**Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM**

**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, the unit prices of the individual goods should be indicated, followed by the total amount (including any additional services and any other costs associated with the delivery of the goods).

Good 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 (including insurance, packaging, delivery costs, unloading, etc., where applicable). 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 and in particular:

**BIDDER’S FINANCIAL PROPOSAL – GOODS**

|  |  |  |  |
| --- | --- | --- | --- |
| *[Name the first table (e.g. IT equipment, scientific products, building materials, etc.) in accordance with the requirements developed in the technical proposal form)]* | | | |
| Goods description | Lump sum Price NZD | Total quantity | Total Amount NZD |
| 4WD Double cabin utility vehicle | *[unit price]* | 1 | *[total amount]* |
| **Total Package 1** | | | *[Total 1]* |

|  |  |  |  |
| --- | --- | --- | --- |
| Other costs | | | |
| Item description | Unit Price *[Currency]* | Total quantity | Total Amount *[Currency]* |
| Delivery to Niue CIP, ICC 2020 | *[unit price]* | *[quantity]* | *[total amount]* |
| Delivery to Niue, (alternative Incoterm, please specify) | *[unit price]* | *[quantity]* | *[total amount]* |
| **Total Other costs** | | | *[Total]* |

|  |  |
| --- | --- |
| Total amount |  |
| 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]* |