# Section IV. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 A: Breakdown of Remuneration: Design Services, including Appendix A "Financial Negotiations."

B: Breakdown of Remuneration: Project Execution Supervision Services, including Appendix A "Financial Negotiations."

**NOTE:**

{Consultants to note that a ***separate*** financial proposal should be prepared for each phase (i.e Phase 1 and Phase 2) and, in FIN-1, there should be clearly indicated ***separate*** price for each phase and a ***combined*** total for the two phases.}.

**FORM FIN-1**
**Financial Proposal Submission Form**

{Location, Date}

To: **Divisional Engineer ES E/M, PAA, Allama Iqbal International Airport, Lahore**

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Planning, Designing And Project Execution Supervision For Replacement of Fire Fighting System At AIIAP Lahore** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is:

- **For Phase I – Planning and Design services**, for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *Excluding of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

- **For Phase II – Project Execution Supervision**, for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *Excluding of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

The total of our financial proposal for the two stages of services is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert "excluding"] of all indirect local taxes in accordance with ITC 25.1 in the Data Sheet

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until *[insert day, month and year in accordance with ITC 12.1].*

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
| --- | --- | --- |
| ____________________ | ____________________ | ____________________ |
| ____________________ | ____________________ | ____________________ |

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: ______________________________
Name and Title of Signatory: ________________________________________
In the capacity of: _________________________________________________
Address: _______________________________________________________
E-mail: _________________________

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

**Form FIN-2Summary of Costs**

| **Item** | **Cost** | | | |
|---|---|---|---|---|
| | {Consultant must state the proposed Costs in accordance with Clause **16.4 of the Data Sheet**; delete columns which are not used} | | | |
| | *{Insert Foreign Currency # 1}* | *{Insert Foreign Currency # 2, if used}* | *{Insert Foreign Currency # 3,if used}* | *{Insert Local Currency, if used and/or required (16.4* |
| **Cost of the Financial Proposal** | | | | |
| Including: | | | | |
| (1) **Remuneration for Phase I** | | | | |
| Sub-Total for Phase I | | | | |
| (2) **Remuneration for Phase II** | | | | |
| Sub-Total for Phase II | | | | |
| **Total Cost of the Financial Proposal:** {Should match the amount in Form FIN-1} | | | | |
| **Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded** | | | | |
| {insert type of tax. e.g., VAT or sales tax on services} | | | | |
| Total Estimate for Indirect Local Tax: | | | | |

**Footnote: Payments will be made in the currency (ies) expressed above (Reference to ITC 16.4).**

**FORM FIN-3A BREAKDOWN OF REMUNERATION**
**PHASE I**

[Information to be provided in this Form for Phase I shall only be used to demonstrate the basis for the calculation of the ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Procuring Agency. This Form shall not be used as a basis for payments under Phase I.]

**A. Remuneration: PHASE I**

| No. | Name | Position (as in TECH-6) | Person-month Remuneration Rate | Time Input in Person/Month (from TECH-6) | *{Currency # 1- as in FIN-2}* | *{Currency # 2- as in FIN-2}* | *{Currency# 3- as in FIN-2}* | *{Local Currency- as in FIN-2}* |
|---|---|---|---|---|---|---|---|---|
| | **Key Experts** | | | | | | | |
| K-1 | | | [*Home*] | | | | | |
| | | | [*Field*] | | | | | |
| K-2 | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | **Non-Key Experts** | | | | | | | |
| N-1 | | | [*Home*] | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| N-2 | | | [*Field*] | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Total Costs | | | | |

**FORM FIN-3B BREAKDOWN OF REMUNERATION**
**PHASE II**

| **B. Remuneration: <u>PHASE II</u>** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No.** | **Name** | **Position (as in TECH-6)** | **Person-month Remuneration Rate** | **Time Input in Person/Month** (from TECH-6) | *{Currency # 1- as in FIN-2}* | *{Currency # 2- as in FIN-2}* | *{Currency# 3- as in FIN-2}* | *{Local Currency- as in FIN-2}* |
| | **Key Experts** | | | | | | | |
| K-1 | | | [*Home*] | | | | | |
| | | | [*Field*] | | | | | |
| K-2 | | | | | | | | |
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|---|---|---|---|---|---|---|---|---|
| | **Non-Key Experts** | | | | | | | |
| N-1 | | | [*Home*] | | | | | |
| N-2 | | | [*Field*] | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Total Costs | | | | |

**Sample Form**

Consultant: Country:
Assignment: Date:

**Consultant's Representations Regarding Costs and Charges**

We hereby confirm that:

(a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts.

(b) attached are true copies of the latest pay slips of the Experts listed.

(c) the away- from-home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed.

(d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and

________________________________________

[Name of Consultant]

________________________________________ ________________________

Signature of Authorized Representative Date

Name: __________________________________

Title: ___________________________________

**Consultant's Representations Regarding Costs and Charges**
**(Model Form I)**

(Expressed in {insert name of currency*})

| Personnel | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| Name | Position | Basic Remuneration Rate per Working Month/Day/Year | Social Charges[1] | Overhead[1] | Subtotal | Profit[2] | Away from Home Office Allowance | Proposed Fixed Rate per Working Month/Day/Hour | Proposed Fixed Rate per Working Month/Day/Hour[1] |
| Home Office | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Procuring Agency's Country | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

{* If more than one currency is used, use additional table(s), one for each currency}
1. Expressed as percentage of 1,
2. Expressed as percentage of 4

## 1. : Proposal Security Form

To: Pakistan Airports Authority

Whereas *[name of the Consultant]* (hereinafter called "the Consultant/Service Provider) has submitted its proposal dated *[date of submission of Proposal]* for the provision of *[name and/or description of the consultancy services]* (hereinafter called "the proposal").

KNOW ALL PEOPLE by these presents that WE *[name of Financial Institution]* of *[name of country]*, having our registered office at *[address of Financial Institution]* (hereinafter called "the Bank"), are bound unto *[name of PA]* (hereinafter called "the Procuring Agency") in the sum of *[amount]* for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of ____________ 20____.

THE CONDITIONS of this obligation are:

1. If the Proposal

   (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;

   (b) Disagreement to arithmetical correction made to the Proposal price; or

   (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: ……………………………….. in the capacity of …………………………..

signed

______________________________________

*[Signature of the Bank]*

**Dated on ………………………… day of ……………….. 20 ……**