

**REQUEST FOR PROPOSAL
FOR
SELECTION OF CONSULTANT FOR
PREPARATION
OF PROJECT FORMULATION REPORT
FOR
SETTING UP OF STATE-OF-THE-ART GENERAL
HOSPITAL
IN
NAY PYI TAW, MYANMAR**

RFP No.: PPF/GO-MYN/13

Issued on: September 19, 2018

LETTER OF INVITATION

The Export-Import Bank of India [hereafter Exim Bank, or the Bank], on behalf of the Government of India [GOI], extends from time to time, concessional credit facilities under the Indian Development and Economic Assistance Scheme [IDEAS] to overseas governments/ their nominated agencies in developing countries for financing projects involving procurement of goods, civil works, consulting and non-consulting services to be contracted to Indian entities.

The Bank has, with support of the Government of India, set up a Project Preparatory Facility [PPF] to provide free of cost consultancy support to the partner countries in the preparatory phase of project formulation and design. Such projects shall then be considered by the competent authority for possible financing under the LOCs. Applicants are advised to refer to the Circular dated January 15, 2018 for the Project Preparation Facility (PPF) for the Government of India Lines of Credit issued by Development Partnership Administration – I Division, Ministry of External Affairs, Government of India, a copy of which is available on Exim Bank's website: www.eximbankindia.in.

In pursuance to the above, the Bank invites applications from Indian Consultancy Firms, under the Healthcare and Construction Sector, for preparation of project formulation report for the following project in Myanmar:

Setting up of state-of-the-art General Hospital in Nay Pyi Taw, Myanmar.

The Consultant shall be selected under the Quality and Cost Based Selection [QCBS] method as per the provisions of the RFP Document.

Completed Applications in accordance with the provisions of the Application Document should be delivered physically by 15:00 hours on October 03, 2018 at the following, address:

**Ms. Amita Dang
Asst. General Manager
Export-Import Bank of India
Office Block, Tower 1, 7th Floor
Adjacent Ring Road
Kidwai Nagar (East)
New Delhi – 110 023 Tel : +91 11-2460 7700
Fax : +91 11-2332 1719
Email: eximloc@eximbankindia.in**

This Application Document [AD] consists of the following Parts:

Part I. Instructions to Applicants [ITA]

This Part provides information to the Applicants in preparing and submitting their Application and the procedures for this selection process.

Part II. Terms of Reference

This Part includes a summary description and other data for the preparation of a project formulation report for the prospective project proposal to be examined for further processing under the IDEAS Guidelines issued by the Department of Economic Affairs, Ministry of Finance, Government of India, vide its circular dated December 7, 2015.

Part III. Forms

This Part includes the Application Submission Form and other forms required to be submitted with the Application.

Contents

RFP Document for Selection of Consultant

Part I	Instruction to Applicants [ITA]	5 – 9
Part II	Terms of Reference	10 – 11
Part III	Forms	12 – 24

Part I. Instructions to Applicants [ITA]

1. Background

- 1.1. The Export-Import Bank of India [hereafter Exim Bank, or the Bank], on behalf of the Government of India [GOI], extends from time to time, concessional credit facilities under the Indian Development and Economic Assistance Scheme [IDEAS] to overseas governments/ their nominated agencies in developing countries for financing projects involving procurement of goods, civil works, consulting and non-consulting services to be contracted to Indian entities.
- 1.2. The first step in the LOC process is the submission of a project proposal by the requesting government in the form of a pre-feasibility study/ feasibility study or a Detailed Project Report [DPR]. However, if the report is not ready, then an outline project proposal, indicating estimated project cost, start up and expected completion dates must be submitted. In the case of goods and services exports, details regarding the product, the quantity required and the cost are to be indicated. The outline/ feasibility report/ DPR should include the sourcing process from India, which provides adequate opportunity for Indian companies to participate in the procurement process. The project should entail minimum requirement of sourcing from India of goods and services of 75% of contract value.
- 1.3. At times, the requesting governments may not have the required resources readily available to identify a need, conceive a project and prepare a proper project proposal, and assistance may be needed for preparing such a proposal.
- 1.4. Exim Bank, with the support of the Government of India, has accordingly set up a Project Preparation Facility [PPF] to expeditiously provide free-of-cost Indian consultancy support to requesting governments in the preparatory phase of project formulation and design.
- 1.5. Based on the requirements of the specific request from the government of the country, Exim Bank, will seek proposals for the preparation of the desired study/report from Indian consultancy firms. The firms will be evaluated based on Quality and Cost Based Selection [QCBS] process.

