# Form 10 – FINANCIAL PROPOSAL SUBMISSION

*[Location, Date]*

TO: World Wide Fund For Nature – Viet Nam (WWF-Viet Nam)

 No.6, Lane 18 Nguyen Co Thach Str.,

Nam Tu Liem Dist., Hanoi

Email: procurement@wwf.org.vn

Dear Sirs/Madams,

 We, the undersigned, in accordance with your TOR/Invitation to Bid dated *[Insert Date]* and our Technical Proposal, offer to provide the consulting services for ***Developing a plan and training material for the preservation of the river geomorphological stability of the Mekong Delta*** *under the project “Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry” funded bi IKI BMU and implemented by WWF Viet Nam herewith referred as Contracting Authority.*

Our attached Financial Proposal is for the amount of *[Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures]*, ***including***of all taxes (national and international[[1]](#footnote-1))*.* The estimated amount of taxes is *[Insert currency] [Insert amount in words and figures]* which shall be confirmed or adjusted, if needed, during negotiations.

 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 and Stamp [In full and initials]:

Name and Title of Signatory:

Name of Consultant: (company’s name or JV/Consortia’s name)

In the capacity of: Lead Applicant

Address:

Contact information (phone and e-mail):

# Form 11 – FINANCIAL PROPOSAL – COST BREAKDOWN **(please also share this calculation on an Excel file for ease of reference and finance check)**.

**Detailed Cost Calculation for Package**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Consultants** | **Unit** | **Quantity** | **Unit Rate**  | **Amount**  |
| 1.1 Team Leader |  | ... |  |  |
| 1.2 Expert 1 |  | ... |  |  |
| 1.3 Expert 2  |  | … |  |  |
| .. |  |  |  |  |
| **Sub-total**  |  |
| **2. Allowance, Accommodation, Complementary Travel Costs**  |
| 2.1 Allowance, accommodation - Long-term staff |  | ... |  |  |
| 2.2 Allowance, accommodation - Short-term staff |  | ... |  |  |
| … |  |  |  |  |
| **Sub-total**  |  |
| **3.Travel & Transport Cost** |
| 3.1 Vehicle lease/rent  |  | ... |  |  |
| 3.2 Other local transport (short-term, peak) |  | … |  |  |
| 3.3 Flights  |  | ... |  |  |
| … |  |  |  |  |
| **Sub-total**  |  |
| **4. Reports and Documents** |
| 4.1 ... (Type of reports/documents to be stated) |  | ... |  |  |
| 4.2 ... |  | ... |  |  |
| **Sub-total**  |  |
| … |
| **4. Equipment** |  |  |  |  |
| …. |  |  |  |  |
|  |  |  | **Sub-total** |  |
| **Total** |  |
| **Taxes**  |  |
| **Grand – Total**  |  |

# Form 12 – FINANCIAL PROPOSAL – COST BREAKDOWN FOR EQUIPMENT

Specific Equipment and associated Software(s)

Bidder’s Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

RFP No.: 31.21

Bidders shall provide adequate information to demonstrate clearly that it has the capability to mobilise key equipment and software necessarily and adequately to carry out the assignment .

|  |  |
| --- | --- |
| **Description** | **Information** |
| List of utilized specific equipment and software(s) | *[based on the specific experience and proposed methodology to carry out the assignemt, Bidders shall provide a list of specific equipment, utilized for the execution of the service. The list shall not specify commonly used equipment (photocopier, printers, fax machine..) but specific equipment related to the specific characteristics of the assignment as per the form below. For each item one form.]\_* |

|  |  |
| --- | --- |
| Item number:  | *[insert consecutive number]\_* |
| Denomination: | *[insert technical name of the item]\_* |
| Name of manufacturer: |  |
| Year of manufacture: |  |
| Country of Origin: |  |
| Current location of equipment (country): |  |
| Details of current commitments: | *[Used or new, if in case of used equipment,please describe current status of equipment]*  |
| Purpose: | *[describe the use of the item in relation to the specific work requirements of the project]\_\_\_*  |
| Capacity / power rating / quantities, etc. | *[give details of the capacity / power rating / quantities in relation to the work description]\_\_* |
| Information on software(s) used  |  |
| Indicate source of the equipment | o Owned o Rented o Purchased at Client’s cost\*  |
| Cost:  |  |

(\*) Equipment, vehicles and software purchased by the Consultant with funds provided by WWF-Viet Nam shall be the property of WWF-Viet Nam and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to WWF-Viet Nam an inventory of such equipment, vehicles and software and if applicable, shall dispose of such equipment, vehicles and software in accordance with the Client’s instructions. While in possession of such equipment, vehicles and software, the Consultant, unless otherwise instructed by WWF-Viet Nam in writing, shall insure them in an amount equal to their full replacement value.

Any Equipment, vehicles and software brought by the Consultant or its Experts into the Viet Nam for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

Cost Break down: Equipment and Software

Date: *[Insert]*

*Tender Ref xxxx*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Line Item No. | Name and Description  | Country of Origin | Arrival Time in Days at named place of CIP *[Insert destination (port-of-entry)]* | Quantity and Physical Unit | Unit Cost & Currency cip *[Insert named place of destination]* | Unit Cost & Currency including related custom duties, taxes and services (handling, inland transportation to final destination(s), installation and others | Total Cost & Currency per Line item (Col. (6+7)x5) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total Cost (including currency) CIP plus local services, fees and taxes (if any)**  |  |

1. For international consultants, please also include your national taxes on top of Viet Nam ones. [↑](#footnote-ref-1)