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| **FINANCIAL PROPOSAL FORM** |
| **INUSTRIAL TRAINING PROGRAMME 2019-20** |
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| --- | --- |
| Name of Training Provider |  |
|  Sector*(Refer to Invitation Letter)* |  |
|  Name of Trade/Course*(Refer to Invitation Letter)* |  |

* Read the Instructions & Data Sheet carefully before completing the form.
* It is mandatory to use format provided by PSDF for preparation of Financial Proposal.
* If any required information is found missing in the forms or written elsewhere, no credit will be given while evaluating the relevant section.
* Proposal must be signed by Head of Organization or authorized person.
* Submission of missing documents after closing date is not allowed.
* Financial proposal form along with supporting document must be submitted in separate **Book Binding form.** Book binding refers to ring/tape binding or simple staple.
* Financial Proposal that do not comply with PSDF instructions will stand rejected.
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COVER LETTER FOR THE SUBMISSION OF FINANCIAL PROPOSAL

[*Firm letterhead*]

[*Date*]

Secretary Training Service Selection Committee

Industrial Training Programme 2019-20

Punjab Skills Development Fund,

21-A, H- Block, Dr Mateen Fatima Road, Gulberg II, Lahore

**Subject:** Financial Proposal for **Industrial Training Programme 2019-20**: [**Insert Trade/Course Name**]

Dear Sir,

We offer to provide the Training under the Scheme “**Industrial Training Programme 2019-20**” for the trade **[insert trade/Course name]** in accordance with our Technical Proposal.

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| **Description:** | **Amount in PKR** |
| Per trainee per month training cost in figures (*inclusive of all applicable Direct and Indirect Taxes)* |  |
| Per trainee per month training cost in words (*inclusive of all direct and Indirect Taxes)* |  |

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution. We understand that you are not bound to accept any or all Proposals you receive.

We remain,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Name and Title of Signatory]

**Financial Proposal**

**PART A: Cost Per Trade**

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| --- | --- | --- |
| **Code** | **Required Information** | **Response** |
| A.1 | Name of Trade / Course  |  |
| A.2 | Cost (per trainee per month) *(in figures)**exclusive of all applicable taxes* |  |
| A.3 | Cost(per trainee per month) *(in words)**exclusive of all applicable taxes* |  |
| A.4 | Is your organisation tax-exempt (Yes/No)? |  |
| A.5 | If answer to A.4 is Yes, attach valid tax exemption certificate issued by FBR. |  |
| A.6 | If answer to A.4 is No, then mention all applicable taxes and their respective rates  |  |
| A.7 | Bidding Cost (per trainee per month) *(in figures)**inclusive of all applicable Direct and Indirect Taxes*  |  |
| A.8 | Bidding Cost (per trainee per month) *(in words)**inclusive of all applicable Direct and Indirect Taxes* |  |

**Important:**

*The Financial Bids should cover all costs expected to be incurred for PSDF's project, other than the costs of stipend, uniform & bags, and testing fee (to be paid separately). Training Provider should quote the training cost while keeping in consideration the Terms of Reference for this project provided in the Bidding Document. PSDF assumes that the Training Provider has performed all the necessary working while calculating the costs, and the figures quoted herein are the outcome of intensive internal working keeping in view all aspects of this project. PSDF would consider the figures quoted in this proposal by the Training Provider as final and no revision will be allowed except at the discretion of PSDF.*

**PART B: Kindly provide the break-up of training costs for the following heads, exclusive of all applicable taxes.**

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| **Code** | **Required Information** | **Cost per trainee per month (PKR)** |
| B.1 | Trainers’ remuneration |  |
| B.2 | Consumable training materials |  |
| B.3 | Training Manual & stationery required for training |  |
| B.4 | Management & reporting costs |   |
| B.5 | Utilities & miscellaneous items |   |
| B.6 | Mobilization and Placement Costs |  |
| Other Costs *(Please specify) (per trainee per month)* |
| B.7 |  |  |
| B.8*(Sum of B.1 to B.7)* | Total Cost *(per trainee per month)* |  |
| Total cost per trainee per month (B.8) should be equal to per trainee per month cost quoted in A.2 and A.3. May add rows for additional heads of account, if required. |

**Signature**

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| **AUTHORIZED PERSON TO SUBMIT PROPOSAL** |
| **Signature** |  |
| **Name** |  |
| **Designation** |  |
| **Date** |  |