2. Eligibility of Applicants

- 2.1. RFP exercise is open to only Indian Applicants. An Applicant shall be deemed to be Indian if the Applicant is constituted, incorporated or registered in, and operates in accordance with the provisions of the laws of India, as evidenced by its articles of incorporation and its registration documents, as the case may be.

3. Preparation, Submission and Opening of Applications

- 3.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- 3.2. The Application should be submitted in English.
- 3.3. The Application shall comprise the following:
 - a) Application Submission Form, in accordance with the forms provided in

Part III;

- b) Technical proposal; and
- c) Financial proposal;

3.4. The Technical Proposal shall provide the following information:

- a) A brief description of the Applicant's organization along with details of experience of assignments which are similar to the proposed assignment as per the terms of reference.
- b) A description of the approach, methodology and work plan for performing the Assignment covering the following sections: technical approach and methodology, work plan, and organization and staffing.
- c) Relevant experience of the Key Personnel.
- d) Team composition along with a confirmation that the said personnel shall be available for assignment.
- e) Work Schedule [including expected commencement day, draft submission, etc.]
- f) In addition to these, the Consultants may add sections as may be felt necessary.

3.5. The Financial Proposal shall be submitted in accordance with the forms provided in **Part III**. The Consultant's total contract amount shall be fixed lump sum including fee and all reimbursable costs and taxes. The amount should be quoted in Indian Rupees only inclusive of all taxes. Payments will be made in Indian rupees only and on submission of the final report to the requesting government and their acceptance thereof. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

3.6. Both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.

3.7. The original Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" followed by the name of the Assignment. Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the Assignment. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.

3.8. The outer envelope shall bear the name of the Assignment for which the proposal is submitted along with the submission address and clearly marked as "**CONFIDENTIAL**".

3.9. Exim Bank shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

3.10. The application must be received by the due date and time indicated in the Letter of Invitation. Applications received after the deadline for submission of

applications shall not be admissible, and if received, shall be returned unopened to the Applicant.

4. Opening of proposals

- 4.1. The Bank shall open all Applications at **1530 hrs** on **October 03, 2018** at the Bank's address as mentioned in the Letter of Invitation. Applicants' representatives may be present during opening.

5. Procedures for Evaluation of Applications

- 5.1. Information relating to the Applications, their evaluation and result shall be confidential and will not be disclosed to Applicants or any other person[s] not officially concerned with the qualification process until the official notification of issuance of Letter of Intent is made in accordance with **ITA 6.6**.
- 5.2. During the evaluation of Applications, in case of ambiguity, the Bank may, at its discretion, ask an Applicant for a clarification of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Bank and all clarifications from the Applicant shall be in writing. Any clarification submitted by an Applicant that is not in response to a request by the Bank may not be considered.
- 5.3. If an Applicant does not provide [within the time allowed] clarifications and/or documents requested as per the Bank's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
- 5.4. The Bank shall use the criteria and requirements defined in **ITA 6.1 to 6.5** to evaluate the Applications, and no other methods, criteria, or requirements shall be used. The Bank reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.

6. Scoring Methodology and Evaluation Criteria

- 6.1. **Technical Evaluation:** The Technical Evaluation places emphasis on the degree of confidence the Evaluation Team has in the content of the technical proposal and the capability of the Applicant to deliver the outputs effectively. The technical proposals shall be opened first and evaluated as per criteria given below:

No.	Eligibility Criteria	Marks	Sub-Division of Marks
1	Relevant Experience of the applicant firm	20	The marks shall be awarded for number of similar assignments undertaken by the applicant firm in India during the last 7 years in the following manner: ≥ 4 = 100% 3 to 4 = 80% 1 to 2 = 50%
2	Proposed	30	Evaluation would be based on the

	methodology and work plan with reference to scope of work		demonstration of understanding of the assignment's terms and deliverables, quality of submission and proposed method to deliver the assignment
3	Relevant Experience of the Key Personnel – Team Leader	50	<p>(i) 20% of the maximum marks shall be awarded for academic and professional qualification of the team leader.</p> <p>(ii) 40% of the maximum marks shall be awarded for total cumulative work experience of the team leader in similar field in the following manner:</p> <p style="text-align: center;"> ≥ 15 years = 100% 10 to 14 = 75% 5 to 9 years = 50% ≤ 4 = 25% </p> <p>(iii) 30% of the maximum marks shall be awarded for number of projects / studies of similar nature undertaken as team leader during the last 7 years in the following manner</p> <p style="text-align: center;"> ≥ 10 = 100% 7 to 9 = 75% 4 to 6 = 50% ≤ 3 = 25% </p> <p>(iv) 10% of the maximum marks shall be awarded for undertaking at least 01 foreign assignments of similar nature by the team leader during the last 7 years of employment with the Applicant.</p>

6.2. **Financial Evaluation:** All financial proposals shall be graded on a scale of 1 - 100 with the lowest financial proposal getting highest marks. The marks of the financial proposals will be calculated proportionately as illustrated in the following example.

Example: if three proposals of the amount x, y and z have been received, and x is the lowest proposal, then x is to be given 100 marks. The marks to be given to other proposals will be: Marks of y=100x/y and Marks of z=100x/z.

6.3. The total score shall be obtained by adding the technical and financial scores. Thus, the technical and financial proposals would get 80:20 weightage, respectively. The formula shall be:

$$\text{Total Score} = \text{Technical Score} \times 0.8 + \text{Financial Score} \times 0.2$$

6.4. The applicant scoring highest total score shall be successful applicant.

6.5. In case two applicants score equal marks after final evaluation, the applicant offering lower financial proposal shall be declared successful.

- 6.6. Exim Bank shall issue a Letter of Intent to the selected Applicant and notify all other Applicants by email/letter who have submitted proposals about the decision taken. The Successful Applicant will sign the contract within 5 days of receiving the Letter of Intent and is expected to commence the assignment soon thereafter.
- 6.7. Exim Bank reserves the right to accept or reject any Application, and to annul the process and reject all Applications at any time, without thereby incurring any liability to the Applicants.
7. The assignments shall be completed by the Successful Applicant **within 30 days from the date of Commencement of the Assignment.**

PART II. TERMS OF REFERENCE

1. Background

- 1.1. Myanmar is a country with an area of 680,000 km² (1.8 times of Japan) surrounded by Thailand, Laos, China, India, and Bangladesh, with a population of approximately 51,000,000. The medical facilities and services in Myanmar are limited.
- 1.2. Myanmar transitioned to a civilian government in March, 2011. Although the democratic process has accelerated since then, many problems in the field of healthcare still exist. Since there is a limited overview on the healthcare in Myanmar.
- 1.3. Government of Myanmar now intends to establish a state-of-the-art general hospital in Nay Pyi Taw, Myanmar.
- 1.4. Further, the implementation of this project is also expected to attract medical tourism in the country.

