**Financial Proposal**

The Proposer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1. Provide separate figures for each functional grouping or category Including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately and capped. The Financial Proposal should be inclusive of the taxes where applicable[[1]](#footnote-2), and the applicable taxes should be clearly specified.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.

**FIN Forms**

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

 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 sum of [Insert amount(s) in words and figures1].

 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.

 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:

Name of Firm:

Address:

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

Form FIN-2: Summary of Costs

|  |  |
| --- | --- |
| Item | Costs |
| Indicate with Currency  |
| Total Costs of Financial Proposal 1  |  |

1. **Total Cost of Financial Proposal**

|  |  |
| --- | --- |
| Item | *Costs* |
| *Indicate with Currency*  |
| Total Costs of Financial Proposal 1  |  |

1. **Break down of Fees and expenses per Cost Component**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Unit of measure (e.g. days, month, etc) | Total Period of Engagement | Unit cost / rate | Total Cost for the Period |
| **I. Remuneration Costs** |  |  |  |  |
| Staff 1 |  |  |  |  |
| Staff 2 |  |  |  |  |
| …… |  |  |  |  |
|  *Sub-total* |  |  |  |  |
|  |  |  |  |  |
| II. Travel Costs |  |  |  |  |
|  |  |  |  |  |
|  *Sub-total* |  |  |  |  |
| III. Other Related Costs (Please specify) |  |  |  |  |
|  |  |  |  |  |
|  *Sub-total* |  |  |  |  |
| **TOTAL** |  |  |  |  |

1. **Breakdown of Fees and Expenses per Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Deliverables *[list them as referred to in the TOR]* | Percentage of Total Price  | Price (Lump Sum, All Inclusive) |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total  | 100% | USD …… |

Indicate the total costs, net of local taxes, to be paid by the Client in each currency.

**Form FIN-3: Breakdown of Remuneration1 (Lump-Sum)**

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

|  |  |  |
| --- | --- | --- |
| **Name**2 | **Position**3 | **Staff-daily Rate** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.

2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

1. (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund (“Fund”), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund’s operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

(i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;

(ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and

(iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.

(b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty. [↑](#footnote-ref-2)