**Addendum 1 to RFP**

**No. 001/RFP/WCS-IP/BGR/VII/2024**

**for**

**Consulting Service for KfW EU Mid-term Review**

**Bidding Forms - Template**

# Section III. Qualification – Standard Forms

(templates available)

**Form 1– Declaration of Undertaking**

**Declaration of Undertaking**

|  |  |
| --- | --- |
| Reference name of the Application/Offer/Contract: | ("Contract")[[1]](#footnote-1) |
| To: | (**"Project Executing Agency"**) |

1. We recognise and accept that KfW only finances projects of the Project Executing Agency (“PEA”)[[2]](#footnote-2) subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:

2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;

2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;

2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU’s financial interests *(in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction)*;

2.4) having been subject, within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the PEA's country;

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank *(in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction)*; or

2.7) being guilty of misrepresentation in supplying the information required as condition to participation in this Tender Procedure.

1. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:

3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;

3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;

3.5) in the case of procurement of Works, Plant or Goods:

1. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
2. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;
3. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.
5. In the context of the Tender Process and performance of the corresponding Contract:

6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation[[3]](#footnote-3) (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

1. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an auditor appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on the spot checks and to ensure access to sites and the respective project.
2. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: In the capacity of:

Duly empowered to sign in the name and on behalf of[[4]](#footnote-4):

Signature: Dated:

**Appendix 1**

**Declaration of tax conformity – binding confirmation for legal persons**

**Name of company**

I hereby confirm with my signature that:

1. I am authorised to make this declaration on behalf of the above company;
2. the company properly pays all taxes in accordance with the tax laws of the country in which the company is domiciled;
3. the company is not currently nor has been in the past involved in any legal proceedings concerning the taxation of the company;
4. the company will duly pay taxes that may arise from the provision of contracted services;
5. all information and statements provided in advance are complete, accurate in terms of content and currently correct.

.............................. ................... .......................................................  
(Place) (Date) (Name of the consultant)

....................................................... (Signature(s))

**Appendix 1**

**Declaration of tax conformity – binding confirmation for natural persons**

I hereby confirm with my signature that:

1. I make this declaration in my name/on my own account;
2. I duly pay taxes that I am obliged to pay under the tax law of my country of residence;
3. I am not currently involved in tax law court proceedings, nor have I been in the past;
4. I will duly pay taxes that may arise from the provision of contracted services;
5. I have filled in all the information and statements of this confirmation in full, accurately in terms of content and that they are up to date at this time.

.............................. ................... .......................................................  
(Place) (Date) (Name of the person)

....................................................... (Signature)

Form 2 – Sample Declaration on Conflict of Interest

**Declaration on Conflict of Interest**

Project (name and country): \_\_\_\_\_\_\_\_\_\_\_

Tender Ref./ Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We *[insert the name of the Applicant]* hereby declare that we are an independent Consultant and neither we, nor any member of the JV of which we are member, nor any Sub-Consultant listed below have a conflict of interest as per ITC Section 5.

*[Insert the following text if the Application includes one or several Sub-Consultants, whose qualifications should be considered by the Purchaser in the pre-qualification process:*

“We request that the qualifications of the following Sub-Consultant(s) shall be considered by the Purchaser in the pre-qualification process,

*[List Sub-Consultants here]*

If short-listed, we undertake to submit a proposal that includes all of the above Sub-Consultants.”*]*

*[Signature of the authorised representative of the Applicant, designated in accordance with ITC 4.1]*

Form 3 – Sample Declaration of Association

**Declaration of Association**

Project (name and country): \_\_\_\_\_\_\_\_\_\_\_

Tender Ref./ Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby declare our intent to associate with the following firms for the purpose of forming a Joint Venture:

*[Insert the names of the other JV members here]*

*[Insert the name of the Lead Consultant]* shall be the Lead Consultant.

We hereby confirm that we have not associated with any other firms for the purposes of this assignment and that we will not submit an application separately from the firms listed above. Further, we understand that if a Consultant appears as an associate in more than one Application, all Applications in which the Consultant appears shall be disqualified.