2. Project Objective

- 2.1. Preliminary analysis of healthcare needs of Myanmar;
- 2.2. To determine feasibility of establishing a general hospital in Nay Pyi Taw, Myanmar;
- 2.3. To determine approximate area/land required for the hospital along with number and types of buildings and relevant infrastructure (Reception Area, General wards, Specialized Wards, Administrative Block, Operation theaters, laboratories, ICUs etc.) along with estimated cost with break-up;
- 2.4. To determine the equipment requirement in various departments and human resources requirements at various level and the possible sourcing can be done along with estimated cost with break-up;
- 2.5. To suggest models for the financing of hospital (infrastructure and equipment etc.);
- 2.6. In case the proposed project is considered for financing under a Government of India supported Line of Credit, assessment of meeting minimum stipulated condition of 75% Indian content to be provided;
- 2.7. Include an operation and maintenance plan for the project by an Indian entity after its establishment;
- 2.8. Include models for waste management; and
- 2.9. To include possible upgradation(s)/expansion(s) /development of hospital in future stages

3. Project description

3.1 The proposed hospital in Nay Pyi Taw is to be equipped with advanced medical technology providing 24 hour non-stop services with adequate patient safety and have atleast the following departments/facilities:-

- (i) Outpatient Department (OPD)
- (ii) Emergency Department
- (iii) Oncology Department including Radiation and Medical Oncology.
- (iv) Department of General Medicine
- (v) Department of General Surgery
- (vi) Department of Obstetrics and Gynaecology
- (vii) Department of Paediatrics
- (viii) Department of Orthopaedics and Trauma Care
- (ix) Department of Anaesthesiology
- (x) Diagnostic imaging unit
- (xi) Clinical laboratory Department
- (xii) Department of Physical Medicine and Rehabilitation
- (xiii) Department of Otorhinolaryngology
- (xiv) Department of Ophthalmology
- (xv) Administration Department

- General Wards – Number of beds per room shall be less than or equal to 4.
- Others – Central Sterilization and service room, lecture room, mechanical rooms, morgue etc.

4. Nodal Government Agency

Prof Dr Thet Khaing Win,
 Permanent Secretary
 Ministry of Health & Sports
 Government of the Republic of the Union of Myanmar
 Tel No. +95 973188091
 Email: thetkhine.drthetkhine.win8@gmail.com

PART III: FORMS

APPLICATION SUBMISSION FORM

Date: *[insert day, month, and year]*

To: ***Export-Import Bank of India***

We, the undersigned, apply for appointment as the consultant for the assignment for preparation of Project formulation reports for _____ Projects in _____ [insert country] as per the RFP document dated _____, 2018 and declare that:

- (a) We have examined and have no reservations to the RFP document.
- (b) We meet the eligibility requirements as stated in the RFP document;
- (c) We confirm that all personnel named in the application will be available to undertake the assignment.
- (d) We confirm that we have not defaulted in any loan to any Bank/FI and our account has not been classified as Non-Performing Asset (NPA) with any Bank/FI. We further confirm that none of our companies/promoters/directors/partners appear in RBI Caution List, RBI Willful Defaulter List (Suit filed as well as non-suit filed) and CIBIL Defaulter List, updated from time to time. On being included in any of the above lists, we shall immediately inform Exim Bank on the inclusion and reason for inclusion thereof;
- (e) We understand that you may cancel the selection process at any time and that you are not bound to accept any Application that you may receive without incurring any liability to the Applicants.
- (f) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief. We understand that misrepresentation of facts in our Application and contravention to any of the terms and conditions of RFP may lead to rejection of our Application.
- (g) I confirm that I have the authority of [name of organisation] to submit this application and to clarify any details on its behalf.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]* Name
[insert full name of person(s) signing the Application]

In the capacity of *[insert capacity of person(s) signing the Application]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

Technical Proposal – Standard Forms

CHECKLIST OF REQUIRED FORMS

Required, (√)	FORM	DESCRIPTION
√	TECH-1	Technical Proposal Submission Form.
√	Power of Attorney	A Power of attorney for the authorized representative of the Applicant
√	TECH-2	Consultant's Organization.
√	TECH-3	Suggestions on Counterpart Staff and Facilities to be provided by the Client.
√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
√	TECH-5	Work Schedule and Planning for Deliverables
√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Consultant who signs the Proposal.

