

FINANCIAL PROPOSAL

Selection Number

Selection Title

Annex A: Financial Proposal Submission Form *(to be completed and signed)*

Annex B: Summary of Costs

Annex C: Breakdown of Daily Fees

Annex D: Breakdown of Reimbursable Costs

ANNEX A
FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: The World Bank Group

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Technical Proposal. We are hereby submitting our Financial Proposal, in a separate file.

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 of 90 days.

Form 4B includes the substance of our Financial Proposal, and **is inclusive of VAT and any other applicable taxes.**

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

Yours sincerely,

[*Authorized signature(s)*]
Name and Title of Signatory
Name of Firm
Address

Attachments: - Annex 4B Summary of Costs
 - Annex 4C Breakdown of Daily Fees
 - Annex 4D Breakdown of Reimbursable Costs

ANNEX B
SUMMARY OF COSTS

Provide a **Summary of Costs** per the following format:

TOTAL PROJECT COST	
COST COMPONENT	COST
Remuneration -	
Reimbursable Expenses	
TOTAL*	

* THE TOTAL COSTS ARE INCLUSIVE OF TAXES, DUTIES, FEES AND OTHER IMPOSITIONS.

ANNEX C
BREAKDOWN OF DAILY FEES

Provide a **Breakdown of Daily Fees** per the following format:

REMUNERATION

Names	Position	Number of days	Daily Fees	Total
<ul style="list-style-type: none"> - <i>List of Key Personnel represented in the Technical Proposal</i> - <i>Other functional Labor category relevant to the assignment</i> 				
TOTAL				

DAILY FEES SHOULD BE INCLUSIVE OF ALL FRINGE BENEFITS, APPLICABLE TAXES AND OTHER COSTS)

ANNEX D
BREAKDOWN OF REIMBURSABLE COSTS

Provide a **Breakdown of Reimbursable Costs** per the following format:

REIMBURSABLE EXPENSES				
Item No.	Description	Quantity	Unit Price	Total Amount
	International travel: <ul style="list-style-type: none">- Airfare- Hotel- Meals and Incidentals Local Travel: <ul style="list-style-type: none">- Ground transportation- Other local travel cost Communication Expenses Other Direct Expenses <ul style="list-style-type: none">- (Provide detail as applicable)			
	TOTAL			

REIMBURSABLE EXPENSES SHALL BE LIMITED TO REASONABLE, ALLOWABLE AND NECESSARY COSTS TO UNDERTAKE THE SERVICES DEFINED IN THE TERMS OF REFERENCE AND SHOULD BE COMMENSURATE WITH THE TECHNICAL PROPOSAL.

ANNEX E CONTRACT TYPE AND SCHEDULE OF PAYMENT

An amount not to exceed the Contract Price proposed in Annex B, shall be paid to the Consultant pursuant to the Contract Type and the Schedule of Payment agreed at negotiation. The applicable contract types provided in Clause 5.1 of the General Conditions of Contract for Operations Consulting (03/2008) included in this RFP are:

1. **Lump Sum Inclusive of all Expenses** - The Consultant's total contract amount shall be fixed lump sum including all staff costs provided for in Annex B. As part of this RFP submission, the Consultant may propose a schedule of payment that is commensurate with cost associated with each milestone/deliverables associated with the Terms of Reference. Where mobilization advance is required at contract signing, that amount shall not exceed 10% of the contract amount. The Selected Offerror must justify why an advance payment is payable and/or reasonable.

Below is an illustrative Schedule of Payment:

10% - on Consultants' signing of the Contract and commencement of the Services
x% - on Consultants' submission and the Client's acceptance of *Deliverable 1 provided in the TOR in Appendix "A"
x% - on Consultants' submission and the Client's acceptance of *Deliverable 1 provided in Appendix "A"

**Deliverable may be interim or draft report, data collection as applicable to the service described in the TOR.*

2. **Lump Sum Fee Plus Reimbursable Expenses** – The Remuneration (staff cost) element of the contract price stated in Annex B is paid on lump sum basis. The Reimbursable elements stated in Annex D shall be reimbursed based on actual and reasonable cost incurred, upon submission of invoice and supporting documents, as applicable.

The Consultant may propose a payment schedule for the Remuneration component of the financial proposal stated in Annex B.

3. **Time-Based/Time and Material** – This contract type is seldom used. Under a Time-Based contract, Consultant's Personnel are paid based on the actual, reasonable time spent in performing the Services. Actual record of staff time would be required to substantiate payment. The Reimbursable elements stated in Annex D shall be reimbursed based on actual and reasonable cost incurred, on submission of invoice and supporting documents, as applicable

Notwithstanding the contract type and schedule proposed by the Consultant, the contract shall be based on the type and scheduled agreed by the Parties at negotiation and confirmed by the Bank's Corporate Procurement.