***Annex B. Template of Cover Letter and Technical & Financial Proposal***

*Annex B.1. Cover Letter*

<Insert Date>

<Insert Your Quotation Reference>

**To:**

**Australian-Indonesia Partnership Towards an Inclusive Society (AIPTIS) / Program INKLUSI**

Jakarta, Indonesia

procurement@INKLUSI.or.id

I, the undersigned, declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities in accordance with the Request for Quotation / Proposal *<insert RFQ reference number and service title>,* and hereby confirm my interest to participate in through the submission of the quotation / proposal which is attached hereto.
2. My data:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| E-mail address: |  |
| Phone Number / Fax No.: |  |

1. I confirm that my Quotation is made in full conformity with the RFQ and its attached Specification / Requirement or services.
2. I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services as agreed on the service contract.
3. My 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.

Annex A. Curriculum Vitae

B. Financial Proposal

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |

*Annex B.2. Financial Proposal*

**FINANCIAL PROPOSAL**

1. **Breakdown of costs by components**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Description** | **Break Down Cost**  **(Quantity, Frequency)** | | | | **Unit Cost** | **Total Cost** |
| **Qty** | **Units** | **Qty** | **Freq** |
| **1** | **Specified Personnel Rates** |  |  |  |  |  |  |
| 1.1 | Personnel Fee |  |  |  |  |  |  |
|  | **Sub-Total (1)** | | | | | |  |
|  |  |  |  |  |  |  |  |
| **2** | **Travel cost \*\*):** |  |  |  |  |  |  |
| 2.1 | Airfare | As required and will be based on INKLUSI Travel policy | | | | | |
| 2.2 | Accommodation |
| 2.3 | Airport transport |
| 2.4 | Car rental |
|  | **Sub-Total (2)** | | | | | |  |
|  | **TOTAL** | | | | | |  |

*Notes:*

1. *Other budget posting is allowed to propose as long as it’s relevant to project activity*
2. *Travel cost and other operational costs are reimbursable and will be paid by AIPTIS on actual basis.*
3. *\*) Management fee is the percentage of specified personnel rates (sub total-1) which applicable to a company / organization bidder.*
4. *\*\*) If applicable*
5. *Currency should be in IDR or AUD only.*
6. *All rates should be inclusive all taxes.*
7. *Please state other terms of conditions applied for this proposal.*
8. **Payment Terms / Breakdown of Offer by Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Percent of Total** | **Amount** |
|  | **Milestones Fees:** |  |  |
| 1 | *<described milestones>* |  |  |
| … |  |  |  |
|  | **TOTAL CONTRACT AMOUNT** | |  |

1. ***Salary History Form for Consultant***

*Note: This form*

*Provide at least 3 latest references Project Client / Employer, Contract Value, Period of performance (from/to), Role in relation to undertaking the goods / services /works, and Reference Contact Details (Name, Phone, Email)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Project Title /**  **Employer** | **Description of Activities** | **Location**  **Province/**  **District, Country** | **Client**  **Name / Tel No**  **Email** | **Daily Rate**  **(IDR / AUD)** | **Start & end dates.** | **Completed on schedule?**  **(Yes/No)** | **Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |