Cover Page

**FINANCIAL PROPOSAL**

|  |  |
| --- | --- |
| **IC Service Description:** | Recruitment of National Consultant for the Development of a Legislative Instrument and Paralegal Guide for Legal Aid Delivery |
| **Procurement Ref. No.:** | UNDP.GHA.2021.348.IC |
| **Prepared by:** | [insert here] |
| **Nationality:** | [insert here] |
| **Date of Preparation:** | [insert here] |
| **Email:** | [insert here] |
| **Address:** | [insert here] |
| **Phone / Fax:** | [insert here] |

Cover Letter

To: Jelena Raketic

Deputy Resident Representative

United Nations Development Programme

Accra, Ghana

Dear Jelena:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [insert the description of the profession/activity for project/programme/office] for the lump-sum amount of [**insert the lump-sum amount in figures and words including the currency**] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **90 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

**Full Name:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**

**FINANCIAL PROPOSAL SUBMISSION FORM[[1]](#footnote-1)**

**Directions:**

1. The financial proposal shall specify a **lump-sum** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ghana Country Office will be obligated to pay to Prospect Individual Contractor (IC) upon Contract Award and successful completion of the consultancy assignment.**
2. **Do not** **include** any conditional statement(s) about your financial lump-sum amount and partial financial quotation is also not allowed.
3. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
4. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
5. **You must send your duly signed Financial proposal separately** from Technical Proposal through UNDP secured email [bids.gh@undp.org](mailto:xxxx@undp.org) in a **PDF FORMAT**

**I. BREAKDOWN OF COST BY COMPONENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost**  **(Rate)** | **Quantity**  **(No. of days)** | **Total**  **(in GHS)** |
| **Personnel Costs** |  |  |  |
| Professional Fees |  | 20 Days |  |
| Life Insurance [if you find it applicable] |  |  |  |
| Medical Insurance [if you find it applicable] |  |  |  |
| Communications [if you find it applicable] |  |  |  |
| Land Transportation [if you find it applicable] |  |  |  |
| Others [pls. specify] |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Travel Expenses to Join duty station** |  |  |  |
| Round Trip Airfares to and from duty station [if you find it applicable] | N/A |  |  |
| Living Allowance [if you find it applicable] | N/A |  |  |
| Travel Insurance [if you find it applicable] | N/A |  |  |
| Terminal Expenses [if you find it applicable] | N/A |  |  |
| Others [pls. specify] | N/A |  |  |
|  |  |  |  |
|  |  |  |  |
| **Duty Travel** |  |  |  |
| Round Trip Airfares [if you find it applicable] | N/A |  |  |
| Living Allowance [if you find it applicable] | N/A |  |  |
| Travel Insurance [if you find it applicable] | N/A |  |  |
| Terminal Expenses [if you find it applicable] | N/A |  |  |
| Others [pls. specify] | N/A |  |  |
|  |  |  |  |
|  |  |  |  |
| **All-inclusive Lump-sum Contract Amount** |  |  |  |

***\*The above format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.***

***\*Travel expenses including all travel to join duty station/repatriation travel. Travel costs exceeding those of an economy class ticket are not covered by UNDP.***

***\*Perdium /Living Allowance per day shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) Rates for* GHANA/ACCRA *as a DUTY STATION and other cities/towns if indicated expected place of travel. Please refer to the respective Monthly Circulars to determine daily rate for Accra and other cities/towns from the following link:***

**Amount in Words: [**Insert the total amount in words**]**

1. ***The Financial Proposal Submission Template must be used with No Conditional Statement*** [↑](#footnote-ref-1)