

**TECHNICAL PROPOSAL**

**to**

**Name of Procuring Entity: Petroleum Authority of Uganda (PAU)**

|  |
| --- |
| **Subject of Procurement: Consultancy Services to develop a Joint Qualification System for the National Supplier Database (NSD).** |
| **Procurement Reference Number: PAU/CONS/19-20/00125-TSS** |
| **Address of the Provider:**  **Date of Issue: 30th March 2020** |
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|  |

**SECTION 4. PROPOSAL FORMS**

*[This Proposal Submission Sheet should be on the* ***letterhead of the FIRM /Consultant*** *and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its technical proposal]*

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| --- |
| **4.1.1 Technical Proposal Submission Sheet** |

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: [insert complete name of Procuring and Disposing Entity]

Address of the Procuring and Disposing Entity

We, the undersigned, declare that:

1. We have examined and have no reservations to the Request for Proposals Document, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
2. We offer to provide the services in conformity with the Request for Proposals Document for the *[insert a brief description of the Services]*;
3. We hereby submit our proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope;
4. Our proposal shall be valid until the date specified in ITC Clause 20.1 and it shall remain binding upon us and may be accepted at any time before and including that date;
5. We, including any subcontractors or consultants for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITC Clause 4.1;
6. We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority Registration Number *[insert registration number]*. *[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status];*
7. We, including any associates, Joint Venture partners or Sub contractors for any part of the contract, have nationals from eligible countries *[insert the nationality of the Consultant, including that of all parties that comprise the Consultant, if the Consultant is a Joint Venture, consortium or association, and the nationality of each subcontractor]*;
8. We have signed and undertake to abide by the Code of Ethical Conduct for Consultants attached during the procurement process and the execution of any resulting contract;
9. We are not participating, as Consultants, in more than one proposal in this procurement process;
10. We, including any subcontractors or consultants, do not have any conflict of interest and have not participated in the preparation of the original project for the Procuring and Disposing Entity;
11. We, our affiliates or subsidiaries—including any subcontractors for any part of the contract—have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
12. Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate on the basis of the staff proposed in our Proposal;
13. We understand that this Proposal, shall not be binding on the Entity until a formal contract is prepared and executed;
14. We understand that you are not bound to accept the lowest proposal or any other proposal that you may receive;

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

**4.1.1.1 CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. **Ethical Principles**

Bidders and providers shall at all times-

1. maintain integrity and independence in their professional judgement and conduct;
2. comply with both the letter and the spirit of-
3. the laws of Uganda; and
4. any contract awarded.
5. avoid associations with businesses and organisations which are in conflict with this code.
6. **Standards**

Bidders and providers shall-

1. strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
2. comply with the professional standards of their industry or of any professional body of which they are members.
3. **Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

1. **Confidentiality and Accuracy of Information**

(1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.

(2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

1. **Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

1. **Inducements**

(1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.

(2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

1. **Fraudulent Practices**

Bidders and providers shall not-

1. collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
2. enter into business arrangements that might prevent the effective operation of fair competition;
3. engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
4. misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
5. unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
6. withholding information from the PDE during contract execution to the detriment of the PDE.

I ................................................ agree to comply with the above code of ethical conduct in business.

**--------------------------------------- -----------------------------------------------**

**AUTHORISED SIGNATORY NAME OF CONSULTANT***[The information requested is required in the format provided below and should be included by the Consultant in its proposal].*

**4.1.2 Consultant’s References**

**Relevant services carried out in the last ..................... years (*Insert number of years required)* that best illustrate experience.**

Using the format below, provide information on each assignment for which the Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant’s Name:

|  |  |  |
| --- | --- | --- |
| Assignment name: | | Country: |
| Location within country: | | Professional Staff provided by consultant (profiles): |
| Name of client: | | No of staff: |
| Address: | | No of Staff-Months; Duration of assignment: |
| Start date (Month/Year): | Completion date (Month/Year): | Approx. Value of services (in Current US$): |
| Name of Associated Consultants, if any: | | No of Months of Professional Staff provided by Associated Consultants: |
| Name of senior staff (Project Director/Coordinator, Team Leader) involved and functions performed: | | |
| Narrative description of Project: | | |
| Description of actual services provided by your Staff: | | |

*[The information requested is required in the format provided below and should be included by the Consultant in its proposal. If none, include form and state “None”]*

**4.1.3 Comments and Suggestions on the Terms of Reference**

[*Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc*.]

