

**Annex 1: Proposal Submission Form****ANNEX 1: PROPOSAL SUBMISSION FORM***To be completed by candidates:*

To: NSIP Nepal Kathmandu Office
<b>Subject:</b>
<b>Proposal submitted by</b>
<b>Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>E-mail address:</b>
<b>Date:</b>

Further to your Request for Proposal (RFP) dated <date> for the contract in reference, I have the pleasure of submitting you the following proposal:

**1. General**

In submitting this proposal, I declare to accept in full and without restriction the special and general conditions governing the Request for Proposal.

**2. Scope of services**

I include my comments on the Terms of Reference, a description of my proposed strategy and approach, and an outline programme in the attached "Methodology Form".

**3. Validity of proposal**

I acknowledge that the terms of the present proposal shall be binding upon me until the expiration of the agreement, and I guarantee my availability for the assignment should the Contract be awarded to me within that period.

**4. Information on the consultant**

(For a team of consultants, please copy and paste this table for each team member)

<b>General Information</b>	
Name:	
Principal area of specialization	
Years of experience in principal area of specialization	
Last three assignments in the field of the contract	
Membership in professional organizations	

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### 5. Capacity Statement for the assignment (Max. 500 words)

### 6. Documents

Please find attached the following documents:

- a) Legal documents (as mentioned under eligibility criteria)
- b) CV of consultant(s)
- c) Detail of two references (for similar assignment)

### 7. Financial proposal

Please provide a detailed budget including breakdown of per diem/accommodation, consultancy fees, taxes, materials, transportation and field expenditure, and any other cost. No additional payment will be done by NSIP Nepal.

*\*This template can be modified as needed*

	Description	Units	Quantity	Rate (NPR)	Amount (NPR)	Remarks
<b>A.</b>	<b>Consultant Fees</b>					
1	Lead consultant	Per day				
2	Team Member-1	Per day				
3	Team Member-2	Per day				
4	xxxx	Per day				
	<b>Sub Total</b>					
<b>B.</b>	<b>Field expenditure</b>					
1	Accommodation	Per day				
2	Food and other incidental expense	Per day				
3	Travel	Per day				
4	Vehicle hire/taxi etc.	Per day				
5	xxxx					
	<b>Subtotal</b>					
<b>C.</b>	<b>Other cost: Meeting/orientation, FGD, KII Etc.</b>					
	Meeting in the field					
	FGD					
	Training materials					
	<b>Sub Total</b>					
	<b>Total Before VAT (A+B+C)</b>	A+B+C				

	<b>VAT (13%)</b>					
	<b>Total</b>					

**Guidelines on Budgeting**

- a) Consultant Fees: Should be clearly mentioned daily rate matching with the Total Person days calculation.
- b) Filed Expenditure and other costs: Based on the requirement of the TOR and technical proposal these items should be budgeted within the reasonable range.
- c) NSIP will not take responsibility of general logistic support, for example Hotel or air ticketing. The proposal submitted without these variable budgets will automatically be disqualified for shortlisting process.
- d) Remarks Column: Please note the explanation of the budget lines as required.

Signature:

Signed by:

Date:  

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