In the event that this JV is awarded a Contract, we shall perform the services in the composition and in the form of cooperation described above.

*[Signature of the authorised representative of the Applicant, designated in accordance with ITC 4.1]*

Form 4 – Financial Capacity Statement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year1**  **<**specify**>**  **EUR** | **Year before last year <**specify**>**  **EUR** | **Last year <**specify**>**  **EUR** | **Average EUR2** |
| Annual turnover3 |  |  |  |  |
| Current assets4 |  |  |  |  |
| Current liabilities5 |  |  |  |  |
| Current ratio (current assets/current liabilities) | Not applicable | Not applicable | Not applicable |  |

Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table).

Natural persons without balance sheet shall provide appropriate information.

1 Last year = last accounting year for which the entity's accounts have been closed.

2 Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

3 The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

4 A balance sheet account, that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

5 A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

Form 5 – Project Experience

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref no: | Project title | |  | | | | | |
| Name of legal entity (declaring consultant) | Project  Country | Overall project value (EUR)\* | Proportion carried out by the legal entity (%)\* | Provided staff input (person months) | Name of client | Origin of funding | Dates (start/end) | Name of JV members, if any |
| … | … | … | … | … | … | … | … | … |
| Detailed description of project (background, objectives and main activities) | | | | | | Services provided by the legal entity for the project | | |
| … | | | | | | … | | |

\* If the overall project value refers to overall project cost inclusive of Consulting services please indicate the consulting fee separately. The portion carried out by the legal entity refers to that figure.

# Section IV. Technical Bid – Standard Forms

###### Checklist of Required Forms

|  |  |
| --- | --- |
| FORM | DESCRIPTION |
| TECH-1 | Technical Bid Submission Form – templates available  If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement. |
| TECH-2 | Not required (Declaration of Undertaking already supplied as Form 1) |
| TECH-3 | Comments or Suggestions on:  A - the Terms of Reference  B - Counterpart Staff and Facilities to be provided by the Employer. |
| TECH-4 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment |
| TECH-5 | Work Schedule (Tasks and Activities Bar Chart) – templates available |
| TECH-6 | Personnel Schedule (Bar Chart) and attached Curriculum Vitae (CV) – templates available |
| E/QUAL | Continued Eligibility and Qualification |

###### Form TECH-1

**Technical Bid Submission Form**

*[Location, Date]*

To: *[Name and address of Purchaser]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Bid and a Financial Bid sealed in a separate envelope.

*[If the Consultant is a joint venture, insert the following: “*We are submitting our Proposal in a joint venture between: *[Insert a list with full name and the legal address of each member, and indicate the lead member].*We have attached a copy *[insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “*the relevant information of the existing JV agreement*”]* signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture*.”*

*or*

*If the Consultant’s Proposal includes Sub-consultants, insert the following: “*We are submitting our Proposal with the following firms as Sub-consultants: *[Insert a list with full name and address of each Sub-consultant.”]*

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Purchaser.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in ITC 12.1.

(c) We have no conflict of interest in accordance with ITC 5.

(d) Except as stated in ITC 12.2, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 12.2 may lead to the termination of Contract negotiations.

(e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the Data Sheet Paragraph 32.3.

We understand that the Purchaser is not bound to accept any Proposal that the Purchaser receives.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

*[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

###### Form TECH-5

**(Indicative Format)**

**Work Schedule (Tasks and Activities Bar Chart)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Tasks** 1 **(T-..)** | **Months** 2 3 | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **.....** | **n** | **TOTAL** |
| **T-1** | *[e.g., Task #1: Report A* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *1) data collection* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *2) drafting* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *3) inception report* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *4) incorporating comments* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *5) .........................................* |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *6) delivery of final report to Purchaser]* |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T-2** | *[e.g., Task #2:...............]* |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1 List the tasks with the breakdown for activities, deliverables and other benchmarks such as the Purchaser’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in a form of a bar chart.

