

Skills for ICT Sector

**PART F- FINANCIAL PROPOSAL FORM**

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| **Name of Training Provider** |  |
| **Name of Trade**  ***(Refer to Letter of Invitation)*** |  |
| **Sector *(Refer to Letter of Invitation)*** |  |
| **District**  ***(Refer to Letter of Invitation)*** |  |
| **Cluster**  ***(Refer to Letter of Invitation)*** |  |

COVER LETTER FOR THE SUBMISSION OF FINANCIAL PROPOSAL

[*Firm letterhead*]

[*Date*]

Secretary Training Service Selection Committee

Skills for ICT Sector

Punjab Skills Development Fund,

21/A, H-Block, Dr Mateen Fatima Road,

Lahore, Pakistan

**Subject:** Financial Proposal in Response to Letter of Invitation No. [***Insert number***] in respect of Skills for ICT Sector : [**Insert Trade Name**]

Dear Sir,

We offer to provide the services under **Skills for ICT Sector for the trade of [insert trade name]** in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is for the sum of [***Insert amount(s) in words and figures***], and per trainee per month training cost (inclusive of all taxes) is Rs. =----------------- [Insert Amount in Words]

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, i.e. before the date indicated in the Data Sheet. No commissions or gratuities have been or are to be paid by us to any agent relating to this Proposal and Contract execution. We understand that you are not bound to accept any or all Proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and Title of Signatory:

**FINANCIAL PROPOSAL**

Kindly provide the **break-up of training costs** for the following heads, inclusive of all applicable taxes.

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| **Code** | **Required Information** | **Cost per trainee per month (PKR)** |
| FA1 | Trainer Remuneration |  |
| FA2 | Consumables Training Materials |  |
| FA3 | Trainee Manuals and Stationery |  |
| FA4 | Management and Reporting Costs |  |
| FA5 | Depreciation / Rentals of Machinery and Equipment |  |
| FA6 | Utilities & Miscellaneous items |  |
| FA7 | Post training support to trainees *(Placement)* |  |
| FA8*(Sum of FA1 to FA7)* | Total Cost |  |
| Total cost per trainee per month (FA8) should be equal to per trainee per month cost quoted in FB2 and FB3. | | |

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| **Testing & Certification Cost**  ***Only in case of International Certification (required for PSDF budgeting and will not be considered for payment. The payment will be made on the actual price paid to the certification body).*** | | | |
| Registration Cost  **(per trainee in £)** |  | Registration Cost  **(per trainee in PKR)** |  |
| Examination Cost  **(per trainee in £)** |  | Examination Cost  **(per trainee in PKR)** |  |

Testing & certification cost will not be considered while evaluating financial proposals. Due consideration will be given to those courses which have high placement outcomes internationally and locally. ***The training provider must demonstrate a one-pager description duly attached with the proposal indicating the previous student passed in the examination along with the placement both locally & internationally after this training in the past.***

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| **Code** | **Required Information** | **Response** |
| FB1 | Name of Trade |  |
| FB2 | Bidding Cost (per trainee per month) *(in Figures)*  *Inclusive of all Taxes* |  |
| FB3 | Bidding Cost (per trainee per month) *(in Words)*  *Inclusive of all 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 to the Training Provider). Training Provider should quote the cost while keeping in consideration the Terms of Reference for this project provided in the RFP 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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| **Declaration** | |
| Signature |  |
| Name |  |
| Designation |  |
| Date |  |