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| **FINACIAL OFFER** |

**NAME OF TENDERER:**

**TENDERING CALL: “**Supporting select Independent Institutions to strengthen reporting procedures, outreach, oversight documents, and other components of their interactions with the Assembly**”**

**REFERENCE to:** “Support for the Assembly and the Project for Citizen Education (PACEP) 7F-09576 Phase 2, 2024-2028”, Project

Dear Sir/Madam:

We hereby declare that:

1. We have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities for the tender *Supporting select Independent Institutions to strengthen reporting procedures, outreach, oversight documents, and other components of their interactions with the Assembly* under the *Support for the Assembly and the Project for Citizen Education (PACEP) 7F-09576 Phase 2, 2024-2028”, Project*;
2. We are pleased to propose our services and confirm our interest in this assignment by submitting all documents required as per the Terms of Reference;
3. In compliance with the Terms of Reference, we confirm our availability for the entire duration of the assignment. We are committed to delivering the services as outlined in our proposed approach/methodology, which we have attached for your review;
4. For your evaluation, the breakdown of the all-inclusive amount of our financial is attached hereto as Annex 2;
5. We recognize that the payment of the abovementioned amounts shall be based the on delivery of the outputs specified in the TOR, within a time frame that will be negotiated during the contracting (if successful), and that they shall be subject to Global Partners Governance's review, acceptance and payment certification procedures;
6. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
7. We confirm that we have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with Global Partners Governance [*disclose the name of the relative, and the relationship if, any such relationship exists];*
8. We fully understand and recognize that Global Partners Governance is not bound to accept this proposal, and we also understand and accept that we shall bear all costs associated with its preparation and submission and that Global Partners Governance will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Name and Signature of Representative: Date Signed:

**Annexes** *[pls. check all that apply]***:**

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Annex 1 – Technical Proposal:

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Annex 2 – Financial Proposal (as per the template below)

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Annex 3 – All other documents listed in the Terms of Reference

**FINANCIAL PROPOSAL**

**Table A - Breakdown of Cost by Deliverables [Basis for payment tranches]**

|  |  |  |
| --- | --- | --- |
| **Deliverables**  *[list them as referred to in the TOR]* | **Percentage of Total Price**  [Use % per deliverable as stated in the TOR] | **Total Amount for the Contract Duration** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| **Total Amount for the Contract Duration** | **100%** |  |

**Table B - Breakdown of Cost by Components:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cost Components** | **Quantity** | **Unit Cost** | **Total Amount for the Contract Duration** |
| 1. | **Team composition** |  |  |  |
| 1.1 | Expert 1 |  |  |  |
| 1.2 | Expert 2 |  |  |  |
| 1.3 | … |  |  |  |
| 2. | **Event organization** |  |  |  |
| 2.1 | Venue |  |  |  |
| 2.2 | Catering |  |  |  |
| 2.3 | Translation |  |  |  |
| 2.4 | Transport |  |  |  |
| 2.5 | ….. |  |  |  |
| 3. | **Design and printing costs** |  |  |  |
| 3.1 | ….. |  |  |  |
| 3.2 | …. |  |  |  |
| 4. | **Other** |  |  |  |
| 4.1 | ….. |  |  |  |
|  | **Total Amount for the Contract Duration (CHF)**3 | | |  |

Notes:

1. Financial proposals must be submitted in CHF.
2. Financial proposals must be submitted in net values **excluding** the VAT.
3. The itemized breakdown in Table B serves as a guideline and may be adjusted by the applicant to best align with their specific proposal.