

## Detail Financial Proposal Template

Cost breakdown of bidders for Sectoral Wage Dialogue and Sectoral and National Wage Brief for Bangladesh

Currency of the proposal: BDT/USD

**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Dialogue/Session Cost (from table 3)	
Other Costs (from Table 4)	
Sub-total	
VAT	
Total Amount of Financial Proposal	

**Table 2: Breakdown of Professional Fees: please mention the position name along with option for others (if any)**

Name	Position	Fee Rate	No. of days / months / hours	Total Amount
		A	B	C = A x B
1. Team Leader		1		
2. Team Member 1		1		
3. Team Members 2		1		
4. Any other (if propose)		1		
Subtotal Professional Fees:				

**Table 3: Breakdown of the dialogue/session cost**

Description	Quantity	Per event/Unit Price	Total Amount
Venue Cost (6 events)	6		
Refreshment Cost (6 events)	6		
Materials and Logistics Cost (6 events)	6		
Communication Cost (6 events)	6		
Transportation for the participants (6 events)	6		
Communication (photography and others) (6 events)	6		
*Other cost not mentioned above (If applicable)	6		
Subtotal			

**Table 4: Breakdown of Other Costs**

Description	Unit of Measure	Quantity	Unit Price	Total Amount
Operational and management cost	Job	1		
Travel	Job	1		
Communication	Job	1		
Equipment	Job	1		
<b>*Other cost not mentioned above</b>	Job	1		
<b>Subtotal</b>				

\*Customize as needed.

**In Word:**

**Note:** Where necessary, please provide detailed estimates of some of the line items in separate tables.

**[Name and Signature of the Service Provider's Authorized Person]**  
**[Designation]**