

SAMPLE FINANCIAL PROPOSAL TEMPLATE FOR BIDDERS' GUIDANCE

REQUEST FOR PROPOSAL (RFP):

“International Institutional Consultancy for Mental Health”

PRO/TURA/2022-B | RFP-ECA-2022-08

| No | Description | Amount (in USD) | UNICEF's Preferred Payment Schedule |
|-------------------------------------|--|----------------------|--|
| 1 | DELIVERABLE 1 | USD 3,100.00 | 1st instalment |
| 2 | DELIVERABLE 2 | USD 4,300.00 | 2nd instalment |
| 3 | DELIVERABLE 3 | USD 5,525.00 | 3rd instalment |
| Total for Deliverables | | USD 12,925.00 | |
| Incidentals | | | |
| 4 | Incidental Expenses as indicated on "By Deliverable" tab | USD 0.00 | |
| Total for Incidentals | | USD 0.00 | |
| TOTAL CONTRACT VALUE (USD) : | | USD 12,925.00 | |

**Unit costs should have only two digits after the decimal points.*

** Formula on this page is connected with the entries on Page 3. Therefore, please check the entries and the formula at the end.*

NOTES:

1) All fee rates must cover:

- The remuneration actually paid to the experts concerned per working day
- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses, expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultant
- **The margin covering the Consultant's overheads, profit and backstopping facilities**

2) Note that the input of experts must be given in half-working days or full working days

3) Note that the last instalment of the price proposal shall not be less than 10% of the total amount of deliverables.

4) Provisions for incidental expenses:

- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced **on the basis of actual cost together with the supporting documents.**
- Any cost related to the payment of an incidental expenditure is included, such as bank charges.
- All incidental expenditure details should be provided separately.

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| No | Name(s) of the Expert | Proposed Team Member | # of Expert/Days | Unit cost per person/day (USD) | Total Cost (USD) |
|-------------------------|-----------------------|----------------------|------------------|--------------------------------|------------------|
| 1 | A | Team Leader | 18.5 | USD 200.00 | USD 3,700.00 |
| 2 | X | Senior Manager | 27.5 | USD 150.00 | USD 4,125.00 |
| | Y | | | | |
| 3 | D | Assistant | 51 | USD 100.00 | USD 5,100.00 |
| | E | | | | |
| | F | | | | |
| Total cost (USD) | | | 97 | | USD 12,925.00 |

- The expected total duration proposed by UNICEF for this assignment:

61

- The expected total duration proposed by BIDDER for this assignment:

61

*Total number of person/days (expert days) can be different than the total duration (calendar days) as per the total number of days each expert will work for this assignment.

*Number of experts and the roles of experts who will carry out the assignment should be proposed by the bidders in their technical proposals in detail and this structure should be reflected in this financial proposal together with the number of person/expert days and their daily fees.

*The bidders should replicate the rows as per their proposed number of experts and should check all formula on the excel once more to verify the correctness of the formula.

*Unit costs should have only two digits after the decimal points.

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Duration of the Contract: 22 calendar days in 2 Months (61 Calendar Days)

| No | TASKS | DELIVERABLES | TEAM MEMBERS | TOTAL NUMBER OF EXPERTS PROPOSED BY THE VENDOR | DURATION OF THE TASKS PROPOSED BY THE BIDDER (calendar days) | DURATION OF THE TASKS PROPOSED BY THE BIDDER (calendar days) [refer to column F] | PROPOSED WORKING-DAYS for EACH EXPERTS | TOTAL PROPOSED EXPERT-DAYS | PROPOSED UNIT COST (USD) | TOTAL COST (USD) | Justification for change / Remarks | |
|--------------------------|----------------------|----------------|--------------------|--|--|--|--|----------------------------|--------------------------|------------------|------------------------------------|----------------------|
| 1 | TASKS & ACTIVITIES 1 | DELIVERABLES 1 | Team Leader | 1 | 5 | 4 | 3.5 | 3.5 | USD 200.00 | USD 700.00 | | |
| | | | Senior Manager | 2 | | | 4 | 8 | USD 150.00 | USD 1,200.00 | | |
| | | | Assistant | 3 | | | 4 | 12 | USD 100.00 | USD 1,200.00 | | |
| | | | Total | | | | | | | USD 3,100.00 | | |
| 2 | TASKS & ACTIVITIES 2 | DELIVERABLES 2 | Team Leader | 1 | 7 | 7 | 5 | 5 | USD 200.00 | USD 1,000.00 | | |
| | | | Senior Manager | 2 | | | 4 | 8 | USD 150.00 | USD 1,200.00 | | |
| | | | Assistant | 3 | | | 7 | 21 | USD 100.00 | USD 2,100.00 | | |
| | | | Total | | | | | | | USD 4,300.00 | | |
| 3 | TASKS & ACTIVITIES 3 | DELIVERABLES 3 | Team Leader | 1 | 10 | 10 | 10 | 10 | USD 200.00 | USD 2,000.00 | | |
| | | | Senior Manager - X | 1 | | | 5.5 | 5.5 | USD 150.00 | USD 825.00 | | |
| | | | Senior Manager -Y | 1 | | | 6 | 6 | USD 150.00 | USD 900.00 | | |
| | | | Assistant | 3 | | | 6 | 18 | USD 100.00 | USD 1,800.00 | | |
| Total | | | | | | | | USD 5,525.00 | | | | |
| GRAND TOTAL (USD) | | | | | | | | | 22 | 21 | 97 | USD 12,925.00 |

