## **ANNEX 4: FINANCIAL OFFER**

The Financial Proposal shall be submitted directly in the system only in the “**Commercial section**” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Proposal: USD**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. | Palau OEK - Website awareness & orientation  |  |
| 2. | FSM 2-day website awareness & orientation workshop |  |
| 3. | Website domain registration for all 7 websites and 2 shared landing pages as mentioned **under ‘context of the requirement’ see item 2** |  |
| 4. | Website design |  |
| 5. | Website development |  |
| 6. | Website deployment |  |
| 7. | Technical handover & website content management training for both OEK and FSM legislatures |  |
|  |  |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| Project Lead | day |  |  |  |
| Website Developer |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Proposal |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this Proposal and bind the company below in event that the Proposal is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text.  Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text. |