Financial Proposal Template

Assignment:

Proposal from:

Name of authorizing officer:

Offer valid until:

Signature & date

All quotes presented in US$

1. Cost breakdown by professional fees and travel expenses

Team member	Role in project	Daily rate		# of days	Total fees
Name 1		0		0	0
Name 2		0		0	0
Name 3		0		0	0
Name 4		0		0	0
…		0		0	0
…		0		0	0
Total professional fees					**0**

Travel items	Description	Item cost		# of items	Total travel expenses
Return flight		0		0	0
Daily subsistence allowance (DSA)		0		0	0
Other		0		0	0
…		0		0	0
…		0		0	0
Total travel expenses					**0**

TOTAL COST	**0**

2. Cost breakdown by project deliverables (based on the TOR)

(Note: the deliverables as specified in the TOR should be copied & pasted here)

Activity/milestone	Skill Sets assigned per activity/milestone	Name of resource	Time/days	Cost/day in USD	Line Cost USD	Total Cost USD	Delivery Date
Deliverable #1: xxxxxxxxxxxx							
Described in Annex B_TOR					0	$0.00	
					0		
					0		
					0		
					Total Deliverable:	$0.00	
Deliverable #2: xxxxxxxxxxxxxxxxxxxxxxxx							
Described in Annex B_TOR						$0.00	
					Total Deliverable:	$0.00	
Deliverable #3: xxxxxxxxxxxxxxxxxxxxxxxx							
Described in Annex B_TOR						$0.00	
					Total Deliverable:	$0.00	
Deliverable #XX – xxxxxxxxxxxxxxxxxxxxxxxx							
Described in Annex B_TOR						$0.00	
					Total Deliverable:	$0.00	
					Total Amount of Price Proposal	Total Cost USD/LTA Currency	
SUM of Cost components (Deliverables 1 to XX)						$0.00	

Note 1: Proposer is required to provide the itemized cost of the different tasks/activities/milestones that make up each Deliverable as well as to indicate the estimated effort (resources/rates) associated to each of them so UNICEF could have an idea of the level of effort and distribution of resources. However, Proposer is cautioned that payment terms are deliverable-based (within 30 days upon UNICEF's acceptance of each deliverable) and based on an all inclusive maximum fixed cost per deliverable. ■ The total cost of each Deliverable quoted by the vendor shall act as a maximum amount. Invoicing of deliverables is to be based on actual days worked by the Company within the maximum amount.
Note 2: This is a firm fixed all-inclusive (deliverable-based/time and material based engagement)
Note 3: Engagement duration : As per TOR.
Note 4: This proposal remains valid until xx-xx-xx date

Note 5: Travel language