***Annex B.Template of Proposal / Application***

*B.1. Template of 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*

**B.2.1. Proposed Daily Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Rate** | **Unit** | ***Notes:***   1. *Currency should be in IDR or AUD only.* 2. *All rates should be inclusive all taxes.* 3. *Please state other terms of conditions applied for this proposal.* |
| Specified Personnel Rates | [IDR/ AUD] .............. | Per day |

**B.2.2. Salary History Form for Consultant**

*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/**  **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 |  |  |  |  |  |  |  |  |