***[SPC Reference number]***

# FINANCIAL PROPOSAL SUMBISSION FORM – WORKS

##### **INSTRUCTIONS TO BIDDERS**

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, unit prices for the various equipment and materials required should be given, as well as lump sums for the personnel involved, followed by the total amount (including additional services and any other costs associated with the construction of the works, if applicable).

A good level of detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals. No additional costs can be claimed from SPC after the contract has been signed.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ

##### **BIDDER’S FINANCIAL PROPOSAL – WORKS**

Bidders must provide proposed payment schedule in the table below

**\*** The final payment shall be at the end of DLP and shall be between two and five per cent

|  |  |  |
| --- | --- | --- |
| Milestone /Deliverables | Percentage Payment | Total Amount FJD |
| Preliminary & General |  | *[total amount]* |
| Excavation |  | *[total amount]* |
| Footing |  | *[total amount]* |
| Concreting |  | *[total amount]* |
| Steelworks (Handrails) |  | *[total amount]* |
| 125 Dia Pine Post |  | *[total amount]* |
| Roof Framing & Cladding (TrimDek Roofing) |  | *[total amount]* |
| Roof Framing & Cladding (Butynol Roofing) |  | *[total amount]* |
| Electrical (light fittings) |  | *[total amount]* |
| Hydraulics (Stormwater Drainage) |  | *[total amount]* |
| Painting |  | *[total amount]* |
|  |  |  |
|  |  |  |
| **Monetary Allowances (VEP):** |  |  |
| Contingency Sum |  |  |
|  |  |  |
| Subtotal |  |  |
| 15.0% VAT |  |  |
| TOTAL |  |  |
|  |  |

|  |  |
| --- | --- |
| Total amount |  |
| Total other costs | *[total other costs]* |
| **GRAND TOTAL** |  |

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |