Annex 4: Financial Offer Form

The Participant is required to submit the Financial Offer in an envelope separate from the rest of the offer as indicated in the Instruction to Participants.

The Financial Offer must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Offer. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Phase; the expected deliverables Τasks per phase can be found in the ToR**

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| --- | --- | --- | --- |
| TASKS **/ Phases (the full description of the phases and tanks are given in the ToR in Annex 5)** | **Main Outputs /** Deliverables | **Percentage of Total Price** | **Price USD****(Lump Sum, All Inclusive)** |
| **Work-package A: Development of the Drin SAP investment plan**  |  |  |
| **A1: Desktop research and communication with beneficiaries for the preliminary identification of the approach to develop the Drin SAP investment plan as well as the identification of information gaps** | A1: Inception report summarizing the: (i) information collected through the desk study and (ii) the approaches/methods to develop the Drin SAP costing framework and investment plan. The report should contain in Annexes: (i) evidences of information collected through task A1 (ii) information gaps with minimum set of input data required for cost estimates; (iii) work plan. |  |  |
| **A2: Refining the costing approach and bridging the information gaps** | A2: Refined Methodology to assess the cost of the Drin SAP actions. The report should contain mission findings and in Annexes: (i) cost assessment methods to be used for each of the Drin SAP actions; (ii) minutes of the meetings (MoMs) from missions.  |  |  |
| **A3: Development of the Drin SAP costing framework and investment plan and of supported documentation** | A3: Drin SAP financing framework and Draft Drin SAP investment plan as described in task A3 for commenting purposes.A3a: Final Drin SAP investment plan where comments are fully addressed. |  |  |
| **Work-package B: Development of four (one per Riparian) full project proposals on the priority actions identified** |  |  |
| **B1: Desk studies on the priority topics and planning of the scoping missions** | B1: Inception report with four brief consolidated reports summarizing information collected through the desk studies along with consultants’ work plan and mission preparation documents (separate for each Riparian). |  |  |
| **B2: Scoping missions and formulation of concept notes** | B2: Four concept notes as a result of the scoping missions. Materials from the mission (including respective MoMs) should be presented as Annexes. |  |  |
| **B3: Development of the four full project proposals (one per Riparian)** | B3: Four Draft full project proposal documents (one per Riparian, presented separately) as per requirements described in task B3 of the Methodology chapter of this ToR for commenting purposes.B3a: Final versions of the four full project proposal documents (one per Riparian, presented separately) where comments are fully addressed |  |  |

1. Cost Breakdown per phase:

The Participants are requested to provide the cost breakdown for each phase (see ToR) based on the following format. The Contracting Authority will use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

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| **Phases (the full description of the phases and tanks are given in the ToR in Annex 5)**  | **Remuneration per Unit of Time (e.g., day, month, etc.) or per Item** | **Number of Units/Items** | **No. of Personnel** | **Total**  |
| **A1** |  |  |  |  |
| **1. Personnel Services**  |  |  |  |  |
| 1a. Expertise 1  |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |
|  |
| **A2**  |  |
| **1. Personnel Services**  |  |  |  |  |
| 1a. Expertise 1  |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |
|  |
| **A3** |  |  |  |  |
| **1. Personnel Services**  |  |  |  |  |
| 1a. Expertise 1  |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |
|  |
| **B1** |  |  |  |  |
| **1. Personnel Services**  |  |  |  |  |
| 1a. Expertise 1  |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |
|  |
| **B2** |  |  |  |  |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |
| **B3** |
| **1. Personnel Services** |  |  |  |  |
| 1a. Expertise 1 |  |  |  |  |
| 1b. Expertise 2  |  |  |  |  |
| 1c. Expertise 3 |  |  |  |  |
| 1d.  |  |  |  |  |
| 1e.  |  |  |  |  |
| 2. Travel Costs  |  |  |  |  |
| 3. Daily Allowance  |  |  |  |  |
| 4. Communications  |  |  |  |  |
| 5. Printing Costs  |  |  |  |  |
| 6. Communication  |  |  |  |  |
| 7. Others  |  |  |  |  |