3 Include a legend, if necessary, to help read the chart.

###### Form TECH-6a

**Personnel Schedule (Bar Chart) (Indicative Format)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Name** | **Position** |  | **Months** 1 2 | | | | | | | | | | | **Total time-input** 3  **(in person-months)** | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **.....** | **n** | **Internat’l** | **National** | **Total** |
| **KEY EXPERTS** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **K-1** | *[e.g., Mr/Mrs. A]* | *[e.g., Team Leader]* | Home |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Field |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **K-2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **K-3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Subtotal:** | |  |  |  |
| **OTHER EXPERTS** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **E-1** |  |  | [*Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [*Field*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **E-2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Subtotal:** | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Total:** | |  |  |  |

1 Months are counted from the start of the assignment/mobilization.

2 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Purchaser’s country or any other country outside the expert’s country of residence.

3 The assignment of international and national staff shall be treated separately.

Full time input Part time input

###### Form TECH-6b

**(Continued)**

**CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Position Title and No.** | *[e.g., K-1, TEAM LEADER]* |
| **Name of Expert:** | *[Insert full name]* |
| **Date of Birth:** | *[day/month/year]* |
| **Country of Citizenship/Residence** |  |

**Education:** *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment record relevant to the assignment:** *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Employing organization and your title/position. Contact info for references | Country | Summary of activities performed relevant to the Assignment |
| *[e.g., May 2005-present]* | *[e.g., Ministry of ……, advisor/consultant to…*  *For references: Tel…………/ e-mail……; Mr/Mrs B, deputy minister]* |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language Skills (indicate only languages in which you can work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adequacy for the Assignment:**

|  |  |
| --- | --- |
| Detailed Tasks Assigned on Consultant’s Team of Experts: | Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
| *[List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)* |  |
|  |  |
|  |  |

# 

# Section V. Financial Bid - Standard Forms

*[Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section II.]*

FIN-1 Financial Bid - Submission Form – templates available

FIN-2 Financial Bid - Cost Breakdown – templates available

###### Form FIN-1

**Financial Proposal - Submission Form**

*[Location, Date]*

To: *[Name and address of Purchaser]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of *[Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures]*, *[Insert “excluding” as standard or “including”]* of all indirect local taxes in accordance with Clause 17.3 in the **Data Sheet***.* The estimated amount of local indirect taxes is *[Insert currency] [Insert amount in words and figures]* which shall be confirmed or adjusted, if needed, during negotiations. *[Please note that all amounts shall be the same as in Form FIN-2]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, as indicated in Clause 12.1 of the **Data Sheet**.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address Amount and Purpose of Commission

of Agents Currency or Gratuity

*[If no payments are made or promised, add the following statement: “*No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.*”]*

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached]*

###### Form FIN-2

**FINANCIAL PROPOSAL – COST BREAKDOWN**

**Model for Financial Proposal – Overall Cost Breakdown**

Basic Services

|  |  |
| --- | --- |
|  | **Sum in EUR** |
| **Total Package A - Lump sum services w/o options**  *[list services included in package as per* ***Data Sheet*** *17.1. and TOR]* |  |
| **Grand Total Package A … - Lump sum** |  |

Optional Services, Alternative Proposal

*[In case of services to be offered on an optional basis as per TOR the Consultant shall use the same cost breakdown structure shown above and below. The same applies if the Consultant wishes to propose an alternative proposal.]*

Duties and Taxes

*[In case the ITC requests the Bidder to offer services exclusive of taxes and duties, the bidder shall indicate the amount of taxes and duties applicable for the services.]*

|  |  |
| --- | --- |
| **Taxes and duties**  **Basic Services**  **Optional Services** |  |

**Summary Overview**

**1 - Package A - Lump Sum Services** (as per **Data Sheet** clause 16.1.and TOR)

|  |  |
| --- | --- |
| **SUMMARY\*** | **Sum in EUR** |
| 1. – Foreign staff cost |  |
| 2. – Local staff cost |  |
| 3. – Allowance and accommodation |  |
| Sub-Total – Staff cost |  |
| 4. - International travel costs |  |
| 5. – Local travel & transport cost |  |
| 6. – Project office |  |
| 7. – Reports and documents |  |
| Sub-Total Logistics and transport |  |
| **Total – Fees, transport and logistics** |  |
| 8. - Equipment cost\* |  |
| 9. - Miscellaneous cost\* |  |
| **Total – Other cost** |  |
| **Total Package A - Lump Sum Services** |  |

