

Financial Proposal

- 3.6 The Financial Proposal should list the costs associated with the assignment. These normally cover remuneration for staff, rental for training space, food and refreshment for trainees, stationary items, transportation, equipment (vehicles, office equipment, furniture and supplies) and printing of documents.
- 3.7 The Financial Proposal must take into account the tax liability and cost of insurances if any.
- 3.8 Cost should be expressed in Ngultrum's.

4. Submission of Proposals

- 4.1 Firms must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet.
- 4.2 The completed Technical and Financial proposals must be delivered on or before the time and date stated in the Data Sheet.
- 4.3 The Proposal must be valid for the number of days stated in the data sheet from the date of its submission during which firms must maintain and make available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. Proposal Evaluation

- 5.1 A two-stage procedure will be adopted in evaluating the proposals:
 - i. Technical Evaluation will be carried out prior to opening any financial proposal;
 - ii. A Financial Evaluation

Firms will be ranked using a combined technical/financial score (of 100 points each), as indicated below:

