS CHECKLIST

This form serves as a checklist for the preparation of your financial proposal.

Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Financial Bid submission.

No alteration to the format of forms shall be permitted and no substitution shall be accepted.

#	Attachments to Financial Proposal	YES	NO
	Form to fill in:		
1	Form 01: Financial Proposal Letter		
2	Form 02: Time Charge Fees		
3	Form 03: Lump Sum Fees		
4	Form 04: Breakdown of costs per school		
5	Form 05: Proposed Payment Schedule		

Section 02: General Instructions on submission of Financial Bid

1. GENERAL INSTRUCTION TO SUBMIT FINANCIAL BID

UNICEF will assume that the bidders will have factored in its offer all causes that may have an influence on the prices. Therefore, the costs indicated in the price offer should include all costs and benefits related to labor, including but not limited to:

- Head office overhead charges.
- Time lost due to inclement weather, or due to local authorities' coordination or approvals
- Bonuses and all other incentive payments.
- Contribution to training levy and all statutory contributions.
- Contributions for annual and public holidays.
- Travel expenses transportation and communication to sites of works, and related locations of inspection.
- Safety and welfare facilities.
- Workmen's compensation and third-party liability insurance, sick pay, or the insurance in respect thereof.
- Obligations for redundancy payments.
- Engineering tool and instrument allowance.
- Use, repair, and up keeping of engineering tools and instruments.
- Protective clothing and safety personnel protection.

2. FEE CALCULATION

Service provider's fees shall be calculated by using the following methodologies:

1. **Time Charge Method:** Charging all time reasonably expended by relevant personnel on the performance of the services required for the project (including travel time) at agreed rates.

UNICEF may use the proposed daily rates in case of contract amendments.

These rates will be the basis of the calculation of the fees and shall be valid for the duration of the Agreement and shall be inclusive of all charges, insurances, overheads, head office charges, expenses, national payments or any other costs associated with delivering the particular service.

2. **Lump Sum Method:** For each service's package as set out in the Terms of Reference. This lump sum method must consider the daily rates proposed in the "Time Charge" method.

Offers shall be valid for the duration of the Agreement and shall be inclusive of all charges, insurances, overheads, head office charges, expenses, national payments or any other costs associated with delivering the particular service. No increase in a lump sum will be considered for change in cost estimate unless a clear increase or change in scope is agreed with UNICEF.

3. FINANCIAL PROPOSAL LETTER

The bidder must submit the completed and officially stamped "Financial Proposal Letter". The letter to be used is attached to this document as Form 01.

Section 03: Returnable Financial Forms

Form 01: Financial Proposal Letter

Name of Contract: [INSERT DETAILS]

To: United Nations Children's Fund
address

Sirs:

1. Having examined the Bidding Documents and Contract for Engineering Services, for the execution of the above-named Services, we the undersigned, offer to execute and complete such Services for:

2. **Phase 1: Site Assessment and Design Services**

The fixed price lump sum fee of NIS:

(SLRs.....) or such other sums may be ascertained in the accordance with the said Conditions.

3. **Phase 2: Site Supervision and Quality Assurance for 180 days of works and 1 year DLP.**

The fixed price lump sum fee of NIS:

(SLRs.....) or such other sums may be ascertained in the accordance with the said Conditions.

4. We acknowledge that the Contract for Engineering Services forms part of our Bid.

5. We undertake, if our Bid is accepted, to begin and complete the Services in accordance with the Particular Conditions included in Annex 1 of the Contract.

6. We agree to abide by this Bid until [insert validity period] after the submission date and it shall remain binding upon us and may be accepted at any time before that date.

7. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

8. We understand that you are not bound to accept the lowest or any tender you may receive.

9. We certify/confirm that we comply with the eligibility requirements.

YOURS,

Signature _____

in the capacity of [insert position in the firm]

duly authorized to sign tenders for and on behalf of [insert the full legal name of the Consultant]

Address:[insert the full legal address of the Consultant]

Date: [insert date]

Form 02: Time charge Fees

Position	Required Qualification	Daily Rates in NIS
Project Manager	Hold a BSC's degree with at least 15 years relevant work experience. Chartered Professional and registered with recognized trade body.	
Structural/Civil Engineer	Hold a minimum BSc in Structural or Civil Engineering and at least 10 years of work experience. Chartered Professional and registered with a recognized trade body.	
Architect	Degree qualified (Architecture), min 8 years relevant experience, and chartered Professional and registered with recognized trade body.	
Electro-Mechanical Engineer	Hold a minimum Bachelor of Engineering in M&E with at least 5 years of professional experience.	
Quantity Surveying Officer/Estimator	Hold a minimum diploma in quantity surveying and at least 5 years of work experience including a minimum of 3 years' experience in preparation of payment claims and material estimation.	
Site Engineer	Degree qualified (Engineering), min 8 years' experience of site supervision of construction projects. Chartered Professional and registered with a recognized trade body.	
Administration / Document manager	Minimum 5 years' experience in a similar role	
Quality & Safety Manager	Degree qualified (Civil or Structural), min 10 years' relevant experience and QA/QC Certificated.	

Form 03: Lump Sum Fees

Phase 1: Design Services, including Site Assessment and Support during the bidding process

Type of Services	Deliverables	Time frame	Price in NIS
Design Services, including Site Assessment and Support during the bidding process	Submission of the Assessment Report reviewed and approved by UNICEF.	within 14 calendar days after the contract signature	
	Submission of a full set of technical tender documents - drawings, BBQs, technical specifications, etc. - reviewed and approved by UNICEF	within a maximum of 28 calendar days after the contract signature	
	<ul style="list-style-type: none"> Pre-bid meeting: preparation of a PowerPoint to present the scope of works. Participate in the pre-bid visits Participate in the technical evaluation of offers, if requested. 	To be determined after the submission of the full set of technical documents.	

Phase 2: Site Supervision and Quality Assurance for an estimated period of works of 150 calendar days and one year of Defect Liability Period (DLP)

Type of Services	Deliverables	Time frame	Price in NIS
Site Supervision and Quality Assurance	Assist UNICEF with the administration of the contract, including: <ul style="list-style-type: none"> weekly progress reports. Monthly/Interim payment reports. Substantial Completion Certification. Final Report. All reports must be reviewed and approved by UNICEF.	About 150 calendar days	95% of the total amount estimated for phase 2
	Submission of the DLP inspection report (min 2 inspections per site).	At the end of 12 months DLP	5% of the total amount estimated for phase 2
	Submission of Final Completion and Certification of Making Good Defects reviewed and approved by UNICEF		

Form 04: Breakdown of costs per Health Facility

#	Name of Health Care Facility	Location	Area	Governorate	Phase 1: Price proposal in NIS	Phase 2: Price proposal in NIS (per month)
1	Ein Sara Primary Health Care Clinic	Hebron	A	Hebron		
2	Beit Kahil Primary Health Care Clinic	Beit Kahil	B	Hebron		
3	Dura Primary Health Care Clinic	Dura	A	Hebron		
Total Prices per phase						

Form 04: Proposed Payment Schedule

Payment No.	Description of milestone as per proposed workplan	Tenderer's Estimate of Contract Payments, (NIS)
PHASE 1 (payments 01 and 02 can be combined in 1 if required by the firm)		
01	<i>Submission of the site's assessment report</i>	NIS
02	<i>Submission of the full package of technical tender documents. The cost shall include the support during the bidding process</i>	NIS
PHASE 2 (payments shall consider the monthly expenditures for the relevant staff proposed for this services)		
03	<i>Month 1 : submission of the monthly report</i>	NIS (95% / 5 months OR as per working plan proposed)
04	<i>Month 2: submission of the monthly report</i>	NIS (95% / 5 months OR as per working plan proposed)
05	<i>Month 3: submission of the monthly report</i>	NIS (95% / 5 months OR as per working plan proposed)
06	<i>Month 4: submission of the monthly report</i>	NIS (95% / 5 months OR as per working plan proposed)
07	<i>Month 5: submission of the monthly report</i>	NIS (95% / 5 months OR as per working plan proposed)
08	Certificate of Final Completion	NIS = 5% of total amount for this service