\*The cost overview presented for lump sum services shall only be used to demonstrate the basis for calculation of services and, if needed, for payments of possible additional services requested later. All items are remunerated on a lump-sum basis. In exceptional cases items 8 and/or 9 (Equipment, Miscellaneous cost) might be remunerated at actual cost, if explicitly specified in the ITC. The same applies for the lump sum services presented in the Detailed Cost Calculation below.

**Detailed Cost Calculation for Package *[to be specified]***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Foreign Staff Cost** | | **Unit** | | **No.** | **Unit Rate (EUR)** | **Amount (EUR)** |
| 1.1 Team Leader | month | | ... | |  |  |
| 1.2 NN | month | | ... | |  |  |
| 1.3 … | month | | … | |  |  |
| **Sub-total Foreign staff** | | | | | |  |
| **2. Local Staff Cost** (incl. allowances and accommodation, see explanation) | | | | | | |
| 2.1 NN | month | | ... | |  |  |
| 2.2 ... | month | | ... | |  |  |
| **Sub-total Local staff** | | | | | |  |
| **3. Allowance, Accommodation, Complementary Travel Costs for Foreign Staff** | | | | | | |
| 3.1 Allowance, accommodation - Long-term staff | | month | | ... |  |  |
| 3.2 Allowance, accommodation - Short-term staff | | month | | ... |  |  |
| **Sub-total Allowance and accommodation** | | | | | |  |
| **4. International Travel** | | | | | | |
| 4.1 International return flights | flight | | ... | |  |  |
| 4.2 Complementary travel costs | flight | | … | |  |  |
| 4.3 …. other international flights | flight | | … | |  |  |
| **Sub-Total International flights** | | | | | |  |
| **5. Local Travel & Transport Cost** | | | | | | |
| 5.1 Vehicle lease/rent or use of own vehicles | month | | ... | |  |  |
| 5.2 Vehicle O&M incl. driver, assurance, repairs | month | | ... | |  |  |
| 5.3 Other local transport (short-term, peak) | day | | … | |  |  |
| 5.4 Local flights | flight | | ... | |  |  |
| **Sub-total Local transport** | | | | | |  |
| **6. Project Office** | | | | | | |
| 6.1 Office rent | month | | ... | |  |  |
| 6.2 Office operation | month | | ... | |  |  |
| **Sub-total Project office** | | | | | |  |
| **7. Reports and Documents** | | | | | | |
| 7.1 ... (Type of reports/documents to be stated) | | /doc | | ... |  |  |
| 7.2 ... | ... | | ... | |  |  |
| **Sub-total Reports and documents** | | | | | |  |
| **8. Equipment** | | | | | | |
| 8.1.Office equipment | … | | … | |  |  |
| 8.2 Project vehicles |  | |  | |  |  |
| 8.2 Other. equip. to be handed over/consumed | ... | | ... | |  |  |
| **Sub-Total Total Equipment** | | | | | |  |
| **9. Miscellaneous Items** | | | | | | |
| 9.1 Other miscellaneous items/services | … | |  | |  |  |
| 9.2 Contingencies | … | | … | |  |  |
| **Sub-Total Total Miscellaneous items/services** | | | | | |  |

\* To be submitted separately for each package. It shall not be used as basis for payment of lump sum services. Otherwise see explanation in the Summary Overview sheet

1. Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW’s “*Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries”*. [↑](#footnote-ref-1)
2. The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services. [↑](#footnote-ref-2)
3. In case ILO conventions have not been fully ratified or implemented in the Employer’s country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker’s organisations and e) non-discrimination. [↑](#footnote-ref-3)
4. In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder. [↑](#footnote-ref-4)