(Entries for task 1 and incidentals table are provided as an example, please delete them and provide your own entries.)*

INCIDENTAL EXPENSES

| A | A. TRAVEL EXPENSES <small>Bidders are allowed to give details about the flights per province/ location and may add rows into the excel ensuring that the formulae are not affected throughout the excel template.</small> | Name of the expenditures | Name of experts travelling | Number of tickets (round trip) | Unit Price | Total (USD) | Remarks |
|---|--|--------------------------|-------------------------------------|--------------------------------|------------|-------------|---------|
| | | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | SUB-TOTAL for TRAVEL EXPENSES | | | | | USD 0.00 | |
| B | B. ACCOMMODATION EXPENSES <small>Bidders are allowed to give details about the accommodation per province/location and may add rows into the excel ensuring that the formulae are not affected throughout the excel template.</small> | Name of the expenditures | Name of experts using accommodation | Quantity | Unit Price | Total (USD) | Remarks |
| | <small>Accommodation expenses (Hotel Board Accommodation - breakfast, lunch, dinner included)</small> | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | SUB-TOTAL for ACCOMMODATION EXPENSES | | | | | USD 0.00 | |
| C | C. MISCELLANEOUS EXPENSES <small>Bidders are allowed to give details and may add rows into the excel ensuring that the formulae are not affected throughout the excel template.</small> | Name of the expenditures | Subject of other expenses | Quantity | Unit Price | Total (USD) | Remarks |
| | | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | | | | | | USD 0.00 | |
| | SUB-TOTAL for MISCELLANEOUS EXPENSES | | | | | USD 0.00 | |
| | OVERALL TOTAL for INCIDENTAL EXPENSES (USD) | | | | | USD 0.00 | |

* Unit costs should have only two digits after the decimal points.

* Note that the input of experts must be given in half working days or full working days.

* Bidders shall submit their price proposals in American Dollars (USD)

* The expected calendar duration for this assignment is:

22

* Vendors may propose their calendar days which can be interchanged among the tasks. Total calendar days proposed by UNICEF will remain the same.

* Total number of persons/days (expert days) can be different than the total number of calendar days.

* Number of experts and the roles of experts who will carry out the assignment should be proposed by the bidders in their technical proposals in detail and this structure should be reflected in this financial proposal together with the number of person/expert days and their daily fees. The bidders should replicate the rows as per their proposed number of experts and should check all formulae on the excel once more to verify the correctness of the formulae.

* Only LIGHT YELLOW highlighted columns/cells of the above table should be filled in by the bidders. The other columns are fixed by UNICEF and should not be modified by the bidders. The fixed figures are estimated figures and are subject to change during the course of the programme activities with the prior approval of UNICEF.

* Contracts will be issued by UNICEF in USD/TRY.

* Payments will be made only after satisfactory completion of the work by contractor and acceptance of the work by UNICEF.

* Incidental expenses will be reimbursed to the contractors following completion of the activities and upon receipt of actual expenses with proof/approved documents.

* For international contractors, incidental expenses should be reflected in the currency of the country where these have been incurred/paid by the contractor, the reimbursement of incidentals will be made in USD based on the monthly UN exchange rate effective on the date of the service is taken.

NOTES:

1) All fee rates must cover:

- The remuneration actually paid to the experts concerned per working day

- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses, expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultant

- The margin covering the Consultant's overheads, profit and backstopping facilities

2) Note that the input of experts must be given in full working days.

3) Note that the last instalment of the price proposal shall not be less than 10% of the total amount of deliverables.

4) Provisions for incidental expenses:

- All incidental expenditures incurred in the course of the contract as required by the Terms of Reference is to be invoiced on the basis of actual cost together with the supporting documents.

- Any cost related to the payment of an incidental expenditure is included, such as bank charges.

- All incidental expenditure details should be provided separately.

- Travel, accommodation, other expenses will be reimbursed to the company on the basis of the actual costs and upon receipt of the original invoice and relevant supporting documents. Please note that UNICEF will only reimburse the travel expenses of economy class tickets and accommodation expenses as long as they do not surpass the UN Daily Subsistence Allowance rate effective for that specific month.