

Instructions for Financial Quote (Proposal)

Please prepare a table of expected costs using the provided financial proposal format below. Do not modify the format, as this complicates comparisons. Any financial assumptions should be included in the narrative technical proposal, without revealing details that may influence the technical review.

Summary of the total cost in USD							
SN	Description of Activity/Item	Personnel (Job title/function) Activity	Unit	Quantity/ Number	No. of days proposed	All-inclusive rates/cost	Total cost in USD
1	Personnel						
2	Travel and transportation						
3	Daily subsistence allowance (DSA)						
4	Operating, administrative and other costs						
Nepal Health Research Council Ethical Approval Processing Fee (3% of total budget)							
Add other items							
Subtotal other costs in USD							
Total Cost in USD							

Note :

- 1. UNICEF is VAT exempted. Thus, the submitted price quotation should be exclusive of VAT. VAT will be added to the final invoice at the time of payment(s)
- 2. Bidders must submit a lump sum financial proposal covering the entire assignment (per Section 14b). The proposal should include:

Resource Costs: Daily rate × number of expert days.

Conference/Workshop Costs: Provide a breakdown if applicable. UNICEF and UNFPA will cover inception and dissemination workshop costs separately.

Travel Costs: All travel costs must be included and broken down. UNICEF and UNFPA will reimburse actual fixed costs based on economy class fare, accommodation, meals, and incidentals.

Other Costs: Indicate nature and breakdown.

The lowest-priced proposal receives full marks, with others scored proportionally. Bidders may offer special discounts if applicable.

Signature: _____

Name & Title _____

Company Seal: _____

Please provide a detailed breakdown of costs as an annexure.

SN	Description of Activity/Item	Personnel (Job title/function)	Unit	Quantity/ Number	No. of days proposed	All-inclusive rates/cost	Total cost in USD
		Activity					
1	Personnel						
		Team Leader	Person	1			
		Deputy/Co-Team Leader	Person	1			
		Quantitative Expert/lead	Person	1			
		Qualitative Expert/lead	Person	1			
		Data Analyst	Person	1			
		Other core team members	Person				
		Field team members and locally recruited staff	Person				
	Subtotal personnel costs in USD						
2	Travel and transportation						
		Add items					
	Subtotal travel and transportation costs in USD						
3	Daily subsistence allowance (DSA)						
		Add items					
	Subtotal DSA costs in USD						
4	Operating, administrative and other costs						
		Nepal Health Research Council Ethical Approval Processing Fee (3% of total budget)	Lumpsum				
		Add other items					
	Subtotal other costs in USD						
	Total Cost in USD						