Section 5: FINANCIAL PROPOSAL

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| **Name of Organization** |  |
| **District Applying for** |  |
| **Name of Trade** |  |

SKILLS FOR MARKET LINKAGE-ROUND 2

* It is mandatory for Training Providers:
* To read the Instructions & Data Sheet carefully before completing the form.
* To use format provided by PSDF for preparation of the 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.
* Proposals not page numbered and signed by Head of Organisation or authorized person will be rejected.
* Submission of missing documents after closing date is not allowed.
* Proposals that do not comply with PSDF’s instructions will stand rejected.

**Note:**

**This form is to be completed and submitted to PSDF, along with required documents. Financial Proposals should be in a separate sealed envelope. There should be separate financial proposal for each trade and district in book binding form.**

COVER LETTER FOR THE SUBMISSION OF FINANCIAL PROPOSAL

[*Firm letterhead*]

[*Date*]

Procurement Department

Skills for Market Linkage- Round 2

Punjab Skills Development Fund,

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

Lahore, Pakistan

**Subject:** Financial Proposal of [**Insert Trade]** for the **[Insert District Name**]

Dear Sir,

We offer to provide the training under the Scheme **“Skills for Market Linkage-Round 2”** for the trade **[insert trade name]** and for the [**Insert District Name**] in accordance with our Technical Proposal.

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| **Description:** | **Amounts in PKR** |
| Bidding Cost: Training, Project Work, Market linkage (***Per Trainee Per Month***) in **figures** (*including all Applicable Direct & Indirect taxes)* |  |
| Bidding Cost: Training, Project Work, Market linkage (***Per Trainee Per Month***) in **Words** (*including all Applicable Direct & 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.

Yours sincerely,

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

Signature

[Name and Title of Signatory]

**Financial Proposal**

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)** |
| FA1 | Project Management Costs (including remuneration and other costs) *(per trainee per month)* |  |
| FA2 | Trainer(s) Cost *(per trainee per month)* |  |
| FA3 | Books / Manuals and Stationery *(per trainee per month)* |  |
| FA4 | Consumables *(per trainee per month)* |  |
| FA5 | Utilities Cost at Training Premises *(per trainee per month)* |  |
| FA6 | Mobilization Costs *(per trainee per month)* |  |
| FA7 | Production & Market Linkage Cost *(per trainee per month)* |  |
| FA8 | Other Costs (*Please Specify – per trainee per month*) |  |
| FA9  *(Sum of FA1 to FA8)* | Total Cost *(per trainee per month).* |  |
| **Total cost per trainee per month (FA9) should be equal to per trainee per month cost quoted in FB2.** | | |

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| **Code** | **Required Information** | **Response** |
| FB1 | Name of Trade and District |  |
| FB2 | Bidding Cost (per trainee per month) *(in Figures) from FA9*  *(Exclusive of Taxes)* |  |
| FB3 | Is your organisation tax-exempt (Yes/No)? |  |
| FB4 | If answer to FB3 is Yes, attach valid tax exemption certificate issued by FBR. |  |
| FB5 | If answer to FB3 is No, then mention all applicable taxes and their respective rates |  |
| FB6 | Bidding Cost (per trainee per month) *(in figures)*  *inclusive of all Applicable Direct and Indirect Taxes* |  |
| FB7 | 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. 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.*

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