DANISH REFUGEE COUNCIL

Annex A.2 Financial Bid Form

RFP reference number: [DRC-RFP-09112023-CCY-SAH]

Bidder to complete (as a minimun total costs alternatively bidder may use its own bid form)

Note : This template is optional; the bidder can provide their own financial bids.

Milestone payment schedule

No	Milestone (incl. deliverables)	Estimated Completion date	Payment rate	Estimated costs
1				
2				
3				
4				
etc.				
			Milestone Total	

Personnel rate schedule

No	Position	Hourly rate	Estimated hours	Estimated costs
1				
2				
3				
4				
5				
etc.				
			Personnel Total	

Any other costs (please specify)

No	Description optional expense	Attachment reference	Estimated costs
1	Travel costs		
2	Direct materials (purchased items or services)		
3	Equipment to be purchased or fabricated for project		
4	General and administrative expense, indirect expense		
etc.			
		Total	

DRC to complete		*Bidder to complete*	
Max. completion time required (month after contract signature):	four months not later than 30th April 2024	Completion time offered (days after contract signature):	
Minimum bid validity period required:	30 Days	Destination offered (if applicable):	
Currency of Tender:	USD	Bid validity period offfered:	
Additional comments to bidders:		Currency of Bid:	
Note : This template is optional; the bidder can provide their own financial bids.		Company Name:	
-Administrative Evaluation:		Signed by a duly authorized company representative:	
Please submit all requirements indicated in section-A -Administrative Evaluation Table in the invitation Letter including all other requirements in the term of reference Annex F.Upon completing the bid opening and the Preliminary Administrative Evaluation ,the tender opening committee may , on a case by case basis, provide additional 48 hours for bidders to submit any missing non crucial documents/information that are not considered a material requirements to the tender and only for non-sub substantial documents that wouldn't alter the outcome of the supplier´s bids.		Title:	
-Technical Evaluation		Date:	
1-Bidder qualifications(55%)		Print Name:	
2-Proposed services (documented by the technical proposal)(45%)			
Please refere to the technical criteria indicated in the invitation letter for more elaboration of the breakdown of each criteria and scoring and rateing mechanism and term of reference Annex F and submit all documents required for each criteria .bids shall respond to all criteria, or their bid may be disqualified.			
Bidders must comply with all requirements and submit all requirements indicated in the Invitation letter,Term of Reference-Annex F Plus all other required documents .Failing to submit any of the requirements might result in disqualifying the bid.		Stamp of company	
-Bidder should submit complete proposals including the work plan, expected deliverable,any all documents meeting and responding to all requirements and the evaluation criteria			
- The consultancy firm will utilise its own computers, mobile telephones, and graphics design tools, as required			