**RFQ24-6163**

# FINANCIAL PROPOSAL SUMBISSION FORM – SERVICES

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

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| **Professional fees:** Staff salaries, consultant fees and any other professional costs (with details on the level of effort of each person on the team if applicable. i.e. 50% full time, full-time, etc.).  SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services. ​  SPC does not provide or reimburse insurance for consultant’s travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.  SPC will not cover any IT and communication equipment for the duration of the assignment. The consultant is to ensure stable internet connection for virtual interactions when necessary.  Any expected travel, in terms of accommodation and economy class ticket costs during the consultancy period shall be covered by SPC. SPC/HRSD, hence will not be responsible for any visa fees and Meals & Incidentals during travel.  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 and in particular: |

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

All costs indicated on the Financial Proposal should be **inclusive** of all applicable taxes. The format shown below should be used in preparing the price schedule. All prices in the proposal must be presented in bidders’ local currency**.**

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| --- | --- |
| **Consultancy Services: Training course for Ombudsman Samoa on conducting Investigations** | |
| Services description | Rate  (*In bidders local currency)* |
| Professional fees (lump sum for all services) | *[total price]* |

**OR**

|  |  |
| --- | --- |
| **Consultancy Services: Training course for Ombudsman Samoa on conducting Investigations** | |
| Services description | Rate  (*In bidders local currency)* |
| Professional fees (development of training course) | *[unit price]* |
| Professional fees (delivery of training) | *[total price]* |

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.

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| **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]* |