

ANNEX D: FINANCIAL PROPOSAL FORMS

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Form 11: Financial Proposal Letter

Date: \_\_\_\_\_

To: UNICEF Pacific Supply Team

Dear Madam/Sir,

We, the undersigned, submit the financial offer to the **Construction of two WASH facilities at Numbu CHS, as well as the retrofitting of the male and female dormitories** as specified in the Annex B and Annex E following your Request for Proposal LRPS-2025-\_\_\_\_\_ dated [-----].

Our attached Financial Proposal is for the sum of (-----  
-----amount in figures and words). This amount is inclusive of all taxes payable under the applicable law.

Our Financial Proposal shall be binding on us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of the Proposal.

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

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Construction Company  
Address:

**Form 12: Sample of Financial Proposal (from BOQ)**

NO	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT (SBD)
A	4-Unit Toilet with 3-unit Shower	LS	2		-
B	Septic and soakpit	LS	2		-
C	Rehabilitation of female and male dormitory	LS	2		-
D	Transportation cost to Numbu CHS	LS	1		-
E	Overhead and profit margin	LS	1		-
	<b>TOTAL COST</b>				-
F	Contingency cost in Numbu CHS (5%)				-
G	<b>GRAND TOTAL</b>				-

**[Add and modify table as required]**

Notes:

- UNICEF will assume that the Potential Bidder has factored into its offer all causes that may influence the prices.
- All prices are inclusive of all fees, sub-Contractor fees, documentation reproduction, legal fees, contingencies, and administrative fees, all taxes, or any other fees necessary to the Potential Bidder to achieve the Objective of the RFP.
- All amounts should be quoted in **Local currency (e.g., SBD)**.
- The Selected Contractor shall be paid only upon UNICEF acceptance of the work or deliverable.
- Inform the Bank, branch, and account information. Indicate names of persons operating the agency account. All payment will be done through bank transfer.
- The Potential Bidder may suggest the alternative payment schedule (the manner in which payment requested), with justification of each installment with the Deliverables UNICEF will receive against each installment required.
- In case, advance payment is requested, the Selected Contractor should provide an unconditional guarantee issued by ANZ bank on behalf of the Selected Contractor and in favor of UNICEF to guarantee either submission of deliverables according to the Contract, or to refund the advance to UNICEF in case of default by the Selected Contractor. The Selected Contractor must bear any charges for such guarantee.

**Form 13: Completed Price Bill of Quantities (BoQ)  
(as part of Financial Proposal)**

**ANNEX E: TECHNICAL DOCUMENTS**

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(SPECIFICATION AND DESIGN DRAWINGS)

**(attach Specifications and Design drawings)**