**Annex 2b**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2) and to be submitted in a separate password protected file with a corresponding note)***

1. **Cost Breakdown per Deliverable (percentage)\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | **Deliverable 1**  Analytical report on the current situation with benchmarks in Kazakhstan is provided.  Stakeholder consultations 1 are conducted. | 25% |  |
| 2 | **Deliverable 2**  The list of benchmarks is provided.  The methodology for benchmarks estimation is approved.  Stakeholder consultations 2 are conducted. | 35% |
| 3 | **Deliverable 3**  The first draft of benchmarks is provided.  Stakeholder consultations 3 are conducted. |
| 4 | **Deliverable 4**  The revised benchmarks are provided.  Stakeholder consultations 4 are conducted. | 40% |
| 5 | **Deliverable 5**  The draft legal acts are provided.  Stakeholder consultations 5 are conducted. |
| 6 | **Deliverable 6**  The guide and methodology for updating benchmarks is provided.  Final report, summary for policy makers, a number of draft publications for publishing in mass and social media are provided |
|  | Total | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services (***including salary and implementation of works based on the TOR)* |  |  |  |  |
| * Climate policy specialists (Int.) * Specialists on data collection (Local) * Specialist on legal support (Local) |  |  | 2  3  1 |  |
| **II. Logistics Expenses\* (if applicable)**   * 4 round trips for 2 international experts * 1 round trip of 4 local experts |  |  |  |  |
| **III. Miscellaneous expenses (please describe, if applicable)** |  |  |  |  |
| **IV. Unplanned expenses** |  |  |  |  |
| **IV. VAT (if applicable, indicate amount of VAT only)** |  |  |  |  |
| **Total amount (indicate the total amount of the services including VAT, if it is applicable)** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

\*IMPORTANT: We ask you to separate all expenses related to the organization of travel (Article II) in a separate section. Due to the current situation related to the spread of coronavirus infection COVID-19 and the possible restriction of international travel to Kazakhstan and free movement in Kazakhstan, travel arrangements may be limited. In this case, the company must have all the necessary resources to conduct discussions/works/presentations online/remotely using digital technologies without any visits. If the situation described above occurs, the amount of the offer for travel arrangements will be deducted from the contract.

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)