**Annex 2**

1. **Requirements for Firms' Proposals - Financial Proposal**

**Financial Proposal**

The Bidder must prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal shall include the taxes where applicable[[1]](#footnote-1), and the applicable taxes shall be specified.

The Financial Proposal must also summaries the total consultancy fee and the breakdown covering the lump sum amount to determine the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used to present the Financial Proposal.

**IMPORTANT:**

**The Financial Proposal MUST be password protected.** The authorised procurement officer will contact the Bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders shall NOT send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

## FINANCIAL PROPOSAL 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 the expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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

Form FIN-2: Summary of Costs

1. **Total Cost of Financial Proposal**

|  |  |
| --- | --- |
| **Item** | **Costs** |
| **USD** |
| Total Cost of Financial Proposal 1  |  |

1*Indicate the Remuneration and Other costs related to the assignment in line with Table 2 below.* ***Travel Costs shall not be included.***

1. **Breakdown of Fees and Expenses per Cost Component**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **A. Unit of measure** | **B. Total Period of Contract (in working days)** | **C. Daily Staff Rate (in USD)** | **Total Cost for the Period (B x C) (in USD)** |
| *I. Remuneration Costs* |  |  |  |  |
| Team Leader (Senior Consultant) | Work day |  |  |  |
| Expert or Consultant | Work day |  |  |  |
| Associate Expert or Consultant | Work day |  |  |  |
|  Other staff (if any) | Work day |  |  |  |
| **Sub-Total =** |  |  |  |  |
| *II. Other Costs related to the Assignment (to list below)* |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total =** |  |  |  |  |
| **TOTAL (Total Cost of Financial Proposal)**  | **USD** |

1. **Breakdown of Fees and Expenses per Components below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel Costs[[2]](#footnote-2)**  | **Unit of measure** | **Quantity** |  | **Total Cost** |
| **Air Tickets** | Tickets |  |  |  |
| **Per Diem** | Days |  |  |  |
| **Others (if any)** |  |  |  |  |
|  |  |  |  |  |
| **TOTAL**  | **USD** |

***Reimbursable Costs (Travel, accommodation, subsistence allowance, etc.…)***

*All additional costs in addition to the quoted consultant daily fees as well as any anticipated cost overruns will have to be discussed with and approved in writing by GCF before incurring the expense.*

*a)   Meals and accommodation for travels approved by GCF*

*The Firm may choose to either claim from GCF the costs of meals and accommodation reimbursed based on the presentation of the actual receipts documenting those costs or get them reimbursed as GCF Daily Subsistence Allowance (DSA) rates prevailing for the locations to which the travel took place.*

*If based on the actual receipts, the total reimbursable amount must not exceed the calculated total GCF DSA amount for the given location and duration of the travel.*

*b)   Travel costs, including terminal costs, will be reimbursed based on the actual airfares on economy class, tickets, and receipts.*

1. *All other additional and approved by GCF costs will be reimbursed based on the presented relevant receipts.*
2. *Travel Costs will be paid after the conclusion of all the missions required for the assignment and upon submission of an invoice from the Firm.*
3. **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 | Deliverable 3 |  |  |
| N |  |  |  |
|  | TOTAL (Total Cost of Financial Proposal – Excluding Travel Cost) | 100% | USD |

## Form FIN-3: Breakdown of Remuneration1 or Price List for Experts

(Information provided in this form will be used to establish the cost of future work/services or payments to the Firm for possible future work/services requested by the GCF)

|  |  |  |
| --- | --- | --- |
| Name2 | Position3 or Title | Daily Staff Rate4 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*1 – Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7; You can also list other proposed experts for future work/services required by GCF.*

*2 – Professional Staff shall be indicated individually; Support Staff shall be indicated per category (e.g., technician, draftsmen, clerical staff).*

*3 – Positions of Professional Staff shall coincide with the proposed experts for the hypothetical project; You can also list other proposed experts for future work/services requested by GCF.*

*4 – Daily Staff Rates shall be firm and fixed during the duration of the future Contract.*

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-1)
2. *The firm shall provide estimate the travel and mission costs based on the proposed methodological approach. The actual mission and travel costs shall be paid on a cost-reimbursable basis following the reimbursement rules that shall be agreed upon by both Parties when the contract is signed off. The mission costs shall include the cost of any translators and local consultants hired by the firm for this assignment. Please also note that the travel costs are not subject to the financial proposal assessment. The financial score will be given based on the proposed amount excluding the travel and mission costs.* [↑](#footnote-ref-2)