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

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. [Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope".

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in association/as a consortium/as a joint venture with: {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, "of the 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.

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 Client and/or may be sanctioned by the Exim Bank.
- (b) Our Proposal shall be valid and remain binding upon us for the period of 90 days.
- (c) We meet the eligibility requirements as stated in ITA 2.
- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force.
- (e) We undertake to sign a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts may lead to the termination of Contract.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (g) We are / are not under sanction by any Multilateral Development Agency such as the World Bank, ADB, AfDB, etc., or any government or its entities for any action of corruption and fraud. [If under sanction, please provide details including date of start of sanction and duration].

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 ITA.

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

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-2

CONSULTANT'S ORGANIZATION

Form TECH-2: a brief description of the Consultant's organization In the case of a joint venture, a brief description of each of the JV members' organization.

A - Consultant's Organization

{1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.}

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference}

B - On Counterpart Staff and Facilities

{Include comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.** *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- b) **Work Plan.** *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*
- c) **Organization and Staffing.** *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

FORM TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-...)	Months											
		1	2	3	4	5	6	7	8	9		TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Client}												
D-2	{e.g., Deliverable #2:.....}												

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client'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-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	<i>{e.g., K-1, TEAM LEADER}</i>
Name of Expert:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
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 information 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. _____]		

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}	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date
Representative of the Consultant
(the same who signs the Proposal)

Signature

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Exim Bank

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated September __, 2018 and our Technical Proposal. We are hereby submitting our Financial Proposal, in a separate envelope.

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 of 90 days.

Annex A includes the substance of our Financial Proposal, and **is inclusive of all taxes including GST.**

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

Yours sincerely,

[*Authorized signature(s)*]

Name and Title of

Signatory Name of Firm

Address

Attachments:

- I. Annex A Summary of Costs
- II. Annex B Breakdown of Daily Fees
- III. Annex C Breakdown of Reimbursable Costs

SUMMARY OF COSTS

Provide a **Summary of Costs** per the following format:

TOTAL PROJECT COST	
COST COMPONENT	COST
Remuneration -	
Reimbursable Expenses	
Taxes	
TOTAL*	

* THE TOTAL COSTS ARE INCLUSIVE OF ALL TAXES, DUTIES, FEES AND OTHER IMPOSITIONS.

BREAKDOWN OF DAILY FEES

Provide a **Breakdown of Daily Fees** per the following format:

REMUNERATION

Names	Position	Number of days	Daily Fees	Total
<i>List of Key Personnel represented in the Technical Proposal</i> <i>Other functional/ Labor category relevant to the assignment</i>				
TOTAL				

DAILY FEES SHOULD BE INCLUSIVE OF ALL FRINGE BENEFITS, APPLICABLE TAXES AND OTHER COSTS

BREAKDOWN OF REIMBURSABLE COSTS

Provide a **Breakdown of Reimbursable Costs** per the following format:

REIMBURSABLE EXPENSES

Item No.	Description	Quantity	Unit Price	Total Amount
1	International travel:			
2	- Airfare			
3	- Hotel			
3	- Meals and Incidentals			
4	Local Travel:			
5	- Ground transportation			
6	- Other local travel cost			
	Communication Expenses			
	Other Direct Expenses			
	- (Provide detail as applicable)			
	TOTAL			

REIMBURSABLE EXPENSES SHALL BE LIMITED TO REASONABLE, ALLOWABLE AND NECESSARY COSTS TO UNDERTAKE THE SERVICES DEFINED IN THE TERMS OF REFERENCE AND SHOULD BE COMMENSURATE WITH THE TECHNICAL PROPOSAL.