***Annex B.*** *Template Proposal / Quotation*

***B1.*** *Cover Letter*

**Attn. To:**

**INKLUSI – Australian-Indonesia Partnership Towards an Inclusive Society**

Jl. Patra Kuningan IX No. 6

Kel. Kuningan Timur, Kec. Setiabudi, Jakarta Selatan 12950, INDONESIA

Jakarta, Indonesia

We, the undersigned, declare that:

1. We have read, understood, and hereby accept the Terms of Reference describing the duties and responsibilities in accordance with the Request for Proposal *<insert RFP reference number and service title>,* and hereby confirm our interest to participate in through the submission of the Proposal which is attached hereto.
2. We confirm that our Proposal is made in full conformity with the RFP and its attached Specification/ Requirement or services.
3. We hereby confirm that we are available for the entire duration of the assignment, and shall perform the services in the manner described in the proposed approach / methodology which is attached hereto.
4. Our proposal shall be valid for a period of 30 (thirty) days from the date of proposal submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. We understand that this request for Proposal is issued by INKLUSI under the terms and conditions of the INKLUSI Services Standing Offer. INKLUSI reserves the right to seek quotes from any individuals / organisations; accept or reject any quote; terminate, extend, or vary its selection process for the Services; seek information or negotiate with any organisation that has not been invited to submit a quote; terminate negotiations at any time and commence negotiations with any other organisation; evaluate bids as INKLUSI sees appropriate; and negotiate with any one or more individuals / organisations.
6. We recognize that the payment of the above-mentioned amounts due to shall be based on our delivery of outputs within the timeframe specified in the TOR, which shall be subject to INKLUSI’s review, acceptance, and payment certification procedures.
7. After carefully reviewing the Terms of Reference, we hereby propose our consultancy services as described on the following attachments:

Annex A. Technical Proposal

Annex B. Financial Proposal

Annex C. Curriculum Vitae (CV) of Personnel

Sign :

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***B2.*** *Technical Proposal*

# GENERAL INFORMATION

|  |  |
| --- | --- |
| Activity Title: |  |
| RFP Reference No.: |  |

# Applicant’s Detail

Please provide the following details:

|  |  |
| --- | --- |
| Full legal and trade names of company / organisation/ institution |  |
| Business office address (google map link if available) |  |
| Certificate of orgnanisation establishment number and / or Business Registration Number *(NIB – Nomor Induk Berusaha)* |  |
| Tax Registration Number (NPWP) |  |
| Postal and email address; and website (if applicable) |  |
| Contact details of the Respondent’s contract person |  |
| * Full name |  |
| * Position title |  |
| * Email address |  |
| * Phone number |  |

# TECHNICAL PROPOSAL

* 1. **Organizational Capacity**
     1. Provide description about the ability, resources, networks, and capacity of your organization to carry out the project.

…….

* + 1. Provide examples of other similar projects/ assignments that you or your organisation has undertaken.

| **No.** | **Project Title** | **Employer / Client \*)** | **Service Period** |
| --- | --- | --- | --- |
| 1 |  |  | [Period of contract] |
| 2 |  |  | [Period of contract] |
| 3 |  |  |  |
| … | … | … | … |

*\*) State the name of organization, contact person, and contact number*

* 1. **Resource Plan & Key Personnel**
     1. Provide names, position, gender, qualifications, and experience of relevant team members who will undertake this project using the table format below.

| **No.** | **Name** | **Position / Role** | **Gender** | **Diffability** | **Qualification** | **Experience** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … | … | … | … |  |  |  |

* + 1. Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time that have not listed on the CSSO agreement. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience. Please provide a link or evidence of the previous relevant work
  1. **Proposed Workplan & Methodology**

*[Provide a description of work plan and approach / methodology for how to achieve the required scope of works as described on the TOR.]*

….

* 1. **Timeline & Deliverables**

*[Provide a detailed description of timeline, deliverables, and reporting of how the management for the requested services /works will be implemented]*

….

*Note:*

*Applicant may add information/evidence that is necessary / important to clarify and strengthen the proposal.*

***B3.*** *Financial Proposal*

# FINANCIAL PROPOSAL

1. **Personnel & Management Fee**

| **No.** | **Description** | **QTY** | **UNIT** | **Daily Rate \*)** | **Total Amount** |
| --- | --- | --- | --- | --- | --- |
| 1. **PERSONNEL FEE.** | | | | | |
| 1 | *name* | […] | days | IDR/AUD | IDR/AUD |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **TOTAL PERSONNEL FEE (A)** | | | | |  |
|  | | | |  | |
| 1. **MANAGEMENT FEE.** | | | | | |
| 1 | Management Fee  *(calculated as percentage of the Total Personnel Fee)* | […. %] |  | [Total Personnel Fee} |  |
| **TOTAL MANGEMENT FEE (B)** | | | | |  |
|  | | | | |  |
| **TOTAL PERSONNEL & MANAGEMENT FEE (A+B)** | | | | |  |

1. **Expenses (Reimbursable)**

| **No.** | **Description** | **QTY** | **UNIT** | **Daily Rate \*)** | **Total Amount** |
| --- | --- | --- | --- | --- | --- |
| 1. **EXPENSES (REIMBURSABLE)** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **TOTAL EXPENSES / REIMBURSABLE COST (C)** | | | | |  |
|  | | | | |  |
| **TOTAL PROPOSED BUDGET (A+B+C)** | | | | |  |

1. **Payment Terms**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Payment Description** | **Due Date** | **Amount** |
| 1 | Personnel & Management Fee |  |  |
|  | Milestone (1, 2, 3, etc…) |  |  |
|  | TOTAL Personnel & Management Fee | |  |
| 2 | Personnel & Management Fee |  |  |
|  | Advance (1, 2, 3, etc…) |  |  |
|  | TOTAL Expenses / Reimbursable Costs | |  |
| **TOTAL AMOUNT** | | |  | |

Notes:

* + - * 1. *Currency should be in IDR or AUD only.*
        2. *All rates should be inclusive all taxes.*
        3. *For applicant listed in INKLUSI Panel, the personnel & management fee shall not exceed the rates agreed on the standing offer agreement.*
        4. *Please submit your financial proposal in excel format (template as attached)*