**University Meets Microfinance II**

**The final evaluation of University Meets Microfinance II (UMM).**

***Financial Proposal***

**Reference: UMM\_EVAL\_PP**

**Submission date:**

**Contacts**

Name:

Status:

Address:

Email:

Telephone:

Name:

Status:

Address:

Email:

Telephone:

**Contents**

*The Consultant is expected to apply the following guidelines. Positive Planet might reject any proposal submitted under another format. The Consultant is nevertheless granted to apply its own graphic charter.*

*The Consultant is expected to replace this page by an overview according to its Financial Proposal, including the page number.*

**Form A – Financial proposal submission form**

**Form B – Summary of Costs**

**Form C – Breakdown of Daily Fees**

**Form D – Breakdown of Reimbursable Costs**

**Form A – Financial proposal submission form**

*Date, place*

**Title of the tender:**

Dear Sir or Madam:

***Name of the consulting firm*** offers its professional services as consultant for the project: ***title of the project.***

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Technical Proposal. We are hereby submitting our Financial Proposal, in two separate file i.e. this Word format and the Excel Sheet including all the tables and formula.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal of 90 days.

Form B includes the substance of our Financial Proposal, and is inclusive of VAT and any other applicable taxes.

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

Yours sincerely,

*Responsible:*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of signatory*

*Position*

*Organization*

*Email*

Attachments: -

* Form B Summary of Costs
* Form C Breakdown of Daily Fees
* Form D Breakdown of Reimbursable Costs

**Form B – Summary of Costs**

|  |  |
| --- | --- |
| **TOTAL COSTS OF THE MISSION** | |
| **COMPONENTS** | **COSTS (EUR)** |
| Remunerations (C) | € |
| Reimbursable expenses (D) | € |
| **TOTAL C+ D** | € |

**Form C – Breakdown of Daily Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Number of days** | **Daily rate** | **Total (EUR)** |
|  |  |  | € | € |
|  |  |  | € | € |
|  |  |  | € | € |
|  |  |  | € | € |
|  |  |  | € | € |
|  |  |  | € | € |
| **TOTAL C** |  |  | € | € |

**Form D – Breakdown of Reimbursable Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Unit** | **Quantity** | **Unit price** | **Total (EUR)** |
| 1 | International travel |  |  |  |  |
| 1.1 |  |  |  |  | € |
| … |  |  |  |  | € |
| 2 | Daily allowance (accommodation, meals…) |  |  |  |  |
| 2.2 |  |  |  |  | € |
| … |  |  |  |  | € |
| N | Local travel |  |  |  |  |
| n |  |  |  |  | € |
| … |  |  |  |  | € |
|  | Other direct expenses |  |  |  |  |
| … |  |  |  |  | € |
| … |  |  |  |  | € |
|  | **TOTAL D** |  |  |  | € |