

Section 7: Financial Proposal Form

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal 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.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Vendor.

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

Ticketing Based Charges and Other Service and Transaction Fees	Weightage for each service (A)	Fixed Fee per transaction (IDR) (B)	Total (A)x(B) (IDR) (C)
a) TICKET ISSUANCE FEES (Including Cancellation and/or Re-issuance in the same Airline)			
• International Air Ticket	15		
• Domestic Air Ticket	45		
b) NON-TICKET BASED FEES AND OTHER SERVICE CHARGES:			
<u>Travel Document Service:</u>	3		
• <u>Government administrative formalities on Indonesian Dinas visa: Assisting*</u> to obtain visa within 15 working days.			
• <u>Foreign visas for travelling outside of Indonesia: Assisting*</u> to obtaining a visa within 5-15 working days and for Schengen visa within 15 working days.			
<u>Meet and Greet Arriving Services :</u>	1		

<ul style="list-style-type: none"> • Jakarta 			
<ul style="list-style-type: none"> • Other cities within Indonesia 			
UN Pouch (Diplomatic Valise):	2		
<ul style="list-style-type: none"> • Arranging the delivery of UN Pouch (e.g. serve as a courier, process custom clearance, and arrange shipment). 			
Rental of car and bus for particular events (INCLUDED DRIVER):	3		
<ul style="list-style-type: none"> • 4 doors car (specification refers to Toyota Innova minimum 2 years old or similar type) 			
<ul style="list-style-type: none"> • Minivan 			
<ul style="list-style-type: none"> • 15 seats bus 			
<ul style="list-style-type: none"> • 40 seats bus 			
Duty free facilities:	1		
<ul style="list-style-type: none"> • <u>Duty free card for purchasing of goods from Duty free shop and government ID card: Assisting*</u> in obtaining duty free card within 20 working days. 			
<ul style="list-style-type: none"> • <u>Duty free facility (PP-19) for project goods, office/staff duty free vehicle and personal effects. Assisting*</u> in obtaining PP-19 for project goods within 5 working days. The duty free facility for vehicle through Customs Office should be within 10 working days. 			
<ul style="list-style-type: none"> • <u>Car ownership certificate (STNK): Assisting*</u> in obtaining the certificate should be within 7 working days. 			
Hotel Arrangements and Cash Distributions:	30	Percentage of Fixed handling Fee of the total actual payment (%)	
<ul style="list-style-type: none"> • Arranging a hotel room 			
<ul style="list-style-type: none"> • Arranging a workshop 			
<ul style="list-style-type: none"> • Cash advance/ cash distribution (It's certain of amount to pay for activities in the 			

meeting eg.			
• Participant's DSA, printing, transport in remote are, etc)			
Total (IDR)			

- Note*:** UNDP prepares letters and documents, liaises with government offices and follows up while the Travel Agent serves as messenger to deliver those letters, follows up on its level and collects letters issued by the government offices.
- The Management fee shall cover all profits, overheads, and all associated costs for the ticket. As the Travel Agent will be passing any and all discounts given to them by the airline carriers to the UN Agency concerned.
- The Travel Agent shall handle all UN billing from its offices in Indonesia and all invoices shall be submitted and settled on monthly basis separately with each UN Agency in Indonesia.