**A - On the Terms of Reference**

{A brief write up on Improvements to the Terms of Reference, if any}

**B - On Counterpart Staff and Facilities**

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

*[The information requested is required in the format provided below and should be included by the Consultant in its proposal]*

**4.1.4 Description of the Methodology for performing the Assignment**

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}:

1. Technical Approach and Methodology
2. Work Plan
3. Organization and Staffing}

a) ***Technical Approach and Methodology.***{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) ***Work Plan.***{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) ***Organization and Staffing.***{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

*[The information requested is required in the format provided below and should be included by the Consultant in its proposal]*

**4.1.5. Team Composition and Task Assignments**

|  |  |  |
| --- | --- | --- |
| **1. Technical/Managerial Staff** | | |
| **Name** | **Position** | **Task(s)** |
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| --- | --- | --- |
| **2. Support Staff** | | |
| **Name** | **Position** | **Task(s)** |
|  |  |  |
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*[The information requested is required in the format provided below and should be included by the Consultant in its proposal]*

**4.1.6 Format of Curriculum Vitae for Proposed Professional Staff**

**CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Position Title and No.** | {e.g., A-1, TEAM LEADER} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship/Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel………….........../e-mail……; Mr. A2 , Project manager] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language Skills (indicate only languages in which you can work):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adequacy for the Assignment:**

|  |  |
| --- | --- |
| **Detailed Tasks Assigned on Consultant’s Team of Experts:** | **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
| **{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)** |  |
|  |  |
|  |  |

**Experts contact information :** (e-mail…………………., phone……………)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

{day/month/year}

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)

**4.1.7 Format for confirmation of availability of Key Professional Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject of procurement: |  | Procurement reference number |  |

|  |  |
| --- | --- |
| Consultant |  |

|  |  |  |
| --- | --- | --- |
| **List of key professional staff** | **Competencies of key professional staff** | **Percentage of time for which key staff shall be available** |
|  |  |  |
|  |  |  |

Confirmation

I ............................................................................(insert name of consultant) hereby certify that the staff described above shall be available as indicated

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction.]*

**4.1.8 Estimated Time Schedule for Professional Staff**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Months (in the Form of a Bar Chart)** | | | | | | | | | | | | |
| **Name** | **Position** | **Reports Due/Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Number of Months** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (1) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (2) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (3) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (4) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Full-time: Part-time:

Signature:

(Authorised Representative)

Full Name: Title:

Consultant:

*[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction]*

**4.1.9 Activity (Work) Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Technical Input** | | | | | | | | | | | | |
|  | ***[1st, 2nd, etc. are months from the start of assignment.]*** | | | | | | | | | | | |
|  | **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
| **Activity (Work)** |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| **B. Completion and Submission of Reports and other Deliverables** | |
| **Reports** | **Date** |
| 1. Inception Report |  |
| 2. Interim Progress Reports  (a) First Status Report  (b) Second Status Report |  |
| 3. Draft Final Report |  |
| 4. Final Report |  |
| 5. Other Deliverables |  |

**4.1.10 Proposal Securing Declaration**

*[The Consultant shall fill in this Form in accordance with the instructions indicated. If the Consultant is a Joint Venture, Consortium or Association the Proposal Securing Declaration must be in the name of the Joint Venture, Consortium or Association that submits the proposal. If the Joint Venture has not been legally constituted at the time of bidding, the Proposal Securing Declaration shall be in the names of all future partners as named in the letter of intent]*

Date: *[insert date (as day, month and year) of Proposal Submission]*

Procurement Reference No.: *[insert reference number of selection process]*

To: *[insert complete name of Procuring and Disposing Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.

2. I/We accept that I/we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Government of Uganda*,* if we are in breach of our obligation(s) under the Request for Proposals conditions, because we:

* + - * 1. have withdrawn our proposal during the period of proposal validity specified by us in the Technical Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or
        2. having been notified of the acceptance of our proposal by the Procuring and Disposing Entity, during the period of proposal validity, fail or refuse to:

(i) sign the Contract in accordance with ITC Clause 43;

(ii) furnish the Performance Security, in accordance with the ITC Clause 45; or

(iii) accept the correction of our bid by the Procuring and Disposing Entity, pursuant to ITC sub Clause 31.4.

3. I/We understand this Proposal Securing Declaration shall expire on [*Insert date as per ITC Clause 21]*.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*



**FINANCIAL PROPOSAL**

**to**

**Procuring Entity: Petroleum Authority of Uganda (PAU)**

|  |
| --- |
| **Subject of Procurement: Consultancy Services to develop a Joint Qualification System for the National Supplier Database (NSD).** |
| **Procurement Reference Number: PAU/CONS/19-20/00125-TSS** |
| **Date of Issue: 30th March 2020** |

*[This Proposal Submission Sheet should be on the* ***letterhead of the FIRM /Consultant*** *and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its financial proposal]*

|  |
| --- |
| **4.2.1 Financial Proposal Submission Sheet** |

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring and Disposing Entity]*

We, the undersigned, declare that:

1. The **total price of our Proposal** is: *[insert the total proposal* ***price in words*** *and* ***figures,*** *indicating the various amounts and the respective currencies]*, inclusive of local taxes;
2. We **are eligible** for a Margin of Preference in accordance with ITC Clause 36 and are eligible for inclusion in *[insert Group A or Group B as appropriate]* and enclose documentary evidence of our eligibility;

*[or]*

We are **not eligible** for a Margin of Preference in accordance with ITC Clause 36;

1. The following commissions, gratuities, or fees have been paid or are to be paid with respect to this procurement process or execution of the Contract: *[insert complete* ***name of each Recipient****, its* ***full address****, the* ***reason for which each commission or gratuity*** *was paid and* ***the amount and currency*** *of each such commission or gratuity.* ***If none*** *has been paid or is to be paid, indicate “none”];*

|  |  |  |
| --- | --- | --- |
| **Name and address of Recipient** | **Purpose Reason** | **Currency and Amount** |
|  |  |  |
|  |  |  |
|  |  |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[insert complete name of person signing the proposal]*

In the capacity of \_\_\_\_\_\_\_\_\_\_\_\_*[insert legal capacity of person signing the proposal]*

Signed: \_\_\_\_\_\_\_\_\_*[signature of person whose name and capacity are shown above]*

Duly authorised to sign the proposal for and on behalf of: \_\_\_\_\_\_*[insert complete name of Consultant]*

Dated on \_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

*[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. State* ***currency or currencies of proposal****. If three currencies are not used state “nil” as appropriate. If the PDS requires the proposal price to be quoted separately for different Activities, complete this form as a “Summary of Proposal Price”* ***for each activity*** *and complete* ***one overall Summary*** *of prices.]*

**4.2.2 Summary of Proposal Price (Breakdown of Lump Sum)**

|  |  |  |
| --- | --- | --- |
| **Cost item** | **Currency** | **Amount(s)** |
| Fees – currency 1 |  |  |
| Fees – currency 2 |  |  |
| Fees – currency 3 |  |  |
|  |  |  |
| Reimbursables – currency 1 |  |  |
| Reimbursables – currency 2 |  |  |
| Reimbursables – currency 3 |  |  |
|  |  |  |
| Miscellaneous Expenses –currency 1 |  |  |
| Miscellaneous Expenses –currency 2 |  |  |
| Miscellaneous Expenses –currency 3 |  |  |
|  |  |  |
| Local taxes |  |  |
|  |  |  |
| Total Lump Sum/Cost Estimate – currency 1 |  |  |
| Total Lump Sum/Cost Estimate – currency 2 |  |  |
| Total Lump Sum/Cost Estimate – currency 3 |  |  |

**List of Attachments or Annex Items**

**Table of Contents (*Document Check list*)**

**4.2.3 Breakdown of Fees**

*[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency columns and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC]*

***State activity name or total proposal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Input Qty** | **Unit** *(Days/months etc.)* | **Rate** | **Total** |
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| **Grand Total** |  |  |  |  |  |

**4.2.4 Breakdown of Reimbursables (If Applicable)**

*[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should* ***complete a separate form for each currency or add currency column and show up to three totals****. Complete this form for the total proposal or for each activity as indicated in the ITC]*

***State activity name or total proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currency: \_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Cost** | **Quantity** | **Unit of Measure** | **Unit Price** | **Total Price** |
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| **Grand Total** |  |  |  |  |

Notes: Local transportation costs are not to be included if local transportation is being made available by the Procuring and Disposing Entity. Similarly, the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Procuring and Disposing Entity.

**4.2.5 Breakdown of Miscellaneous Expenses**

*[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency column and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC].*

***State activity name or total proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currency: \_\_\_\_\_\_***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Cost** | **Quantity** | **Unit of Measure** | **Unit Price** | **Total Price** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Grand Total** |  |  |  |  |